



## Compass Charter Schools

### Annual Meeting

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#### **Date and Time**

Monday June 25, 2018 at 5:30 PM PDT

#### **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 Compass Charter Schools Central Office located at 850 Hampshire Road, Suite P, Thousand Oaks. Additionally, the agenda and supporting documents are available online at [www.compasscharters.org](http://www.compasscharters.org).

Please note the meeting is recorded and live streamed at [www.compasscharters.org](http://www.compasscharters.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 June 25, 2018 Annual Meeting Agenda

##### **II. CONSENT ITEMS**

**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 January, February, March, April & May 2018
- Approval of the January 29, 2018 Regular Meeting Minutes
- Approval of the June 25, 2018 Public Hearing Minutes
- Approval of Donations to CCS
- Approval of the Second Interim Reports
  - CCS of Fresno
  - CCS of Los Angeles
  - CCS of San Diego
- Approval of 2018-19 Applications for Funding
- Approval of the 2018-19 Staff Handbook
- Approval of the 2018-19 Scholar Handbooks
- Approval of Resolution 2017-09 on EPA Funds
- Approval of MOU between Mountain Empire USD & Compass Charter Schools

**B. Approval of the January 29, 2018 Regular Meeting Minutes**

**C. Approval of the June 25, 2018 Public Hearing Minutes**

**III. REPORTS**

**A. CEO Report**

- Introduction of 2018-19 Administrators
- Division Employees of the Year Presentation
- Employee of the Year Presentation
- Scholar's Choice Employee of the Year Presentation
- Learning Coaches of the Year Presentation
- 5-Year Anniversary Presentations

**B. Recess**



- C. Academic Affairs Committee Report
- D. External Relations Committee Report
- E. Finance Committee Report
- F. Personnel Committee Report
- G. Parent Advisory Council Report
- H. Scholar Leadership Council Report

#### **IV. CLOSED SESSION**

- A. Public Employee Performance Evaluation  
Title: President & CEO
- B. Conference with Legal Counsel - Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9: 1 potential case

#### **V. RECONVENE FROM CLOSED SESSION**

- A. Closed Session Report

#### **VI. COMMUNICATIONS**

- A. Board Member Communication

- Matthew Brown
- Joe Cummings
- Kathy Granger
- Lisa Robotham
- John Vargas
- Matt Koblick

#### **VII. 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.

## VIII. UNFINISHED BUSINESS

Personnel

## IX. NEW BUSINESS

**A.** Review and Discussion of 9th Grade Math Placement Policy Final Report

**B.** Adoption of the 2018-19 Local Control Accountability Plans (LCAP)

- Compass Charter Schools of Fresno
- Compass Charter Schools of Los Angeles
- Compass Charter Schools of San Diego

**C.** Adoption of the 2018-19 Annual Budget

- Compass Charter Schools of Fresno
- Compass Charter Schools of Los Angeles
- Compass Charter Schools of San Diego

- D.** Review and Approval of the 2018-2021 At-Will Employment Agreement Amendment for the Superintendent

Oral report of salary, salary schedule, or compensation paid in the form of fringe benefits to Superintendent & CEO

1. Salary:
2. Health benefits:
3. Stipends/Allowances:

- E.** Review and Approval of the Revised Board By-Laws
- F.** Review and Approval of the Revised Board Policy Manual
- G.** Review and Approval of the Revised Conflict of Interest Code
- H.** Review and Approval of Charter Petition Template

**X. ORGANIZATION OF THE BOARD OF DIRECTORS**

- A.** Election of the Chairperson
- B.** Election of the Secretary
- C.** Election of the Treasurer

**XI. Closing Items**

- A.** Upcoming Meetings
  - Regular Meeting
  - Monday, September 24 at 5 pm
- B.** Adjourn Meeting

# Coversheet

## Consent Items

**Section:** II. CONSENT ITEMS  
**Item:** A. Consent Items  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** C CCS Fresno - 2nd Interim 17-18.pdf  
F CCS Fresno 18-19 Application.pdf  
O MOU Compass Charter School 2018-19.pdf  
B Donations to CCS.pdf  
K Middle School Scholar Handbook.pdf  
L High School Scholar Handbook.pdf  
D CCS Los Angeles - 2nd Interim 17-18.pdf  
G CCS LA 18-19 Application.pdf  
J Elementary School Scholar Handbook.pdf  
E CCS San Diego - 2nd Interim 17-18.pdf  
H CCS San Diego 18-19 Application.pdf  
N EPA Allocation Resolution 2017-09.pdf  
I 2018-19 Compass Employee Handbook.pdf  
A Compass - CR - May 18.pdf

**RECOMMENDATION:**

A motion to approve the consent items.

Compass Charter Schools - Fresno  
Orange Center

#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	1,346,042.00	1,058,285.00	395,537.71	1,058,285.00	0.00	0.00%
2) Federal Revenues	8100-8299	0.00	14,750.00	0.00	14,750.00	0.00	0.00%
3) Other State Revenues	8300-8599	33,543.00	109,207.00	35,792.53	109,207.00	0.00	0.00%
4) Other Local Revenues	8600-8799	154,339.00	93,863.00	67,527.22	93,863.00	0.00	0.00%
5) TOTAL REVENUES		1,533,924.00	1,276,105.00	498,857.46	1,276,105.00		
<b>B. EXPENDITURES</b>							
1) Certificated Salaries	1000-1999	641,788.00	603,960.00	319,892.67	603,960.00	0.00	0.00%
2) Classified Salaries	2000-2999	193,685.00	177,389.00	100,036.29	177,389.00	0.00	0.00%
3) Employee Benefits	3000-3999	198,717.00	204,076.00	122,988.65	204,076.00	0.00	0.00%
4) Books and Supplies	4000-4999	440,160.00	298,570.00	120,387.01	298,570.00	0.00	0.00%
5) Services, Other Operating Expenses	5000-5999	313,762.00	352,051.00	183,941.87	352,051.00	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		1,788,112.00	1,636,046.00	847,246.49	1,636,046.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A6 - B9)</b>		(254,188.00)	(359,941.00)	(348,389.03)	(359,941.00)		
<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>		(254,188.00)	(359,941.00)	(348,389.03)	(359,941.00)		
<b>F. FUND BALANCE</b>							
1) Beginning Fund Balance							
a) As of July 1 - Unaudited	9791	127,960.41	127,960.41		127,960.41	0.00	0.00%
b) Audit Adjustments	9793	(27,855.00)	(27,855.00)		(27,855.00)	0.00	0.00%
c) As of July 1 - Audited (F1a + F1b)		100,105.41	100,105.41		100,105.41		
d) Other Restatements	9795	0.00	0.00		0.00	0.00	0.00%
e) Net Beginning Balance (F1c + F1d)		100,105.41	100,105.41		100,105.41		
2) Ending Balance, June 30 (E + F1e)		(154,082.59)	(259,835.59)		(259,835.59)		

Compass Charter Schools of Fresno (10 62331 0130880)

Status: Certified  
Saved by: Scott Warner  
Date: 6/20/2018 12:56 PM**2018-19 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca18asstoc.asp>.

**CDE Program Contact:**Joy Paull, [jpaul@cde.ca.gov](mailto:jpaul@cde.ca.gov), 916-319-0297**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	J.J. Lewis
Authorized Representative's Signature	
Authorized Representative's Title	CEO
Authorized Representative Signature Date	06/20/2018

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

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

Compass Charter Schools of Fresno (10 62331 0130880)

Status: Certified  
Saved by: Scott Warner  
Date: 6/20/2018 12:56 PM**2018-19 Protected Prayer Certification**

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	J.J. Lewis
Authorized Representative Title	CEO
Authorized Representative Signature Date	06/20/2018
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

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**2018-19 Application for Funding****CDE Program Contact:**Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/25/2018
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**District English Learner Advisory Committee (DELAC) Review**

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	N/A
DELAC review date	
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Charter does not have more than 50 ELL students at this time

**Application for Categorical Programs**

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No
<b>Title IV, Part A (Student Support)</b>	Yes

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

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## 2018-19 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

ESSA Sec. 1112(b) SACS 4127	
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**\*\*\*Warning\*\*\***

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**Financial and Operations  
Memorandum of Understanding  
Between  
The Mountain Empire Unified School District and  
Compass Charter Schools**

**THIS AGREEMENT** (herein after “Agreement”) is made and entered as of the 25 day of June, 2018, by and between Compass Charter Schools (hereinafter “Charter”) and the Board of Education of the Mountain Empire Unified School District, a school district organized and existing under the laws of the State of California (hereinafter the “District”). The District and the Charter are collectively referred to as “the parties.”

**RECITALS**

**CHARTER GRANTED TO** Compass Charter Schools

- a. Charter was granted by Mountain Empire Unified School District to Compass Charter Schools pursuant to the terms of the Charter Schools Act of 1992, as amended (The “Act”), (Education Code 476000, et seq.), effective from July 1, 2017 through June 30, 2022. The Act authorizes the formation of charter schools for the purpose, among others, of developing new, innovative, and more flexible ways of educating children within the public-school system. Neither the Charter nor the District intends by entering into this Agreement to waive any of the rights, responsibilities, and privileges established by the Act.
- b. The Act, among other matters, calls for the District and Charter to define operational and oversight arrangements between the Charter and the District and to define and resolve other matters of mutual interest.
- c. To the extent that this Agreement is inconsistent with any of the terms of the Charter document, the Charter shall supersede the terms of this Agreement, and both parties shall meet to mend the Agreement to achieve consistency.

NOW THEREFORE, in consideration of the promises and mutual covenants and agreements herein set for the Charter and District agree as follows:

**Article 1: Terms and Renewal**

- 1.1 **Term.** This agreement shall begin upon execution by both parties and end on June 30, 2019.
- 1.2 **Amendments.** Amendments to the MOU may be made upon written agreement of both Parties.
- 1.3 **Renewal.** This Agreement will be reviewed annually and will either be renewed or amended as necessary.

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MOU Between Mountain Empire Unified School District and  
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**Article 2: Designation of School**

- 2.1. Designation of School.** Compass Charter School is operated by a California Non-Profit Public Benefit Corporation pursuant to California law (Charter Schools Act 47604(a) and Part 2 commencing with Section 5110 of Division 2 of Title 1 of the Corporations Code.)
- 2.2 Average Daily Attendance.** “Average daily attendance” shall mean the attendance of Charter pupils while engaged in educational activities required of them by the Charter, as defined in Education Code Section 47612, and in Section 11960, Article 1, Subchapter 19, Title V, of the California Administrative Code of Regulations. The Charter will be responsible for submitting its daily and monthly attendance information to the District in a timely manner.

**Article 3: Organization/Governance of School**

- 3.1 Daily Operations.** The administrators of the Charter shall conduct the day-to-day operation of the Charter by the power delegated to them by the Charter’s Governing Board. All powers, rights and obligations not otherwise reserved herein to the District are hereby delegated to the Charter consistent with its Charter documents, any Charter policies and procedures, this Agreement, and all applicable laws. The Charter should be allowed to carry on any activity in order to effectuate its goal of educating students that is not inconsistent with an express provision of its Charter, the District’s oversight responsibilities or law.
- 3.2 Charter Employees.** All employees of the Charter will be employees of Compass Charter School or the nonprofit corporation that operates it, and not employees of the District. The Charter School Board shall adopt and the administrator shall implement Employment Agreements, Personnel Reviews, and other policies and procedures to further the Charter School’s goals as outlined in the charter.
- 3.3 No Express or Implied Authority.** No officer or employee of the Charter has the express or implied power or authority to bind the District in any contract or agreement not otherwise authorized herein.
- 3.4.1 Obligation as to Delivery of Services.** It shall be the Charter’s duty and obligation, at the Charter’s expense and cost, with the assistance of the District as agreed to herein, to manage, operate, and administer the Charter. It being understood that, at all times, the Charter remains accountable and subject to the oversight of the District as provided for in the Charter Schools Act, the Charter, and in this Agreement. The Charter School’s duties and obligations shall include, but shall not be limited to, providing educational and instructional programs to students who attend the Charter School; all personnel functions; maintenance and operation functions; business administration functions; professional development for all employees; acquisition of all instructional materials, equipment, and supplies. The Charter will contract with the District for shared duties and

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obligations as outlined in the Mountain Empire Unified School District Business Services Menu (appendix 1). The Charter shall agree to pay the district fees for these services as agreed upon appendix 1.

**Article 4: The District's Administrative Service**

**4.1 "Supervisory Oversight"**

In accordance with Education Code Section 47613, the District may charge for the actual costs of supervisory oversight not to exceed one percent (1%) of the revenue of the Charter. "Revenue" is defined in accordance with Education Code Section 47613(f).

**4.2** The Charter School and the District agree the "supervisory oversight," as used in Education Code Section 47613 and Education Code Section 47604.32, shall include the following:

1. All activities related to the Charter revocation and renewal and processes as described in Section 47607.
2. Activities relating to monitoring the performance and compliance of the Charter with respect to the terms of its Charter, related agreements, and all applicable laws.
3. Review and respond in a timely manner to the Charter's Annual Independent Fiscal and Performance Audit.
4. Identify at least one Staff member as a contact person for the Charter School
5. Visit the Charter facilities at least annually.
6. Monitor the fiscal condition of the Charter.
7. Provide timely notification to the California Department of Education if any of the following circumstances occur:
  - ~ A renewal of the charter is granted or denied.
  - ~ The charter is revoked.
  - ~ The Charter School will cease operation for any reason.
8. Good faith efforts to develop any needed additional agreements to clarify or implement the charter.
9. Regular review, analysis, and dialogue regarding the annual performance of the Charter.
10. Monitoring compliance with the terms of the Charter and related agreements.
11. Good faith efforts to implement the dispute resolution and related processes described in Section 14 of the Charter School's Charter.

**4.3 Additional Administrative or other Goods or Services**

The District shall provide the following services for the Charter: See Appendix 1.

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**Article 5: Financial Arrangements**

**5.1 Anticipated Funding**

- a. As established by Education Code Section 47630 et. seq., the Charter shall receive funding model as follows:
- ~ A general-purpose entitlement (LCFF & EPA) pursuant to Education Code Section 47633, which includes in-lieu property taxes and state aid.
  - ~ The Charter is also entitled to lottery funds, pursuant to Education Code 47638.
  - ~ Any additional funds negotiated by the Charter in accordance with Education Code Section 47636.
- b. In addition to the funding specified above, the parties recognize the authority of the Charter to pursue additional sources of funding.
- ~ The District has no obligation to apply for additional sources of funding for the Charter. If the District applies and receives, additional sources of funding in the form of grants and/or categorical funding at the request and for the benefit of the Charter, the District shall receive 1% of such funds or as required by the specific funding source.
  - ~ The Charter shall cooperate fully with the District in application made by the District on behalf of the students of the School. Likewise, the District shall cooperate fully with the Charter in grant and funding applications made by the School on its own behalf.
  - ~ The Charter agrees to comply with all regulations related to expenditures and receipt of such funds.
  - ~ The Charter may raise private funds to benefit its operations. The District shall not be entitled to any portion of privately raised funds.
- c. The Charter has elected to receive funding from the state through the District. The District will transfer all LCFF, EPA, lottery funds, and any other federal, state and/or local funds to the Charter within 2 business days of posting of such funds to the Charter account with the District. Payment shall be made by wire transfer whenever possible. If full payment is not made to the Charter within two business days of posting to the District account, the District shall owe the Charter a penalty in the amount of prime rate plus 2% for each day the payment is late. If the Charter is overpaid any apportionment due, and those funds are not returned within 2 business days of discovery, then the Charter shall owe the District a penalty of prime rate plus 2% for each day the payment is late.
- The fee for all funding for the months of May and June (usually received in July) will be paid upon receipt of the June general purpose apportionment.

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**5.2 Financial Statement and Records**

The District acknowledges its duty to ensure the Charter receives all funds to which it is legally entitled. The District agrees to provide to the Charter monthly statements of all revenue allocable to the Charter received by the District. The District will also provide the school with an expense report.

The Charter School shall annually prepare and submit the following reports to the District and the County Superintendent of Schools:

- ~ On or before June 28, a preliminary adopted budget
- ~ On or before December 13, an interim financial report reflecting changes through October 31
- ~ On or before March 13, a second interim financial report reflecting changes through January 31
- ~ On or before September 13, a final unaudited report for the full prior year

The District agrees to submit the reports to the County Superintendent of Schools by the mandatory deadline.

**Article 6: Legal Compliance**

**6.1 General Compliance**

The Charter will comply with all applicable state and federal laws and agrees to perform any and all necessary actions as requested by the District to provide for complete legal compliance.

**6.2 Records**

Except to the extent expressly waived by the District or state authorities, the Charter shall comply with all Compass Charter School Board adopted policies and regulations and applicable federal and state laws concerning the maintenance and disclosure of student records, including, without limitation, the Education Code Section 49060 et seq., and The Family Education Rights and Privacy Act at all times.

**6.3 Welfare and Safety**

The Charter shall comply with all Charter approved health and safety policies and regulations adopted pursuant to applicable federal and state laws, concerning welfare, safety, and health of students, employees, visitors, volunteers, and others. The Charter shall also comply with San Diego County policies and laws addressing the reporting of child abuse, accident prevention, disaster response, and emergency response and any state regulations governing the operation of charter school facilities. Unless otherwise noted herein or specifically adopted as such, District policies and procedures are not applicable to the Charter.

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**6.4 State Waivers**

The District shall, with the Charter's assistance, apply for and support the waiver of any federal and state laws and regulations that interfere with the Charter's educational program.

**6.5 Education Employment Relations Act**

For purposes of this collective bargaining act, the Charter's employees will be employees of the Charter and not the District.

**6.6 Media/Public Relations**

All questions posed to the Charter regarding provisions of this Agreement and/or the Charter's relationship with the District shall be discussed with the District prior to any statements and vice versa. This practice is to maintain consistency in relating information to third parties including the news/media.

**6.7 Indemnification**

The Charter shall be fiscally responsible for the Charter School's operations and shall manage operations efficiently and economically. The Charter has procured California non-profit public benefit corporation status. The District shall not be liable for the debts or obligations of the Charter. The Charter shall not have authority to enter into a contract that would bind the District, nor to extend the credit of the District to any third person or party.

The Charter shall clearly indicate to vendors and other entities and individuals outside the District with which or with whom they may enter into agreements or contracts for goods or services that the obligations of the Charter under such agreement or contract are solely the responsibility of the Charter and are not the responsibility of the District.

The Charter shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless the District, its officers, directors, and employees, attorneys, agents,

representatives, volunteers, successors, and assigns (collectively hereinafter "District and District Personnel") from and against any and all actions, suits, claims, demands, losses, costs, penalties, obligations, errors, omissions, or liabilities, including legal costs, attorney's fees, and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against District and/or District Personnel that may be asserted or claimed by any person, firm or entity arising out of, or in connection with the granting of the Charter or the performance under the Charter or any acts or error or omissions by the Charter, its board of directors, administrators, employees, agents, representatives, volunteers, successors, and assigns.

**6.8 Confidentiality**

Contact lists, student and parent information and other information available to the parties may be confidential information, which shall not be released to the public, except as required by the California Public Records Act and/or the Family Education Rights and

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**The Mountain Empire Unified School District and  
Compass Charter Schools**

Privacy Act. The parties will make every attempt to label, and appropriately file, confidential information.

**Article 7: Education Program and Curriculum**

**7.1 State Curriculum Requirement**

The Charter curriculum shall be designed to meet all applicable statewide standards, and the Charter shall conduct the pupil assessments required pursuant to Education Code Section 60605.

**7.2 Oversight Responsibilities**

The Charter agrees to take any and all necessary actions to assist the District in effectuating its oversight responsibilities in the Charter Schools Act, the Charter, and this Agreement.

**Article 8: Facilities**

**8.1 Facilities**

The District may provide surplus facilities for use by the Charter at no cost to the Charter. The Charter may opt not to accept the District's offer of facilities. The School may wish to lease or purchase other facilities.

**8.2 Requirements**

All facilities on non-District property shall meet all applicable state and local requirements including fire and safety code requirements, will conform to all applicable provisions of the Americans with Disabilities Act and any other applicable federal requirements, but are exempt from the Field Act Standards. Buildings that are placed on District property will meet Division of the State Architect` (DSA) building standards under the Field Act.

**Article 9: Miscellaneous Provisions**

**9.1 Amendments**

Unless otherwise stated herein, this Agreement may be altered, amended, changed, or modified only by written agreement executed by a duly authorized representative of the Charter and the District with a specific reference to this Agreement and the section to which it alters, amends or modifies. Any amendment(s) to this Agreement shall be consistent with the Charter. Any material revisions to the Charter shall be approved and ratified by the District governing board in accordance with the Charter Schools Act.

**9.2 Third Party Beneficiary Rights**

This agreement is not intended to create any rights of a third-party beneficiary.

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MOU Between Mountain Empire Unified School District and  
Compass Charter Schools



**Financial and Operations  
Memorandum of Understanding  
Between  
The Mountain Empire Unified School District and  
Compass Charter Schools**

**9.3 Construction and Enforcement**

This Agreement shall be construed and enforced in accordance with the laws of the State of California.

**9.4 Invalidity of Provision of this Agreement**

If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

**9.5 Administrative Services or Goods from Third Party Vendors**

The District recognizes the Charter's ability to contract with third party professionals and vendors as the Charter determines prudent. These services may not include the items listed under Administrative Services (Section 4.3).

**9.6 Nondiscrimination**

The Charter shall comply with federal and state laws, rules, and regulations pertaining to nondiscrimination in hiring and employment and the admission of and treatment of students. The Charter shall at all times comply with, among other things, the Americans with Disabilities Act, Title VI, and Title VII. Title IX and Section 504.

**This represents the full and final agreement of the parties. This agreement may only be modified by written agreement of the parties.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Kathy Granger, Superintendent  
Mountain Empire Unified School District

Dated: \_\_\_\_\_

\_\_\_\_\_  
J.J. Lewis  
Compass Charter Schools

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MOU Between Mountain Empire Unified School District and  
Compass Charter Schools



## Memorandum

To: Board of Directors  
From: J.J. Lewis, President & CEO  
Date: June 25, 2018  
RE: **Donations to CCS**

Per the Donation Acceptance Policy in Board Policy Manual, "All donations must be accepted by the Board of Directors at a regularly scheduled Board meeting."

The following donations were made to Compass Charter Schools:

- Costco Wholesale (Gift Cards – 2 at \$25/each)
  - To support Family Engagement efforts
- Instant Pot (Instant Pot Electric Pressure Cooker - \$79.95 value)
  - To support Family Engagement efforts
- Hannah Molina (Wooden signs and wreaths - \$200 value)
  - To support Family Engagement efforts
- Pampered Chef (Cookware items & \$25 Gift Card – \$100 value)
  - To support Family Engagement efforts
- Inspiration Fitness (Gift Certificate – \$105 value)
  - To support Family Engagement efforts
- Peak Wellness (30-minute massage - \$40 value)
  - To support Family Engagement efforts
- Arbonne (Detox bath soap - \$38 value)
  - To support Family Engagement efforts
- Fresno Grizzlies (8 Field Box vouchers - \$280 value)
  - To support Family Engagement efforts
- San Diego Padres (Goodie Bag - \$45 value)
  - To support Family Engagement efforts
- Lythogoe Family Panto (Beauty & the Beast Fundraiser - \$101.92)
  - To support Scholar Engagement efforts



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# MIDDLE SCHOOL SCHOLAR HANDBOOK 2018-19

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850 Hampshire Road, Suite P

Thousand Oaks, CA 91361

855-937-4227 - main

805-590-7077 - fax

[www.compasscharters.org](http://www.compasscharters.org)

@COMPASSCS

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## Letter from The Superintendent

Dear Scholars and Learning Coaches:

We are happy you have chosen to make Compass Charter Schools (“CCS”) your school of choice. I am proud to be the Superintendent of CCS, and am looking forward to working with our staff to provide a quality nonclassroom-based independent study program to every scholar we serve. Everyone here at CCS is committed to creating a nurturing environment as we work with you to meet the learning needs of your scholar(s).

### CCS Vocabulary

Like any school, Compass Charter Schools has its own unique culture. To help you understand part of the culture of CCS it is important you understand our use of the following key terms:

**Learning Coach** - *Parents and guardians are known as the “learning coach” for their children and they are an integral part of their children’s success at CCS. Since we are an independent study school, much of the learning is facilitated by the learning coach.*

**Scholar** - *At CCS we choose to refer to each student as a “scholar.” Scholar is defined as a person who is highly educated or has an aptitude for study; a distinguished academic. We refer to students as scholars because we want to emphasize our commitment to helping every individual be academically successful.*

**Student Information System (SIS)** - *The system that schools use to manage the data of each scholar such as attendance, grades, courses, enrollment information, etc. The system used by CCS is called StrongMind SIS.*

**Western Association of Schools and Colleges (WASC)** - *A committee of educators from within the region who evaluate and approve schools for accreditation based on the organization's criterion. One of their purposes is to ensure educational best practices. University of California schools has a policy that requires all schools to be accredited in order to establish and maintain an “a-g” course list.*

We have a great middle school team, led by Ms. Ashley Daugherty, our K-8 Coordinator, who coordinates the middle school academic program with support from both Mrs. Erin Smith, our Director of Online Learning and Mrs. Mae Van Vooren, our Assistant Superintendent of Personalized Learning. I encourage you to visit our website, under Meet Our Team, to learn more about our terrific teachers, along with great support staff who are here to help guide your educational experience at Compass Charter Schools!

Thank you again for choosing CCS. We look forward to being part of you and your scholar’s educational journey!

Respectfully,

J.J. Lewis, M.Ed.  
Superintendent  
@lewis1jj

## 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 lifelong learning, and prepare scholars to take responsibility for their future success.

## Core Values

Achievement  
Communication  
Integrity  
Respect  
Teamwork

## Pledge of Excellence

CCS signed onto the Independent Study Pledge of Excellence in 2016. Its purpose is to establish a consistent, transparent approach to responsible charter school management across all of the member schools. The Code of Conduct is a pledge to employees, families and the public that member charter schools will conduct business in an honest, legal and ethical manner.

All members adhere to the provisions of the pledge. Commitment to ethical professional conduct is the goal of these schools. The Code is intended to serve as a basis for ethical decision in the running of these charter schools.

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 student 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 reviews 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 drawing comparisons speaks to either the fact that they don't know what we do or they are acting on rumor and innuendo in these conversations.
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 students. Our resource centers, school sites, and classrooms are solely for the purpose of academic programming for the benefit of students in our care. Our commitment to students 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 exist to offer innovative and tested methods of instruction and self-paced learning. We have proof by our results that we are helping students to think, communicate, and achieve.
7. As operators of high quality public charter schools offering independent study, we stand united in following the state law in the operation of resources centers and school sites.

## Description of Program

Compass Charter Schools ("CCS") is one of California's leading public charter schools serving scholars throughout the state in TK, kindergarten and grades one through twelve. We are an independent study program. We recognize that, in education, one size does not fit all and have two great programs to serve scholars. CCS is designed and organized to serve scholars and families who have chosen a unique educational setting that can meet an individual scholar's needs.

A prospectus, including a description of the curriculum, including titles, descriptions, and instructional aims of every course offered by CCS, is available for review upon request.

## Enrollment Requirements

### General Requirements for 6-8th grade

- A scholar's age cannot exceed sixteen (16) years.
- A scholar must have completed the CCS enrollment process and signed a Master Agreement prior to starting courses.
- A scholar must reside within the county in which CCS is authorized, or a contiguous county to the county in which CCS is authorized. If, while attending CCS, a scholar moves, a new proof of residency must be submitted within five (5) school days.
- A scholar may only be enrolled in CCS and not concurrently enrolled in another school, public or private.

### Immunization Requirements

Learning Coaches are asked to provide proof of immunizations upon registration in order to maintain updated records. Exceptions are allowed under the following conditions:

- The Learning Coach provides a signed doctor's statement verifying that the scholar is to be exempted from immunizations for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
- No child with an Individualized Education Program will be denied a Free and Appropriate Public Education ("FAPE") due to lack of immunizations.
- If a Learning Coach had a personal beliefs exemption request on file before December 31, 2015, it will remain valid until the scholar enters the next grade span (kindergarten or seventh grade). No new personal beliefs exemptions will be honored after December 31, 2015.

## Leaving the Country

Any scholar leaving the United States for a visit to any country considered by the Center of Disease Control and Prevention to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST call the County Tuberculosis Clinic, for a TB Screening upon return.

## Master Agreement

To attend CCS, each scholar, learning coach, and supervising teacher shall sign a Master Agreement ("MA") prior to the first day of class each school year. This is a legal document and must be signed, dated, and returned to CCS. No scholar or learning coach will 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 a mandatory meeting with the Superintendent or his/her designee to determine whether independent study is an appropriate placement for the scholar and to discuss any concerns of the learning coach. The signed MA is the agreement that the scholar and learning coach sign to demonstrate their intention to continue enrollment in CCS. All scholars enrolled in CCS must sign a new Master Agreement each school year. No scholar may be denied special education or related services identified in the scholar's Individualized Education Program due to a lack of a signed MA.

An addendum or updated MA must be submitted if changes are made in classes, supervising teacher, or grade level during the school year.

## Internet Service

Participation in CCS requires an Internet connection. Basic Internet service is available for all enrolled scholars who wish to utilize it. This Internet connection or one provided by the learning coach (at their option) is to be established and maintained by the family with the enrolled scholar(s). The nature of the CCS program requires that scholars and learning coaches log onto the online school each day to receive curriculum, lesson plans, school communications, and other necessary resources, as well as, to log attendance and submit assignments.

## Computers

CCS has computers available for loan to all learning coaches seeking a computer for their scholar(s). Learning coaches who wish to request to loan a computer from CCS will need to fill out the appropriate forms and email them to our IT Department at [computers@compasscharters.org](mailto:computers@compasscharters.org). All requests for loaner computers shall be honored, and there shall be no indication to faculty, staff, or other scholars that a scholar is using a loaner computer other than to those necessary for maintenance and asset management. Learning Coaches will be expected to monitor their Scholar's use of the loaned computer

to ensure appropriate use for educational purposes. Please be advised that the computer remains school property and there is no reasonable expectation of privacy.

## Grade Level Placement Policy

A scholar's grade level is determined upon initial enrollment and is written on the Master Agreement.

### Middle School (6th-8th Grade)

- If a learning coach or teacher feels that a scholar should repeat a grade level, or differs from that indicated in the prospective assignment, the situation must be discussed with the Director of Counseling Services, K-8 Coordinator, and Director of Online Learning prior to making the change on the Master Agreement. They will make a recommendation for the Superintendent or his/her designee who shall make the final decision.
- Scholars may be required to take a placement exam and/or end of unit subject tests to determine appropriate placement based on learning coach requests for skipping or repeating a grade.

### Report Cards

An incoming scholar must provide the most recent report card and current progress report, if enrolling during the school year, in order to determine appropriate placement. Failure to do so does not delay enrollment, but will delay the appropriate placement of the scholar into courses. Maximum age for an 8th grader is 16 years of age.

If the scholar has not attended school for an entire academic year or more, appropriate placement will be reviewed by the Director of Counseling Services, K-8 Coordinator, and Director of Online Learning. Scholars may be required to take assessments to determine appropriate placement.

### Benchmark Testing

All scholars will be required to take a benchmark assessment in math and reading in order to determine a baseline of proficiency levels at the beginning of the school year. They will be assessed again at the start of the second semester, and again at the end of the school year.

## Scholar Expectations

- Attend live, real-time Q&A sessions as needed or as requested by the teacher to receive additional support and instruction.
- Attend live, real-time virtual classroom sessions (Learning Labs) as required.
- At a minimum, work one (1) hour per subject or up to six (6) hours per day. The amount of time a scholar spends per subject will vary based on individual scholar strengths.
- Complete all required assignments according to the pacing guidelines provided, and reach out to teachers with questions to ensure success.
- All scholars are required to follow and be aware of the Academic Dishonesty Plagiarism Policy.
- Be an active and engaged learner. Take notes, ask questions, and complete all assignments.
- Proactively communicate with teachers, counselors, and administration as needed. Respond to all communication within 24 hours.
- Log in each school day, to complete daily assignments and adhere to the attendance policy,

- If technical difficulties arise with scholar-operated computers, contact the IT Department immediately to resolve the issue. Scholars are required to log in and complete course work to adhere to the CCS Attendance policy.
- Create a daily schedule to ensure all assigned work is completed.
- If a scholar participates in extracurricular activities, he/she is expected to maintain appropriate course progress and submit work timely.
- Notify the Records Department within five (5) school days if there is a change in address, phone or email.
- Be respectful in interactions with fellow scholars, learning coaches, faculty, and staff.
- Attend all state testing in person at school-designated locations.

### Learning Coach Responsibilities

- Communicate regularly with all school staff.
- Check email and phone messages daily and respond promptly, including any automated messages about scholar attendance and/or progress.
- Alert administration if the learning coach does not hear back from a scholar's teacher within 48 hours.
- Notify CCS teachers of any extended family travel except during normal school vacations and holidays at least two (2) weeks prior to leaving.
- Inform the Records Department within five (5) school days of any changes to contact information, including phone, email, or address.
- Include the scholar's name and grade in emails.
- Be present and a positive role model in your scholar's daily school life.
- Ensure the scholar works daily, Monday through Friday, for sufficient time to ensure success (4-6 hours daily) and is prepared and ready to learn every day.
- Maintain high expectations for the scholar and monitor his/her progress on a daily and weekly basis.
- Establish daily and weekly goals by creating a consistent schedule.
- Establish "rewards" and "consequences" for meeting or not meeting expectations. Setting and reaching goals and then celebrating those goals can motivate scholars toward success.
- Ensure that your scholar attends Virtual Classroom sessions and open office hours with that are run by teachers.
- Monitor scholar progress and initiate conversations about progress before there is an issue.
- Become familiar with the StrongMind grading system, making sure to understand the difference between "progress grade" grade and "final" grade.
- Keep informed of news and information about school through communication from staff and newsletters.
- Make sure the scholar's home environment is conducive to learning. Create a regular schedule, eliminate distractions, and provide supervision for daily lessons to ensure the scholar's work is completed according to their pacing guides.
- Encourage and help the scholar to be actively involved in the learning process.
- Work in partnership with CCS teachers and counselors to support the scholar.
- Ensure school property is treated with respect.
- Support the scholar in attending state-mandated testing.

## Attendance

Attendance is important for the success of a scholar. If a scholar does not attend school, then a scholar cannot succeed in his/her courses. Attendance at an online school looks very different than that at a brick and mortar school.

## Activity Logs

The learning coach and scholar must ensure that activity logs are accurate, marking activity each day in the relevant subject areas. Activities may include virtual classes, outside classes, lessons at home, field trips, etc. This log is a mandatory requirement and must be updated weekly.

Blanks on the activity log from lack of educational activity for the day are considered absences. All absences are unexcused. Several blanks/absences will result in an evaluation to determine whether it is in the best interest of the scholar to remain in independent study. Individual schools are required, under the law, to report any scholar who meets the standard for a "truancy" to the District Attendance Supervisor or the District Superintendent. If it is determined that independent study is not in the best interest of the scholar, the school is legally required to inform the home district of his/her withdrawal from the school.

## Work Samples

Independent study attendance credit is based upon the scholar's daily engagement in instructional activities required by the school on days that school is in session (Monday through Friday, non-holidays) and further determined based upon the time value of the scholar's work product, judged in the discretion of the supervising credentialed teacher.

## Virtual Classroom Attendance "Learning Labs"

All CCS teachers provide live, Learning Labs each week within each content area. The sessions allow scholars to interact with their teachers and be instructed in real time. All scholars are expected to participate in the Learning Lab sessions for each of their courses. Attendance in Learning Labs can be included as part of the 10% of the scholar's participation grade for his or her courses.

## Q&A Sessions

The remaining 2-3 days of web-based instruction hosted by teachers are "office hours" or Q&A sessions. Teachers host regularly scheduled Q&A sessions each week where scholars can receive tutoring and assistance on coursework in real time. Scholars are also encouraged to schedule appointments outside of the scheduled Q&A if the teacher's schedule does not work with theirs or if they need additional support.

## Missed Assignments

As per the independent study policy, after five [5] missed assignments, in 10 school days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study.

The learning coach is expected to check the StrongMind account daily to ensure the scholar is logging in daily and progressing through courses at an appropriate pace. Additionally, the learning coach must

ensure their scholar is submitting work, as specified on the pacing guide. Work should be turned in consistently throughout the program or the scholar may get too far behind and not be able to pass their course.

## State Standardized Tests

As members of a public charter school, our scholars participate in the following state standardized tests:

- Grade 8 - California Science Test (CAST)
- Grades 6-8 - SBAC Testing (aka California Assessment of Student Performance and Progress: ("CAASPP"))
- Grade 7 - Physical Fitness Test ("PFT")
- English Language Learners: ELPAC (English Language Proficiency Assessments for California)

These examinations provide CCS with information for evaluation and future planning. These exams also indicate CCS's effectiveness in carrying out its educational mission. Participation rates are critical to the success of our school. According to recent changes promulgated by Every Student Succeeds Act ("ESSA"), signed into law in December 2015, a public school is required to achieve a participation rate of 95% on any state testing. If a school has less than 95% of its scholars participate in any assessment, the school runs the risk of receiving a serious penalty by the state of California or federal government.

- CCS administers all state standardized tests at sites geographically placed among our scholar locations. A testing schedule will be provided to our learning coaches.
- Individual scholar performance results on statewide assessments will be distributed to both learning coaches and teachers in a timely manner once released from the state.
- For more information on Testing & Accountability, visit the California Department of Education's web page at <http://www.cde.ca.gov/ta/>
- Notwithstanding any other provision of law, a learning coach's written request to CCS officials to excuse his or her scholar from any or all parts of the state assessments shall be granted.

## Policy On Retention and Progress Policy On Retention and Progress

### Promotion

Promotion to the next grade level is dependent upon grades earned. Scholars must pass a minimum number of core curriculum courses (mathematics, science, social science and language arts) and successfully complete any prescribed school year academic instructional support programs. Scholars who are at risk of retention will be provided with programs of supplemental instruction during the school year.

Scholars who do not make satisfactory progress each year are at risk of being retained. If a scholar is recommended for retention, the school will notify the scholars learning coach in writing.

### Appeal Process

Every family has the right to appeal a retention decision. If an appeal is made, the burden shall be on the appealing party (the family) to show why the decision of the school should be overruled. The appeal must be submitted in writing within seven (7) calendar days of the date the retention recommendation was issued. The appeal must be submitted to the Director of Online Learning. The appeal must clearly state the grounds for the appeal. Within 14 calendar days, the Director of Online Learning or designee

will review the documentation provided with the appeal statement. The response to this appeal will be rendered to the family no more than seven (7) calendar days from the review date. The family may request to meet with the individual(s) reviewing their appeal, but the family must still submit their appeal in writing within the designated time frame described above. The Director of Online Learning's decision will be final.

## Contact Information & Communication Procedures

### Methods of Communication

Reliable contact information is required for all learning coaches and for scholars.

### Email Expectations

- We request that scholars and learning coaches supply separate email addresses for communication.
- All scholars are expected to communicate respectfully with school staff and peers through all methods of communication by using appropriate language. Failure to do so may result in disciplinary action.
- Scholars are expected to return communication from school personnel within 24 hours.
- All scholars must include their name and grade when they are emailing school staff.

By signing this handbook, a scholar is agreeing to communicate with faculty and other scholars appropriately and will not partake in cyberbullying or any form of harassment.

### Unable to Contact

Regular communication with CCS teachers is essential for a scholar's success at CCS. If you are planning to be unavailable to communicate with your scholar's teacher for a period of time, please notify the teacher so that proper arrangements to monitor your scholar's progress and attendance can be made.

Due to the enrollment requirements of CCS, if CCS staff are unable to reach the scholar and/or learning coach for 10 consecutive days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study.

### Notification Regarding Change of Contact Information

As stated in the Master Agreement, if a scholar's or learning coach's email address, mail address, or phone number changes, it must be updated with the Records Department within five (5) business days to ensure timely communication with CCS staff.

### Proof of Residency

Learning Coaches must notify the Records Department should contact information change, and provide a proof of new residence to them.

### Emergency Contacts

All families are expected to maintain current emergency contact information with the school. Contact information consists of both telephone numbers and email addresses.

## Authorized Contacts

At the time of enrollment, a scholar's learning coach is asked to identify any contacts that have authorization to receive performance information about the scholar. Individuals with authorization are responsible for maintaining current contact information with the school.

## Academic Program

### Grades

The grade in any given course represents the degree to which the scholar has met the standards and achieved the goals of the course. Grades reflect the quality of the scholar's work and the scholar's degree of mastery of academic standards. The semester grade reflects the cumulative achievement for the entire semester. Attendance and participation are contributing factors in meeting the standards and earning a grade.

Teachers are responsible for setting objective standards for grading assignments and shall make these standards known to the learning coaches and scholars. Teachers are responsible for assigning grades to the scholars in their courses. In the absence of fraud, mistake, bad faith or incompetency, the grade shall be final. A grade change may not be made as the result of coercion by any person(s).

### Understanding CCS Grading Terms

- A "final grade" (or cumulative grade) is the arithmetic mean (average) of individual grades on the assignments the scholar HAS and HAS NOT completed. Assignments scholars have not completed will be averaged in as a zero to the final grade. This is also known as the "final grade."
- The "Progress Grade" is the weighted average of all submitted assignments in addition to all assignments with an estimated due date prior to today. It does not include pending or partially-submitted items. **Note: This is not your final grade.**
- "Percent complete" is the total amount of work the scholar has completed divided by the total amount of work assigned.
- Once the scholar has completed 100% of the assigned work, the progress grade and final grade will be equal.

### Progress Reports

Weekly Progress Reports of scholar grades in all courses are issued by email on a weekly basis. While phone calls and emails are used frequently, Progress Reports serve as a formal notice of grades.

### Middle School Course Placement

All middle school scholars are required to enroll in four (4) academic courses (English, mathematics, science, social science), physical education and one elective course each semester of the academic school year.

### Middle School Course Scheduling

Our middle school academic program utilizes semester scheduling for all tracks. No extensions are provided and all end dates are final.



## Middle School Grading Scale

A standard percentage scale is used school wide to determine grades. This ensures a standard of excellence toward which each scholar may strive to achieve.

Honor Roll:

- Is awarded to scholars each semester who have earned a 3.5 GPA or higher.

Scholar of the Month:

- Receiving a 90% or higher in all academic courses
- Working on pace consistently and embodies an independent learner

LETTER GRADE	PERCENTAGE	GPA POINTS
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	BELOW 60	0

## Middle School Subject Requirements (6TH-8TH Grade)

### English Language Arts

English 6 A/B  
English 7 A/B  
English 8 A/B

### Mathematics

Math 6 A/B  
Math 7 A/B  
Math 8 A/B

### Science

Science 6 A/B  
Science 7 A/B  
Science 8 A/B

### Social Studies

Social Studies 6 A/B  
Social Studies 7 A/B  
Social Studies 8 A/B

### Health

Health 7 (required 7<sup>th</sup> grade semester course)

### Physical Education

Compass Physical Education 6 A/B  
Compass Physical Education 7 A/B  
Compass Physical Education 8 A/B  
*\*Each scholar is required to complete 60 hours of physical activity each semester.*

### Electives/(S) = two semester courses per school year

MS Character Education (S)  
MS Computer Basics (S)  
MS Gaming Unlocked (S)  
MS Photography (S)  
MS Study Skills (S)  
\*Spanish 7 A/B  
\*Spanish 8 A/B (pre-requisite Spanish 7A/B)

*\*The 7th and 8th grade yearlong Spanish elective courses will be eligible to meet the high school foreign language requirement of Spanish 1 if completed with a grade of B or higher each semester (5 credits for each academic school year). No partial credit will be awarded.*

### Withdrawal Notice

If a scholar and/or a learning coach makes the decision to withdraw from CCS prior to the end of the semester, they are automatically forfeiting their right to a letter grade for any courses still in progress, and will receive an incomplete (I) on their transcript. Any coursework completed for courses still in progress during a withdrawal will be lost, and cannot be transferred to a new academic institution. If the course has been 100% completed and letter grade provided by instructor, the scholar will be awarded the credits earned. Please contact your counselor before you choose to withdraw from CCS.

### Entertainment Work Permits

A parent or guardian of a minor needing a 6-month entertainment work permit may request a form to be completed by the College & Career Readiness Counselor. A scholar must be in good academic standing to be eligible for this permit.

Entertainment permit renewal:

This permit is renewable every 6 months while a minor is under 18 years old. First time and renewal applications for school age children must be accompanied by an approval from the school on the form which will be provided after the application is completed.

To print an entertainment application: paste the link below in your browser:

<http://www.dir.ca.gov/dlse/dlseform277.pdf>

Steps to complete an entertainment application:

- Complete form with scholar information (do not include parent/guardian signature).
- Email form to College & Career Readiness Counselor Edith Cruz at [ecruz@compasscharters.org](mailto:ecruz@compasscharters.org)
- College & Career Readiness Counselor will mail form to scholar's home address.
- The form indicates the following: all signatures must be in original ink. No fax or photocopies permitted.
- It will take approximately 3 -5 business days for the form to arrive by mail.

Additional helpful information:

- Entertainment work permit applications link: <http://www.dir.ca.gov/dlse/onlinepermits.htm>

### Scholars with Special Needs

CCS is dedicated to the belief that all scholars can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. CCS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act, California Education Code requirements, and applicable policies and procedures of the El Dorado County Charter SELPA. These services are available for special education scholars enrolled at CCS. We offer high quality educational programs and services for all of our scholars in accordance with the assessed needs of each scholar. CCS collaborates with learning coaches, scholars, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each scholar.

CCS recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any scholar who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by CCS. The learning coach of any scholar suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Director of Exceptional Scholar Services. A copy of the School's Section 504 policies and procedures is available upon request.

## Homeless Scholars

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Scholars who qualify under McKinney-Vento should complete the declaration form. This form must be completed annually in order to ensure the scholar still qualifies under McKinney-Vento. Homeless status is determined in cooperation with the Learning Coach. In the case of unaccompanied youth, status is determined by the School Liaison.

## School Liaison

The Superintendent designates the following staff person as the School Liaison for homeless scholars:

Jessica Franco | Director of Operations  
850 Hampshire Rd. Suite P  
Thousand Oaks, CA 91361  
805-358-9007

The School Liaison shall ensure that:

1. Homeless scholars are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless scholars enroll in, and have a full and equal opportunity to succeed at CCS.
3. Homeless scholars and families receive educational services for which they are eligible including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under Part C of the Individuals with Disabilities Education Act, any other preschool programs administered by CCS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.

4. Learning coaches are informed of the educational and related opportunities available to their scholars and are provided with meaningful opportunities to participate in the education of their scholars.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the CCS charter, and Board policy.
7. Learning coaches are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless scholar who enrolls at the CCS, a copy of the Charter School's complete policy shall be provided at the time of enrollment and at least twice annually.

### Academic Dishonesty and Plagiarism

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 include:

- Using or turning in another person's work and claim as your own;
- Copying from text, a 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;
- Letting a friend or Learning Coach 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; or
- to present as new and original an idea or product derived from another source.

See <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism> for more information.

### 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.

More information on what plagiarism is and how to avoid it can be found at <https://owl.english.purdue.edu/owl/resource/589/01/>.

### PREVENTION OF PLAGIARISM

1. All scholars and learning coaches are given a copy of this CCS Scholar Handbook which outlines the school's policy on plagiarism.
2. Scholars complete a lesson on understanding plagiarism during orientation.
3. Teachers will use recognized plagiarism detection program, to check for plagiarism as necessary.
4. More information on what plagiarism is and how to avoid it can be found at <https://owl.english.purdue.edu/owl/resource/589/01/>.

### Consequences for Academic Dishonesty

Failure to abide by CCS standards of academic dishonesty by violating academic integrity will result in the following consequences:

#### 1st Offense - Warning

- If a scholar violates academic integrity the teacher will notify the learning coach and K-8 Coordinator.
- The scholar will receive a written warning from the teacher in the form of a behavior contract which will require both learning coach and scholar signatures to be returned to the teacher. This will be sent via certified mail and email with read receipt.

#### 2nd Offense

- If a scholar is caught violating academic integrity a second time, with any teacher, the teacher will notify the learning coach, and K-8 Coordinator.
- The scholar will receive a "0" on the assignment that was plagiarized and a 2nd behavior contract will be sent to be signed by both the learning coach and the scholar, and returned to the teacher. Notification will be sent via certified mail and email with read receipt.
- The K-8 Coordinator will schedule a meeting with the teacher, the scholar and the learning coach.

#### 3rd Offense

- If a scholar is caught violating academic integrity a third time the teacher will notify the learning coach, K-8 Coordinator and Director of Online Learning.
- The scholar will receive a "0" on the assignment that was plagiarized and the scholar will be placed on Academic Probation. The scholar will receive a notification of this to be signed by

both the learning coach and scholar's Notification will be sent via certified mail and email.

- A meeting will be held with the Director of Online Learning, K-8 Coordinator, teacher, learning coach and scholar.

#### 4th Offense

- If a scholar is caught violating academic integrity a fourth time the teacher will notify the learning coach, High School Coordinator and Director of Online Learning.
- The course is locked until a recommendation is made by the Disciplinary Action Committee ("DAC"). The scholar will receive a behavior contract notifying them of this via certified mail.

The scholar goes before the Disciplinary Action Committee to determine whether expulsion will be recommended, using the processes outlined in the CCS charter document, available on the CCS website and at the Central Office.

### Academic Probation

Any scholar failing to meet minimum academic standards in his/her courses, or participating in academic dishonesty, as determined by the K-8 Coordinator, will be placed on academic probation. Scholars on academic probation will be expected to participate in academic interventions as determined by their teacher or coordinator. Scholars on academic probation will not be permitted to attend field trips or participate in scholar clubs until off academic probation.

### Field Trips

#### Planning and Approval

The Engagement Coordinator may exclude from the field trip or excursion any scholar whose presence on the field trip or excursion would pose a safety or disciplinary risk or is on academic probation.

#### Permission Slips

No scholar will be permitted to go on a field trip or excursion without a permission slip signed by the scholar's learning coach. One copy of the permission slip shall be filed with the Engagement Coordinator, and one copy shall be given to the teacher(s) going on the field trip.

#### Supervision

- The sponsoring teacher must be present to supervise the field trip or excursion. The emergency contact for each scholar will be designated on the event permission slip.
- Scholars are under the jurisdiction of the school at all times during the field trip and school rules are to be adhered to at all times.

#### Role of Learning Coach on Field Trips

A learning coach or approved adult is required to participate in all field trips and excursions to assist with supervision of their scholar(s). On rare occasions, not all learning coaches or approved adults will be required to attend. Learning coaches or approved adults accompanying CCS group and assisting in supervising scholars shall receive clear information regarding their responsibilities from the Engagement Coordinator or sponsoring teacher. Prior to the field trip or excursion, the Engagement Coordinator or sponsoring teacher may hold a meeting for these learning coaches/approved adults scheduled to accompany CCS group as supervisors to discuss, among other things, safety and the importance of

safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs.

In any situation, learning coaches and/or approved adults shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and/or supervising scholars on a field trip or excursion.

## Scholar Organizations and Clubs

### Scholar Leadership Council

To ensure compliance with Board requirements and other applicable lawful regulations, the Scholar Leadership Council will be advised by the Superintendent. The Superintendent, as advisor, will establish a fair process for the nomination and election of officers for President, Vice President, Secretary and Treasurer. The body shall generally determine all other rules for its operation and activities consistent with the established school rules.

### Scholar Clubs

Scholars may establish organizations or clubs, so long as approval is obtained by the Engagement Coordinator consistent with this policy and any other applicable requirements.

### Approval

A scholar organization's constitution and by-laws may be prepared through the cooperative work of the scholars and staff. A copy of the constitution and by-laws must be submitted to the Engagement Coordinator for initial review to ensure consistency with school rules.

### Fundraising

All funds raised by any scholar organization shall be maintained by the school and accounted for by scholar organization. CCS shall also be responsible to periodically audit the funds of the organization. All fundraising must receive prior approval of the Superintendent. Further, fundraising activities shall not be conducted during instructional time.

### Revocation of Privileges

Scholar groups and individual scholar meeting on school property or otherwise at a school sponsored event may have their privilege to meet revoked if they engage in conduct which is in violation of this policy, disruptive to the educational process, damages school property or in violation of any law. Scholar organizations or their members shall not engage in any activity which coerces, pressures, embarrasses or unduly influences other scholars to participate in any meeting.

## Virtual Classroom Expectations

CCS will follow all legally required disciplinary, including suspension and expulsion, procedures in accordance with the CCS charter and the Charter School policy as it pertains to violations to any of the following expectations.

1. Respect opinions and privacy of others during web-based discussions.
2. Refrain from posting anonymous messages unless authorized by the teacher.
3. Use only your own username and password, and do not share these with anyone.

4. Do not post personal information including: Phone number, YouTube, Facebook, etc.
5. Do not download, transmit or post material that is intended for personal gain or profit.
6. Do not post material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.
7. Do not distract other scholars via chat, web or drawing features.
8. Do not upload or post any software on CCS instructional computing resources that are not specifically required for your assignments and approved by your teacher.
9. Do not post any audio, video, or other non-instructional files to any CCS server.
10. Avoid using sarcasm, jargon, and slang, and never use derogatory or foul language.
11. Limit use of all capital letters, as this can be considered yelling.
12. Don't broadcast online discussions, and never reveal other people's email addresses.

A copy of the Charter School’s full Suspension and Expulsion Policy is available on the school website or at the Central Office.

### Internet Safety Policy

It is the policy of CCS to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The complete CCS Scholar Technology Policy is available on the school website or at the Central Office.

### Nondiscrimination, Sexual Harassment and Cyberbullying

CCS does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

CCS adheres 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 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004.

CCS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex), Title VI, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin), the Age Discrimination in Employment Act of 1967, The Age Discrimination Act of 1975, the IDEA, and Section 504 and Title II of the ADA (mental or physical disability). The School also prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. CCS does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which CCS does business, or any other individual, student, or volunteer. This applies to all employees, scholars, or volunteers and relationships, regardless of position or gender. CCS will promptly and



thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

J.J. Lewis | Superintendent  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
818-824-6233

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. CCS' full Discrimination, Harassment, Intimidation, and Bullying Prohibition Policy is available at its Central Office or on the CCS website.

Harassment comes in many forms including:

- Spam (unsolicited emails not pertaining to the course), threatening communications, offensive communications or any other kind of communication that makes a person feel uncomfortable.
- Any scholar who believes that he or she has been harassed or has witnessed any form of harassment should immediately report such incident to a CCS staff member. The Superintendent or designee will immediately investigate all such incidents in a confidential manner.

### Steps for Scholars to Follow

Scholars who deem that they are victims of bullying or harassment should follow the steps below:

1. Do not respond to the person alleged of bullying or harassment.
2. Authenticate specific instances of bullying or harassment (i.e., keep a record of abusive communications, and save the documents or messages).
3. If the unwarranted communication is from another scholar and occurs as part of classwork (i.e., as part of any class activity such as a threaded discussion, or group assignment), inform the teacher of the situation and provide the teacher with all the proper correspondence.
4. If the unwarranted communication is from another scholar and happens in any other school setting (i.e., not as a part of a specific class), inform the victim's learning coach, counselor, advisor or other appropriate school staff of the situation and provide all appropriate evidence.
5. If the unwarranted correspondence is from a staff member, report the situation to the Superintendent.
6. If the abusive communication is from someone within the administration, inform the victim's learning coach of the situation who can then inform the appropriate personnel.

### SCHOLAR GRIEVANCES

CCS has adopted a General Complaint Policy to address concerns about the Charter School generally or regarding specific employees. For complaints regarding harassment or perceived violations of state or federal laws, please refer to the Charter School's Policy Against Unlawful Harassment and/or the Charter

School's Uniform Complaint Procedures. For all other complaints, the General Complaint form and accompanying procedures will be available at its Central Office and on the CCS website.

## UNIFORM COMPLAINT PROCEDURE

CCS has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

CCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Board of Directors. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, immigration status, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any CCS program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety Programs
- Early Child Education Program Assessments
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or courses, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Superintendent of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

J.J. Lewis | Superintendent  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
818-824-6233

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent or his or her designee in writing.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with CCS's procedures.

The complainant has a right to appeal CCS's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy CCS' Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of CCS' complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge at its Central Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Superintendent.

## SCHOLAR RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords learning coaches and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the scholar's education records. These rights are:

1. The right to inspect and review the scholar's education records within 5 days after the day CCS receives a request for access. Learning coaches or eligible students should submit to the CCS Superintendent or designee a written request that identifies the records they wish to inspect.

The CCS official will make arrangements for access and notify the learning coach or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the scholar's education records that the learning coach or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's

privacy rights under FERPA.

Learning coaches or eligible scholars who wish to ask CCS to amend a record should write the CCS Superintendent or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If CCS decides not to amend the record as requested by the learning coach or eligible scholar, CCS will notify the learning coach or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the learning coach or eligible scholar when notified of the right to a hearing.

3. The right to provide written consent before CCS discloses personally identifiable information (“PII”) from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to CCS officials with legitimate educational interests. A CCS official is a person employed by CCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Directors. A CCS official also may include a volunteer or contractor outside of CCS who performs an institutional service of function for which CCS would otherwise use its own employees and who is under the direct control of CCS with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another CCS official in performing his or her tasks. A CCS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, CCS discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar’s enrollment or transfer.

CCS does not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from scholar’s education records, without consent of the Learning Coach or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to CCS officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the Learning Coach or eligible student, §99.32 of the FERPA regulations requires CCS to record the disclosure. Learning Coaches and

eligible students have a right to inspect and review the record of disclosures. CCS may disclose PII from the education records of a scholar without obtaining prior written consent of the Learning Coach or the eligible student —

1. To other CCS officials, including teachers, within the educational agency or institution whom CCS has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
2. To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To accrediting organizations to carry out their accrediting functions.
6. To parents of an eligible student if the student is a dependent for IRS tax purposes.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36.
9. Information CCS has designated as "directory information" under §99.37.

'Directory Information' is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to education and charter school advocacy groups, and companies that manufacture class rings or publish yearbooks. CCS has designated the following information as directory information:

1. Scholar's name
2. Scholar's address
3. Learning Coach's address
4. Telephone listing
5. Scholar's electronic mail address
6. Learning Coach's electronic mail address
7. Photograph
8. Dates of attendance
9. Grade level
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received

12. The most recent educational agency or institution attended

Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A scholar's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want CCS to disclose directory information from your scholar's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Superintendent at [jlewis@compasscharters.org](mailto:jlewis@compasscharters.org).

### WITHDRAWAL FROM CCS

1. If a scholar decides to withdraw, the scholar's learning coach communicates the decision through his or her counselor.
2. The scholar's counselor will schedule an exit conference with the parent within 24 hours of the withdrawal request to ensure the scholar receives the appropriate academic consultation and attendance credit, and has submitted all completed activity logs before being withdrawn from CCS.
3. Once the exit conference has been conducted, a withdrawal link will be emailed to the learning coach that will need to be filled out for the withdrawal to be complete.
4. Once the withdrawal is completed the Attendance Coordinator will email the learning coach a letter showing the scholar has been withdrawn that can be given to the scholar's new school.
5. CCS may withhold transcripts, grades and diplomas from requesting parent and/or scholar if a scholar has willfully cut, defaced or otherwise destroyed property or has failed to return property, such as textbooks or computers, loaned to the scholar. CCS shall afford the scholar due process before withholding transcripts, grades, or diplomas.

## SIGNATURE PAGE

Please sign and date below to indicate that you have read the Scholar Handbook and are aware of the school expectations for learning coaches and scholars.

Return this page signed to CCS.

Learning Coach Name: \_\_\_\_\_

Date: \_\_\_\_\_

Learning Coach Signature: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

Date: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_



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# HIGH SCHOOL SCHOLAR HANDBOOK 2018-19

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@COMPASSCS



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## Letter from The Superintendent

Dear Scholars and Learning Coaches:

We are happy you have chosen to make Compass Charter Schools (“CCS”) your school of choice. I am proud to be the Superintendent of CCS, and am looking forward to working with our staff to provide a quality nonclassroom-based independent study program to every scholar we serve. Everyone here at CCS is committed to creating a nurturing environment as we work with you to meet the learning needs of your scholar(s).

### CCS Vocabulary

Like any school, Compass Charter Schools has its own unique culture. To help you understand part of the culture of CCS it is important you understand our use of the following key terms:

**Learning Coach** - *Parents and guardians are known as the “learning coach” for their children and they are an integral part of their children’s success at CCS. Since we are an independent study school, much of the learning is facilitated by the learning coach.*

**Scholar** - *At CCS we choose to refer to each student as a “scholar.” Scholar is defined as a person who is highly educated or has an aptitude for study; a distinguished academic. We refer to students as scholars because we want to emphasize our commitment to helping every individual be academically successful.*

**Student Information System (SIS)** - *The system that schools use to manage the data of each scholar such as attendance, grades, courses, enrollment information, etc. The system used by CCS is called StrongMind SIS.*

**Western Association of Schools and Colleges (WASC)** - *A committee of educators from within the region who evaluate and approve schools for accreditation based on the organization's criterion. One of their purposes is to ensure educational best practices. University of California schools has a policy that requires all schools to be accredited in order to establish and maintain an “a-g” course list.*

We have a great high school team, led by Mrs. Janae Smith, our Online High School Coordinator, who coordinates the high school academic program with support from both Mrs. Erin Smith, our Director of Online Learning and Mrs. Mae Van Vooren, our Assistant Superintendent of Personalized Learning. I encourage you to visit our website, under Meet Our Team, to learn more about our terrific teachers, along with great support staff who are here to help guide your educational experience at Compass Charter Schools!

Thank you again for choosing CCS. We look forward to being part of you and your scholar’s educational journey!

Respectfully,

J.J. Lewis, M.Ed.  
Superintendent  
@lewis1jj

## 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 lifelong learning, and prepare scholars to take responsibility for their future success.

## Core Values

Achievement  
Communication  
Integrity  
Respect  
Teamwork

## Pledge of Excellence

CCS signed onto the Independent Study Pledge of Excellence in 2016. Its purpose is to establish a consistent, transparent approach to responsible charter school management across all of the member schools. The Code of Conduct is a pledge to employees, families and the public that member charter schools will conduct business in an honest, legal and ethical manner.

All members adhere to the provisions of the pledge. Commitment to ethical professional conduct is the goal of these schools. The Code is intended to serve as a basis for ethical decision in the running of these charter schools.

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 student 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 reviews 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 drawing comparisons speaks to either the fact that they don't know what we do or they are acting on rumor and innuendo in these conversations.
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 students. Our resource centers, school sites, and classrooms are solely for the purpose of academic programming for the benefit of students in our care. Our commitment to students 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 exist to offer innovative and tested methods of instruction and self-paced learning. We have proof by our results that we are helping students to think, communicate, and achieve.
7. As operators of high quality public charter schools offering independent study, we stand united in following the state law in the operation of resources centers and school sites.

## Description of Program

Compass Charter Schools ("CCS") is one of California's leading public charter schools serving scholars throughout the state in TK, kindergarten and grades one through twelve. We are an independent study program. We recognize that, in education, one size does not fit all and have two great programs to serve scholars. CCS is designed and organized to serve scholars and families who have chosen a unique educational setting that can meet an individual scholar's needs.

A prospectus, including a description of the curriculum, including titles, descriptions, and instructional aims of every course offered by CCS, is available for review upon request.

## Enrollment Requirements

### General Requirements for 9-12th Grade

- A scholar's age cannot exceed twenty-two (22) years. If a scholar has not been continuously enrolled in a public school and making satisfactory progress toward a high school diploma at any time after his/her 19th birthday, he/she may not enroll with CCS.
- A scholar must have a completed CCS enrollment process and signed a Master Agreement prior to starting courses.
- A scholar must reside within the county in which CCS is authorized, or a contiguous county to the county in which CCS is authorized. If, while attending CCS, a scholar moves, a new proof of residency must be submitted within five (5) school days.
- A scholar 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).

## Immunization Requirements

Learning Coaches are asked to provide proof of immunizations upon registration in order to maintain updated records.

Exceptions are allowed under the following conditions:

- The Learning Coach provides a signed doctor's statement verifying that the scholar is to be exempted from immunizations for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
- No child with an Individualized Education Program will be denied a Free and Appropriate Public Education ("FAPE") due to lack of immunizations.
- If a Learning Coach had a personal beliefs exemption request on file before December 31, 2015, it will remain valid until the scholar enters the next grade span (kindergarten or seventh grade). No new personal beliefs exemptions will be honored after December 31, 2015.
- If a scholar is enrolled in independent study and will not receive classroom based instruction.

## Leaving the Country

Any scholar leaving the United States for a visit to any country considered by the Center of Disease Control and Prevention to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST call the County Tuberculosis Clinic, for a TB Screening upon return.

## Master Agreement

To attend CCS, each scholar, learning coach, and supervising teacher shall sign a Master Agreement (MA) prior to the first day of class each school year. This is a legal document and must be signed, dated, and returned to CCS. No scholar or learning coach will 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 a mandatory meeting with the Superintendent or his/her designee to determine whether independent study is an appropriate placement for the scholar and to discuss any concerns of the learning coach. The signed MA is the agreement that the scholar and learning coach sign to demonstrate their intention to continue enrollment in CCS. All scholars enrolled in CCS must sign a new Master Agreement each school year. No scholar may be denied special education or related services identified in the scholar's Individualized Education Program due to a lack of a signed MA.

An addendum or updated MA must be submitted if changes are made in classes, supervising teacher, or grade level during the school year.

## Internet Service

Participation in CCS requires an Internet connection. Basic Internet service is available for all enrolled scholars who wish to utilize it. This Internet connection or one provided by the learning coach (at their option) is to be established and maintained by the family with the enrolled scholar(s). The nature of the CCS program requires that scholars and learning coaches log onto the online school each day to receive curriculum, lesson plans, school communications, and other necessary resources, as well as to log attendance and submit assignments.



## Computers

CCS has computers available for loan to all learning coaches seeking a computer for their scholar(s). Learning coaches who wish to request to loan a computer from CCS will need to fill out the appropriate forms and email them to our IT Department at [computers@compasscharters.org](mailto:computers@compasscharters.org). All requests for loaner computers shall be honored, and there shall be no indication to faculty, staff, or other scholars that a scholar is using a loaner computer other than those necessary for maintenance and asset management. Learning Coaches will be expected to monitor their Scholar's use of the loaned computer to ensure appropriate use for educational purposes. Please be advised that the computer remains school property and there is no reasonable expectation of privacy.

## Grade Level Placement Policy

A scholar's grade level is determined upon initial enrollment and is written on the Master Agreement.

## Academic Records

An incoming scholar must provide official transcripts and/or current progress report, if enrolling during the school year, in order to determine appropriate placement. Failure to do so does not delay enrollment, but will delay the appropriate placement of the scholar into classes.

If the scholar has not attended school for an entire academic year or more, appropriate placement will be reviewed by the Director of Counseling Services, High School Coordinator, and Director of Online Learning. Scholars may be required to take assessments to determine appropriate placement.

## Benchmark Testing

All scholars will be required to take a benchmark assessment in math and reading in order to determine a baseline of proficiency levels at the beginning of the school year. They will be assessed again at the start of the second semester, and again at the end of the school year.

## Scholar Expectations

- Attend live, real-time Q&A sessions as needed or as requested by the teacher to receive additional support and instruction.
- Attend live, real-time Virtual Classroom sessions (Learning Labs) as required.
- Work about one (1) hour per subject or up to six (6) hours per day. The amount of time a scholar spends per subject will vary based on individual scholar strengths.
- Complete the assignments according to the pacing guidelines provided, and reach out to teachers with questions to ensure success.
- All scholars are required to follow and be aware of the Academic Dishonesty Plagiarism Policy.
- Be an active learner. Take notes, ask questions, and complete all assignments.
- Proactively communicate with teachers, counselors, and administration as needed. Respond to all communication within 24 hours.
- Log in every weekday, complete assignments and adhere to the attendance policy.
- If technical difficulties arise with scholar-operated computers, contact the IT Department immediately to resolve the issue. Scholars are required to log in and complete course work to adhere to the CCS Attendance policy.

- Create a daily schedule to ensure all assigned work is completed.
- If a scholar participates in outside activities, the scholar is expected to keep up with his or her courses and submit work on time. If a scholar participates in extracurricular activities, he/she is expected to maintain appropriate course progress and submit work timely.
- Notify the Records Department within five (5) business days if the scholar moves or changes his or her personal email or phone number.
- Be respectful in interactions with fellow scholars, Learning Coaches, faculty, and staff.

### Learning Coach Responsibilities

- Communicate regularly with school staff.
- Check email and phone messages daily and respond promptly, including any automated messages about attendance and/or progress.
- Alert administration if the learning coach does not hear back from a scholar's teacher within 48 hours.
- Notify CCS teachers of any extended family travel except during normal school vacations and holidays at least two (2) weeks prior to leaving.
- Inform the Records Department within five (5) business days of any changes to contact information, including phone, email, or address.
- Include the scholar's name and grade in emails.
- Be present and a positive role model in your scholar's daily school life.
- Ensure your scholar works daily, Monday through Friday, for sufficient time to ensure success (4-6 hours daily) and is prepared and ready to learn every day.
- Maintain high expectations for the scholar and monitor his/her progress on a daily and weekly basis.
- Establish daily and weekly goals by creating a consistent schedule.
- Establish "rewards" and "consequences" for meeting or not meeting expectations. Setting and reaching goals and then celebrating those goals can motivate scholars toward success.
- Ensure that your scholar attends Virtual Classroom sessions and open office hours with that are run by teachers.
- Monitor scholar progress and initiate conversations about progress before there is an issue.
- Become familiar with the StrongMind grading system, making sure to understand the difference between "progress grade" and "final" grade.
- Keep informed of news and information about school through communication from staff and newsletters.
- Make sure the scholar's home environment is conducive to learning. Create a regular schedule, eliminate distractions, and provide supervision for daily lessons to ensure the scholar's work is completed according to their pacing guides.
- Encourage and help the scholar to be actively involved in the learning process.
- Work in partnership with CCS teachers and counselors to support the scholar.
- Ensure school property is treated with respect.
- Support the scholar in attending state-mandated testing.

### Attendance

Attendance is important for the success of a scholar. If a scholar does not attend school, then a scholar cannot succeed in his/her courses. Attendance at an online school looks very different than that at a

brick and mortar school.

### Activity Logs

The learning coach and scholar must ensure that activity logs are accurate, marking activity each day in the relevant subject areas. Activities may include virtual classes, outside classes, lessons at home, field trips, etc. This log is a mandatory requirement and must be updated weekly.

Blanks on the activity log from lack of educational activity for the day are considered absences. All absences are unexcused. Several blanks/absences will result in an evaluation to determine whether it is in the best interest of the scholar to remain in independent study. Individual schools are required, under the law, to report any scholar who meets the standard for a “truancy” to the District Attendance Supervisor or the District Superintendent. If it is determined that independent study is not in the best interest of the scholar, the school is legally required to inform the home district of his/her withdrawal from the school.

### Work Samples

Independent study attendance credit is based upon the scholar’s daily engagement in instructional activities required by the school (assignments) on days that school is in session (Monday through Friday, non-holidays) and further determined based upon the time value of the scholar’s work product, judged in the discretion of the supervising, credentialed teacher.

### Virtual Classroom Attendance “Learning Labs”

All CCS teachers provide live, Learning Labs each week within each content area. The sessions allow scholars to interact with their teachers and be instructed in real time. All scholars are expected to participate in the Learning Lab sessions for each of their courses. Attendance in Learning Labs can be included as part of the 10% of the scholar’s participation grade for his or her courses.

### Q & A Sessions/Office Hours

The remaining 2-3 days of web-based instruction hosted by teachers are “office hours” or Q&A sessions. Teachers host regularly scheduled Q&A sessions each week where scholars can receive tutoring and assistance on coursework in real time. Scholars are also encouraged to schedule appointments outside of the scheduled “office hours” if the teacher’s schedule does not work with theirs or if they need additional support.

### Missed Assignments

As per the independent study policy, after five [5] missed assignments, in 10 school days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study.

The learning coach is expected to check the StrongMind account daily to ensure the scholar is logging in daily and progressing through classes at an appropriate pace. Additionally, the Learning Coach must ensure scholar is submitting work, as specified on the pacing guide. Work should be turned in consistently throughout the program or the scholar may get too far behind and not be able to pass their course.

## State Standardized Tests

As members of a public charter school, our scholars participate in the following state standardized tests:

- Grade 12-California Science Test (CAST)
- Grade -11 - SBAC Testing (aka California Assessment of Student Performance and Progress: ("CAASPP"))
- Grade 9 - Physical Fitness Test ("PFT")
- English Language Learners: ELPAC (English Language Proficiency Assessments for California)

These examinations provide CCS with information for evaluation and future planning. These exams also indicate CCS's effectiveness in carrying out its educational mission. Participation rates are critical to the success of our school. According to recent changes promulgated by the Every Student Succeeds Act ("ESSA"), signed into law in December 2015, a public school is required to achieve a participation rate of 95% on any state testing. If a school has less than 95% of its scholars participate in any assessment, the school runs the risk of receiving a serious penalty by the state of California or federal government.

- CCS administers all state standardized tests at sites geographically placed among our scholar locations. A testing schedule will be provided to our learning coaches.
- Individual scholar performance results on statewide assessments will be distributed to both learning coaches and teachers in a timely manner once released from the state.
- For more information on Testing & Accountability, visit the California Department of Education's web page at <http://www.cde.ca.gov/ta/>
- Notwithstanding any other provision of law, a learning coach's written request to CCS officials to excuse his or her scholar from any or all parts of the state assessments shall be granted.

## Tests Proctored by Agencies Other Than CCS

### Advanced Placement (AP)

A program offering college-level curricula and examinations to high school scholars. American colleges and universities often grant placement and course credit to scholars who obtain high scores (typically scores of 3 or better) on the examinations. The AP curriculum for each of the various subjects is created for the College Board by a panel of experts and college-level educators in that field of study. For questions on AP testing, registration and locations please speak with the College & Career Readiness Counselor.

### Scholastic Aptitude Test (SAT)

A nationwide test used by most institutions to help determine college and university admission eligibility. The SAT is offered and administered by the College Board. It is the scholar's responsibility to register and pay for this test. The test may be taken more than once. There are several different test dates between October and June. Scholars are encouraged to take the SAT as early as May or June of their junior year. Apply online. Contact: [www.collegeboard.com](http://www.collegeboard.com). For questions on SAT testing, registration and locations please speak with the College & Career Readiness Counselor.

### SAT Subject Tests

Tests administered by the College Board, in specific subjects. Scholars should consult specific college catalogs to find out if the subject tests are necessary for admission. There are several test dates between November and June. Apply online. Contact: [www.collegeboard.com](http://www.collegeboard.com). For questions on SAT

Subject testing, registration and locations please speak with the College & Career Readiness Counselor.

### Preliminary Scholastic Aptitude Test (PSAT)

A shorter version of the SAT and is usually taken in the junior year as practice for the SAT and is used to determine National Merit Scholars. For questions on PSAT testing, registration and locations please speak with the College & Career Readiness Counselor.

### American College Test (ACT)

A college entrance exam that may be used as an alternative to the SAT. The ACT test content consists of English, math, reading, and science. There is also a writing test. Many colleges require the writing portion to be completed. There are several dates between September and June (different dates than the SAT). Scholars may take the test more than once. Apply online. Contact: [www.actstudent.org](http://www.actstudent.org). For questions on ACT testing, registration and locations please speak with the College & Career Readiness Counselor.

### California High School Proficiency Examination (CHSPE)

A test for scholars who need to verify high school level skills and in some cases take the test to leave high school early. Scholars who are 16 years of age or older may take the test and younger scholars who meet other criteria can also take the test. Prior to taking the exam consult with your counselor. <https://www.chspe.net/>.

### General Educational Development Test (GED)

Test may be taken by scholars 18 years old and older for the purpose of receiving the California High School Equivalency Certificate. Prior to taking the exam consult with your counselor. <https://ged.com/>.

### High School Equivalency Test (HiSET)

Must be a California resident or a member of the Armed Forces to take this exam. A scholar must meet state eligibility requirements. Please view the link for details. Prior to taking the exam consult with your counselor. <http://hiset.ets.org/requirements/ca>.

### Test Assessing Secondary Completion (TASC)

This exam can be taken by individuals who are 16 years or older who are not currently enrolled in school. Prior to taking the exam consult with your counselor. <http://www.tasctest.com/test-center-locations-for-test-takers.html>.

## Policy On Retention and Progress

### Appeal Process

Every family has the right to appeal a retention decision. If an appeal is made, the burden shall be on the appealing party (the family) to show why the decision of the school should be overruled. The appeal must be submitted in writing within seven (7) calendar days of the date the retention recommendation was issued. The appeal must be submitted to the Director of Online Learning. The appeal must clearly state the grounds for the appeal. Within 14 calendar days, the Director of Online Learning or designee will review the documentation provided with the appeal statement. The response to this appeal will be rendered to the family no more than seven (7) calendar days from the review date. The family may

request to meet with the individual(s) reviewing their appeal, but the family must still submit their appeal in writing within the designated time frame described above. The Director of Online Learning's decision will be final.

## Contact Information & Communication Procedures

### Methods of Communication

Reliable contact information is required for all learning coaches and scholars.

### Email Expectations

- We request that scholars and learning coaches supply separate email addresses for communication.
- All scholars are expected to communicate respectfully with school staff and peers through all methods of communication by using appropriate language. Failure to do so may result in disciplinary action.
- Scholars are expected to return communication from school personnel within 24 hours.
- All scholars must include their name and grade when they are emailing school staff.

By signing this handbook, a scholar is agreeing to communicate with faculty and other scholars appropriately and will not partake in cyberbullying or any form of harassment.

### Unable to Contact

Regular communication with CCS teachers is essential for a scholar's success at CCS. If you are planning to be unavailable to communicate with your scholar's teacher for a period of time, please notify the teacher so that proper arrangements to monitor your scholar's progress and attendance can be made.

Due to the enrollment requirements of CCS, if CCS staff are unable to reach the scholar and/or learning coach for 10 consecutive days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study.

### Notification Regarding Change of Contact Information

As stated in the Master Agreement, if a scholar's or learning coach's email address, mail address, or phone number changes, it must be updated with the Records Department within five (5) business days to ensure timely communication with CCS staff.

### Proof of Residency

Learning coaches must notify the Records Department should contact information change, and provide a proof of new residence to them.

### Emergency Contacts

All families are expected to maintain current emergency contact information with the school. Contact information consists of both telephone numbers and email addresses.

### Authorized Contacts

At the time of enrollment, a scholar's learning coach is asked to identify any contacts that have

authorization to receive performance information about the scholar. Individuals with authorization are responsible for maintaining current contact information with the school.

## Academic Program

### Grades

The grade in any given course represents the degree to which the scholar has met the standards and achieved the goals of the course. Grades reflect the quality of the scholar's work and the scholar's degree of mastery of academic standards. The semester grade reflects the cumulative achievement for the entire semester. Attendance and participation are contributing factors in meeting the standards and earning a grade.

Teachers are responsible for setting objective standards for grading assignments and shall make these standards known to the Learning Coaches and scholars. Teachers are responsible for assigning grades to the scholars in their classes. In the absence of fraud, mistake, bad faith or incompetency, the grade shall be final. A grade change may not be made as the result of coercion by any person(s).

### Understanding CCS Grading Terms

- A "final grade" (or cumulative grade) is the arithmetic mean (average) of individual grades on the assignments the scholar HAS and HAS NOT completed. Assignments scholars have not completed will be averaged in as a zero to the final grade. This is also known as the "final grade."
- The "Progress Grade" is the weighted average of all submitted assignments in addition to all assignments with an estimated due date prior to today. It does not include pending or partially-submitted items. **Note: This is not your final grade.**
- "Percent complete" is the total amount of work the scholar has completed divided by the total amount of work assigned.
- Once the scholar has completed 100% of the assigned work, the progress grade and final grade will be equal.

### Progress Reports

Weekly Progress Reports of scholar grades in all courses are issued by email on a weekly basis. While phone calls and emails are used frequently, Progress Reports serve as a formal notice of grades.

### High School Graduation Requirements

Subject Requirements	Total Credits
English (4 Years Required)	40

Science <i>(2 Years Required: Life &amp; Physical Science)</i>	20
Mathematics <i>(3 Years Required; minimum Geometry)</i>	30
History/Social Science <i>(3 Years Required)</i>	30
Foreign Language <i>(1 Year Required)</i>	10
Visual and Performing Arts <i>(1 Year Required)</i>	10
Physical Education <i>(2 Years Required)</i>	20
Health <i>(1 Semester Required)</i>	5
Electives	55
<b>Total</b>	<b>220</b>

### High School Course Scheduling

When selecting courses each year, remember that course selection is a team process that involves the scholar, learning coach and counselor to ensure proper placement. Our academic program utilizes semester scheduling. No extensions are provided and all end dates are final.



### High School Grading Scale

Credit is earned for cumulative grades of A through D in all courses. Each semester course receives 5 credits for each course passed.

LETTER GRADE	PERCENTAGE	GPA POINTS
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	BELOW 60	0

Withdrawn (W)- This grade will be given when scholar withdraws from CCS prior to completing 100% of the coursework.

### Repeat Policy

Scholars may repeat a course to improve their GPA only if the original grade was a D or F. To be accepted by the UC/CSU system, scholars may repeat the course only once. Once a course has been repeated, the grade earned in the original course will remain on the transcript, but will display with the CCS repeat code, as well as "0.00" credits earned. The original course will not be included in the computation of the GPA. The course taken to remediate the D or F will be displayed with the grade and credits earned.

Honor Roll: Is awarded to scholars, each semester, who have earned a 3.5 GPA or higher.

### High School Course Placement Guidelines

Course placement is based upon review of scholar's assessments, transcripts, and teacher recommendations. All scholars must meet specific course prerequisites for all subject areas.

### 9th Grade CCS Math Placement Policy

The Compass Charter Schools Board of Directors ("Board") recognizes that scholar achievement in math is important for preparing scholars for success after high school. The purpose of this policy is to create a fair, objective, and transparent procedure for placement in math courses for scholars entering 9th grade, in order to ensure the success of every scholar and to meet the Legislative intent of the California Mathematics Placement Act of 2015.

### Multiple Objective Academic Measures

In determining the mathematics course placement for entering 9th grade scholars, Compass Charter Schools systematically takes multiple objective academic measures of the scholar's performance into consideration, including:

- Statewide mathematics assessments, including interim and summative assessments through the California Assessment of Student Performance and Progress ("CAASPP")
- Final math grade at the end of 8th grade on the scholar's official, end of the year 8th grade report card;
- Diagnostic exams or other Board-approved benchmark assessments;
- Teacher recommendation, if any, based on course assessments and grades.

### Placement Criteria for Geometry

- Exposed to 100% of the Math 8 curriculum (or equivalent)
- Earned an A or B in Math 8 course
- Course Level
  - Honors: Earned an A in Math 8 course
  - Comprehensive: Earned a B in Math 8 course

### Placement Criteria for Algebra I

- Exposed to less than 100% of the Math 8 curriculum
- Earned a C, D, or F in Math 8 course
- Course Level
  - Comprehensive: Earned a C in Math 8 course
  - Core: Earned a D or F in Math 8 course (or equivalent)

### Placement Checkpoint

Compass Charter Schools will provide placement checkpoints within the first month of the school year to ensure accurate placement and permit reevaluation of individual scholar progress.

- Math diagnostic test administered to all 9th grade scholars.
- 30-day progress report evaluation for new 9th grade scholars.
- Course placement re-evaluation based on results of diagnostic test scores and progress reports, to determine whether additional academic interventions are necessary or whether the scholar should be placed into a different math course.

### Annual Examination of Scholar Placement Data and Report to the Board of Directors

The Superintendent, or his or her designee, shall examine aggregate scholar placement data annually to ensure that scholars who are qualified to progress in mathematics courses based on their performance on objective academic measures included in this policy are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. Compass Charter Schools shall annually report the aggregate results of this examination to the Board of Directors.

### Recourse for Parents and Scholars

Compass Charter Schools offers clear and timely recourse for each scholar and his/her parent or legal guardian who questions the scholar's placement as follows:

- Returning scholars and parents participate in course selection process for the upcoming school year.
- Academic counseling is provided to all scholars to help select courses applicable to their academic needs.
- Parents may request that Compass Charter Schools provide the data from the objective academic measures used for math placement listed above.
- Parents may formally request that the scholar retake the end of module exams for each of the math modules. Parent may request reconsideration of math placement based upon this data.

## Course Schedule Changes

Scholars need to plan their schedule carefully since schedule changes can only be processed within the first three (3) weeks from the start of the semester. Any additional schedule changes after this time frame will be reviewed on an individual basis.

Acceptable course schedule changes:

1. Improper course placement
2. Credit previously earned for the course
3. Course prerequisites not met

## 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 additional credits to their schedule per semester. A scholar may add an additional course to their schedule no later than four weeks prior to the end of a semester (eligibility is dependent upon 75% completion in all other courses with good academic standing).
- A scholar may add two additional courses to their schedule no later than 8 weeks prior to end of semester (eligibility is dependent upon 50% completion in all other courses with good academic standing).
- Counselor approval required to participate in the program.
  - Counselor may approve a special circumstance request when a scholar may be eligible for additional course(s).
- Science lab courses are not eligible for ACOP

## Concurrent/Dual Credit Enrollment

1. College level courses may be approved for concurrent/dual credit enrollment if they are courses not currently offered at the scholar's high school and/or needed to meet college entrance requirements. You must be in the spring semester of 10th grade, or an 11th or 12th grade scholar to qualify for Concurrent Enrollment.
 

*Special Circumstances: The College & Career Readiness Counselor may approve a special circumstance request when a scholar may need to enroll in a college level course for dual credit purposes even if the course is available at Compass Charter Schools. This option is available to resolve any special circumstances.*
2. Scholars must have a 2.8 GPA in the previous CCS semester and attendance status cannot be truant to be eligible for concurrent/dual credit enrollment.
  - Fall GPA to be eligible for Spring and Summer
  - Spring GPA to be eligible for Fall
3. Initially, a scholar will be approved to take 1 (one) college level course. Upon successful completion of the initial course with a C or better, and continuous CCS GPA (2.8 or better) and satisfactory attendance, the scholar will be eligible for concurrent/dual credit enrollment for two college courses the following college semester. Additional courses will be determined on scholar performance and community college policy.
4. Scholars must receive approval from the College & Career Readiness Counselor prior to enrolling in a college level course for dual credit purposes. Failure to do so will prevent scholars from

receiving dual credit. Courses taken for dual credit are taken in addition to the scholar's required course schedule at CCS.

5. Scholars have the option of determining if the college course is to appear on their high school transcript prior to enrolling in the college level course for dual credit. Once approved, scholars may not request a change after the college course has started. School administration will determine if any special circumstances should be considered.
6. Scholars are responsible for providing an official transcript from the college verifying the grade earned at the conclusion of the college course. This information must be submitted to the Records Department at the close of the college semester. Scholars are responsible for submitting the college transcript within the prescribed timelines in order for the college course to appear on the high school transcript. Submit college transcript to: Compass Charter Schools Attn: Registrar 850 Hampshire Road Suite P. Thousand Oaks, CA 91361.
7. Credit will be granted for college level coursework depending on the college units earned for each college course. 10 high school credits will be given for each college course with 3 units or more.
8. Scholars will receive the same letter grade for the high school credit as is granted by the college. Dual credit classes will be calculated as a part of the scholar's regular GPA. It is the parent's/scholar's responsibility to check with the university regarding acceptance of dual credit. Colleges and Universities have their own policies regarding acceptance of dual credit.
9. College level courses will not be weighted for the purpose of appearing on the high school transcript. All dual credit classes will be graded on a "4.0 A scale." College courses will not carry weighted grade credit on the high school transcript.
10. Parents/scholars are responsible for the cost of fees and course materials. This includes fees, textbooks and other instructional materials required for the course. Exception: If the course is required for any of the following reasons fees and materials will be paid by CCS:
  - Meet a-g admission requirements
  - Elective course(s) not offered at CCS
  - Scholars who qualify for free-reduced lunch
11. All courses taken at the community college will appear on your official college credit transcript.

## Transcripts

Please contact the Records Department at [records@compasscharters.org](mailto:records@compasscharters.org) to receive a form to submit a request for official and/or unofficial transcripts.

Transcripts reflect both a weighted and unweighted grade point average (GPA):

Traditionally, GPA is calculated on an unweighted scale. Unweighted GPA is measured on a scale of 0 to 4.0. It doesn't take the difficulty of a scholar's coursework into account. An unweighted GPA represents a 4.0 whether it was earned in an honors class or a lower level class.

Weighted GPA takes into account course difficulty rather than providing the same letter grade to GPA conversion for every scholar. Weighted GPA is measured on a scale of 0 to 5.0 and is only provided for Advanced Placement and honors level courses.

Note: CCS policy is to not rank scholar GPA's.

### A-G Requirements

The University of California must approve courses to meet a-g subject requirements that appear on the institution's a-g course list. UC schools and CSU schools check if freshmen applicants have taken courses from the a-g course list to meet admission requirements. 15 year-long courses must be completed with a C or better and 11 courses must be completed before the senior year.

### California College Admission Information

#### University of California and California State University "A-G" Admission Requirements

U.S. History/Social Science 1 Year of World History 1 Year of U.S. History OR 1 Semester of U.S. History & 1 Semester of Civics or 1 Semester of American Government	2 Years
English	4 Years
Math <i>Algebra I, Geometry, Algebra II, etc.</i>	3 Years (4 Years Recommended)
*Laboratory Science <i>Biology, Chemistry, Physics</i>	2 Years (3 Years Recommended)
*Visual and Performing Arts	1 Year
College Preparatory Electives <i>(Yearlong Course)</i>	1 Year
Visual and Performing Arts, History, English, Social Science, Advanced Math, Lab Science, Languages other than English	
Courses are found on the Doorways website <a href="http://www.ucop.edu/doorway/">http://www.ucop.edu/doorway/</a>	

CSU Requirements: SAT or ACT with Writing

UC Requirements: SAT or ACT with Writing

Check with individual campuses to see if SAT Subject Tests are required or recommended.

All courses must be on the College Preparatory, Honors, or AP level with a grade of “C” or better.

<http://www.universityofcalifornia.edu/>

[www.calstate.edu/apply](http://www.calstate.edu/apply)

### Cal Grant Program for College

A Cal Grant is money for college that does not have to be paid back. To qualify, a scholar must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist scholars apply for financial aid, all grade 12 scholars are automatically considered a Cal Grant applicant and each grade 12 scholar’s GPA will be submitted to the California Student Aid Commission (“CASC”) electronically by a school or school district official. A scholar, or the parent/guardian of a scholar under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the scholar’s GPA. Until a scholar turns 18 years of age, only the parent/guardian may opt out the scholar. Once a scholar turns 18 years of age, only the scholar may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the scholar. All grade 12 scholars’ GPA will be sent to CASC on October 1.

### CCS CEEB Codes

A CEEB code is a standardized ID number that is assigned to a high school, college or university. These codes are used to identify the high school a scholar attends. The CEEB code is needed for college entrance exams such as the SAT or ACT.

<b>Compass Charter Schools School Name</b>	<b>CEEB Code</b>
Compass Charter Schools of Fresno	054906
Compass Charter Schools of Los Angeles	054907
Compass Charter Schools of San Diego	054738

### NCAA – The National Collegiate Athletic Association

The National Collegiate Athletic Association (NCAA) is an athletic association that consists of three divisions (division I, II, and III) and oversees 23 sports. For current NCAA academic requirements, visit [eligibilitycenter.org](http://eligibilitycenter.org). CCS courses are eligible for scholarships to play sports at the collegiate level starting with the 2015-2016 school year.

## Work Permits

Scholars under the age of 18 must obtain a work permit from Compass Charter Schools after securing an opportunity for employment. A scholar must maintain a 2.0 GPA each semester to be eligible.

Requirements for obtaining a work permit:

To print a work permit application:

- The scholar, after obtaining a promise of employment, shall complete “Statement of Intent to Employ and Request Work Permit,” may be downloaded from the California State Department of Education website ([Click Here](#)).

To complete work permit:

- Scholar must complete minor information.
- Scholar will request employer to complete “to be filled in and signed by employer;” signing the application, which indicates the employer has “worker compensation” insurance, list hours of work for the scholar and indicate wage.
- Scholar will request parent/legal guardian signature.
- Submit the work permit to the College & Career Readiness Counselor, Edith Cruz at [ecruz@compasscharters.org](mailto:ecruz@compasscharters.org)

The following scholars **do not** need a work permit:

- High School graduate, regardless of age.
- Scholar who passed the California High School Proficiency Examination.
- Scholar who is 18 years of age or older.

Renewals:

- Work permit will expire five (5) days after the end of the semester.
- Scholar must email the College & Career Readiness Counselor five (5) days before expiration date to renew work permit.
- Scholar must complete a separate work permit for each employer.

Please allow five (5) business days to process the work permit application. Incomplete forms will not be processed.

## Entertainment Work Permits

A parent or guardian of a minor needing a 6-month entertainment work permit may request a form to be completed by the College & Career Readiness Counselor. A scholar must be in good academic standing to be eligible for this permit.

Entertainment permit renewal:

- This permit is renewable every 6 months while a minor is under 18 years old. First time and renewal applications for school age children must be accompanied by an approval from the school on the form which will be provided after the application is completed.

To print an entertainment application: Paste the link below in your browser:

<http://www.Dir.Ca.Gov/dlse/dlseform277.Pdf>

Steps to a complete an entertainment application:

- Complete form with student information (do not include parent/guardian signature).
- Email form to College & Career Readiness Counselor, Edith Cruz at [ecruz@compasscharters.org](mailto:ecruz@compasscharters.org)
- College & Career Readiness Counselor will mail form to student's home address.
- The form indicates the following: all signatures must be in original ink. No fax or photocopies permitted.
- It will take approximately 3 -5 business days for the form to arrive by mail.

Additional helpful information:

- Entertainment work permit applications link: <http://www.Dir.Ca.Gov/dlse/onlinepermits.Htm>

### Concurrent Enrollment

Concurrent enrollment in another public or private K-12 school is prohibited at CCS. If a scholar is found to be enrolled in two (2) schools he/she will be withdrawn from CCS.

This does not include pre-approved college-level courses. In some cases, it is possible for high school scholars to enroll concurrently at a community college.

### Adult Scholars (18 Years of Age and Older)

Scholars who are 18 years of age or older have many legal rights and responsibilities, such as the ability to sign legal documents, including but not limited to medical releases and IEP's. However, adult scholars must continue to follow policies in place for all scholars at Compass Charter Schools with respect to attendance and discipline.

In order for Compass Charter Schools to release any information related to the adult scholar's academics to their designated learning coach and/or parent(s), we must first receive permission from the adult scholar to do so. This release form can be found on our parent/scholar portal or by contacting the Records Department.

### High School Grading Policy

#### Final Exams

All scholars in grades 9-12 are required to take all end of unit or module exams as well as semester final examinations in all courses. Scholars may not "test out" of courses by only taking a final examination.

### A-G College Board Approved Science Wet Labs

CCS conducts live, hands-on labs under the instruction of credentialed science teachers.

The goal of these labs is to provide high school scholars with the science laboratory experiences that will prepare them to meet the demands of university laboratories when they continue their studies in college.



### Frequency

The frequency of these labs will be determined by the highly qualified CCS science instructor based on course requirements to determine standards mastery.

### Attendance Required

All scholars are required to attend the labs as part of their science course. Make-up days will be available for scholars who may miss a live lab. Those make-up live labs will need to be scheduled between the scholar and the instructor. Please note that failure to attend in-person may jeopardize the scholar's chances to attend certain four-year colleges or universities.

## High School Transfer Credits, Home School Credits, International Records

### Transfer Credits

Transfer credits are awarded based upon official transcripts from previous schools. Transcript analysis may require CCS to perform research and contact with previous schools to determine eligibility of transfer credits.

### Home School Credit Transfer

All scholars from non-accredited/independent homeschool situations must provide records which include transcript (showing courses completed), a description of the curriculum, a copy of the Private School Affidavit, and work samples for review by CCS program director.

### International Records

International records may require translation and/or evaluation prior to being considered for transfer credits. International transcripts and supporting documentation will be reviewed in order to grant appropriate credit for subjects studied in other countries. The transcripts must show that subjects were studied at the secondary level. Credits will be granted for subject's equivalent to the courses listed in the course catalog in meeting graduation requirements.

## Scholars with Special Needs

CCS is dedicated to the belief that all scholars can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. CCS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act, California Education Code requirements, and applicable policies and procedures of the El Dorado County Charter SELPA. These services are available for special education scholars enrolled at CCS. We offer high quality educational programs and services for all of our scholars in accordance with the assessed needs of each scholar. CCS collaborates with Learning Coaches, scholars, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each scholar.

CCS recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any scholar who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for

accommodations by CCS. The Learning Coach of any scholar suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Director of Exceptional Scholar Services. A copy of the School's Section 504 policies and procedures is available upon request.

## Homeless Scholars

"The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Scholars who qualify under McKinney-Vento should complete the declaration form. This form must be completed annually in order to ensure the scholar still qualifies under McKinney-Vento. Homeless status is determined in cooperation with the learning coach. In the case of unaccompanied youth, status is determined by the School Liaison.

## School Liaison

The Superintendent designates the following staff person as the School Liaison for homeless scholars:

Jessica Franco | Director of Operations  
850 Hampshire Rd. Suite P  
Thousand Oaks, CA 91361  
805-358-9007

The School Liaison shall ensure that:

1. Homeless scholars are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless scholars enroll in, and have a full and equal opportunity to succeed at CCS.
3. Homeless scholars and families receive educational services for which they are eligible including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by CCS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Learning coaches are informed of the educational and related opportunities available to their scholars and are provided with meaningful opportunities to participate in the education of their scholars.
5. Public notice of the educational rights of homeless children is disseminated at places where

children receive services, such as schools, shelters, and soup kitchens and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.

6. Enrollment/admissions disputes are mediated in accordance with law, the CCS charter, and Board policy.
7. Learning coaches are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless scholar who enrolls at the CCS, a copy of the Charter School's complete policy shall be provided at the time of enrollment and at least twice annually.

### Academic Dishonesty and Plagiarism

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 include:

- Using another person's work and claim as your own;
- Copying from text, a 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; and
- Letting a friend or Learning Coach 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; or
- to present as new and original an idea or product derived from another source.

See <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism> for more information.

## 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.

More information on what plagiarism is and how to avoid it can be found at <https://owl.english.purdue.edu/owl/resource/589/01/>.

## Prevention of Plagiarism

1. All scholars and learning coaches are given a copy of this CCS Scholar Handbook which outlines the school's policy on plagiarism.
2. Scholars complete a lesson on understanding plagiarism during orientation.
3. Teachers will use recognized plagiarism detection program, to check for plagiarism as necessary.
4. More information on what plagiarism is and how to avoid it can be found at <https://owl.english.purdue.edu/owl/resource/589/01/>.

## Consequences for Academic Dishonesty

Failure to abide by CCS standards of academic dishonesty by violating academic integrity will result in the following consequences:

### 1st Offense - Warning

- If a scholar violates academic integrity the teacher will notify the learning coach and High School Coordinator.
- The scholar will receive a written warning from the teacher in the form of a behavior contract which will require both learning coach and scholar signatures to be returned to the teacher. This will be sent via certified mail and email with read receipt.

### 2nd Offense

- If a scholar is caught violating academic integrity a second time, with any teacher, the teacher will notify the learning coach, and High School Coordinator.
- The scholar will receive a "0" on the assignment that was plagiarized and a 2nd behavior contract will be sent to be signed by both the learning coach and the scholar, and returned to the teacher. Notification will be sent via certified mail and email with read receipt.
- The High School Coordinator will schedule a meeting with the teacher, the scholar and the learning coach.

### 3rd Offense

- If a scholar is caught violating academic integrity a third time the teacher will notify the learning coach, High School Coordinator and Director of Online Learning.
- The scholar will receive a "0" on the assignment that was plagiarized and the scholar will be placed on Academic Probation. The scholar will receive a notification of this to be signed by

both the learning coach and scholar. Notification will be sent via certified mail and email.

- A meeting will be held with the Director of Online Learning, High School Coordinator, teacher, learning coach and scholar.

#### 4th Offense

- If a scholar is caught violating academic integrity a fourth time the teacher will notify the learning coach, High School Coordinator and Director of Online Learning.
- The course is locked until a recommendation is made by the Disciplinary Action Committee ("DAC"). The scholar will receive a behavior contract notifying them of this via certified mail.

The scholar goes before the Disciplinary Action Committee to determine whether expulsion will be recommended, using the processes outlined in the CCS charter document, available on the CCS website and at the Central Office.

### Academic Probation

Any scholar failing to meet minimum academic standards in his/her classes, or participating in Academic dishonesty, as determined by the High School Coordinator, will be placed on academic probation. Scholars on academic probation will be expected to participate in academic interventions as determined by their teacher or coordinator. Scholars on academic probation will not be permitted to attend field trips or participate in scholar clubs until off academic probation.

### Field Trips

#### Planning and Approval

The Engagement Coordinator may exclude from the field trip or excursion any scholar whose presence on the field trip or excursion would pose a safety or disciplinary risk or is on academic probation.

#### Permission Slips

No scholar will be permitted to go on a field trip or excursion without a permission slip signed by the scholar's learning coach. One copy of the permission slip shall be filed with the Engagement Coordinator, and one copy shall be given to the teacher(s) going on the field trip.

#### Supervision

- The sponsoring teacher must be present to supervise the field trip or excursion. The emergency contact for each scholar will be designated on the event permission slip.
- Scholars are under the jurisdiction of the school at all times during the field trip and school rules are to be adhered to at all times.

#### Role of Learning Coach on Field Trips

A learning coach or approved adult is required to participate in all field trips and excursions to assist with supervision of their scholar(s). On rare occasions, not all learning coaches or approved adults will be required to attend. Learning coaches or approved adults accompanying CCS group and assisting in supervising scholars shall receive clear information regarding their responsibilities from the Engagement Coordinator or sponsoring teacher. Prior to the field trip or excursion, the Engagement Coordinator or sponsoring teacher may hold a meeting for these learning coaches/approved adults scheduled to accompany CCS group as supervisors to discuss, among other things, safety and the importance of

safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs.

In any situation, learning coaches and/or approved adults shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and/or supervising scholars on a field trip or excursion.

## Scholar Organizations and Clubs

### Scholar Leadership Council

To ensure compliance with Board requirements and other applicable lawful regulations, the Scholar Leadership Council will be advised by the Superintendent. The Superintendent, as advisor, will establish a fair process for the nomination and election of officers for President, Vice President, Secretary and Treasurer. The body shall generally determine all other rules for its operation and activities consistent with the established school rules.

### Scholar Clubs

Scholars may establish organizations or clubs, so long as approval is obtained by the Engagement Coordinator consistent with this policy and any other applicable requirements.

### Approval

A scholar organization's constitution and by-laws may be prepared through the cooperative work of the scholars and staff. A copy of the constitution and by-laws must be submitted to the Engagement Coordinator for initial review to ensure consistency with school rules.

### Fundraising

All funds raised by any scholar organization shall be maintained by the school and accounted for by scholar organization. CCS shall also be responsible to periodically audit the funds of the organization. All fundraising must receive prior approval of the Superintendent. Further, fundraising activities shall not be conducted during instructional time.

### Revocation of Privileges

Scholar groups and individual scholar meeting on school property or otherwise at a school sponsored event may have their privilege to meet revoked if they engage in conduct which is in violation of this policy, disruptive to the educational process, damages school property or in violation of any law. Scholar organizations or their members shall not engage in any activity which coerces, pressures, embarrasses or unduly influences other scholars to participate in any meeting.

## Virtual Classroom Expectations

CCS will follow all legally required disciplinary, including suspension and expulsion, procedures in accordance with the CCS charter and the Charter School policy as it pertains to violations to any of the following expectations.

1. Respect opinions and privacy of others during web-based discussions.
2. Refrain from posting anonymous messages unless authorized by the teacher.
3. Use only your own username and password, and do not share these with anyone.

4. Do not post personal information including: Phone number, YouTube, Facebook, etc.
5. Do not download, transmit or post material that is intended for personal gain or profit.
6. Do not post material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing “spam” mail, chain email, viruses, or other intentionally destructive content.
7. Do not distract other scholars via chat, web or drawing features.
8. Do not upload or post any software on CCS instructional computing resources that are not specifically required for your assignments and approved by your teacher.
9. Do not post any audio, video, or other non-instructional files to any CCS server.
10. Avoid using sarcasm, jargon, and slang, and derogatory or foul language.
11. Limit use of all capital letters, as this can be considered yelling.
12. Don't broadcast online discussions, and never reveal other people's email addresses.

A copy of the Charter School’s full Suspension and Expulsion Policy is available on the school website or at the Central Office.

### Internet Safety Policy

It is the policy of CCS to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The complete CCS Scholar Technology Policy is available on the school website or at the Central Office

### Nondiscrimination, Sexual Harassment and Cyberbullying

CCS does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

CCS adheres 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 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004.

CCS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex), Title VI, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin), the Age Discrimination in Employment Act of 1967, The Age Discrimination Act of 1975, the IDEA, and Section 504 and Title II of the ADA (mental or physical disability). The School also prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. CCS does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which CCS does business, or any other individual, student, or volunteer. This applies to all employees,

students, or volunteers and relationships, regardless of position or gender. CCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

J.J. Lewis | Superintendent  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
818-824-6233

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

CCS' full Discrimination, Harassment, Intimidation, and Bullying Prohibition Policy is available at its Central Office or on the CCS website.

Harassment comes in many forms including:

- Spam (unsolicited emails not pertaining to the course), threatening communications, offensive communications or any other kind of communication that makes a person feel uncomfortable.
- Any scholar who believes that he or she has been harassed or has witnessed any form of harassment should immediately report such incident to a CCS staff member. The Superintendent or designee will immediately investigate all such incidents in a confidential manner.

### Steps for Scholars to Follow

Scholars who deem that they are victims of bullying or harassment should follow the steps below:

1. Do not respond to the person alleged of bullying or harassment.
2. Authenticate specific instances of bullying or harassment (i.e., keep a record of abusive communications, and save the documents or messages).
3. If the unwarranted communication is from another scholar and occurs as part of classwork (i.e., as part of any class activity such as a threaded discussion, or group assignment), inform the teacher of the situation and provide the teacher with all the proper correspondence.
4. If the unwarranted communication is from another scholar and happens in any other school setting (i.e., not as a part of a specific class), inform the victim's learning coach, counselor, advisor or other appropriate school staff of the situation and provide all appropriate evidence.
5. If the unwarranted correspondence is from a staff member, report the situation to the Superintendent.
6. If the abusive communication is from someone within the administration, inform the victim's learning coach of the situation who can then inform the appropriate personnel.

### Scholar Grievances

CCS has adopted a General Complaint Policy to address concerns about the Charter School generally or regarding specific employees. For complaints regarding harassment or perceived violations of state or



federal laws, please refer to the Charter School's Policy Against Unlawful Harassment and/or the Charter School's Uniform Complaint Procedures. For all other complaints, the General Complaint form and accompanying procedures will be available at its Central Office and on the CCS website.

### Uniform Complaint Procedure

CCS has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

CCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Board of Directors. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any CCS program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety Programs
- Early Child Education Program Assessments
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Superintendent of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance

officer:

J.J. Lewis | Superintendent  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
818-824-6233

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent or his or her designee in writing.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with CCS's procedures.

The complainant has a right to appeal CCS's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the decision. The appeal must include a copy of the complaint filed with the School and a copy CCS's decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of CCS's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge at its Central Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Superintendent.

### Scholar Records

The Family Educational Rights and Privacy Act ("FERPA") affords learning coaches and scholars who are 18 years of age or older ("eligible students") certain rights with respect to the scholar's education records. These rights are:

1. The right to inspect and review the scholar's education records within 5 days after the day CCS receives a request for access. Learning coaches or eligible scholars should submit to the CCS Superintendent or designee a written request that identifies the records they wish to inspect.

The CCS official will make arrangements for access and notify the learning coach or eligible scholar of the time and place where the records may be inspected.

2. The right to request the amendment of the scholar's education records that the learning coach or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the

scholar's privacy rights under FERPA.

Learning coaches or eligible scholars who wish to ask CCS to amend a record should write the CCS Superintendent or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If CCS decides not to amend the record as requested by the learning coach or eligible scholar, CCS will notify the learning coach or eligible scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the learning coach or eligible scholar when notified of the right to a hearing.

3. The right to provide written consent before CCS discloses personally identifiable information ("PII") from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to CCS officials with legitimate educational interests. A CCS official is a person employed by CCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Directors. A CCS official also may include a volunteer or contractor outside of CCS who performs an institutional service of function for which CCS would otherwise use its own employees and who is under the direct control of CCS with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another CCS official in performing his or her tasks. A CCS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, CCS discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer.

CCS does not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from scholar's education records, without consent of the Learning Coach or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to CCS officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the Learning Coach or eligible student, §99.32 of the FERPA regulations requires CCS to record the disclosure. Learning Coaches and

eligible students have a right to inspect and review the record of disclosures. CCS may disclose PII from the education records of a scholar without obtaining prior written consent of the Learning Coach or the eligible student —

1. To other CCS officials, including teachers, within the educational agency or institution whom CCS has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
2. To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To accrediting organizations to carry out their accrediting functions.
6. To parents of an eligible student if the student is a dependent for IRS tax purposes.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36.
9. Information CCS has designated as "directory information" under §99.37.

'Directory Information' is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to education and charter school advocacy groups, and companies that manufacture class rings or publish yearbooks. CCS has designated the following information as directory information:

1. Scholar's name
2. Scholar's address
3. Learning Coach's address
4. Telephone listing
5. Scholar's electronic mail address
6. Learning Coach's electronic mail address
7. Photograph
8. Dates of attendance
9. Grade level
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received

## 12. The most recent educational agency or institution attended

Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A scholar's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want CCS to disclose directory information from your scholar's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Superintendent at [jlewis@compasscharters.org](mailto:jlewis@compasscharters.org).

### Withdrawal from CCS

1. If a scholar decides to withdraw, the scholar's learning coach communicates the decision through his or her counselor.
2. The scholar's counselor will schedule an exit conference with the parent within 24 hours of the withdrawal request to ensure the scholar receives the appropriate academic consultation and attendance credit, and has submitted all completed activity logs before being withdrawn from CCS.
3. Once the exit conference has been conducted, a withdrawal link will be emailed to the learning coach that will need to be filled out for the withdrawal to be complete.
4. Once the withdrawal is completed the Attendance Coordinator will email the learning coach a letter showing the scholar has been withdrawn that can be given to the scholar's new school.
5. CCS may withhold transcripts, grades and diplomas from requesting parent and/or scholar if a scholar has willfully cut, defaced or otherwise destroyed property or has failed to return property, such as textbooks or computers, loaned to the scholar. CCS shall afford the scholar due process before withholding transcripts, grades, or diplomas.

## SIGNATURE PAGE

Please sign and date below to indicate that you have read the Scholar Handbook and are aware of the school expectations for learning coaches and scholars.

Return this page signed to CCS.

Learning Coach Name: \_\_\_\_\_ Date: \_\_\_\_\_

Learning Coach Signature: \_\_\_\_\_

Scholar Name: \_\_\_\_\_ Date: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - Los Angeles  
 CDS #: 19 75309 0135145  
 Charter Approving Entity: Acton Agua Dulce  
 County: Los Angeles  
 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 2017-18
<b>A. REVENUES</b>						
<b>1. Revenue Limit Sources</b>						
State Aid - Current Year	8011	1,222,026.00		1,222,026.00	4,149,266	3,453,917
Education Protection Account	8012	29,985.00		29,985.00	99,910	81,902
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	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		1,252,011.00	0.00	1,252,011.00	4,249,176	3,535,819
<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	55,875
Child Nutrition - Federal	8220		0.00	0.00	0	0
Other Federal Revenues	8110, 8260-8290	0.00	0.00	0.00	0	0
Total, Federal Revenues		0.00	0.00	0.00	0	55,875
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	8480	0.00		0.00	0	0
Special Education - State	StateRevSE		53,917.00	53,917.00	0	246,720
All Other State Revenues	StateRevAO	23,072.10	45,551.32	68,623.42	343,875	129,918
Total, Other State Revenues		23,072.10	99,468.32	122,540.42	343,875	376,638
<b>4. Other Local Revenues</b>						
Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes	8096	0.00		0.00	216,205	173,686
All Other Local Revenues	LocalRevAO	229,894.57	0.00	229,894.57	268,731	368,317
Total, Local Revenues		229,894.57	0.00	229,894.57	484,936	542,003
<b>5. TOTAL REVENUES</b>		<b>1,504,977.67</b>	<b>99,468.32</b>	<b>1,604,445.99</b>	<b>5,077,987</b>	<b>4,510,335</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Teachers' Salaries	1100	794,320.71	52,354.95	846,675.66	1,556,355	1,646,820
Certificated Pupil Support Salaries	1200	160,687.48	29,147.70	189,835.18	296,555	367,399
Certificated Supervisors' and Administrators' Salaries	1300	46,954.67	18,003.02	64,957.69	124,798	120,451
Other Certificated Salaries	1900	0.00	0.00	0.00	146,904	0
Total, Certificated Salaries		1,001,962.86	99,505.67	1,101,468.53	2,124,612	2,134,670
<b>2. Non-certificated Salaries</b>						
Instructional Aides' Salaries	2100	0.00	0.00	0.00	0	0
Non-certificated Support Salaries	2200	75,622.09	12,009.05	87,631.14	262,008	160,202
Non-certificated Supervisors' and Administrators' Sal.	2300	139,710.73	0.00	139,710.73	245,224	252,844
Clerical and Office Salaries	2400	117,617.40	0.00	117,617.40	133,953	213,929
Other Non-certificated Salaries	2900	0.00	0.00	0.00	0	0
Total, Non-certificated Salaries		332,950.22	12,009.05	344,959.27	641,185	626,975

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - Los Angeles  
CDS #: 19 75309 0135145

Description	Object Code	Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	167,862.84	8,808.99	176,671.83	306,581	317,297
PERS	3201-3202	0.00	0.00	0.00	0	0
OASDI / Medicare / Alternative	3301-3302	36,738.29	1,908.67	38,646.96	79,857	72,408
Health and Welfare Benefits	3401-3402	150,369.00	10,916.49	161,285.49	213,548	261,293
Unemployment Insurance	3501-3502	19,867.89	1,220.61	21,088.50	16,369	25,813
Workers' Compensation Insurance	3601-3602	25,125.50	1,695.87	26,821.37	41,487	39,506
Retiree Benefits	3701-3702	0.00	0.00	0.00	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0	0
Other Employee Benefits	3901-3902	(967.08)	0.00	(967.08)	0	4,983
Total, Employee Benefits		398,996.44	24,550.63	423,547.07	657,842	721,300
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	255,867.68	0.00	255,867.68	1,382,955	560,955
Books and Other Reference Materials	4200	152,455.69	0.00	152,455.69	37,717	463,930
Materials and Supplies	4300	5,653.72	1,156.86	6,810.58	27,659	20,430
Noncapitalized Equipment	4400	0.00	0.00	0.00	8,800	9,967
Food	4700	0.00	0.00	0.00	0	0
Total, Books and Supplies		413,977.09	1,156.86	415,133.95	1,457,131	1,055,282
<b>5. Services and Other Operating Expenditures</b>						
Travel and Conferences	5200	59,549.69	8,127.24	67,676.93	88,007	96,525
Dues and Memberships	5300	5,390.27	0.00	5,390.27	15,087	9,966
Insurance	5400	13,381.42	0.00	13,381.42	12,251	14,231
Operations and Housekeeping Services	5500	3,083.67	0.00	3,083.67	7,762	6,977
Rentals, Leases, Repairs, and Noncap. Improvements	5600	232,923.38	0.00	232,923.38	327,128	439,527
Professional/Consulting Services and Operating Expend.	5800	197,436.68	93,306.68	290,743.36	504,102	711,618
Communications	5900	21,799.61	22.82	21,822.43	39,891	39,343
Total, Services and Other Operating Expenditures		533,564.72	101,456.74	635,021.46	994,228	1,318,187
<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>		2,681,451.33	238,678.95	2,920,130.28	5,874,998	5,856,414
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(1,176,473.66)	(139,210.63)	(1,315,684.29)	(797,011)	(1,346,079)



**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - Los Angeles  
CDS #: 19 75309 0135145

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	(139,210.63)	139,210.63	0.00	0	0
4. TOTAL OTHER FINANCING SOURCES / USES		(139,210.63)	139,210.63	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(1,315,684.29)	0.00	(1,315,684.29)	(797,011)	(1,346,079)
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	779,229.19	21,599.04	800,828.23	800,828	800,828
b. Adjustments/Restatements to Beginning Balance	9793, 9795	(782,634.00)	0.00	(782,634.00)		0
c. Adjusted Beginning Balance		(3,404.81)	21,599.04	18,194.23	800,828	800,828
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		(1,319,089.10)	21,599.04	(1,297,490.06)	3,817	(545,251)
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	(1,319,089.10)	21,599.04	(1,297,490.06)	3,817	(545,251)
<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	0.00	0.00	0.00		
4. Due from Grantor Government	9290	161,899.96	21,599.04	183,499.00		
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		161,899.96	21,599.04	183,499.00		
<b>H. LIABILITIES</b>						
1. Accounts Payable	9500	16,968.30	0.00	16,968.30		
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	1,464,020.76	0.00	1,464,020.76		
6. TOTAL LIABILITIES		1,480,989.06	0.00	1,480,989.06		
<b>I. FUND BALANCE</b>						
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		(1,319,089)	21,599	(1,297,490)		

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - Los Angeles  
CDS #: 19 75309 0135145  
**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>

Compass Charter Schools of Los Angeles (19 75309 0135145)

Status: Certified  
Saved by: Scott Warner  
Date: 6/20/2018 1:04 PM**2018-19 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca18asstoc.asp>.

**CDE Program Contact:**Joy Paull, [jpaul@cde.ca.gov](mailto:jpaul@cde.ca.gov), 916-319-0297**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	J.J. Lewis
Authorized Representative's Signature	
Authorized Representative's Title	CEO
Authorized Representative Signature Date	06/20/2018

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

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

Compass Charter Schools of Los Angeles (19 75309 0135145)

Status: Certified  
Saved by: Scott Warner  
Date: 6/20/2018 1:04 PM**2018-19 Protected Prayer Certification**

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	J.J. Lewis
Authorized Representative Title	CEO
Authorized Representative Signature Date	06/20/2018
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

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

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

**2018-19 Application for Funding****CDE Program Contact:**Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/25/2018
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**District English Learner Advisory Committee (DELAC) Review**

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	N/A
DELAC review date	
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	The school does not have more than 50 ELL students at this time.

**Application for Categorical Programs**

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No
<b>Title IV, Part A (Student Support)</b>	Yes

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

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## 2018-19 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

ESSA Sec. 1112(b) SACS 4127	
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**\*\*\*Warning\*\*\***

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# Elementary School Scholar Handbook 2018-19

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850 Hampshire Road, Suite P

Thousand Oaks, CA 91361

855-937-4227 - main

805-590-7077 - fax

[www.compasscharters.org](http://www.compasscharters.org)

@COMPASSCS

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## Letter from The Superintendent

Dear Scholars and Learning Coaches:

We are happy you have chosen to make Compass Charter Schools (“CCS”) your school of choice. I am proud to be the Superintendent of CCS, and am looking forward to working with our staff to provide a quality nonclassroom-based independent study program to every scholar we serve. Everyone here at CCS is committed to creating a nurturing environment as we work with you to meet the learning needs of your scholar(s).

### CCS Vocabulary

Like any school, Compass Charter Schools has its own unique culture. To help you understand part of the culture of CCS it is important you understand our use of the following key terms:

**Learning Coach** - *Parents and guardians are known as the “learning coach” for their children and they are an integral part of their children’s success at CCS. Since we are an independent study school, much of the learning is facilitated by the learning coach.*

**Scholar** - *At CCS we choose to refer to each student as a “scholar.” Scholar is defined as a person who is highly educated or has an aptitude for study; a distinguished academic. We refer to students as scholars because we want to emphasize our commitment to helping every individual be academically successful.*

**Learning Period (LP)** - *The span of time between which a scholar and teacher connect to review the learning for that time period. The span of time between which work assignments begin and when they are given to the teacher for evaluation.*

**Western Association of Schools and Colleges (WASC)** - *A committee of educators from within the region who evaluate and approve schools for accreditation based on the organization's criterion. One of their purposes is to ensure educational best practices. University of California schools has a policy that requires all schools to be accredited in order to establish and maintain an “a-g” course list.*

We have a great elementary school team, led by Ms. Ashley Daugherty, our K-8 Coordinator, who coordinates the elementary school academic program with support from both Mrs. Erin Smith, our Director of Online Learning and Mrs. Mae Van Vooren, our Assistant Superintendent of Personalized Learning. I encourage you to visit our website, under Meet Our Team, to learn more about our terrific teachers, along with great support staff who are here to help guide your educational experience at Compass Charter Schools!

Thank you again for choosing CCS. We look forward to being part of you and your scholar’s educational journey!

Respectfully,  
J.J. Lewis, M.Ed.  
Superintendent  
@lewis1jj

## 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

## Pledge of Excellence

CCS signed onto the Independent Study Pledge of Excellence in 2016. Its purpose is to establish a consistent, transparent approach to responsible charter school management across all of the member schools. The Code of Conduct is a pledge to employees, families and the public that member charter schools will conduct business in an honest, legal and ethical manner.

All members adhere to the provisions of the pledge. Commitment to ethical professional conduct is the goal of these schools. The Code is intended to serve as a basis for ethical decision in the running of these charter schools.

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 student 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 reviews 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 drawing comparisons speaks to either the fact that they don't know what we do or they are acting on rumor and innuendo in these conversations.
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 students. Our resource centers, school sites, and classrooms are solely for the purpose of academic programming for the benefit of students in our care. Our commitment to students 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 exist to offer innovative and tested methods of instruction and self-paced learning. We have proof by our results that we are helping students to think, communicate, and achieve.
7. As operators of high quality public charter schools offering independent study, we stand united in following the state law in the operation of resources centers and school sites.

## Description of Program

Compass Charter Schools ("CCS") is one of California's leading public charter schools serving scholars throughout the state in TK, kindergarten and grades one through twelve. We are an independent study program. We recognize that in education one size does not fit all and have two great programs to serve scholars. CCS is designed and organized to serve scholars and families who have chosen a unique educational setting that can meet an individual scholar's needs.

A prospectus, including a description of the curriculum, including titles, descriptions, and instructional aims of every course offered by CCS, is available for review upon request.

## Enrollment Requirements

### General Requirements

- A scholar must be five (5) years of age on or before September 1st in order to be admitted to kindergarten at any time during that school year.
- A scholar must have completed the CCS enrollment process and signed a Master Agreement prior to starting courses.
- A scholar must reside within the county in which CCS is authorized, or a contiguous county to the county in which CCS is authorized. If, while attending CCS, a scholar moves, a new proof of residency must be submitted within five (5) school days.
- A scholar may only be enrolled in CCS and not concurrently enrolled in another school, public or private.

### Immunization Requirements

Learning coaches are asked to provide proof of immunizations upon registration upon registration in order to maintain updated records. Exceptions are allowed under the following conditions:

- The learning coach provides a signed doctor's statement verifying that the scholar is to be exempted from immunizations for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
- No child with an Individualized Education Program will be denied a Free and Appropriate Public Education ("FAPE") due to lack of immunizations.
- If a learning coach had a personal beliefs exemption request on file before December 31, 2015, it will remain valid until the scholar enters the next grade span (kindergarten or seventh grade). No new personal beliefs exemptions will be honored after December 31, 2015.
- If a scholar is enrolled in independent study and will not receive classroom-based instruction.

### Leaving the Country

Any scholar leaving the United States for a visit to any country considered by the Center of Disease Control and Prevention to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST call the County Tuberculosis Clinic for a TB Screening upon return.

### Oral Health Exam Requirements

California law states your scholar must have a dental check-up by May 31 of his/her kindergarten year or, if the scholar was not previously enrolled in kindergarten in a public school, his/her first-grade year. A California licensed dental professional operating within his/her scope of practice must perform the check-up and fill out our oral health assessment form. If your scholar had a dental check-up in the 12 months before he/she started school, ask your dentist to fill out the oral health assessment form required for enrollment. If you are unable to get a dental check-up for your scholar, a waiver is available upon request.

### Master Agreement

To attend CCS, each scholar, learning coach, and supervising teacher shall sign a Master Agreement ("MA") prior to the first day of class each school year. This is a legal document and must be signed, dated, and returned to CCS. No scholar or learning coach will 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 classes will result in a mandatory meeting with the Superintendent or his/her designee to determine whether independent study is an appropriate placement for the scholar and to discuss any concerns of the learning coach. The signed MA is the agreement that the scholar and learning coach sign to demonstrate their intention to continue enrollment in CCS. All scholars enrolled in CCS must sign a new Master Agreement each school year. No scholar may be denied special education or related services identified in the scholar's Individualized Education Program due to a lack of a signed MA.

An addendum or updated MA must be submitted if changes are made in classes, supervising teacher, or grade level during the school year.

### Internet Service

Participation in CCS requires an Internet connection. Basic Internet service is available for all enrolled scholars who wish to utilize it. This Internet connection or one provided by the learning coach (at their option) is to be established and maintained by the family with the enrolled scholar(s). The nature of the CCS program requires that scholars and learning coaches log onto the online school each day to receive curriculum, lesson plans, school communications, and other necessary resources, as well as to log

attendance and submit assignments.

### Computers

CCS has computers available for loan to all learning coaches seeking a computer for their scholar(s). Learning coaches who wish to request to loan a computer from CCS will need to fill out the appropriate forms and email them to our IT Department at [computers@compasscharters.org](mailto:computers@compasscharters.org). All requests for loaner computers shall be honored, and there shall be no indication to faculty, staff, or other scholars that a scholar is using a loaner computer other than those necessary for maintenance and asset management. Learning Coaches will be expected to monitor their Scholar's use of the loaned computer to ensure appropriate use for educational purposes. Please be advised that the computer remains school property and there is no reasonable expectation of privacy.

### Grade Level Placement Policy

A scholar's grade level is determined upon initial enrollment and is written on the Master Agreement.

#### Elementary (Kindergarten - 5th grade)

If a learning coach or teacher feels that a scholar should repeat a grade level, the situation must be discussed with the K-8 Coordinator and Director of Online Learning prior to making the change on the Master Agreement. They will make a recommendation for the Superintendent or his/her designee who shall make the final decision.

If an elementary scholar is coming to CCS from another school, the grade level is typically based on the scholar's grade level at the previous school. If no previous school was attended, grade level can be determined by the legal need to be (or have been) five (5) years old by the cutoff date in the year of entry into kindergarten and proceeding chronologically for each grade level.

- For school years 2014-15 and later, scholars must have been five (5) years old by September 1, of that school year in order to enter kindergarten.
- For school year 2013-14, scholars must have been five (5) years old by October 1, 2013 in order to enter kindergarten.
- For school year 2012-13, scholars must have been five (5) years old by November 1, 2012 in order to enter kindergarten.
- For school years prior to 2012-2013, scholars must have been five (5) years old by December 2 of that school year to have started kindergarten that fall.

#### Learning Coach Requests

- Incoming scholars will be placed at their age appropriate grade level, but not below or above grade level, unless the previous school has officially approved a retention or promotion.
- If the grade level placement the learning coach desires differs from that indicated in the prospective assignment, the situation must be discussed with the K-8 Coordinator and the Director of Online Learning prior to making the change on the Master Agreement. They will make a recommendation for the Superintendent or his/her designee who shall make the final decision.
- Current scholars may be required to take a placement exam and/or end of unit subject tests to determine appropriate placement based on learning coach requests for skipping a grade.

## Official Transcripts

An incoming scholar must provide official academic records in order to determine appropriate placement. Failure to do so does not delay enrollment, but will delay the placement of the scholar into their appropriate courses.

## Scholar Expectations

- Attend live, real-time Q&A sessions as needed or as requested by the teacher to receive additional support and instruction.
- Attend live, real-time Virtual Classroom sessions (Learning Labs) as required.
- At a minimum, work about one (1) hour per subject or up to six (6) hours per day. The amount of time a scholar spends per subject will vary based on individual scholar strengths.
- Complete the assignments according to the daily plan/pacing guidelines provided, and reach out to teachers with questions to ensure success.
- Do your own work. Do not plagiarize.
- Be an active learner. Take notes, ask questions, and complete all assignments.
- Communicate with each assigned teacher at least once per week via email, phone or virtual classroom.
- Log in every weekday, complete assignments and adhere to the attendance policy, regardless of any technical difficulties with scholar-operated computers. Contact the IT Department with any technical difficulties immediately to ensure full attendance.
- Create a daily schedule to ensure all assigned work is completed.
- If a scholar participates in outside activities, the scholar is expected to keep up with his or her courses and submit work on time.
- Return calls and emails promptly when teachers reach out.
- Respond to any "automated messages" about attendance and pacing issues by contacting the academic team.
- Notify the Records Department within five (5) business days if the scholar moves or changes his or her personal email or phone number.
- Be respectful in interactions with fellow scholars, learning coaches, faculty, and staff.
- Attend all state testing in person at school-designated locations.

## Learning Coach Responsibilities

- Turn in correctly dated work samples on time with appropriate pages, topics, and lesson numbers.
- Make sure that all work has been corrected and that work samples with rough drafts are included.
- Communicate regularly with school staff.
- Check email and phone messages daily and respond promptly, including any automated messages about attendance and pacing.
- Ensure the learning coach has reliable contact information on record at the school.
- Monitor scholar progress and initiate conversations about progress before there is an issue.
- Alert administration if the learning coach does not hear back from a scholar's teacher or advisor within 48 hours.
- Keep informed of news and information about school through communication from staff and newsletters.



- Include the scholar's name and grade in emails.
- Notify CCS teachers of any extended family travel except during normal school vacations and holidays at least two (2) weeks prior to leaving.
- Inform the Records Department within five (5) business days of any changes to contact information, including phone, email, or address.
- Be present in your scholar's daily school life.
- Ensure the scholar works daily, Monday through Friday, for sufficient time to ensure success (4-6 hours daily) and is prepared and ready to learn every day.
- Supervise, tutor, coach, and direct the scholar's daily lessons as advised by the assigned supervising credentialed teacher.
- Establish daily and weekly goals by creating a consistent schedule.
- Ensure that your scholar attends Virtual Classroom (Learning Labs) sessions and open office hours that are run by teachers.
- Become familiar with the CCS grading system, making sure to understand the Elementary School grading system.
- Make sure the scholar's home environment is conducive to learning. Create a regular schedule, eliminate distractions, and provide supervision for daily lessons to ensure the scholar's work is completed according to their pacing guides.
- Encourage and help the scholar to be actively involved in the learning process.
- Ensure that the scholar follows the instructions of his/her teachers and advisor.
- Work in partnership with CCS teachers to support the scholar.
- Ensure school property is treated with respect.
- Support the scholar in attending state-mandated testing.
- Be a positive role model for the scholar.
- Maintain high expectations for the scholar and monitor his/her progress on a daily and weekly basis.
- Establish "rewards" and "consequences" for meeting or not meeting expectations. Setting and reaching goals and then celebrating those goals can motivate scholars toward success.
- Set high expectations for scholar's success
- Participate in parent/learning coach conferences in both the fall and spring semesters with scholars' teachers.

## 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 online school looks very different than that at a brick and mortar school.

## Activity Logs

The learning coach and scholar must ensure that activity logs are accurate, marking activity each day in the relevant subject areas. Activities may include virtual classes, outside classes, lessons at home, field trips, etc. This log is a mandatory requirement and must be updated weekly.

Blanks on the activity log from lack of educational activity for the day are considered absences. All absences are unexcused. Several blanks/absences will result in an evaluation to determine whether it is in the best interest of the scholar to remain in independent study. Individual schools are required, under

the law, to report any scholar who meets the standard for a “truancy” to the District Attendance Supervisor or the District Superintendent.

### Work Samples

Independent study attendance credit is based upon the scholar’s daily engagement in instructional activities required by the school (assignments) on days that school is in session (Monday through Friday, non-holidays) and further determined based upon the time value of the scholar’s work product, judged at the discretion of the supervising credentialed teacher.

### Work Sample Requirements

- In order for attendance to remain current, representative work samples must be emailed to the teacher when requested.
- Work samples need to be submitted to the assigned supervising teacher each learning period.
- Teachers will give scholars due dates and the quantity and descriptions of work samples that should be submitted.
- It is essential that these work samples are submitted on time. Failure to do so can result in academic or disciplinary sanctions.

### Learning Periods

The scholar must submit assignments to the supervising teacher in accordance with the frequency, time, and manner specified in the board policy on independent study and the applicable provisions of the master agreement.

### Virtual Classroom Attendance “Learning Labs”

All CCS teachers run weekly learning labs. These live, teacher-led classroom instruction, called “Learning Labs,” occur in each core subject area. These sessions allow scholars to interact with their teachers and be taught in real time. All scholars are expected to participate in the Learning Lab sessions for each of their classes. Attendance in Learning Labs can be included as part of the scholar’s participation grade for his or her class.

### Q & A SESSIONS

The remaining web-based instruction hosted by teachers are “office hours.” Teachers host regularly scheduled “office hours” each week where scholars can receive tutoring and assistance on coursework in real time. Scholars are also encouraged to schedule appointments outside of the scheduled “office hours” if the teacher’s schedule does not work with theirs or if they need additional support. Q&A sessions may be attended as needed or as requested by the teacher to receive additional support and instruction.

### Missed Assignments

As per the independent study policy, after five [5] missed assignments, in 10 school days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study.

## State Standardized Tests

As members of a public charter school, our scholars participate in the following state standardized tests:

- Grade 5 - California Science Test (CAST)
- Grades 3-5 - SBAC Testing (aka California Assessment of Student Performance and Progress: ("CAASPP"))
- Grade 5 - Physical Fitness Test ("PFT")
- English Language Learners: ELPAC (English Language Proficiency Assessments for California)

These examinations provide CCS with information for evaluation and future planning. These exams also indicate CCS's effectiveness in carrying out its educational mission. Participation rates are critical to the success of our school. According to recent changes promulgated by the Every Student Succeeds Act ("ESSA"), signed into law in December 2015, a public school is required to achieve a participation rate of 95% on any state testing. If a school has less than 95% of its scholars participate in any assessment, the school runs the risk of receiving a serious penalty by the state of California or federal government.

- CCS administers all state standardized tests at sites geographically placed among our scholar locations. A testing schedule will be provided to our learning coaches.
- Individual scholar performance results on statewide assessments will be distributed to both learning coaches and teachers in a timely manner once released from the state.
- For more information on Testing & Accountability, visit the California Department of Education's web page at <http://www.cde.ca.gov/ta/>
- Notwithstanding any other provision of law, a learning coach's written request to CCS officials to excuse his or her scholar from any or all parts of the state assessments shall be granted.

## Policy on Retention and Progress

### Kindergarten through 5th grade

Promotion to the next grade level is dependent upon the grades earned. Scholars must pass a minimum number of core curriculum courses (i.e., mathematics, science, social science and language arts) and successfully complete any prescribed school year academic instructional support programs. Scholars who are at risk of retention will be provided with programs of supplemental instruction during the school year.

Scholars who do not make satisfactory progress each year are at risk of being retained. If a scholar is recommended for retention, the school will notify the scholars learning coach in writing.

### Appeal Process

Every family has the right to appeal a retention decision. If an appeal is made, the burden shall be on the appealing party (the family) to show why the decision of the school should be overruled. The appeal must be submitted in writing within seven (7) calendar days of the date the retention recommendation was issued. The appeal must be submitted to the Director of Online Learning. The appeal must clearly state the grounds for the appeal. Within 14 calendar days, the Director of Online Learning or designee will review the documentation provided with the appeal statement. The response to this appeal will be rendered to the family no more than seven (7) calendar days from the review date. The family may request to meet with the individual(s) reviewing their appeal, but the family must still submit their appeal in writing within the designated time frame described above. The Director of Online Learning's decision will be final.

## Contact Information & Communication Procedures

### Methods of Communication

Reliable contact information is required for all learning coaches and for scholars.

### Email Expectations

- We request that scholars and learning coaches supply separate email addresses for communication.
- All scholars are expected to communicate respectfully with school staff and peers through all methods of communication by using appropriate language. Failure to do so may result in disciplinary action.
- Scholars are expected to return communication from school personnel within 24 hours.
- All scholars must include their name and grade when they are emailing school staff.

By signing this handbook, a scholar is agreeing to communicate with faculty and other scholars appropriately and will not partake in cyber-bullying or any form of harassment.

### Unable to Contact

Regular communication with CCS teachers is essential for a scholar's success at CCS. If you are planning to be unavailable to communicate with your scholar's teacher for a period of time, please notify the teacher so that proper arrangements to monitor your scholar's progress and attendance can be made.

Due to the enrollment requirements of CCS, if CCS staff are unable to reach the scholar and/or learning coach for 10 consecutive days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study.

### Notification Regarding Change of Contact Information

As stated in the Master Agreement, if a scholar's or learning coach's email address, mail address, or phone number changes, it must be updated with the Records Department within five (5) business days to ensure timely communication with CCS staff.

### Proof of Residency

Learning coaches must notify the Records Department should contact information change, and provide a proof of new residence to them. A form to submit these changes can be found on the website under Parent/Scholar Resources.

### Emergency Contacts

All families are expected to maintain current emergency contact information with the school. Contact information consists of both telephone numbers and email addresses.

### Authorized Contacts

At the time of enrollment, a scholar's learning coach is asked to identify any contacts that have authorization to receive performance information about the scholar. Individuals with authorization are responsible for maintaining current contact information with the school.

## Academic Program

### Grades

The grade in any given course represents the degree to which the scholar has met the standards and achieved the goals of the course. Grades reflect the quality of the scholar's work and the scholar's degree of mastery of academic standards. The semester grade reflects the cumulative achievement for the entire semester. Attendance and participation are contributing factors in meeting the standards and earning a grade.

Teachers are responsible for setting objective standards for grading assignments and shall make these standards known to the learning coaches and scholars. Teachers are responsible for assigning grades to the scholars in their classes. In the absence of fraud, mistake, bad faith or incompetency, the grade shall be final. A grade change may not be made as the result of coercion by any person(s).

### Progress Monitoring

"Snapshots" of scholar progress can be viewed in the K12 OLS and/or shared by teachers on an ongoing basis. Teachers will hold Learning Coach/Teacher conferences once per semester to discuss academic progress.

### Kindergarten – 5<sup>th</sup> Grading Policy

Scholars' final grades will be reported according to the following scale:

M = Mastery - Scholars have completed 80%-100% of subject units and are able to move on to the next grade level.

C = Completed - Scholars have completed 70%-79% of the curriculum and are able to move onto the next grade level.

I = Incomplete - 0%-69% of the curriculum. This may result in a scholar being retained at their current grade level or will be asked to complete the remainder of the course work the following school year.

## Entertainment Work Permits

A parent or guardian of a minor needing a 6-month entertainment work permit may request a form to be completed by the College & Career Readiness Counselor. A scholar must be in good academic standing to be eligible for this permit.

Entertainment permit renewal:

This permit is renewable every 6 months while a minor is under 18 years old. First time and renewal applications for school age children must be accompanied by an approval from the school on the form which will be provided after the application is completed.

To print an entertainment application: paste the link below in your browser:

<http://www.dir.ca.gov/dlse/dlseform277.pdf>

Steps for receiving a complete entertainment application:

- Complete form with scholar information (do not include parent/guardian signature).
- Email form to College & Career Readiness Counselor Edith Cruz at [ecruz@compasscharters.org](mailto:ecruz@compasscharters.org)
- College & Career Readiness Counselor will mail form to scholar's home address.

- The form indicates the following: all signatures must be in original ink. No fax or photocopies permitted.
- It will take approximately 3 -5 business days for the form to arrive by mail.

Additional helpful information:

- Entertainment work permit applications link: <http://www.dir.ca.gov/dlse/onlinepermits.htm>

### Scholars with Special Needs

CCS is dedicated to the belief that all scholars can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. CCS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act, California Education Code requirements, and applicable policies and procedures of the El Dorado County Charter SELPA. These services are available for special education scholars enrolled at CCS. We offer high quality educational programs and services for all of our scholars in accordance with the assessed needs of each scholar. CCS collaborates with learning coaches, scholars, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each scholar.

CCS recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any scholar who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by CCS. The learning coach of any scholar suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Director of Exceptional Scholar Services. A copy of the School's Section 504 policies and procedures is available upon request.

### Homeless Scholars

"The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Scholars who qualify under McKinney-Vento should complete the declaration form. This form must be completed annually in order to ensure the scholar still qualifies under McKinney-Vento. Homeless status is determined in cooperation with the learning coach. In the case of unaccompanied youth, status is determined by the School Liaison.

## School Liaison

The Superintendent designates the following staff person as the School Liaison for homeless scholars:

Jessica Franco | Director of Operations  
850 Hampshire Rd. Suite P  
Thousand Oaks, CA 91361  
805-358-9007

The School Liaison shall ensure that:

1. Homeless scholars are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless scholars enroll in, and have a full and equal opportunity to succeed at CCS.
3. Homeless scholars and families receive educational services for which they are eligible including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by CCS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Learning Coaches are informed of the educational and related opportunities available to their scholars and are provided with meaningful opportunities to participate in the education of their scholars.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the CCS charter, and Board policy.
7. Learning coaches are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless scholar who enrolls at the CCS, a copy of the Charter School's complete policy shall be provided at the time of enrollment and at least twice annually.

## Academic Integrity and Plagiarism

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. These are violations of Academic Integrity. CCS takes violations of Academic integrity, in any form seriously, and it will not be tolerated.

Other Violations of Academic Integrity include:

- Using another person's work and claim as your own;

- Copying from text, a 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;
- Looking at another person's test or test materials;
- Letting a friend or learning coach 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; or
- to present as new and original an idea or product derived from another source.

See <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism> for more information.

### 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.

More information on what plagiarism is and how to avoid it can be found at <https://owl.english.purdue.edu/owl/resource/589/01/>.

### Consequences for Academic Dishonesty

Failure to abide by CCS standards of academic dishonesty by violating academic integrity will result in the following consequences:

#### 1st Offense - Warning

- If a scholar violates academic integrity the teacher will notify the learning coach and K-8 Coordinator.
- The scholar will receive a written warning from the teacher in the form of a behavior contract which will require both learning coach and scholar signatures to be returned to the teacher. This will be sent via certified mail and email with read receipt.

#### 2nd Offense



- If a scholar is caught violating academic integrity a second time, with any teacher, the teacher will notify the learning coach, and K-8 Coordinator.
- The scholar will receive a “0” on the assignment that was plagiarized and a 2nd behavior contract will be sent to be signed by both the learning coach and the scholar, and returned to the teacher. Notification will be sent via certified mail and email with read receipt.
- The K-8 Coordinator will schedule a meeting with the teacher, the scholar and the learning coach.

### 3rd Offense

- If a scholar is caught violating academic integrity a third time the teacher will notify the learning coach, K-8 Coordinator and Director of Online Learning.
- The scholar will receive a “0” on the assignment that was plagiarized and the scholar will be placed on Academic Probation. The scholar will receive a notification of this to be signed by both the learning coach and scholar’s Notification will be sent via certified mail and email.
- A meeting will be held with the Director of Online Learning, K-8 Coordinator, teacher, learning coach and scholar.

### 4th Offense

- If a scholar is caught violating academic integrity a fourth time the teacher will notify the learning coach, High School Coordinator and Director of Online Learning.
- The course is locked until a recommendation is made by the Disciplinary Action Committee (“DAC”). The scholar will receive a behavior contract notifying them of this via certified mail.

The scholar goes before the Disciplinary Action Committee to determine whether expulsion will be recommended, using the processes outlined in the CCS charter document, available on the CCS website and at the Central Office.

## Academic Probation

Any scholar failing to meet minimum academic standards in his/her classes, or participating in academic dishonesty, as determined by the K-8 Coordinator, will be placed on academic probation. Scholars on academic probation will be expected to participate in academic interventions as determined by their teacher or coordinator. Scholars on academic probation will not be permitted to attend field trips or participate in scholar clubs until off academic probation.

## Field Trips

### Planning and Approval

The Engagement Coordinator may exclude from the field trip or excursion any scholar whose presence on the field trip or excursion would pose a safety or disciplinary risk or is on academic probation.

### Permission Slips

No scholar will be permitted to go on a field trip or excursion without a permission slip signed by the scholar’s learning coach. One copy of the permission slip shall be filed with the Engagement Coordinator, and one copy shall be given to the teacher(s) going on the field trip.

### Supervision

- The sponsoring teacher must be present to supervise the field trip or excursion. The emergency

- contact for each scholar will be designated on the event permission slip.
- Scholars are under the jurisdiction of the school at all times during the field trip and school rules are to be adhered to at all times.

### Role of Learning Coach on Field Trips

A learning coach or approved adult is required to participate in all field trips and excursions to assist with supervision of their scholar(s). On rare occasions, not all learning coaches or approved adults will be required to attend. Learning coaches or approved adults accompanying CCS group and assisting in supervising scholars shall receive clear information regarding their responsibilities from the Engagement Coordinator or sponsoring teacher. Prior to the field trip or excursion, the Engagement Coordinator or sponsoring teacher may hold a meeting for these learning coaches/approved adults scheduled to accompany CCS group as supervisors to discuss, among other things, safety and the importance of safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs.

In any situation, learning coaches and/or approved adults shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and/or supervising scholars on a field trip or excursion.

## Scholar Organizations and Clubs

### Scholar Leadership Council

To ensure compliance with Board requirements and other applicable lawful regulations, the Scholar Leadership Council will be advised by the Superintendent. The Superintendent, as advisor, will establish a fair process for the nomination and election of officers for President, Vice President, Secretary and Treasurer. The body shall generally determine all other rules for its operation and activities consistent with the established school rules.

### Scholar Clubs

Scholars may establish organizations or clubs, so long as approval is obtained by the Engagement Coordinator consistent with this policy and any other applicable requirements.

### Approval

A scholar organization's constitution and by-laws may be prepared through the cooperative work of the scholars and staff. A copy of the constitution and by-laws must be submitted to the Engagement Coordinator for initial review to ensure consistency with school rules.

### Fundraising

All funds raised by any scholar organization shall be maintained by the school and accounted for by scholar organization. CCS shall also be responsible to periodically audit the funds of the organization. All fundraising must receive prior approval of the Superintendent. Further, fundraising activities shall not be conducted during instructional time.

### Revocation of Privileges

Scholar groups and individual scholar meeting on school property or otherwise at a school sponsored

event may have their privilege to meet revoked if they engage in conduct which is in violation of this policy, disruptive to the educational process, damages school property or in violation of any law. Scholar organizations or their members shall not engage in any activity which coerces, pressures, embarrasses or unduly influences other scholars to participate in any meeting.

### Virtual Classroom Expectations

CCS will follow all legally required disciplinary, including suspension and expulsion, procedures in accordance with the CCS charter and the Charter School policy as it pertains to violations to any of the following expectations.

1. Respect opinions and privacy of others during web-based discussions.
2. Refrain from posting anonymous messages unless authorized by the teacher.
3. Use only your own username and password, and do not share these with anyone.
4. Do not post personal information including: Phone number, YouTube, Facebook, etc.
5. Do not download, transmit or post material that is intended for personal gain or profit.
6. Do not post material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.
7. Do not distract other scholars via chat, web or drawing features.
8. Do not upload or post any software on CCS instructional computing resources that are not specifically required for your assignments and approved by your teacher.
9. Do not post any audio, video, or other non-instructional files to any CCS server.
10. Avoid using sarcasm, jargon, and slang, and derogatory or foul language.
11. Limit use of all capital letters, as this can be considered yelling.
12. Don't broadcast online discussions, and never reveal other people's email addresses.

A copy of the Charter School's full Suspension and Expulsion Policy is available on the CCS website and at the Central Office.

### Internet Safety Policy

It is the policy of CCS to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The complete CCS Scholar Technology Policy is available on the school website or at the Central Office.

### Nondiscrimination, Sexual Harassment and Cyberbullying

CCS does not discriminate against any scholar or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

CCS adheres 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 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004.

CCS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex), Titles VI, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin), the Age Discrimination in Employment Act of 1967, The Age Discrimination Act of 1975, the IDEA, and Section 504 and Title II of the ADA (mental or physical disability). The School also prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. CCS does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which CCS does business, or any other individual, student, or volunteer. This applies to all employees, scholars, or volunteers and relationships, regardless of position or gender. CCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School’s compliance with law:

J.J. Lewis | Superintendent  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
818-824-6233

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

CCS’s full Discrimination, Harassment, Intimidation, and Bullying Prohibition Policy is available at its Central Office or on the CCS website.

Harassment comes in many forms including:

- Spam (unsolicited e-mails not pertaining to the course), threatening communications, offensive communications or any other kind of communication that makes a person feel uncomfortable.
- Any scholar who believes that he or she has been harassed or has witnessed any form of harassment should immediately report such incident an CCS staff member. The Superintendent or designee will immediately investigate all such incidents in a confidential manner.

### Steps for Scholars to follow

Scholars who deem that they are victims of bullying or harassment should follow the steps below:

1. Do not respond to the person alleged of bullying or harassment.
2. Authenticate specific instances of bullying or harassment (i.e., keep a record of abusive communications, and save the documents or messages).
3. If the unwarranted communication is from another scholar and occurs as part of classwork (i.e., as part of any class activity such as a threaded discussion, or group assignment), inform the teacher of

- the situation and provide the teacher with all the proper correspondence.
4. If the unwarranted communication is from another scholar and happens in any other school setting (i.e., not as a part of a specific class), inform the victim's learning coach, counselor, advisor or other appropriate school staff of the situation and provide all appropriate evidence.
  5. If the unwarranted correspondence is from a staff member, report the situation to the Superintendent.
  6. If the abusive communication is from someone within the administration, inform the victim's learning coach of the situation who can then inform the appropriate personnel.

## Scholar Grievances

CCS has adopted a General Complaint Policy to address concerns about the Charter School generally or regarding specific employees. For complaints regarding harassment or perceived violations of state or federal laws, please refer to the Charter School's Policy Against Unlawful Harassment and/or the Charter School's Uniform Complaint Procedures. For all other complaints, the General Complaint form and accompanying procedures available at its Central Office and on the CCS website will be appropriate.

## Uniform Complaint Procedure

CCS has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

CCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Board of Directors. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, immigration status, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any CCS program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety Programs
- Early Child Education Program Assessments
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is

elective or compulsory, or is for credit.

- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Superintendent of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

J.J. Lewis | Superintendent  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
818-824-6233

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent or his or her designee in writing.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with CCS' procedures.

The complainant has a right to appeal CCS's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy CCS' Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of CCS' complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge at its Central Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Superintendent.

## Scholar Records

The Family Educational Rights and Privacy Act (“FERPA”) affords learning coaches and scholars who are 18 years of age or older (“eligible scholars”) certain rights with respect to the scholar’s education records. These rights are:

1. The right to inspect and review the scholar's education records within 5 days after the day CCS receives a request for access. Learning coaches or eligible students should submit to the CCS Superintendent or designee a written request that identifies the records they wish to inspect.

The CCS official will make arrangements for access and notify the learning coach or eligible scholar of the time and place where the records may be inspected.

2. The right to request the amendment of the scholar’s education records that the learning coach or eligible student believes are inaccurate, misleading, or otherwise in violation of the scholar’s privacy rights under FERPA.

Learning coaches or eligible scholars who wish to ask CCS to amend a record should write the CCS Superintendent or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If CCS decides not to amend the record as requested by the learning coach or eligible scholar, CCS will notify the learning coach or eligible scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the learning coach or eligible scholar when notified of the right to a hearing.

3. The right to provide written consent before CCS discloses personally identifiable information (“PII”) from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to CCS officials with legitimate educational interests. A CCS official is a person employed by CCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Directors. A CCS official also may include a volunteer or contractor outside of CCS who performs an institutional service of function for which CCS would otherwise use its own employees and who is under the direct control of CCS with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another CCS official in performing his or her tasks. A CCS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, CCS discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar’s enrollment or transfer.



CCS does not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from scholar's education records, without consent of the learning coach or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to CCS officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the learning coach or eligible student, §99.32 of the FERPA regulations requires CCS to record the disclosure. Learning coaches and eligible students have a right to inspect and review the record of disclosures. CCS may disclose PII from the education records of a scholar without obtaining prior written consent of the learning coach or the eligible scholar:

1. To other CCS officials, including teachers, within the educational agency or institution whom CCS has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
2. To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To accrediting organizations to carry out their accrediting functions.
6. To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36.
9. Information CCS has designated as "directory information" under §99.37.



'Directory Information' is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to education and charter school advocacy groups, and companies that manufacture class rings or publish year books. CCS has designated the following information as directory information:

1. Scholar's name
2. Scholar's address
3. Learning coach's address
4. Telephone listing
5. Scholar's electronic mail address
6. Learning coach's electronic mail address
7. Photograph
8. Dates of attendance
9. Grade level
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended
13. Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A scholar's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want CCS to disclose directory information from your scholar's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Superintendent at [jlewis@compasscharters.org](mailto:jlewis@compasscharters.org).

### Withdrawal from CCS

1. If a scholar decides to withdraw, the scholar's learning coach communicates the decision through his or her teacher.
2. The scholar's teacher will schedule an exit conference with the K-8 Coordinator within 72 hours of the withdrawal request to ensure the scholar receives the appropriate academic consultation and attendance credit, and has submitted all completed work samples and activity logs before being withdrawn from CCS.
3. Once the exit conference has been conducted, a withdrawal link will be emailed to the learning coach that will need to be filled out for the withdrawal to be complete.
4. Once the withdrawal is completed the Attendance Coordinator will email the learning coach a letter showing the scholar has been withdrawn that can be given to the scholar's new school.
5. CCS may withhold transcripts, grades and diplomas from requesting parents and/or scholars if a scholar has willfully cut, defaced or otherwise destroyed property or has failed to return property, such as textbooks or computers, loaned to the scholar. CCS shall afford the scholar due process before withholding transcripts, grades, or diplomas.

## Signature Page

Please sign and date below to indicate that you have read the Scholar Handbook and are aware of the school expectations for learning coaches and scholars.

Sign this page and return it to CCS.

Learning Coach Name: \_\_\_\_\_ Date: \_\_\_\_\_

Learning Coach Signature: \_\_\_\_\_

Scholar Name: \_\_\_\_\_ Date: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - San Diego  
 CDS #: 37 68213 0127084  
 Charter Approving Entity: Mountain Empire Unified  
 County: San Diego  
 Charter #: 1454

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 2017-18
<b>A. REVENUES</b>						
<b>1. Revenue Limit Sources</b>						
State Aid - Current Year	8011	1,079,186.00		1,079,186.00	1,638,397	1,407,582
Education Protection Account	8012	24,067.00		24,067.00	481,803	426,447
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		1,103,253.00	0.00	1,103,253.00	2,120,200	1,834,029
<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	40,000
Child Nutrition - Federal	8220		0.00	0.00	0	0
Other Federal Revenues	8110, 8260-8290	0.00	0.00	0.00	0	0
Total, Federal Revenues		0.00	0.00	0.00	0	40,000
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	8480	0.00		0.00		
Special Education - State	StateRevSE		63,536.00	63,536.00	166,446	215,880
All Other State Revenues	StateRevAO	18,274.09	51,467.42	69,741.51	76,641	111,462
Total, Other State Revenues		18,274.09	115,003.42	133,277.51	243,087	327,342
<b>4. Other Local Revenues</b>						
Transfers from Sponsoring LEAs to Charter Schools in Lieu of Property Taxes	8096	353,153.00		353,153.00	889,456	774,184
All Other Local Revenues	LocalRevAO	198,212.54	0.00	198,212.54	232,900	289,204
Total, Local Revenues		551,365.54	0.00	551,365.54	1,122,356	1,063,388
<b>5. TOTAL REVENUES</b>		1,672,892.63	115,003.42	1,787,896.05	3,485,643	3,264,759
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Teachers' Salaries	1100	668,142.60	44,048.71	712,191.31	1,068,316	1,192,033
Certificated Pupil Support Salaries	1200	135,112.89	24,535.24	159,648.13	203,562	265,938
Certificated Supervisors' and Administrators' Salaries	1300	39,388.56	15,151.16	54,539.72	85,664	87,187
Other Certificated Salaries	1900	0.00	0.00	0.00	100,838	0
Total, Certificated Salaries		842,644.05	83,735.11	926,379.16	1,458,380	1,545,158
<b>2. Non-certificated Salaries</b>						
Instructional Aides' Salaries	2100	0.00	0.00	0.00	0	0
Non-certificated Support Salaries	2200	63,204.71	10,256.53	73,461.24	179,848	115,960
Non-certificated Supervisors' and Administrators' Sal.	2300	117,165.77	0.00	117,165.77	168,327	183,018
Clerical and Office Salaries	2400	98,713.11	0.00	98,713.11	91,948	154,850
Other Non-certificated Salaries	2900	0.00	0.00	0.00	0	0
Total, Non-certificated Salaries		279,083.59	10,256.53	289,340.12	440,123	453,828

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - San Diego  
CDS #: 37 68213 0127084

Description	Object Code	Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	140,881.67	7,520.92	148,402.59	210,444	229,672
PERS	3201-3202	0.00	0.00	0.00	0	0
OASDI / Medicare / Alternative	3301-3302	30,816.14	1,630.02	32,446.16	54,816	52,411
Health and Welfare Benefits	3401-3402	126,189.70	9,322.19	135,511.89	146,584	189,134
Unemployment Insurance	3501-3502	16,863.02	1,039.06	17,902.08	11,236	18,684
Workers' Compensation Insurance	3601-3602	24,601.43	1,449.39	26,050.82	28,478	28,596
Retiree Benefits	3701-3702	0.00	0.00	0.00	0	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0	0
Other Employee Benefits	3901-3902	4,476.61	0.00	4,476.61	0	3,607
Total, Employee Benefits		343,828.57	20,961.58	364,790.15	451,558	522,104
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	209,130.91	0.00	209,130.91	949,291	406,041
Books and Other Reference Materials	4200	129,728.91	0.00	129,728.91	25,890	335,811
Materials and Supplies	4300	4,745.26	981.58	5,726.84	18,986	14,789
Noncapitalized Equipment	4400	0.00	0.00	0.00	6,041	7,214
Food	4700	0.00	0.00	0.00	0	0
Total, Books and Supplies		343,605.08	981.58	344,586.66	1,000,208	763,855
<b>5. Services and Other Operating Expenditures</b>						
Travel and Conferences	5200	50,338.25	6,816.23	57,154.48	60,410	69,868
Dues and Memberships	5300	5,124.35	0.00	5,124.35	10,356	7,215
Insurance	5400	11,339.01	0.00	11,339.01	8,409	10,301
Operations and Housekeeping Services	5500	2,585.55	0.00	2,585.55	5,329	5,051
Rentals, Leases, Repairs, and Noncap. Improvements	5600	205,139.78	0.00	205,139.78	224,548	318,147
Professional/Consulting Services and Operating Expend.	5800	177,608.37	78,044.99	255,653.36	345,474	460,627
Communications	5900	18,316.07	19.30	18,335.37	27,379	28,479
Total, Services and Other Operating Expenditures		470,451.38	84,880.52	555,331.90	681,905	899,688
<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>		2,279,612.67	200,815.32	2,480,427.99	4,032,174	4,184,633
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(606,720.04)	(85,811.90)	(692,531.94)	(546,531)	(919,874)

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - San Diego  
CDS #: 37 68213 0127084

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	(85,811.90)	85,811.90	0.00	0	0
4. TOTAL OTHER FINANCING SOURCES / USES		(85,811.90)	85,811.90	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(692,531.94)	0.00	(692,531.94)	(546,531)	(919,874)
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	3,876,876.07	35,113.48	3,911,989.55	3,911,990	3,911,990
b. Adjustments/Restatements to Beginning Balance	9793, 9795	(3,893,678.00)	0.00	(3,893,678.00)		0
c. Adjusted Beginning Balance		(16,801.93)	35,113.48	18,311.55	3,911,990	3,911,990
2. Ending Fund Balance, Oct 31 (E + F.1.c.)		(709,333.87)	35,113.48	(674,220.39)	3,365,459	2,992,116
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	(709,333.87)	35,113.48	(674,220.39)	3,365,459	2,992,116
<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	1,514,737.26	35,113.48	1,549,850.74		
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	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		1,514,737.26	35,113.48	1,549,850.74		
<b>H. LIABILITIES</b>						
1. Accounts Payable	9500	75,189.90	0.00	75,189.90		
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	2,148,881.23	0.00	2,148,881.23		
6. TOTAL LIABILITIES		2,224,071.13	0.00	2,224,071.13		
<b>I. FUND BALANCE</b>						
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		(709,334)	35,113	(674,220)		

**CHARTER SCHOOL SECOND INTERIM  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2017 to June 30, 2018**

Charter School Name: Compass Charter Schools - San Diego

CDS #: 37 68213 0127084

**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>

Compass Charter Schools of San Diego (37 68213 0127084)

Status: Certified  
Saved by: Scott Warner  
Date: 6/20/2018 1:08 PM**2018-19 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca18asstoc.asp>.

**CDE Program Contact:**Joy Paull, [jpaul@cde.ca.gov](mailto:jpaul@cde.ca.gov), 916-319-0297**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	J.J. Lewis
Authorized Representative's Signature	
Authorized Representative's Title	CEO
Authorized Representative Signature Date	06/20/2018

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

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

Compass Charter Schools of San Diego (37 68213 0127084)

Status: Draft  
Saved by: Scott Warner  
Date: 6/20/2018 1:06 PM**2018-19 Protected Prayer Certification**

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	J.J. Lewis
Authorized Representative Title	CEO
Authorized Representative Signature Date	06/20/2018
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

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

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**2018-19 Application for Funding****CDE Program Contact:**Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/25/2018
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**District English Learner Advisory Committee (DELAC) Review**

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	n/a
DELAC review date	
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	the school does not have more than 50 ELL students at this time.

**Application for Categorical Programs**

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No
<b>Title IV, Part A (Student Support)</b>	Yes

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

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## 2018-19 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

ESSA Sec. 1112(b) SACS 4127	
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**\*\*\*Warning\*\*\***

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**RESOLUTION OF THE BOARD OF DIRECTORS OF  
COMPASS CHARTER SCHOOLS**

Board Resolution 2018-09

Education Protection Account Funds

The Board of Directors (“Board”) of Compass Charter Schools (“Compass”), a tax exempt, California nonprofit public benefit corporation operating public charter schools, does hereby adopt the following resolution pursuant to the provisions of the California Constitution:

WHEREAS, Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution requires all districts, counties and charter schools to report on their Web sites an accounting of how much money was received from the EPA and how that money was spent.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the foregoing resolution.

BE IT FURTHER RESOLVED, that the Education Protection Account funds to be received by Compass Charter Schools of Fresno in FY 17-18, in the estimated amount of \$25,678, will be used solely for instructional non-administrative expenses; and

BE IT FURTHER RESOLVED, that the Education Protection Account funds to be received by Compass Charter Schools of Los Angeles in FY 17-18, in the estimated amount of \$85,222, will be used solely for instructional non-administrative expenses; and

BE IT FURTHER RESOLVED, that the Education Protection Account funds to be received by Compass Charter Schools of San Diego in FY 17-18, in the estimated amount of \$521,900, will be used solely for instructional non-administrative expenses; and

BE IT FURTHER RESOLVED, that the Chair of the Board hereby is authorized to certify this resolution.

\* \* \*

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution at a regular Board meeting this 25<sup>th</sup> day of June, 2018.

By: \_\_\_\_\_  
Matt Koblick, Board Chair



# **Employee Handbook 2018-2019**

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

**Phone: 855.937.4227**

**Website: <http://www.compasscharters.org>**

## ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO HUMAN RESOURCES.

EMPLOYEE NAME: \_\_\_\_\_

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the President & CEO of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the President & CEO has the authority to make any such agreement and then only in writing signed by the President & CEO.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign/date, tear out, and return to Human Resources.**

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## INTRODUCTION TO HANDBOOK

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

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

No individual other than the President & CEO or Board of Directors has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

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

Employees must sign the acknowledgment form at the beginning of this Handbook, tear it out, and return it to Human Resources. This will provide the School with a record that each employee has received this Handbook.



## CONDITIONS OF EMPLOYMENT

### Equal Employment Opportunity Is Our Policy

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

- Race;
- Color;
- Gender (including gender identity and gender expression);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act (“FMLA”), Pregnancy Disability Leave (“PDL”) law, Americans with Disabilities Act (“ADA”), California Family Rights Act (“CFRA”), or the Fair Employment and Housing Act (“FEHA”);
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

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

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

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

### Employment At-Will

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the

employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

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

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

### **Child Abuse and Neglect Reporting**

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

CCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee’s employment.

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

### **Criminal Background Checks**

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may

compromise the School's commitment to the safety and the well-being of scholars taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the Director of Operations.

### **Tuberculosis Testing**

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

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

### **Immigration Compliance**

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

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

### **Employment Qualifications**

CCS's core academic teachers are required, as a condition of initial and continued employment, to hold a current California Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold.

It is the responsibility of each core academic teacher to ensure that credentials and permits are renewed in a timely manner and remain current. Upon renewal, the original document is to be submitted to Human Resources to be copied and filed in the employee's personnel file.

### **Professional Boundaries: Staff/Scholar Interaction Policy**

CCS recognizes its responsibility to make and enforce all rules and regulations governing scholar and employee behavior to bring about the safest and most learning-conducive environment possible.

#### Corporal Punishment

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 this 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 property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

#### A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a scholar from fighting with another scholar;
2. Preventing a scholar from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a scholar;
4. Forcing a scholar to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

#### B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a scholar as a means of control;
2. Making unruly scholars do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

#### Acceptable and Unacceptable Staff/Scholar Behavior

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

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

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a scholar. Trespassing the boundaries of a scholar/teacher relationship is deemed an abuse of power and a betrayal of public trust.

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

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

#### Duty to Report Suspected Misconduct

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

#### Examples of Specific Behaviors

The following examples are not an exhaustive list:

#### *Unacceptable Staff/Scholar Behaviors (Violations of this Policy)*

- (a) Giving gifts to an individual scholar that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a scholar in a private situation.
- (d) Intentionally being alone with a scholar away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a scholar for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a scholar in an attempt to gain their support and understanding.
- (j) Becoming involved with a scholar so that a reasonable person may suspect

inappropriate behavior.

Unacceptable Staff/Scholar Behaviors without Parent and Supervisor Permission

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

- (a) Giving scholars a ride to/from school or school activities.
- (b) Being alone in a room with a scholar at school with the door closed.
- (c) Allowing scholars in your home.

Cautionary Staff/Scholar Behaviors

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

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular scholar.
- (c) Sending emails, text messages or letters to scholars if the content is not about school activities.

Acceptable and Recommended Staff/Scholar Behaviors

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



- (p) Giving scholars praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

### **Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation**

CCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. CCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race; color; gender (including gender identity and gender expression); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

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

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

When CCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Director of Operations) or the Director of Operations or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. CCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

#### Prohibited Unlawful Harassment

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

#### Prohibited Unlawful Sexual Harassment

CCS is committed to providing a workplace free of sexual harassment and considers such harassment

to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

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

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

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

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Director of Operations. See **Appendix A** for the "Harassment/Discrimination/Retaliation Complaint Form." See **Appendix B** for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

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



- Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
- Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
  - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
  - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

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

## **Code of Ethics**

### General

The following Code of Ethics applies to all members of the School Community including volunteers and members of all decision-making teams, as well as all staff of CCS (collectively referred to as "members").

### Preamble

All members believe in the worth and dignity of human beings. All members recognize the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic citizenship. All members regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. All members accept the responsibility to practice

“education” according to the highest ethical standards.

### Principle I: Commitment to the Scholar

All members must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, all members should:

- Encourage the scholars to take independent action in the pursuit of learning and provide access to varying points of view, and entrepreneurial goals and vision.
- Prepare subjects carefully, incorporating entrepreneurial curriculum and 21st century life skills. Present them to the scholar without distortion, and, within the limits of time and curriculum, give all points of view a fair hearing.
- Protect the health and safety of scholars.
- Honor the integrity of scholars and influence them through constructive criticism rather than by ridicule and harassment.
- Provide for participation in educational programs without regard to race, color, creed, sex, gender, orientation, national origin or any other protected classification - both in what is taught and how it is taught.
- Neither solicit nor involve scholars or their parent in schemes for commercial gain thereby insuring that professional relationships with scholars shall not be used for private advantage.
- Keep in confidence information that has been obtained in the course of professional service, including scholar/parent’s address, phone number or any other contact information, unless disclosure serves professional purposes or is required by law.
- Will not post on the website or share with others scholar’s photos unless photo school waiver is on file with the School.

### Principle II: Commitment to the Public

All members believe that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. All members share with all other citizens the responsibility for the development of sound public policy and assume full political and citizenship responsibilities. All members of staff bear particular responsibility for the development of policy relating to the extension of educational opportunities for all, and for interpretation of educational programs and policies to the public. In fulfilling these goals, all members:

- Have an obligation to support education and CCS, and not to misrepresent them in public discussion. When being critical in public, all members have an obligation not to distort the facts. When speaking or writing about policies, all members must take adequate precautions to distinguish members’ private views from the official position of the charter school.
- Do not interfere with a colleague’s exercise of political and citizenship rights and responsibilities.
- Ensure that institutional privileges shall not be used for private gain. Do not exploit scholars, their parents, colleagues, or the school system itself for private advantage. Do not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

### Principle III: Commitment to the Profession

All members will exert every effort to raise standards, to improve service, to promote a climate in which the exercise of sound personal and professional judgment is encouraged, and to achieve conditions, which attract persons worthy of trust to careers in education. In fulfilling these goals, all members will:

- Accord just and equitable treatment to all members in the exercise of their rights and responsibilities.
- Not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
- Not misrepresent one's own professional qualifications.
- Not misrepresent the professional qualifications of their colleagues; discuss these qualifications fairly and accurately when discussion serves professional purposes.
- Apply for, accept, offer, and assign positions or responsibility on the basis of professional preparation and legal qualifications.
- Use honest and effective methods of administering educational responsibilities; conduct professional business through proper channels; use time granted for its intended purposes; not misrepresent conditions of employment; live up to the letter and spirit of contracts.

### **Whistleblower Policy**

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

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

### **Drug- and Alcohol-Free Workplace**

CCS complies with applicable Federal and State law regarding drug use while on the job with respect

to all School employees. The School is concerned about the use of alcohol and drugs as it affects the workplace, the School community and the scholars which CCS serves. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the School and its scholars. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and scholars and exposes the School to the risks of property loss or damage or injury to other persons.

Furthermore, the use of prescription and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to CCS. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

The following rules and standards of conduct apply to all employees either on CCS property or during the workday (including meal and rest periods). Behavior that violates this policy includes:

- Driving a School vehicle while under the influence of alcohol or drugs.
- Distribution, sale or purchase of any drug while on the job, or in the presence of scholars.
- Possession or use of alcohol or drugs while on the job, or in the presence of scholars.
- Being under the influence of alcohol or drugs while on the job.

Notwithstanding recent changes in California law and over-the-counter availability, marijuana (including all cannabis extracts such as CBD) remains an illegal Schedule I substance under federal law. As a result, and regardless of the drug or substance, employees who violate the aforementioned prohibitions will be subject to disciplinary action up to and including termination. CCS may also bring the matter to the attention of the appropriate law enforcement authorities.

In order to enforce this policy, CCS reserves the right to conduct searches of School property and to implement other measures necessary to deter and detect abuse of this policy. As such, employees do not have a reasonable expectation of privacy while on School property.

### **Confidential Information**

All information relating to scholars, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties, including other CCS parents unless permission is on file. All records concerning special education scholars shall be kept strictly confidential and maintained in a separate locked cabinet. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

### **Conflict of Interest**

All employees must avoid situations involving actual or potential conflict of interest. A conflict of interest is a situation in which an employee's personal interests (or those of the employee's friends or

family) are inconsistent with the interests of CCS, so that the employee's ability to act solely in the best interests of CCS is placed in doubt, giving recognition to the frailties of human conscience and the instinctive force of self-interest.

An employee involved in any relationships or situations, which may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to the President & CEO, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances.

In the case of outside employment, all full-time and part-time employees may not work or consult for other entities involved in the field of education without authorization from the President & CEO. No outside employment may impede the staff member's ability to fulfill his/her job responsibilities. Outside employment may not take place during regular employee hours. Failure to disclose facts shall constitute grounds for disciplinary action that may involve action up to and including termination from CCS.

### **Nepotism Policy**

CCS is committed to a policy of employment and advancement based on qualifications and performance. Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, CCS will hire or consider other employment actions concerning relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative; b) the relative will not be working within the same Division and or reporting to the same Supervisor; and c) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests. This policy applies to all current employees and candidates for employment, unless prior approval has been granted by the President & CEO.

Definitions: "Family member" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples or significant others. The hiring supervisor is responsible for ensuring policy compliance. Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor. If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the President & CEO. If a decision cannot be made by the affected employees within fourteen (14) days of reporting, reassignment will be made on direction of the department director and the President & CEO. No exception to this policy will be made without the written consent of the President & CEO.

### **Smoking**

All School buildings and facilities are non-smoking facilities.

## **THE WORKPLACE**

### **Employment Categories**

The following are categories of employees that are used within this Handbook (herein “Employee Category”). More than one (1) Employee Category may apply to an employee.

#### Full-Time Employee

A full-time employee is an employee whose regular working hours are more than thirty-five (35) hours per week. Full-time employees are hired for an indefinite and unspecified duration of time. Full-time employees are eligible for all School employment benefits, as specified in the Employment Benefits provision of this Handbook.

#### Part-Time Employee

A part-time employee is an employee whose regular working hours are thirty-five (35) or fewer hours per week. Part-time employees are hired for an indefinite and unspecified duration of time. Part-time employees may be eligible for employment benefits (e.g. prorated), as specified in the Employment Benefits provision of this Handbook.

#### Temporary Employee

A temporary employee is an employee who is hired for a limited, but unspecified, period of time or for a specific project or set of projects. The introductory period is not applicable to temporary employees. Temporary employees are generally ineligible for School employment benefits, as specified in the Employment Benefits provision of this Handbook.

#### Exempt Employee

An exempt employee is an employee whose employment is not subject to the overtime and recordkeeping provisions of applicable law.

#### Non-Exempt Employee

A non-exempt employee is an employee whose employment is subject to the overtime and recordkeeping provisions of applicable law.

#### Salaried Non-Exempt Employee

The designation of an employee as “salaried, non-exempt” means that the employer is paying the employee a consistent salary that meets applicable minimum wage requirements instead of paying an hourly rate based on actual hours worked. In addition, and most importantly, the designation means the employer determined that the employee’s primary job duties fail to meet the requirements for an exemption under applicable law and is classifying the employee as non-exempt.

#### Inactive Employees



An inactive employee is an employee who is currently on a leave of absence. When an inactive employee returns to work, the employee becomes an active employee.

## **Work Schedule**

Central Office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday, closed daily from 12:00 p.m. - 1:00 p.m. for lunch. The regular workday schedule for non-exempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Exempt employees are expected to be available during business hours of 8:00am – 5:00pm and to commit whatever additional time is necessary to satisfactorily complete all job requirements. The school reserves the right to alter schedules as it may require.

## **Meal and Rest Periods**

CCS provides non-exempt employees with ten (10) minute paid rest periods as required by applicable law. Non-exempt employees receive one (1) rest period for each four (4) hour work period or a “major fraction” of a work period (i.e. greater than two [2] hours); however, any non-exempt employee who works less than three and one-half (3½) hours in a day is not eligible to take a rest period. The number of rest periods received is as follows:

- Non-exempt employees who work between three and one-half (3½) and six (6) hours are entitled to one (1), ten (10) minute rest period.
- Non-exempt employees who work more than six (6) and up to ten (10) hours are entitled to two (2), ten (10) minute rest periods. Non-exempt employees who work more than ten (10) and up to twelve (12) hours are entitled to three (3), ten (10) minute rest periods.

A rest period is paid time when employees are relieved of all work duties and responsibilities. Rest periods may not be combined, added to a meal period, or taken at the very beginning or very end of the day. Insofar as practicable, rest periods should be in the middle of each work period. Employees must self-police their rest periods and ensure that they take their rest periods every day. If any employee is unable to take a rest period, the employee must notify their supervisor at the time the employee is unable to take the rest period. Failure to follow this notification requirement may lead to discipline, at the School’s discretion.

CCS also requires its employees in non-exempt positions to take a mandatory unpaid, uninterrupted meal period in accordance with California law, sixty (60) minutes per CCS policy. A meal period is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. During the meal period, employees may not perform any work-related activities. The meal period must be taken approximately in the middle of the workday but by no later than the end of the 5<sup>th</sup> hour of work. An employee may waive this meal period if the day’s work will be completed in no more than six (6) hours, provided the employee and CCS mutually consent to the waiver in writing.

If a non-exempt employee is unable to take his/her meal period or take it in a timely manner, the employee must notify his/her supervisor before or at the time the employee is unable to take the meal period. Failure to follow this notification requirement may lead to discipline, at the School’s



discretion.

### **Lactation Accommodation**

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

CCS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

### **Attendance and Tardiness**

All employees, whether exempt or non-exempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects the School's ability to implement its educational program and disrupts consistency in scholars' learning.

If it is necessary to be absent or late, employees are expected to telephone their immediate supervisor as soon as possible but no later than one-half (1/2) hour before the start of the workday. If an employee is absent from work longer than one (1) day, he or she is expected to keep their immediate supervisor sufficiently informed of the situation.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Director of Operations will be considered a voluntary resignation from employment.

### **Time Cards/Records**

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

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Director of Operations to make the correction and such correction must be initialed by both the employee and the Director of Operations.

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

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

### **Adjunct Duties**

All exempt employees will be assigned adjunct duties at the School's discretion. Satisfactory performance of these duties is a condition of continued employment.

### **Use of Email, Voicemail and Internet Access**

CCS permits employees to use its electronic mail, voicemail systems and Internet access subject to the following:

- Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols during work hours.
- The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
- The Internet may not be accessed on any school device outside of the United States.
- Employees should may not attempt to gain access to another employee's personal file of email or voicemail messages or voicemail messages without the latter's express permission.
- School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. CCS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.
- Employees may not change any preset user names and/or passwords established by the CCS for access to School email, voicemail or software provided to the employee by the School.
- Employees may not change or alter in any way the email signature for school email as determined by the School. No additional extraneous content may be added to the email signature unless requested by the President & CEO.
- Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices

and via the employee's CCS email account.

## **Social Media Policy**

### Permissions

At CCS, we believe in open communication and encourage you to share your work and passion with family, friends, co-workers, and your professional networks around the world. Whether you do so by participating in a blog, wiki, any social media platform, or any other form of online publishing or discussion is up to you. In order to assist you in making responsible decisions in your use of social media, and to avoid any conflicts or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when operating on the Internet as an identifiable employee of CCS and its brands.

This policy applies to all full-time staff, part-time staff, and external contractors employed or providing services at CCS. Each and every employee and/or contractor should use the supplemental CCS Social Media Handbook provided by the Marketing Department for additional guidance in administering the policy.

### Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with CCS, as well as any other form of electronic communication. Before creating any online content, please consider the following main guidelines:

- All employees and contractors must familiarize themselves with the CCS Social Media Handbook prior to posting any content on our social media platforms.
- You are personally responsible for the content you publish on our blog, website, or any other form of user-generated media.
- If an item features the statement "For Internal Use Only," please do not forward to anyone outside of CCS or publish on any social media channel.
- Do not comment on work-related legal matters unless you are an official spokesperson, and have prior written authorization from the President & CEO.
- Please remember that the Internet never forgets, meaning everything you publish will be available for the world to see for a very long time and may come back to haunt you at a later time. If you are about to publish something that makes you even the slightest bit uncomfortable, please contact the Marketing Department for guidance and approval.

Always remember to consider some of the risks and rewards that are involved with posting content to social media. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers or contractors, or otherwise adversely affects people who work on

behalf of CCS or CCS' legitimate business interests, may result in disciplinary action up to and including termination.

### Know and Follow the Rules

Carefully read these guidelines and the CCS Social Media Handbook and ensure your postings are consistent with these policies. Always make sure to respect your audience. Any and all inappropriate postings, including but not limited to discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct that would not be acceptable in the CCS workplace, will not be tolerated and may warrant disciplinary action, up to and including termination.

### Be Respectful

Always be fair and courteous to fellow staff, scholars, and families of scholars, or people who work on behalf of or provide services to CCS. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Using your public voice to harass or embarrass your co-workers, CCS, scholars, families, or any other CCS stakeholders is unacceptable and may subject you to disciplinary action, up to and including termination. Examples of such unacceptable conduct includes but is not limited to offensive posts meant to intentionally harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by applicable law.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Please respect copyright laws. If the material is not yours, don't use it as it is that person's choice to share his or her material with the world, not yours. Before posting someone else's work, please check with owner first and make sure you have the rights to use or publish any data, images, videos, etc. When you make a reference to someone's work, where possible, link back to the source.

### Respect Confidentiality and Professional Boundaries

Maintain the confidentiality of all of CCS' trade secrets, as well as private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related, personnel, or scholar information which is or may be confidential in nature.

Do not create a link from your blog, website or other social networking site to any CCS website without identifying yourself as a CCS staff member. Please remember that anything you publish about CCS can potentially harm the School, including all internal media as well, like the intranet or any newsletters you send out. As soon as you act on the School's behalf by distributing information, you are responsible for upholding the School's image and fully complying with School policies. Please act responsibly when posting materials and if in doubt, contact the Marketing Department before you post or send said material.

Express only your personal opinions. Never represent yourself as a spokesperson for CCS. If CCS is a subject of the content you are creating, be clear and open about the fact that you are an employee

and make it clear that your views do not represent those of CCS, fellow employees, scholars, parents, suppliers or people working on behalf of or providing services to CCS. If you publish a blog or post online related to the work you do or subjects associated with CCS, you must clearly state that you are not speaking on behalf of CCS. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of CCS.”

### Using Social Media at Work

You are prohibited from using your personal social media while on work time or on equipment we provide, unless it is work-related as authorized by your immediate supervisor or consistent with the CCS Employee Handbook. All work-related posts should be made through social media accounts established for the posting of work-related posts only, separate from your personal social media accounts. Do not use CCS email addresses to register on social networks, blogs or other online tools utilized for personal use. Do not use your work social media accounts to post non-work related material including but not limited to personal family information or photos.

### Retaliation is Prohibited

CCS prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who engages in retaliation of any sort will be subject to disciplinary action, up to and including termination.

## **Technology Policy**

### Purpose

CCS may, in its sole discretion, provide computers and laptop computers or other hand-held or similar computing devices, as well as mobile devices, to certain employees for the express purpose of enhancing the productivity and operational efficiency of School-based and administrative activities, functions and instruction. The purpose of this policy is to establish general guidelines for the issuance and utilization of all such devices by officials, management and personnel within the School.

### Guidelines

1. All computers and devices shall be used for the sole and express purpose of conducting official business and maintaining the operations of the School. Use of all such computer and devices is subject to the School’s Computing and Internet Acceptable Use Policy.
2. An employee may be issued a computer or device for the performance of specific job-related duties and responsibilities and as determined by the President & CEO or his/her designee and has an “active” employment status; and Employee’s job-related duties and responsibilities require regular and systematic use of a computer or device; or Employee is required to perform the majority of his/her duties away from his/her primary work location.
3. Persons not directly employed by the School, including but not limited to volunteers, retired employees, employees hired on a per diem basis, consultants, or employees on extended leave or with an employment status of “inactive,” shall not be eligible for the issuance of any computer or device.

4. Although issued to an individual employee, all computers or devices are considered the property of the primary of CCS and shall be returned upon termination of employment with the School, or immediately upon request at any time by an official of the School.
5. Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of services and shall include the following:
  - a. Keep all computers and devices in a locked and secured environment when not being used;
  - b. Do not leave the computer or device for prolonged periods of time in a vehicle, especially in extreme temperatures;
  - c. Keep food and drinks away from all computers and devices and work areas;
  - d. Do not leave the computer or device unattended at any time in an unsecured location; and
  - e. Keep the computer or device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.
6. Should an employee's computer or device be lost or stolen, the employee **MUST**: (i) immediately report the incident to his/her immediate supervisor and the IT Coordinator; (ii) obtain an official police report documenting the theft or loss; and (iii) provide a copy of the police report to the IT Coordinator. If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the School for the replacement of such equipment.
7. For all warranty and non-warranty repairs and maintenance of all such computers and devices, the employee must contact the School IT Help Desk. All repairs and maintenance will and must be performed in accordance with the School's current repair and maintenance policies and procedures issued by the Office of Information Technology. For damage that is not covered by the School's warranty, the employee may be held responsible.
8. The School is under no legal, financial or other obligation to provide for a replacement computer or device to any employee whose computer or device is lost, stolen or damaged.
9. The School may add security and other tracking technology to any and all computers and devices issued by it and any and all such usage is subject to management review, monitoring and auditing by the School. Other audits may be performed on the usage and internal controls.
10. The IT Department will be responsible for issuance of all such computers and devices shall:
  - a. Maintain direct oversight of the inventory of equipment, service contracts, and internal controls for all computers and devices;
  - b. Fully enforce the specifications of this policy and other similar IT policies and



procedures setting forth the parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all such computers and devices under their direct control and supervision; and

- c. Ensure compliance with regulatory policies and procedures as applicable.
11. Non-compliance with any policies or procedures regarding computers and devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.
- a. Employees are prohibited from changing any of the settings programmed into the computer or device itself, or the computer or device software, without prior approval from the Information Systems Specialist. This includes (without limitation) changing desktop settings, screensaver settings, clock settings, software settings, and the like. This also includes checking the “Remember Password” box to save a password in the computer, file server, and the like.
  - b. Employees are prohibited from downloading software of any kind without prior approval from the Information Systems Specialist. This includes desktop backgrounds, screensavers, anti-virus software, and the like.
  - c. Employees are advised not to save documents or files to any locations other than the CCS Google Drive. This includes saving to the desktop, local drives, USB drives, memory cards, CDs, DVDs, and the like. In the event your computer crashes, files not saved to the Google Drive cannot be recovered.
  - d. Employees are prohibited from accessing any school files from unsecured internet connections or internet connections outside the United States.

Employees acknowledge upon receipt of their computer or device, the computer or device is the property of CCS. Employee will agree to pay all costs associated with user-inflicted damage (as determined by manufacturer) to the computer or device, or its associated peripheral equipment, or its replacement costs should it be lost or stolen. Employee understands that the replacement cost for a laptop computer will be no less than \$1,500.00, and no less than \$700.00 for a mobile device.

CCS reserves the right to use and disclose any electronic, non-privileged communication on its Computer and Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials. Any person who discovers misuse of any of the Charter School’s Computer and Communications Systems should immediately contact the President & CEO or his/her designee. Any user who violates any part of this policy will be subject to discipline, up to and including termination.

#### Computer and Device Care and Maintenance

- All computer stations are to be clean and well organized.
- All computers and devices must be maintained clean and damage free.
- There is to be no food or liquid on surfaces that share a computer or device.
- Care should be taken to prevent animal hair, dirt, fine substances and kids from damaging

- computers or devices.
- Mouse pads on stationary computers are to be used.
- Cleaning of equipment is to be conducted regularly.

### Software License

Agreement Software is to be used according to the provisions of the license agreements. Unauthorized copies of software will not be made under any circumstances. Copying software other than for backup purposes is subject to administrative and/or disciplinary action, up to and including termination. Employees should be aware that civil and criminal penalties up to \$250,000.00 per work copied are possible. Any known misuse of software is to be reported to the President & CEO immediately.

### Electronic Accounts

CCS also provides electronic accounts with where an Employee can access the School Internet connection, email addresses, software programs, and the like for authorized business purposes (herein "Electronic Accounts"). Electronic Accounts and all data stored on such are considered School property, even if the data is personal in nature. The School reserves the right to access, inspect, and monitor Electronic Accounts and any data stored on or transmitted through such, with or without notice. An Employee should not have any expectation of privacy or confidentiality in Electronic Accounts.

The School does not condone or endorse any material encountered on the Internet. An Employee accessing the Internet does so at the Employee's own risk and the School is not responsible for material encountered, viewed, or downloaded by the Employee from the Internet.

#### a. Usernames and Passwords

An Employee must take all necessary precautions to safeguard the integrity and confidentiality of usernames or passwords related to the Employee's Electronic Accounts, whether the Electronic Account is created by the School or by the Employee.

#### b. Email Signatures

Each Employee is required to use the School-owned email signature and email disclaimer assigned to the Employee when sending email messages from Employee's School-owned email address. In addition, an Employee may not amend any verbiage, graphic formatting, or text formatting in the Employee's email signature or email disclaimer without approval of the President & CEO.

### Mobile Devices

CCS distributes School-owned mobile devices to employees as needed. Each employee who receives a mobile device (i) must keep the mobile device battery charged at all times; and (ii) may not alter any settings on any mobile device as outlined above. Although employees use mobile devices for work-related matters, whether these devices belong to the employee or are issued by CCS, employees are prohibited from using such devices for work-related matters while driving due to safety reasons.



Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the employee's first priority. If, because of weather, traffic conditions, or any other reason, an employee is unable to concentrate fully on the road, the employee must either end the conversation, or pull over and safely park their vehicle before resuming the call. Employees must also utilize the password protection feature on mobile devices in order to safeguard any confidential School data which may be stored on their mobile device.

### **Personal Business**

CCS facilities for handling mail and telephone calls are designed to accommodate School business. All personal mail must be directed to your home address and limit personal telephone calls to an absolute minimum. Long distance toll calls may not be made from the School's telephone system or your school issued mobile phone. If you need to make a personal call it should be made on a personal calling card or mobile phone. The School's material, time or equipment may not be used for personal projects.

Personal Appointments: Whenever possible, personal appointments should be made for either first thing in the morning or late in the afternoon. Appointments should have minimal impact on office hours and availability.

Personal Purchases/Orders: Employees will not have any personal purchases, orders, invoices, bank statements or mail sent to the School. No one is permitted to use the School's name or address for personal purchases, orders, invoices or mail. "Personal" is defined as purchases, orders, invoices or mail that is non-educational and is not intended for classroom use. This excludes items purchased for use at the School.

### **Personal Appearance/Standards of Dress**

Each employee is a representative of CCS in the eyes of the public. As a result, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work they perform. Employees who report to work inappropriately dressed may be asked to return in acceptable attire.

Please read the list below carefully:

- Clothing should not look provocative or sexy.
- Shirts/Tops – No bare midriffs, no suggestive, vulgar messages. No messages or references to tobacco, drugs or alcohol printed on them. Spaghetti strap tops, tank tops or muscle shirts are not permitted. Tops must fall below the waist or be tucked in.
- No T-Shirts allowed during regular work hours.
- Workout clothes are not permitted.
- Leggings are not permitted.
- Flip-Flops are not permitted.

- Hats are not permitted.
- No shorts during regular working hours (unless on specific days).
- Jeans are only permitted on specified days and Casual Fridays and must be clean and free from holes or tears.
- Vests must have a shirt underneath.
- Undergarments must not be visible.
- Clothes may be tailored, but should not fit as a second skin.
- Skirts must be at least mid-thigh length (halfway between the knees and top of the leg).
- Skirts may be worn above the knee, but not as high as mid-thigh length.
- Pants may be loose, but not baggy like gang attire.
- Casual hats are not allowed.
- Tattoos and facial piercings may not be visible

On Fridays and during the month of July, CCS allows for employees to dress more casually. Nevertheless, employees must still wear appropriate casual clothing that is neat, clean and not overly revealing consistent with the parameters in this policy. Participation in Casual Dress Day is a personal decision. Employees are expected to use good judgment to ensure that their attire is appropriate for all activities (including meetings and Scholar/Learning Coach contact) that they will be involved in that day.

On Casual Dress Days, employees may wear:

- Jeans (free from holes or tears),
- Tennis Shoes
- T-Shirts (no vulgar messages)

In addition to the above, each staff member accepts, in general, the responsibility for coming to work daily appropriately attired. Staff members in violation of the Dress Code will be subject to disciplinary action. The Casual Dress policy is subject to change at any time.

### **Academic Freedom**

Teachers/mentors must be free to think and to express ideas, free to select and employ materials and methods of instruction within the School's curriculum framework, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously

and prudently to the end that it is in concert with established community standards and promotes the free exercise of intelligence and scholar learning. Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession.

Those responsibilities include:

- An understanding of our democratic traditions and methods.
- A concern for the welfare, growth, maturity and development of children.
- The use of accepted scholastic methods.
- Application of good taste and judgment in selecting and employing materials and methods of instruction.
- Teachers must follow the California State Standards.

### **Professional Development**

CCS believes in the continuing education of our staff. Professional Development funds will be allocated in the budget by Division for the employees in that Division to use for either Professional Development, Conferences, Workshops, or Tuition Reimbursement. In order to qualify for these funds, the employee must:

- Commit to staying with CCS for at least one-year (1) post Professional Development training (where such commitment on the employee's end in no way alters/impairs the School's authority to release on an at-will basis). Employees who receive Professional Development funds and leave CCS either voluntarily or involuntarily will be required to reimburse CCS the full amount of Professional Development funds used. Repayment must be made immediately upon separation.
- All Professional Development Conferences or Workshops must directly relate to the Employee's current assignment. Employees will be expected to create a Professional Development presentation and or webinar from his/her conference/workshop within thirty (30) days of completion.
- Exams such as the CBEST, CTEL, CSET or other professional exams do not qualify for Professional Development reimbursement.

Employees who are continuing their education must select courses that will not impede during regular work hours (8:00am-5:00pm). Employees may not leave early to attend courses, unless prior approval is granted by the President & CEO. Courses taken must directly relate to the employee's current position and the employee must be prepared to create projects on how his/her course work that will assist CCS in the future.

### **Media Contacts**

Employees should not speak to the media on CCS' behalf without contacting the Marketing Department. All media inquiries should be directed to the President & CEO.

### **Health and Safety Policy**

CCS is committed to providing and maintaining a healthy and safe work environment for all employees.

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

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

### **Security Protocols**

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

Key Procedures: When an employee loses a school office key, the following guidelines will be followed:

- 1st Incident: Written Warning
- 2nd Incident: Employee will pay for lost keys and all costs for re-keying
- 3rd Incident: Violation of Code of Ethics and appropriate disciplinary action

### **Occupational Safety**

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

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

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

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

### **Accident/Incident Reporting**

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

### **Reporting Fires and Emergencies**

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

## **EMPLOYEE WAGES AND HEALTH BENEFITS**

### **Payroll Withholdings**

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security for non-exempt employees, State Teachers' Retirement System (STRS) for Teachers/Administration, and State Disability Insurance from each employee's pay as follows:

1. **Federal Income Tax Withholding:** The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. **State Income Tax Withholding:** The same factors which apply to federal withholdings apply to state withholdings.
3. **Non-exempt employees:** The Federal Insurance Contribution Act (FICA) requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School, for purposes of funding Social Security and Medicare. Teachers do not contribute to Social Security because they are members of STRS.
4. **State Disability Insurance (SDI):** This state fund is used to provide benefits to those out of work because of illness or disability.
5. **Exempt employees:** Full-time administrators and teachers are required to participate in STRS via payroll withholdings.

### **Overtime Pay**

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. CCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Director of Operations. CCS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

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

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

## **Paydays**

All full and part-time employees of CCS are paid on the 10<sup>th</sup> and 25<sup>h</sup> of each month. When either of these days falls on a weekend or Holiday, employees are paid on the first workday preceding the weekend or Holiday. Employees should report any errors in their paycheck to the Director of Operations immediately.

## **Wage Attachments and Garnishments**

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

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

## **Expenses**

Please note that any items (i.e. non consumable office supplies or any pre-approved books) that you have purchased and have been reimbursed become the property of CCS and must have CCS Property written on them.

The following items will not be reimbursed because we buy them in bulk: cartridges; books (unless with a prior approval); copy paper; office supplies; construction paper; transparency sheets and markers; wall clocks; facial tissue; paper towels; bandages.

Staff members are required to properly fill out an Expense Reimbursement Form and to submit it along with the original receipts to the Director of Operations within seven (7) days of the purchase dates. The School will not honor reimbursement requests if submitted after the deadline. School related purchases should not be combined with any personal purchases. Separate receipts for the school purchases are required. Expense Reimbursement Reports are available on the Intranet and should be filled out electronically. Forms must be signed by the Employee and their immediate supervisor.

## **Mileage Reimbursement**

Mileage will only be reimbursed for official school business that has been approved in advance by the supervisor. At times employees may be required to use their personal car for business purposes. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. Other expenses must be substantiated by receipts. The costs of commuting (travel between home and the work site) will not be reimbursed. Any work related travel in excess of fifty (50) miles each way will require a rental vehicle at the school's expense.

All CCS employees who use their cars for business purposes must have current and adequate



automobile/liability insurance coverage. Employees must not transport volunteers or scholars in their personal vehicles. If transportation of this type is necessary, a rented vehicle must be used.

Mileage will be reimbursed for the round-trip distance between the employee's work site and the location of the business function being attended. If employees depart from or return to their home instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense. Mileage amounts must be verifiable through the use of commercially available websites (ex. MapQuest, Google Maps) using the "shortest route" option. Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided. Only pre-approved mileage will be reimbursed. Staff members are required to properly fill out an Mileage Reimbursement Form and to submit it along with the original receipts to the Director of Operations within seven (7) days of the business trip. The School will not honor mileage reimbursement requests if submitted after the deadline.

### **Reimbursement Claim Process**

All employees must comply with the Reimbursement Claim process for any material purchases or travel expenses. Prior to making a purchase, employee must complete the purchase request form, to include, reason for purchase, estimated cost and include amount not to exceed, and submit to supervisor no less than five (5) days prior to purchase. **DO NOT MAKE A PURCHASE UNTIL YOU HAVE RECEIVED PRIOR APPROVAL.**

After you have received approval and purchased items, complete the description section for items purchased, attach original receipt (copies shall not be accepted), sign and submit claim form to your supervisor for approval. If supervisor approves, form will be routed to the Finance Department for review and final processing. Reimbursement are made directly through payroll.

The School either incurs the actual cost of travel expenses for the cost of travel expenses, when (i) the School requests that the Employee travel to a conference; (ii) the expense is incurred within the scope of Employee's employment; and (iii) the expense was made on behalf of the Employee (and no other persons) unless approved in advance and in writing by the President & CEO. Each Employee must provide original receipts for travel expenses to the School's Business Office within five (5) calendar days of the Employee's return from travel.

The School either incurs the cost for the actual cost of lodging and applicable taxes, but not the cost of gratuity or incidental items. Lodging is arranged by the School, at the School's discretion.

### Meals and Incidental Expenses

Employees in travel status on School business are reimbursed up to the per diem rate for travel related meal expenses for their travel destination. Receipts are required for reimbursement of travel meals using per diem rates.

### Meals - Conferences

The School does not reimburse meals included with a conference. If a conference includes meals then the School reimburses only the meals where the traveler incurred an expense. If the meal provided is on the first or last day of travel the per diem should be reduced by the meal provided then multiplied



by 75%.

The School either incurs the cost or reimburses Employee for the actual cost of breakfast not to exceed \$16.00 per day; lunch not to exceed \$17.00 per day, and dinner not to exceed \$26.00 per day, and the actual cost of tax and gratuity for such. The School incurs the actual cost of these items, not to exceed \$59.00 per day, non-cumulative and non-compounding. The School does not reimburse the Employee for the purchase of any alcohol.

If an employee has agreed to attend a conference, the fee has been paid by the Charter School, and the employee cannot attend he/she must: (1) advise his/her supervisor as soon as possible; and (2) assist in arranging for another employee to attend in his/her place. An employee who fails to attend conferences that have been paid for by the Charter School shall lose his/her ability to attend such conferences and be responsible for reimbursing the Charter School for the cost associated therewith. Exceptions will be made at the discretion of the President & CEO or his/her designee.

### Payment for Meals

Tips should be no more than 20% of the bill. Any tips considered excessive will not be reimbursed. As a general rule, employees should not tip more than they would on a personal trip and tip only to the level of service received. Also, employees must check their receipt prior to adding tip to avoid over-tipping. Expense invoices must include an itemized business meal receipt, which includes the total amount plus tip.

### Incidentals

Employees may include the daily incidental amount of \$5.00 when determining the maximum M&IE rates. Gratuities for baggage carriers, porters, hotel staff (bellhops and house cleaners), as well as ATM fees, bank fees, and check cashing fees are included in the daily incidental amount. As applicable, receipts must be provided to obtain reimbursement.

### **Health Care Insurance Coverage for Regular, Full-Time Employees**

CCS offers certain insurance benefits that may include medical, dental, vision, and disability insurance benefits to its regular, full-time employees. Regular, full-time employees will receive summary descriptions of the School's benefit plans from the Director of Operations annually. Available benefit plans may vary and may change from time to time. Affected employees will be advised of any such changes as required by applicable law. All new employees will become eligible for medical benefits on the 1st of the month following thirty (30) days of employment. Part-time employees may be eligible for benefits per the School's policy and applicable law.

### **State Disability Insurance**

Each employee contributes to the State of California to provide disability insurance mandated by state law. Contributions are made through payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the School or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the Director of Operations.

## **Retirement, Life Insurance and Other School-Sponsored Benefits**

CCS offers certain school-sponsored benefits that may include retirement and life insurance to its regular, full-time employees. Regular, full-time employees will receive summary descriptions of the School's benefit plans from the Director of Operations annually. Available benefit plans may vary and may change from time to time within the sole discretion of the School. Affected employees will be advised of any such changes as required by applicable law.

### **COBRA Benefits**

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

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

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

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

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

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

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

CCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, die, or when

a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. CCS will then notify the employee or his/her dependents of the employee's rights.

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

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

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

## **PERSONNEL EVALUATION AND RECORD KEEPING**

### **Employee Reviews and Evaluations**

Employees will complete quarterly Performance Plans through BambooHR at which time they will meet and discuss with their supervisor to set smart goals and schedule training. Performance Plans are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. The School's evaluation system will in no way alter the employment at-will relationship.

Due dates for employee Performance Plan submission can be found on the School's master calendar.

Performance pay criteria percentages which will include all the above criteria will be used in consideration of annual compensation increases and retention.

### **Personnel Files and Record Keeping Protocols**

At the time of employment, a personnel file is established for you. Please keep the Director of Operations advised of changes that should be reflected in your personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact you should the change affect your other records.

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

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

## **HOLIDAYS, VACATIONS AND LEAVES**

### **Holidays**

An employee who qualifies to receive pay for a holiday will receive one (1) day of pay at the employee's regular rate of pay. To qualify to receive pay for a holiday, an employee must meet of the following conditions:

1. Be a full-time and active employee on the date of the School holiday;
2. Work all hours that the employee is scheduled to work on the last regular working day before, and the first regular working day after the holiday, unless the employee is on an approved absence.

Regular full-time and salaried employees (EXEMPT) will receive the following twenty-five (25) paid holidays:

- New Year's Day\*
- Martin Luther King, Jr.'s Birthday
- President's Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Day Before Thanksgiving
- Thanksgiving
- Friday after Thanksgiving
- Winter Break December

When a holiday falls on a Saturday, the preceding Friday will be celebrated as the holiday; if it falls on a Sunday, the following Monday will be celebrated as the holiday. When Christmas falls on a Saturday, the Day before Christmas will be celebrated on Thursday. If Christmas falls on a Sunday or Monday, the day before Christmas will be celebrated on the preceding Friday.

Employee holidays, professional development, and school days are outlined in the School Calendar.

### **Vacation**

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school. With this in mind, it is expected that vacation time will be taken when school is not in session.

Full-time twelve (12) month employees will accrue ten (10) days of paid vacation per year at the rate of 0.41666 days (3.33333hours) per pay period. Teachers and employees working on a part-time

basis (less than full-time) shall not earn vacation days.

Employees cannot use paid vacation leave until the ninetieth (90<sup>th</sup>) calendar day following the employee's start date. Employees must request the use of vacation days through the Bamboo system at least two (2) weeks prior to scheduled use. It is advised to wait to book travel until the immediate supervisor has granted the use of vacation time.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of fifteen (15) days of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

### **Unpaid Leave of Absence**

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

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

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

### **Sick Leave**

CCS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners/designated person, grandparents, grandchildren, or siblings), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking. Paid sick leave is also available for bone marrow or organ donation by an employee or their family member, to provide care for a guide, signal or service dog of an employee or their family member, or if CCS or an employee's child care provider's business is closed due to a public health emergency.

Paid sick leave is available to all CCS employees. All employees shall accrue one (1) hour of sick leave for every thirty (30) hours worked.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour. Unused, accrued sick leave carries over from year-to-year up to a cap of one hundred and twenty (120) hours for full-time employees, and eighty (80) hours for all other employees.

Employees absent longer than three (3) consecutive days due to illness may be required to submit medical evidence of illness. The School may also require medical evidence of an employee's fitness to return to work.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School at least fifteen (15) days in advance.

### Personal Necessity Leave

Full-time employees may use up to forty (40) hours of sick leave for personal necessity leave per year. Uses of personal necessity leave may include, but are not limited to, death or serious illness of a member of the employee's immediate family (this is in addition to Bereavement Leave), an accident involving the employee's person or property or the person or property of an immediate family member, adoption of a child, the birth of child making it necessary for an employee who is the parent of the child to be absent from their position during work hours, personal legal matters, religious observances, and business matters that cannot be conducted outside of the workday. Employees must request personal necessity leave at least two (2) weeks in advance unless an emergency situation occurs. Personal necessity leave is not vacation, does not roll over, and is not paid out upon separation from employment.

### **Family Care and Medical Leave**

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

- **Employee Eligibility Criteria**

To be eligible for FMLA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of baby-bonding where the threshold is twenty (20) employees).

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

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



1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.
  2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
    - a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
    - b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
    - c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
    - d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
  3. To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces servicemember with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care.
  4. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces.
- Amount of FMLA Leave Which May Be Taken
    1. FMLA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled



workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.

2. In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces servicemember shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
  3. The “twelve month period” in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.
  4. If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.
- Pay during FMLA Leave
    1. An employee on FMLA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
    2. An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA leave.
    3. If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave.
    4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the School during the leave at the same level

and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

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

CCS may recover the health benefit costs paid on behalf of an employee during his/her FMLA leave if:

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

- Seniority

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

- Medical Certifications

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

termination of the leave.

- Procedures for Requesting and Scheduling FMLA Leave

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

- Return to Work

1. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee whose reinstatement would cause serious and grievous injury to the School's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s)

have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.

2. When a request for FMLA leave is granted to an employee (other than a "key" employee), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
  3. Before an employee will be permitted to return from FMLA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
  4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
- **Limitations on Reinstatement**
    1. CCS may refuse to reinstate a "key" employee if the refusal is necessary to prevent substantial and grievous injury to the School's operations. A "key" employee is an exempt salaried employee who is among the highest paid 10% of the School's employees within seventy-five (75) miles of the employee's worksite.
    2. A "key" employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a "key" employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School's operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the "key" employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

- **Employment during Leave**

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

### **Pregnancy Disability Leave**

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

childbirth, or related medical conditions.

- **Employee Eligibility Criteria**

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

- **Events That May Entitle an Employee to Pregnancy Disability Leave**

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

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

- **Duration of Pregnancy Disability Leave**

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

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

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

- **Pay during Pregnancy Disability Leave**

1. An employee on pregnancy disability leave must use all accrued paid sick leave and

may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.

2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

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

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

- Seniority

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

- Medical Certifications

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

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Director of Operations. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
  - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
  - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and



responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

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

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

### **Industrial Injury Leave (Workers' Compensation)**

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

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

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

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



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

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

### **Military and Military Spousal Leave of Absence**

CCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

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

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

An employee who was absent from work while fulfilling his or her covered service obligation under

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

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

### **Bereavement Leave**

Each full-time employee will be provided with three (3) paid bereavement days for family members. Family members will be defined as members of the employee's or spouse's immediate family which means the parents, grandparents, spouse, significant other, child or grandchild, brother, sister, (step or foster) or any other living in the immediate household of the employee.

If an employee requires more than the three (3) days off for bereavement leave, the employee may use accrued sick and/or vacation days.

### **Jury Duty or Witness Leave**

Jury and Witness leave is provided for any employee who is called to serve jury or witness duty in any court during regularly assigned working hours. Prior notification to and approval by the Human Resources Department is required. The School will pay an employee up to fifteen (15) of days paid per jury service term.

If an employee is asked to use the call in jury system and he/she is not selected to appear the next morning, the employee must report to work. The employee must notify HR if he/she has been selected to serve on a jury and if possible to notify how long the trial may last in order to plan ahead.

As a reminder as of August 2004, in an effort to avoid duplicate payment of public funds, California Superior Court jurors employed by a government entity (including school districts) who receive their regular compensation during jury service may not be paid daily jury duty fees by the court (California Code of Civil Procedure, Section 215). Hence, when completing the juror affidavit questionnaire, it is your responsibility to check the "Government/Public Employee" box (rather than "Employed"). This alerts the court to withhold payment of jury fees (although you will still receive mileage reimbursement, unless you have elected to waive it).

Note: Employees summoned to United States District Court are entitled to jury fees. Therefore, in accordance with current employee agreements, an amount equal to the jury fees paid by the court will automatically be withheld from the employee's subsequent pay.

Employees must provide a copy of Jury Summons or Witness Supeona when requesting Jury Duty

Leave and must submit employer paperwork received from the court at the completion of jury service. Employees must request time off for Jury Service using the BambooHR system.

### **Voting Time Off**

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

### **School Appearance and Activities Leave**

As required by law, CCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of CCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

### **Bone Marrow and Organ Donor Leave**

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to thirty (30) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

An employee must first use five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

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

### **Victims of Abuse Leave**

CCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

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

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

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

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

### **Returning From Leave of Absence**

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

When business considerations require, the job of an employee on leave may be filled by a temporary

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

## **DISCIPLINE AND TERMINATION OF EMPLOYMENT**

### **Rules of Conduct**

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

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
4. Acceptance, from any source, of a reward, gift, or other form of remuneration in excess of \$100.00, in addition to regular compensation to all staff.
5. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
6. Fighting or instigating a fight on School premises.
7. Violations of the drug and alcohol policy including using, possessing, dealing, distributing, or being under the influence of intoxicating beverages, non-prescribed drugs or any unlawful drugs while on duty or at a work location.
8. Actions which constitute an unwholesome influence on scholars or other staff members, such as harassment, which includes sexual harassment.
9. Using or possessing firearms, weapons or explosives of any kind on School premises.
10. Gambling on School premises.
11. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
12. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
13. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
14. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
15. Excessive absenteeism or tardiness excused or unexcused.
16. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
17. Immoral or indecent conduct.
18. Conviction of a criminal act, especially a felony, or conviction of a misdemeanor involving

- moral turpitude.
19. Engaging in sabotage or espionage (industrial or otherwise)
  20. Violation of the sexual harassment policy.
  21. Violation of the School's policies regarding discrimination, harassment, or retaliation.
  22. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
  23. Sleeping during work hours.
  24. Release of confidential information without authorization.
  25. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
  26. Any willful act of conduct undertaken in bad faith, either during or outside of duty hours, which is of such a nature that it causes discredit to the Charter School;
  27. Violation of any federal, state or local laws affecting the School or the employee's employment or fitness for employment with the School.
  28. Failure to comply with the School's safety protocols and procedures;
  29. Refusal to speak to supervisors or other employees.
  30. Dishonesty.
  31. Failure to possess or maintain the credential/certificate required of the position.

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

### **Off-Duty Conduct**

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

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

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



- Additional employment that directly or indirectly competes with the business or the interests of our School.

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

### **Termination of Employment**

Should it become necessary for you to terminate your at-will employment with the School, please notify the Director of Operations regarding your intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When you terminate your at-will employment, you will be entitled to all earned but unused vacation pay. If you are participating in the medical and/or dental plan, you will be provided information on your rights under COBRA.



## **INTERNAL COMPLAINT REVIEW**

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

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

### **Internal Complaints**

(Complaints by Employees Against Employees)

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

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

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

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

### **Policy for Complaints Against Employees**

(Complaints by Third Parties Against Employees)

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

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

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

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

### **General Requirements**

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

## **AMENDMENT TO EMPLOYEE HANDBOOK**

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

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

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

**APPENDIX A**

**HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM**

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

*If you are an employee of the School, you may file this form with the Director of Operations or President & CEO.*

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

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

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

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

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

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

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX B**

**INTERNAL COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

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

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

To be completed by School:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
51665	1/2/2018	World's Greatest Promotional Stuff	Cleared	\$607.71	5815-010-82	Advertising/Recruiting	Sunglasses-Strategic Initiatives	\$607.71
51664	1/2/2018	ThinkingStorm Online Tutoring	Cleared	\$2,400.00	4100-010-92	Approved Textbooks and Core Curricula Materials	Tutoring Services	\$2,400.00
51660	1/2/2018	FlipSwitch, Inc.	Cleared	\$7,022.84	5815-010-82	Advertising/Recruiting	Ads/Print Ads-July/Setember 20117	\$7,022.84
51662	1/2/2018	Greater Conejo Valley Chamber Of Commerce	Cleared	\$347.00	5300-010-82	Dues and Memberships	Membership Due 1/1/18-1/1/19	\$347.00
51666	1/2/2018	Law Office of Young, Minney & Corr	Cleared	\$12,232.12	5805-010-65	Legal Services	Lega Services - SPED (Restriction)	\$5,391.50
					5805-010-80	Legal Services	Legal Services - Excutive (Restriction)	\$6,840.62
51663	1/2/2018	Proforma	Cleared	\$59.05	5815-010-82	Advertising/Recruiting	CCS T-Shirts	\$59.05
51661	1/2/2018	FlipSwitch, Inc.	Cleared	\$3,719.51	5815-010-82	Advertising/Recruiting	Ads, Print Ads, - Oct/Nov 2017	\$3,719.51
51667	1/10/2018	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-84	Space Rental/Leases Expense	January 2018 Rent	\$8,000.00
51668	1/10/2018	Trinity Cristo Rey Church	Cleared	\$5,000.00	5600-010-93	Space Rental/Leases Expense	January 2018 Rent	\$5,000.00
51669	1/10/2018	Water Court LLC	Cleared	\$8,419.88	5600-010-84	Space Rental/Leases Expense	January 2018 Rent	\$8,419.88
51672	1/12/2018	Nonprofits Insurance Alliance of California	Cleared	\$2,446.35	5400-010-84	Insurance	Claim# 554682 - Nicole Mitra	\$2,446.35
51670	1/12/2018	California Policy Center	Cleared	\$100.00	5815-010-82	Advertising/Recruiting	Table Sponsorship Jan. 21-27, 2018 - School Choice Fair	\$100.00
51673	1/12/2018	Oxford Consulting Services Inc.	Cleared	\$5,105.00	5800-010-65	Professional/Consulting Services and Operating Expenditures	Services in Dec. 2017	\$5,105.00
51671	1/12/2018	Energy Bus for Schools	Cleared	\$3,500.00	5210-010-80	Training and Development Expense	Virtual Training & Certification Process	\$3,500.00
51675	1/12/2018	Law Office of Young, Minney & Corr	Cleared	\$5,001.00	5805-010-80	Legal Services	Legal Services: SPED, Executive (Restriction)	\$3,586.50
					5805-010-65	Legal Services	Legal Services: SPED, Executive (Restriction)	\$1,414.50
51674	1/12/2018	Professional Tutors of America Inc.	Cleared	\$75.00	5800-010-65	Professional/Consulting Services and Operating Expenditures	Consult: November 2017	\$75.00

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

51692	1/16/2018	Lakeshore Learning Materials	Cleared	\$350.33	4200-010-83	Books and Other Reference Materials	No Spill Paint Cups 10, Nylon-Bristle Paintbrushes-10 Color	<b>\$27.61</b>
					4200-010-83	Books and Other Reference Materials	No-Spill Paint Cups, Nylon-Bristle Paintbrushes	<b>\$44.16</b>
					4200-010-83	Books and Other Reference Materials	Picture Globe,Touch & Learn, Early Math, Write & Wipe	<b>\$278.56</b>
51694	1/16/2018	Lil Chef School	Cleared	\$338.00	4200-010-83	Books and Other Reference Materials	Irvine November - Baking 101	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	Baking 101 Class - Irvine November	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	Irvine Class 11/6/17-12/04/17	<b>\$128.00</b>
51695	1/16/2018	The Learning Village	Cleared	\$3,648.05	4200-010-83	Books and Other Reference Materials	November TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$272.38</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$176.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$284.76</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$273.33</b>
					4200-010-83	Books and Other Reference Materials	November TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLC Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$293.33</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. TLV Enrichment	<b>\$268.25</b>



## Compass Charter Schools

**Check Register 1/1/2018 through 5/31/2018**

51679	1/16/2018	Barnes & Noble, Inc.	Cleared	\$35.87	4200-010-83	Books and Other Reference Materials	California Common Core Reading Skills, Test Prep Core Math	<b>\$35.87</b>
51682	1/16/2018	Candi Chavez	Cleared	\$202.00	4200-010-83	Books and Other Reference Materials	Nov., Dec., Jan. Piano Lesson in Orange Studio-Evelyn	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	Nov., Dec., Jan., Piano Lessons-Daniel	<b>\$52.00</b>
					4200-010-83	Books and Other Reference Materials	Nov., Dec., Jan., Piano Lesson Elianna	<b>\$75.00</b>
51677	1/16/2018	Arbor Learning Community	Cleared	\$1,850.00	4200-010-83	Books and Other Reference Materials	November-Exploring Solids, Liquids & Gases	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	November-HS Lit & Composition, HS Biology	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	Nov.-Investigating Writing Destinations	<b>\$67.50</b>
					4200-010-83	Books and Other Reference Materials	November -Creative Writing, Mandarin, Physics:Energy, Force	<b>\$262.50</b>
					4200-010-83	Books and Other Reference Materials	November-Discovering Physics	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	November-Advanced Chess, Robotics, Literature, Physics	<b>\$285.00</b>
					4200-010-83	Books and Other Reference Materials	Nov.-Discovering Creative Writing, Mandarin, Physics	<b>\$262.50</b>
					4200-010-83	Books and Other Reference Materials	Nov.-HS Lit & Comp., HS Biology	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	November-Discovering Creative Writing, Biology, Robotics	<b>\$292.50</b>
51697	1/16/2018	Nasco Modesto	Cleared	\$101.50	4200-010-83	Books and Other Reference Materials	Guide To Shark, Dogfish Shark, Shark Tray & Cover	<b>\$101.50</b>
51678	1/16/2018	ArtistWorks	Cleared	\$33.33	4200-010-83	Books and Other Reference Materials	October Percussion Lessons with Luis Conte	<b>\$33.33</b>
51676	1/16/2018	Apple Inc	Cleared	\$446.51	4200-010-83	Books and Other Reference Materials	AppleCare + for iPad (2 yr.), Cover	<b>\$446.51</b>
51699	1/16/2018	Portal Languages - Costa Mesa	Cleared	\$335.00	4200-010-83	Books and Other Reference Materials	Nov. American Sign Language-ASL Beg. Course	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	Costa Mesa Nov.-Beginning Spanish	<b>\$45.00</b>
					4200-010-83	Books and Other Reference Materials	Costa Mesa Nov.-Beginning Spanish	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	Costa Mesa Nov.-Beginning Spanish	<b>\$80.00</b>

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

51698	1/16/2018	Penelope Pauley	Cleared	\$795.00	4200-010-83	Books and Other Reference Materials	Santa Ana November-Macbeth Drama Class & Performance	<b>\$65.00</b>
					4200-010-83	Books and Other Reference Materials	Santa Ana Nov - Macbeth Drama Camp/Performance	<b>\$65.00</b>
					4200-010-83	Books and Other Reference Materials	Santa Ana November-Macbeth Drama Camp/Performance	<b>\$65.00</b>
					4200-010-93	Books and Other Reference Materials	Nov Drama Instruction T/TH	<b>\$600.00</b>
51696	1/16/2018	Martial Arts International	Cleared	\$140.00	4200-010-83	Books and Other Reference Materials	Nov. Karate Class	<b>\$40.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. Karate Class - Madison Rivera	<b>\$65.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. Karate Class	<b>\$35.00</b>
51683	1/16/2018	Cynthia Dapello	Cleared	\$195.00	4200-010-83	Books and Other Reference Materials	November Language Arts Instruction	<b>\$195.00</b>
51680	1/16/2018	Brave Writer LLC	Cleared	\$481.95	4200-010-83	Books and Other Reference Materials	The Writer's Jungle Online Class	<b>\$249.00</b>
					4200-010-83	Books and Other Reference Materials	Faltering Ownership Bundle, Arrow + Writer's Jungle	<b>\$232.95</b>
51684	1/16/2018	Centerline Martial Arts Inc.	Cleared	\$99.00	4200-010-83	Books and Other Reference Materials	Long Beach November - Jiu Jitsu Classes	<b>\$99.00</b>
51693	1/16/2018	Language Door Inc	Cleared	\$600.00	4200-010-93	Books and Other Reference Materials	Nov. Spanish Intruction T/TH	<b>\$600.00</b>
51691	1/16/2018	KidsArt - Los Angeles Inc	Cleared	\$266.00	4200-010-83	Books and Other Reference Materials	Oct. Home School Drawing, Nov. Home School Darwing & Paint	<b>\$266.00</b>
51705	1/16/2018	Crandall Coding	Cleared	\$59.99	4200-010-83	Books and Other Reference Materials	12 Month Access - Online PyCraft Class	<b>\$59.99</b>
51700	1/16/2018	Piano4Everyone Conejo Valley	Cleared	\$225.00	4200-010-83	Books and Other Reference Materials	Nov. Piano Lessons	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. Piano Lessons - Quinn Petsco	<b>\$105.00</b>
51689	1/16/2018	Brenda Harp	Cleared	\$420.00	4200-010-83	Books and Other Reference Materials	November - Piano 3rd Grade	<b>\$140.00</b>
					4200-010-83	Books and Other Reference Materials	November - Piano Pre-K	<b>\$140.00</b>
					4200-010-83	Books and Other Reference Materials	November - Ukelele 1st Grade	<b>\$140.00</b>
51690	1/16/2018	Intro 2 Skateboarding	Cleared	\$280.00	4200-010-83	Books and Other Reference Materials	November-Intro to Skateboarding	<b>\$80.00</b>

## Compass Charter Schools

**Check Register 1/1/2018 through 5/31/2018**

					4200-010-83	Books and Other Reference Materials	November-Intro to Skateboarding	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	November-Intro to Skateboarding	<b>\$100.00</b>
51687	1/16/2018	Guitar Ninjas	Cleared	\$120.00	4200-010-83	Books and Other Reference Materials	November Guitar Instruction	<b>\$120.00</b>
51707	1/16/2018	Lauren Vargas	Cleared	\$705.00	4200-010-83	Books and Other Reference Materials	November: Irvine Location: 6th-8th Literature	<b>\$112.50</b>
					4200-010-83	Books and Other Reference Materials	November Student Home: Writing Class 7th Grade	<b>\$112.50</b>
					4200-010-93	Books and Other Reference Materials	Nov. Writing Instruction	<b>\$300.00</b>
					4200-010-83	Books and Other Reference Materials	Literature Based Writing program: Private Residence	<b>\$67.50</b>
					4200-010-83	Books and Other Reference Materials	November Residence in Irvine, Language Arts	<b>\$112.50</b>
51710	1/16/2018	Young Lamplighters	Cleared	\$633.32	4200-010-83	Books and Other Reference Materials	Oct., Nov. Service	<b>\$633.32</b>
51711	1/16/2018	Zoo-Phonics	Cleared	\$70.60	4200-010-83	Books and Other Reference Materials	Capital Large Animals Alphabet Cards	<b>\$70.60</b>
51708	1/16/2018	Winter Promise	Cleared	\$446.00	4200-010-83	Books and Other Reference Materials	Animals & Their Worlds, Animal Height, Tropical Forest	<b>\$446.00</b>
51709	1/16/2018	The Young Scientists Club	Cleared	\$184.94	4200-010-83	Books and Other Reference Materials	Science Art Crystals, Human Body Lab, Back In Time	<b>\$184.94</b>
51706	1/16/2018	Traditional Equitation School	Outstanding	\$110.00	4200-010-83	Books and Other Reference Materials	November Week 1&2 Care for horse, Beg. Riding	<b>\$110.00</b>
51688	1/16/2018	Amy Hite	Cleared	\$105.00	4200-010-83	Books and Other Reference Materials	Guitar Lessons November 2017	<b>\$105.00</b>
51702	1/16/2018	Rainbow Resource Center	Cleared	\$251.00	4200-010-83	Books and Other Reference Materials	Saxon Math Kit	<b>\$70.28</b>
					4200-010-83	Books and Other Reference Materials	Universal Sketch Pad, Charcoal Drawing Pencils	<b>\$21.00</b>
					4200-010-83	Books and Other Reference Materials	Books, Home Art Studio.Supply Package	<b>\$159.72</b>
51704	1/16/2018	Time 4 Learning	Cleared	\$765.00	4200-010-83	Books and Other Reference Materials	November HS Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	November Time For Learning 7th Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	November Time 4 Learning Pre-K	<b>\$25.00</b>

## Compass Charter Schools

**Check Register 1/1/2018 through 5/31/2018**

4200-010-83	Books and Other Reference Materials	Nov 5th Grade Online Access	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Time 4 Learning November Grade 2	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November HS Curriculum	<b>\$35.00</b>
4200-010-83	Books and Other Reference Materials	Nov 5th Grade Online Access	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November English, Math, Sci, Social Studies	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Oct. 25-Nov 25th Prek-8th Mobnthly Subscription	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November Online Math 5th Grade Math	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November 11th Grade Online access-see Descriptions	<b>\$35.00</b>
4200-010-83	Books and Other Reference Materials	Nov Time 4 Learning 5th Grade	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November Math La, SS	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Nov 2nd Grade Online Access	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Nov 7th Grade Online Access	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Nov. Time4 Learning 9th Grade	<b>\$35.00</b>
4200-010-83	Books and Other Reference Materials	November All Subjects	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Nov.-Gr 4 Math La SS	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November Elementary Curriculum	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November Time 4 Learning First Grade	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November 7th Grade Online Access-See Description	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November 3rd Grade Online access-see Descriptions	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	November Timne 4 Learning	<b>\$25.00</b>

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

					4200-010-83	Books and Other Reference Materials	Time 4 Learning November	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Oct. 25-Nov 25th Pre-K Subscription	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December MS Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	November Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	November 5th Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	November Time4Learning 8th	<b>\$25.00</b>
51703	1/16/2018	Timberdoodle.com	Cleared	\$131.26	4200-010-83	Books and Other Reference Materials	Teaching Textbooks	<b>\$131.26</b>
51701	1/16/2018	QUILL CORPORATION	Cleared	\$486.97	4200-010-83	Books and Other Reference Materials	Ink Cartridges, Mech. Pencils, Gel Pens	<b>\$147.54</b>
					4200-010-83	Books and Other Reference Materials	Ultra Slim DVD Writer, 14" Laptop	<b>\$301.03</b>
					4200-010-83	Books and Other Reference Materials	Gel Roller Pens, Fine Point Pens	<b>\$38.40</b>
51686	1/16/2018	Freshi Films, LLC	Cleared	\$171.00	4200-010-83	Books and Other Reference Materials	November-Burbank-Beg. Video Game Coding & Design	<b>\$36.00</b>
					4200-010-83	Books and Other Reference Materials	Sept.,Oct.,Nov. Burbank-Beg.ideo Game Coding & Design	<b>\$135.00</b>
51685	1/16/2018	Explorer Field Trips	Cleared	\$355.00	4200-010-83	Books and Other Reference Materials	Teacher Voucher To Broadway Performance dec 6 @ 7 PM	<b>\$355.00</b>
51723	1/17/2018	CM School Supply	Cleared	\$124.86	4200-010-83	Books and Other Reference Materials	Glitter Assort., Elmers Glue, Time Bingo, Reward Chart	<b>\$124.86</b>
51712	1/17/2018	All About Learning Press, Inc.	Cleared	\$520.05	4200-010-83	Books and Other Reference Materials	All About Spelling Level 2, Deluxe Spelling Interactive Kit	<b>\$94.75</b>
					4200-010-83	Books and Other Reference Materials	All About Reading Level 2 & Interactive Kit	<b>\$173.75</b>
					4200-010-83	Books and Other Reference Materials	All About Reading Level, All About Spelling & Interactive Ki	<b>\$251.55</b>
51724	1/17/2018	Allison Saleh	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	Dec. Piano Lesson (Beginner)	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	Dec. Voice lesson (Beginner)	<b>\$50.00</b>
51722	1/17/2018	Burbank Music Academy	Cleared	\$260.00	4200-010-83	Books and Other Reference Materials	Dec.8, 30 min. Homeschool Private Lessons	<b>\$260.00</b>

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51764	1/17/2018	Carolyn Willett	Cleared	\$250.00	4200-010-83	Books and Other Reference Materials	October-Tutoring Struggling Readers Using the Barton Reading	<b>\$250.00</b>
51766	1/17/2018	Young Lamplighters	Cleared	\$3,878.84	4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$316.66</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$217.77</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	December Month of Service - Young Lamplighters	<b>\$311.11</b>
51763	1/17/2018	Cynthia Delgadillo	Cleared	\$182.76	4200-010-83	Books and Other Reference Materials	Coder Academy, Look Inside Space, Survival Skills	<b>\$182.76</b>
51761	1/17/2018	Traditional Equitation School	Cleared	\$231.00	4200-010-83	Books and Other Reference Materials	December Riding Lessons	<b>\$231.00</b>
51747	1/17/2018	Moving Beyond the Page	Cleared	\$892.88	4200-010-83	Books and Other Reference Materials	Age 9-11 Concept 3 & 4	<b>\$446.44</b>
					4200-010-83	Books and Other Reference Materials	Age 9-11 Concept 3 & 4	<b>\$446.44</b>
51737	1/17/2018	Intro 2 Skateboarding	Cleared	\$80.00	4200-010-83	Books and Other Reference Materials	December - Intro to Skatboarding	<b>\$80.00</b>
51767	1/17/2018	Martha Zittel	Cleared	\$245.00	4200-010-83	Books and Other Reference Materials	Burbank-Sept., Oct., Nov., Dec-Hand Sewing & Finger Knitting	<b>\$245.00</b>

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51749	1/17/2018	McRuffy Press	Cleared	\$139.10	4200-010-83	Books and Other Reference Materials	Second Grade Science Curriculum	\$69.55
					4200-010-83	Books and Other Reference Materials	Science - 1st Grade Curriculum	\$69.55
51750	1/17/2018	Nasco Modesto	Cleared	\$182.91	4200-010-83	Books and Other Reference Materials	Nature-Watch, Soap Making Kit, Beeswax, Birch Tags	\$182.91
51751	1/17/2018	Portal Languages - Costa Mesa	Cleared	\$215.00	4200-010-83	Books and Other Reference Materials	Costa Mesa Dec. - Beginning Spanish	\$80.00
					4200-010-83	Books and Other Reference Materials	Costa Mesa Dec. - Beginning Spanish	\$45.00
					4200-010-83	Books and Other Reference Materials	Costa Mesa Dec. - Beginning Spanish	\$90.00
51752	1/17/2018	Piano4Everyone Conejo Valley	Cleared	\$300.00	4200-010-83	Books and Other Reference Materials	Dec. Piano Lessons - Owen Petsco	\$160.00
					4200-010-83	Books and Other Reference Materials	Dec. Piano Lessons	\$140.00
51726	1/17/2018	Creative Creatures & Co.	Cleared	\$299.00	4200-010-93	Books and Other Reference Materials	Dec. Illustration Instruction	\$250.00
					4200-010-83	Books and Other Reference Materials	Burbank-Dec. All About Animals: Illustration & Character	\$49.00
51727	1/17/2018	Explorer Field Trips	Cleared	\$440.00	4200-010-83	Books and Other Reference Materials	Exploratorium Student Kit	\$50.00
					4200-010-83	Books and Other Reference Materials	Exploratorium Teacher Kit	\$90.00
					4200-010-83	Books and Other Reference Materials	Disney California Adventure Teachers Kits	\$250.00
					4200-010-83	Books and Other Reference Materials	Exploratorium Student Kit	\$50.00
51739	1/17/2018	Learn Beyond The Book	Cleared	\$2,394.08	4200-010-83	Books and Other Reference Materials	Van Nuys Nov.,Dec.-US Presidents: A Close-up Look	\$118.00
					4200-010-83	Books and Other Reference Materials	Santa Clara Nov., Dec.-Intro to CAD, Stafe Combat	\$354.00
					4200-010-83	Books and Other Reference Materials	Nov., Dec. Lego Robotics, Reading Comprehension	\$224.00
					4200-010-83	Books and Other Reference Materials	Nov., Dec. Van Nuys - HS Geometry	\$147.50
					4200-010-83	Books and Other Reference Materials	Van Nuys Nov., Dec.-Economics, Personal Finance & Investing	\$110.58
					4200-010-83	Books and Other Reference Materials	Sunland-Tujunga Here Comes Science,Ceramics	\$270.00



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					4200-010-83	Books and Other Reference Materials	Nov., Dec. Holistic Cooking, Reading Comprehension	<b>\$224.00</b>
					4200-010-83	Books and Other Reference Materials	Sunland-Tujunga Here comes Science, Ceramics	<b>\$270.00</b>
					4200-010-83	Books and Other Reference Materials	Nov., Dec. Lego Robotics, Reading Comprehension	<b>\$224.00</b>
					4200-010-83	Books and Other Reference Materials	Vna Nuys-No., Dec.-Play to Your Health, Science Explorations	<b>\$452.00</b>
51714	1/17/2018	Arts Attack Publications	Cleared	\$216.25	4200-010-83	Books and Other Reference Materials	Atelier DVD-Level Enriched Curriculum	<b>\$216.25</b>
51715	1/17/2018	Academics in a Box Inc.	Cleared	\$79.44	4200-010-83	Books and Other Reference Materials	Josiah Elliott-Blowing In The Wind, Fly With Me	<b>\$79.44</b>
51719	1/17/2018	BLICK Art Materials	Cleared	\$175.51	4200-010-83	Books and Other Reference Materials	Pen Box Set, Lamp Kit, Yarn, Sock Loom,	<b>\$175.51</b>
51720	1/17/2018	Barnes & Noble, Inc.	Cleared	\$268.39	4200-010-83	Books and Other Reference Materials	Harry Potter, The Vegetables We Eat, Scholastic Success	<b>\$58.01</b>
					4200-010-83	Books and Other Reference Materials	Algebra 1,Spanish,American History	<b>\$117.97</b>
					4200-010-83	Books and Other Reference Materials	Natures Day Bk.,Drawn To Nature,The Curious Nature Guide	<b>\$57.56</b>
					4200-010-83	Books and Other Reference Materials	Spanish Language Book	<b>\$34.85</b>
51755	1/17/2018	Riff's Music	Cleared	\$650.00	4200-010-83	Books and Other Reference Materials	November - Drum Lessons , Tuesday 12:30 PM	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Murrieta Nov., Drum Lessons Tues. at 2 pm 30 min. Long	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Murrieta Dec. Drum Lessons Tues. at 2pm 30 min Long	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	November - Piano Lessons Tuesdays at 2pm 30 min long	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	December: Piano Lessons Tues. at 2pm 30 min Long	<b>\$130.00</b>
51716	1/17/2018	Anaheim Ballet School	Cleared	\$185.12	4200-010-83	Books and Other Reference Materials	Nov. & Dec. Beginning Ballet Adult	<b>\$116.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. & Dec. Ballet 1	<b>\$69.12</b>
51713	1/17/2018	Arbor Learning Community	Cleared	\$1,093.75	4200-010-83	Books and Other Reference Materials	Dec.-Mandarin, Discovering Creative Writing, Disc. Physics	<b>\$131.25</b>
					4200-010-83	Books and Other Reference Materials	Dec. Investigating Forensics, Robotics, Mandarin	<b>\$135.00</b>



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					4200-010-83	Books and Other Reference Materials	Dec. Creative Writing,Marine Biology,Robotics,Arbor Innovat	<b>\$146.25</b>
					4200-010-83	Books and Other Reference Materials	Dec.-HS Lit & Comp. Grade 9, HS Biology Grade 9 or 10	<b>\$132.50</b>
					4200-010-83	Books and Other Reference Materials	Dec.-HS Lit & Comp. 9th Grade, HS Biology Grades 9-10	<b>\$132.50</b>
					4200-010-83	Books and Other Reference Materials	December-Exploring Solids, Liquids & Gases Grade 2-3	<b>\$37.50</b>
					4200-010-83	Books and Other Reference Materials	Dec-Investigating Writing Destinations	<b>\$33.75</b>
					4200-010-83	Books and Other Reference Materials	Dec. Discov.Creative Writing,Mandarin,Physics, Energy	<b>\$131.25</b>
					4200-010-83	Books and Other Reference Materials	Dec-Investigating Writing Destinations	<b>\$33.75</b>
					4200-010-83	Books and Other Reference Materials	Dec.-Advanced Chess,Robotics,Lit. Circle,Discov.Physics	<b>\$142.50</b>
					4200-010-83	Books and Other Reference Materials	Dec.-Discovering Physics	<b>\$37.50</b>
51721	1/17/2018	B & H Foto & Electronics	Cleared	\$377.98	4200-010-83	Books and Other Reference Materials	HO 15.6" G6 Series Notebook, Ultra Thin Laptop Sleeve	<b>\$377.98</b>
51741	1/17/2018	Pedia Learning	Cleared	\$322.51	4200-010-83	Books and Other Reference Materials	PCLFD Childrens Lit Set - Foundations D, AB Complete Set	<b>\$322.51</b>
51743	1/17/2018	Language Door Inc	Cleared	\$300.00	4200-010-93	Books and Other Reference Materials	Dec. Spanish Intruction T/TH	<b>\$300.00</b>
51744	1/17/2018	Lil Chef School	Cleared	\$90.00	4200-010-83	Books and Other Reference Materials	Baking 101 Class-Irvine December	<b>\$90.00</b>
51745	1/17/2018	The Learning Village	Cleared	\$3,648.05	4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$176.00</b>
					4200-010-83	Books and Other Reference Materials	Dec. TLV Enrichment	<b>\$293.33</b>
					4200-010-83	Books and Other Reference Materials	Dec. TLV Enrichment	<b>\$272.38</b>
					4200-010-83	Books and Other Reference Materials	Dec. TLV Enrichment	<b>\$284.76</b>

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					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$273.33</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	December TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Dec. TLV Enrichment	<b>\$268.25</b>
51742	1/17/2018	Little Passports, Inc.	Cleared	\$499.34	4200-010-83	Books and Other Reference Materials	USA 12 Month Subscription to USA Subscription	<b>\$204.61</b>
					4200-010-83	Books and Other Reference Materials	Science Expeditions - 12 Month Subscription	<b>\$294.73</b>
51740	1/17/2018	Lakeshore Learning Materials	Cleared	\$680.75	4200-010-83	Books and Other Reference Materials	Motorized Spin Art Center, The Allowance Game, Crazy Shapes	<b>\$123.19</b>
					4200-010-83	Books and Other Reference Materials	Sethoscope, Magnetic Wands, Colored Pencils, Ac Adapt for Globe	<b>\$363.47</b>
					4200-010-83	Books and Other Reference Materials	Hop Along Ball, Game Hoops, Rainbow Scratch Paper	<b>\$92.03</b>
					4200-010-83	Books and Other Reference Materials	Daily Language Practice, Build-A-Story, Draw & Write Journal	<b>\$102.06</b>
51728	1/17/2018	Firestorm Freerunning & Acrobatics	Cleared	\$555.00	4200-010-83	Books and Other Reference Materials	Dec. Little Heroes	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Dec. Parkour/Freerunning Instruction	<b>\$225.00</b>
					4200-010-83	Books and Other Reference Materials	Firestorm - 4 classes December	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	December - Parkour	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	December - Parkour	<b>\$85.00</b>
51754	1/17/2018	Rainbow Resource Center	Cleared	\$803.13	4200-010-83	Books and Other Reference Materials	All About Spelling, Life of Fred: Cats, Butterflies, Dogs	<b>\$186.23</b>
					4200-010-83	Books and Other Reference Materials	Go Fish Letters, Number Chart 1-100, American Story	<b>\$124.85</b>

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					4200-010-83	Books and Other Reference Materials	Space Lab, Secrets of Space	<b>\$55.72</b>
					4200-010-83	Books and Other Reference Materials	Human Body Lab, Magic School Bus Chemistry Lab	<b>\$72.80</b>
					4200-010-83	Books and Other Reference Materials	Voyages in English & Assessment Book	<b>\$93.86</b>
					4200-010-83	Books and Other Reference Materials	Fix It! Grammar Student Book 1, Teacher's Manual Book 1	<b>\$39.10</b>
					4200-010-83	Books and Other Reference Materials	Right-Brained Fractions, DVD, Calligraphy for Kids	<b>\$90.05</b>
					4200-010-83	Books and Other Reference Materials	Words Their Way Homeschool Bundle Level A & Level B	<b>\$92.85</b>
					4200-010-83	Books and Other Reference Materials	Words Their Way Homeschool Bundle Level C	<b>\$47.67</b>
51753	1/17/2018	QUILL CORPORATION	Cleared	\$2,839.25	4200-010-83	Books and Other Reference Materials	/ 17.3" Laptop Computer, Briefcase	<b>\$382.86</b>
					4200-010-83	Books and Other Reference Materials	15.6" Laptop, Carrying Case, 2-Year Warranty	<b>\$1,169.64</b>
					4200-010-83	Books and Other Reference Materials	15.6" Laptop, Carrying Case, 2-Year Warranty	<b>\$1,171.34</b>
					4200-010-83	Books and Other Reference Materials	Pocket Highlighters, Magic Rub Eraser, Origami Kit	<b>\$63.93</b>
					4200-010-83	Books and Other Reference Materials	#2 Pencils, Dry Erase Markers, Star Wars WKB	\$32.41
					4200-010-83	Books and Other Reference Materials	Heavyweight Construction Paper	<b>\$19.07</b>
51738	1/17/2018	Kiwi Crate - USE K1009	Cleared	\$675.68	4200-010-83	Books and Other Reference Materials	6 Months Kiwi Kiwi Crate 6 Months Subscription	<b>\$117.98</b>
					4200-010-83	Books and Other Reference Materials	6 Months Tinker Tinker 6 Month Subscription	<b>\$117.98</b>
					4200-010-83	Books and Other Reference Materials	Doodle Crate 12 Month Subscription	<b>\$219.86</b>
					4200-010-83	Books and Other Reference Materials	Kiwi Crate	<b>\$219.86</b>
51748	1/17/2018	Demme Learning	Cleared	\$781.44	4200-010-83	Books and Other Reference Materials	Gamma Universal Set	<b>\$176.94</b>
					4200-010-83	Books and Other Reference Materials	Math U See Alpha Universal Set	<b>\$178.09</b>
					4200-010-83	Books and Other Reference Materials	Alpha Universal Set, Beta Level Up Set	<b>\$272.02</b>

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					4200-010-83	Books and Other Reference Materials	Math U See- Primer Universal Set	<b>\$154.39</b>
51765	1/17/2018	Winter Promise	Cleared	\$183.00	4200-010-83	Books and Other Reference Materials	The Revolutionary, Samuel F. Morse, The Trail Of Tears	<b>\$183.00</b>
51732	1/17/2018	Green Acres Ranch Inc.	Cleared	\$405.00	4200-010-83	Books and Other Reference Materials	December-Riding Lessons	<b>\$135.00</b>
					4200-010-83	Books and Other Reference Materials	December-Riding Lessons	<b>\$135.00</b>
					4200-010-83	Books and Other Reference Materials	December-Riding Lessons	<b>\$135.00</b>
51731	1/17/2018	Guido's Martial Arts Academy	Cleared	\$129.00	4200-010-83	Books and Other Reference Materials	December-Martial Arts Class	<b>\$129.00</b>
51718	1/17/2018	California Athletics	Cleared	\$1,530.00	4200-010-83	Books and Other Reference Materials	Sept 25th-Oct. 25th Basketball Ball Class/Physical-Maya Hans	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Sept.25th-Oct. 25th Basketball ball Class/Physcial Ed. K-12	<b>\$105.00</b>
					4200-010-93	Books and Other Reference Materials	Sept,Oct,Nov,Dec, PE Instruction	<b>\$1,320.00</b>
51733	1/17/2018	Huckleberry Center For Creative Learning	Cleared	\$520.50	4200-010-83	Books and Other Reference Materials	Valencia November - Pre-Algebra	<b>\$70.50</b>
					4200-010-83	Books and Other Reference Materials	Simi Valley Art Projects,Science Matters,Story of the World	<b>\$225.00</b>
					4200-010-83	Books and Other Reference Materials	Simi Valley Science Matters,Art Projects,Science Adventures	<b>\$225.00</b>
51734	1/17/2018	Homeschool Buyers Co-op	Cleared	\$363.95	4200-010-83	Books and Other Reference Materials	GUMMP Grammar	<b>\$79.95</b>
					4200-010-83	Books and Other Reference Materials	Rosetta Stone Homeschool on Lilne K-12	<b>\$284.00</b>
51735	1/17/2018	Amy Hite	Cleared	\$105.00	4200-010-83	Books and Other Reference Materials	Guitar Lessons December 2017	<b>\$105.00</b>
51746	1/17/2018	Lauren Vargas	Cleared	\$167.50	4200-010-93	Books and Other Reference Materials	Dec. Writing Instruction	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	Literature Based Writing Program, Dec. Grades 6-8 Priv.Resid	<b>\$67.50</b>
51736	1/17/2018	Hickory Grove Press	Cleared	\$47.85	4200-010-83	Books and Other Reference Materials	Upper Elementary Challenge Math	<b>\$47.85</b>
51762	1/17/2018	Tangible Play Inc.	Cleared	\$85.02	4200-010-83	Books and Other Reference Materials	Monster Game, Osmo iPad Base	<b>\$85.02</b>
51725	1/17/2018	Cynthia Dapello	Cleared	\$300.00	4200-010-83	Books and Other Reference Materials	December Language Arts Instruction	<b>\$300.00</b>

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51758	1/17/2018	Teaching Textbooks Inc.	Cleared	\$159.90	4200-010-83	Books and Other Reference Materials	Math 6 CD Rom Set	<b>\$159.90</b>
51717	1/17/2018	Aroma Dough Inc.	Cleared	\$74.88	4200-010-83	Books and Other Reference Materials	Aroma Dough GF Playdough 10 Pack	<b>\$39.95</b>
					4200-010-83	Books and Other Reference Materials	Clean Diugh Stocking Stuffer 5 Pack	<b>\$34.93</b>
51729	1/17/2018	Guitar Ninjas	Cleared	\$120.00	4200-010-83	Books and Other Reference Materials	December Guitar Instruction	<b>\$120.00</b>
51730	1/17/2018	Grow and Make LLC	Cleared	\$104.95	4200-010-83	Books and Other Reference Materials	Deluxe Beeswax Tin Candle Making Kit	<b>\$104.95</b>
51759	1/17/2018	Teachers Synergy, LLC	Cleared	\$204.74	4200-010-83	Books and Other Reference Materials	Frist Grade Math Units, Bundle, Numberline Prompts	<b>\$204.74</b>
51760	1/17/2018	Time 4 Learning	Cleared	\$740.00	4200-010-83	Books and Other Reference Materials	December Online Math 5th Grade Math Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December Time For Learning 7th Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December 7th Grade English, Math, Sci, Social Studies	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December Time 4 Learning: Grade 8	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December 11th Grade Online Access-See Description	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	December 3rd Grade online Access-See Description	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December Time 4 Learning First Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. 25th-Dec. 25th Pre-K-8th Elementary Subscription	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December - All Subjects	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Dec. 5th Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December : Time 4 Learning 8th	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December Time 4 Learning Pre-K	\$25.00
					4200-010-83	Books and Other Reference Materials	December Time 4 Learning 9th Grade	<b>\$35.00</b>

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					4200-010-83	Books and Other Reference Materials	December Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Course:Time4Learning Grade 2, December	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December - Gr. 4 Math, LA, SS	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December - Gr. 2 Math, LA, SS	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Dec 5th Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Dec 2nd Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December Time 4 Learning Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Time 4 Learning December	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December High School Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	Dec 7th Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Nov. 25th-Dec. 25th Pre-K-8th Monthly Subscription	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December 7th Grade Online Access-See Description	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December 5th Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	December High School Curriculum	<b>\$35.00</b>
51757	1/17/2018	Steve Spangler Science	Cleared	\$183.76	4200-010-83	Books and Other Reference Materials	The Ultimate Dry Ice Science Kit,Terror Twister, Slime Facto	<b>\$183.76</b>
51756	1/17/2018	The Rinks	Cleared	\$300.00	4200-010-83	Books and Other Reference Materials	HuntingtonBeach Nov.,Dec.: Hockey Innitiation 4-12	<b>\$150.00</b>
					4200-010-83	Books and Other Reference Materials	Huntington Beach Nov., Dec.: Hockey Initial 4-12 Yrs. Old	<b>\$150.00</b>
51768	1/18/2018	California Department of Education	Cleared	\$188,626.00	7999-060-00	Repayment of Revenue	Overpayment of Principal Apportionment funds-Thou Oaks/Simi	<b>\$188,626.00</b>
51770	1/18/2018	California Department of Education	Cleared	\$26,427.00	9590-020	Due to Grantor Governments	15-16 Recover Educator Effect. Funds-El Cajon Elem .K-5	<b>\$26,427.00</b>

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51771	1/18/2018	California Department of Education	Cleared	\$20,694.00	9590-060	Due to Grantor Governments	15-16 Educator Effect. Funds-Oxnard & Ventura	<b>\$20,694.00</b>
51772	1/18/2018	California Department of Education	Cleared	\$15,956.00	9590-040	Due to Grantor Governments	15-16 Recover Educator Effect.Funds-Los Angeles K-8	<b>\$15,956.00</b>
51769	1/18/2018	California Department of Education	Cleared	\$15,226.00	7999-060-39	Repayment of Revenue	The Return of Unused 2013-14 Proposition 39 Clean Energy	<b>\$15,226.00</b>
51775	1/18/2018	California Department of Education	Cleared	\$10,006.00	9590-050	Due to Grantor Governments	15-16 Recover Educator Effectiveness-Sonoma	<b>\$10,006.00</b>
51776	1/18/2018	California Department of Education	Cleared	\$22,405.00	9590-060	Due to Grantor Governments	15-16Recover Educator Effect.- Thousand Oaks&Simi Valley	<b>\$22,405.00</b>
51774	1/18/2018	California Department of Education	Cleared	\$9,224.00	9590-020	Due to Grantor Governments	15-16 Educator Effectiveness Funds	<b>\$9,224.00</b>
51773	1/18/2018	California Department of Education	Cleared	\$27,670.00	9590-020	Due to Grantor Governments	15-16 Recover Educator Effect. Funds-El Cajon Middle & High	<b>\$27,670.00</b>
51777	1/19/2018	Oxford Consulting Services Inc.	Cleared	\$9,205.00	5810-010-65	Educational Consultants	Services Provided in November 2017	<b>\$9,205.00</b>
51782	1/23/2018	Barnes & Noble, Inc.	Cleared	\$134.06	4200-010-83	Books and Other Reference Materials	Wonder Movie Tie In, Wrinkle In Time, Matilda Roald Dahl	<b>\$41.28</b>
					4200-010-83	Books and Other Reference Materials	The Girl Who Thought in Pictures, Maps, The 50 States	<b>\$92.78</b>
51798	1/23/2018	TalkBox.Mom	Cleared	\$343.20	4200-010-83	Books and Other Reference Materials	French Talkboxes Oct 2 - Jan 5	<b>\$343.20</b>
51785	1/23/2018	CM School Supply	Cleared	\$61.70	4200-010-83	Books and Other Reference Materials	Common Core Daily Math Practice,Our Amazing Solar System	<b>\$61.70</b>
51786	1/23/2018	Explorer Field Trips	Cleared	\$1,400.00	4200-010-83	Books and Other Reference Materials	Disneyland Student Kit	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Universal Studios Hollywood Teachers Kit	<b>\$520.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit Disney California Adventure	<b>\$250.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit Disney California Adventure	<b>\$250.00</b>



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					4200-010-83	Books and Other Reference Materials	Disneyland Teacher Kit	<b>\$250.00</b>
51793	1/23/2018	Moving Beyond the Page	Cleared	\$862.18	4200-010-83	Books and Other Reference Materials	#514 Age 9 To 11	<b>\$862.18</b>
51794	1/23/2018	Moving Beyond the Page	Cleared	\$2,227.55	4200-010-83	Books and Other Reference Materials	Full Year Pkge.-Language Arts, Science & Social Studies	<b>\$933.55</b>
					4200-010-83	Books and Other Reference Materials	Full Year Pkge.-Language Arts, Science & Social Studies	<b>\$773.75</b>
					4200-010-83	Books and Other Reference Materials	Full Year Pkge.-Language Arts, Science & Social Studies	<b>\$520.25</b>
51780	1/23/2018	Brainy Toys, Inc	Cleared	\$10.28	4200-010-83	Books and Other Reference Materials	Extreme Dot To Dot World of Dots:Folklore	<b>\$10.28</b>
51783	1/23/2018	Barnes & Noble, Inc.	Cleared	\$323.38	4200-010-83	Books and Other Reference Materials	Nook Tablet 7":, Screen Film Protector, Tablet Cover	<b>\$95.36</b>
					4200-010-83	Books and Other Reference Materials	Nook Tablet 7", Screen Film Protector, Tablet Cover	<b>\$95.36</b>
					4200-010-83	Books and Other Reference Materials	Tinkerbots My First Robot	<b>\$132.66</b>
51779	1/23/2018	Academics in a Box Inc.	Cleared	\$360.56	4200-010-83	Books and Other Reference Materials	6 Month STEM Subscription for Groovy Labs	<b>\$180.28</b>
					4200-010-83	Books and Other Reference Materials	Groovy Lab In A Box-6 Mo. Sunscription Nonrecurring	<b>\$180.28</b>
51796	1/23/2018	QUILL CORPORATION	Cleared	\$361.90	4200-010-83	Books and Other Reference Materials	HP Officejet Printer, Ink Cartridge, Copy Paper	<b>\$139.64</b>
					4200-010-83	Books and Other Reference Materials	Ink Cartridge, Colored Ink Epson	<b>\$115.28</b>
					4200-010-83	Books and Other Reference Materials	Dry Erase Markers,Scissors,Copy Paper	\$106.98
51778	1/23/2018	Apple Inc	Cleared	\$1,931.10	4200-010-83	Books and Other Reference Materials	Acct: 864439 CCN# 864440/Ipad Pro 10.5", Case	<b>\$778.98</b>
					4200-010-83	Books and Other Reference Materials	Acct: 864439 CCN#864440/Mac Book Air 13 Inch, Case	<b>\$1,152.12</b>
51795	1/23/2018	Nasco Modesto	Cleared	\$306.09	4200-010-83	Books and Other Reference Materials	BioQuest Individual Large-Sized Owl Pellet	<b>\$30.25</b>
					4200-010-83	Books and Other Reference Materials	Craft Sticks,Elmer Glue, Tissue Pop, Stretch Marker, Crayola	<b>\$275.84</b>
51787	1/23/2018	Homeschool Buyers Co-op	Cleared	\$799.87	4200-010-83	Books and Other Reference Materials	Highlights Travel Adventures World Complete Set	<b>\$293.25</b>
					4200-010-83	Books and Other Reference Materials	Highlights Mathmania 40 Book Set	<b>\$149.58</b>



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					4200-010-83	Books and Other Reference Materials	Touch/Type/Read/Spell 1 Year License	<b>\$84.95</b>
					4200-010-83	Books and Other Reference Materials	Brock Magiscope-Pkge.III, Surface Adaptor,Field Case	<b>\$272.09</b>
51805	1/23/2018	Trinity Cristo Rey Church	Cleared	\$5,000.00	5600-010-93	Space Rental/Leases Expense	February 2018 Rent	<b>\$5,000.00</b>
51806	1/23/2018	Water Court LLC	Cleared	\$8,419.88	5600-010-84	Space Rental/Leases Expense	February 2018 Rent	\$8,419.88
51788	1/23/2018	Kids Cook Real Food (Kitchen Stewardship, LLC)	Cleared	\$79.95	4200-010-83	Books and Other Reference Materials	Kids Cook All Levels	<b>\$79.95</b>
51789	1/23/2018	Kiwi Crate - USE K1009	Cleared	\$337.84	4200-010-83	Books and Other Reference Materials	Tinker Crate 6 Month Subscription	<b>\$117.98</b>
					4200-010-83	Books and Other Reference Materials	Tinker Crate 1 Year Subscription	<b>\$219.86</b>
51790	1/23/2018	Lakeshore Learning Materials	Cleared	\$301.90	4200-010-83	Books and Other Reference Materials	Sight Words, Hop Balls, Magna Tiles, Hopscotch, Pipe Stems	<b>\$301.90</b>
51791	1/23/2018	Pedia Learning	Cleared	\$287.56	4200-010-83	Books and Other Reference Materials	Foundations C-D Complete Set, Children's Literature Set	<b>\$287.56</b>
51792	1/23/2018	Little Passports, Inc.	Cleared	\$767.73	4200-010-83	Books and Other Reference Materials	USA Edition 3 Months Ages 6-10	<b>\$108.81</b>
					4200-010-83	Books and Other Reference Materials	Early Explorers - 6 Month Subscription	<b>\$134.85</b>
					4200-010-83	Books and Other Reference Materials	World Edition 6 Months, Weather Science Lab Kit	<b>\$135.89</b>
					4200-010-83	Books and Other Reference Materials	World Edition 12 Month, World Coin Collection, Weather Lab	<b>\$253.33</b>
					4200-010-83	Books and Other Reference Materials	Early Explorers Edition 6 Month Subscription	<b>\$134.85</b>
51797	1/23/2018	Rainbow Resource Center	Cleared	\$506.89	4200-010-83	Books and Other Reference Materials	Watercolor Pad, Tissue Paper, Yarn Bright Colors, Pencils	<b>\$57.96</b>
					4200-010-83	Books and Other Reference Materials	Fly Tap Friends, Girls Chef Kit, Cooking Class, Pompom Rug	<b>\$243.85</b>
					4200-010-83	Books and Other Reference Materials	Crayola Modeling Clay, Grotto Grip Pencils,Idea Builders	<b>\$205.08</b>
51807	1/23/2018	Orange County Department of Education	Cleared	\$130.00	5811-010-89	Student Transportation	2018 Orange County Spelling Bee	<b>\$130.00</b>
51802	1/23/2018	The Talk Team	Cleared	\$230.00	5810-010-65	Educational Consultants	92507 Compass, 60 mins, 60 min Individual	<b>\$115.00</b>

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					5810-010-65	Educational Consultants	92507 Compass, 60 mins, 60 min Individual	<b>\$115.00</b>
51784	1/23/2018	B & H Foto & Electronics	Cleared	\$284.93	4200-010-83	Books and Other Reference Materials	Learn To Play Soprano Ukulele Starter Kit	<b>\$59.99</b>
					4200-010-83	Books and Other Reference Materials	Samsung 10.1: Glaxy Tab, Samsung Book Cover for Galaxy Tab	<b>\$224.94</b>
51803	1/23/2018	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-84	Space Rental/Leases Expense	February 2018 Rent	<b>\$8,000.00</b>
51804	1/23/2018	New Jerusalem Elementary School District	Cleared	\$50,000.00	9505-010	Accounts Payable-Accrual	Settlement with NJESD - Installment Payment	<b>\$50,000.00</b>
51800	1/23/2018	Royal Staffing Services	Cleared	\$10.00	5874-010-84	Personnel Services	2013 Normal User Excel	<b>\$10.00</b>
51801	1/23/2018	Specialized Therapy Services	Cleared	\$4,115.00	5810-010-65	Educational Consultants	Assistive Technology Services, Speech, Vision	<b>\$2,312.50</b>
					5810-010-65	Educational Consultants	Assistive Technology Services, Audiology Serv., Speech	<b>\$1,802.50</b>
51781	1/23/2018	Blackbird & Company	Cleared	\$305.77	4200-010-83	Books and Other Reference Materials	Year Pack-Level 3A, Art Discovery, Hot Fudge Monday	<b>\$305.77</b>
51799	1/23/2018	McRory Pediatric Services, Inc.	Cleared	\$910.00	5810-010-65	Educational Consultants	Occupational & SpeechTherapy	<b>\$650.00</b>
					5810-010-65	Educational Consultants	Occupational & SpeechTherapy	<b>\$260.00</b>
51808	1/24/2018	National Geographic For Kids	Cleared	\$15.00	4200-010-83	Books and Other Reference Materials	Nat'l Geographic Kids Print Magazine	<b>\$15.00</b>
51809	1/26/2018	Autumn Clements	Cleared	\$57.98	5200-010-65	Travel and Conferences	REIMB: Milege 12/13 & 12/20/17	<b>\$57.98</b>
51814	1/30/2018	Barnes & Noble, Inc.	Cleared	\$282.92	4200-010-83	Books and Other Reference Materials	Harry & Potter and the Chamber of Secrets	<b>\$36.16</b>
					4200-010-83	Books and Other Reference Materials	My Secret Bully, My Day is Ruined	<b>\$16.25</b>
					4200-010-83	Books and Other Reference Materials	The Frog Prince Classic Stories, A Bad Case if Stripes	<b>\$230.51</b>
51812	1/30/2018	Arbor Learning Community	Cleared	\$1,026.25	4200-010-83	Books and Other Reference Materials	January-Discovering Physics	<b>\$37.50</b>
					4200-010-83	Books and Other Reference Materials	January-Mandarin,Robotics, Investigating Forensics	<b>\$135.00</b>
					4200-010-83	Books and Other Reference Materials	January-Advanced Chess,Robotics,Lit.Circle,Disc.Physics	<b>\$142.50</b>

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					4200-010-83	Books and Other Reference Materials	Exploring Solids, Liquids & Gases Grade 2-3	<b>\$37.50</b>
					4200-010-83	Books and Other Reference Materials	January-Disc.Physics,Energy, Mandarin, Creative Writing	<b>\$131.25</b>
					4200-010-83	Books and Other Reference Materials	January-HS Lit & Comp. Grade 98,HS Biology Grade 9 OR 10	<b>\$132.50</b>
					4200-010-83	Books and Other Reference Materials	January-HS Lit & Comp 9th Grade,HS Biology Grades 9-10	<b>\$132.50</b>
					4200-010-83	Books and Other Reference Materials	January-Robotics,Discover.Marine Biology,Creative Writing	<b>\$146.25</b>
					4200-010-83	Books and Other Reference Materials	Jan.-Discovering Creative Writing,Mandarin Gr. 2-4, Physics	<b>\$131.25</b>
51811	1/30/2018	All About Learning Press, Inc.	Cleared	\$120.90	4200-010-83	Books and Other Reference Materials	All About Reading Level 4	<b>\$120.90</b>
51815	1/30/2018	Baker Creek Heirloom Seeds	Cleared	\$57.11	4200-010-83	Books and Other Reference Materials	2018 Catalog,Sage Broad Leaf,Glass Gem Corn,Caraway	<b>\$57.11</b>
51816	1/30/2018	Bridges Equestrian Inc	Cleared	\$600.00	4200-010-83	Books and Other Reference Materials	Nov.Dec.Pony Pals Horseback Riding Private Lessons	<b>\$300.00</b>
					4200-010-83	Books and Other Reference Materials	Nov.-Pony Pals Horseback Riding Private Lessons	<b>\$300.00</b>
51810	1/30/2018	Apple Inc	Cleared	\$864.35	4200-010-83	Books and Other Reference Materials	Acct: 864439 CCN# 864440/Apple Pen for iPad Pro	<b>\$137.92</b>
					4200-010-83	Books and Other Reference Materials	Acct: 864439 CCN# 864440 / Apple iPad Pro 64 GB	<b>\$726.43</b>
51813	1/30/2018	Acorn Naturalist	Cleared	\$137.12	4200-010-83	Books and Other Reference Materials	Beach Quest Scarf, Owl Call, The Curious Nature Guide	<b>\$137.12</b>
51818	1/30/2018	1 Creative Spot	Cleared	\$900.00	5810-010-93	Educational Consultants	OCLC Navigators Community	<b>\$900.00</b>
51819	1/30/2018	Explorer Field Trips	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	Student Kit Knott's Berry Farm	<b>\$100.00</b>
51820	1/30/2018	Education.com	Cleared	\$60.00	4200-010-83	Books and Other Reference Materials	12 Month Subscription	<b>\$60.00</b>
51821	1/30/2018	Fundamental Foundations	Cleared	\$666.66	4200-010-83	Books and Other Reference Materials	Nov.Dec. Core Classes	<b>\$666.66</b>
51822	1/30/2018	Freshi Films, LLC	Cleared	\$299.00	4200-010-83	Books and Other Reference Materials	All Courses 1 Year	<b>\$299.00</b>
51826	1/30/2018	The Regents of the University of California	Cleared	\$343.75	4200-010-83	Books and Other Reference Materials	Yearly Youth Cost 4-H	<b>\$68.75</b>
					4200-010-83	Books and Other Reference Materials	Goat Project, Swine Project, Present.Proj.Youth Fee for 4-H	<b>\$68.75</b>

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					4200-010-83	Books and Other Reference Materials	Elias Famania Yearly Youth Cosr for 4-H	<b>\$68.75</b>
					4200-010-83	Books and Other Reference Materials	4-H Youth Yealy Cost	<b>\$68.75</b>
					4200-010-83	Books and Other Reference Materials	Goat Proj,Cooking Proj.,Art Proj.Youth 4-H Fee	<b>\$68.75</b>
51817	1/30/2018	A Child's Dream	Cleared	\$27.90	4200-010-83	Books and Other Reference Materials	Opaque Watercolor Paint Set 24 Colors	<b>\$27.90</b>
51825	1/30/2018	Foreign Languages For Kids By Kids	Cleared	\$44.98	4200-010-83	Books and Other Reference Materials	Spanish DVD Level 1 & 2	<b>\$44.98</b>
51824	1/30/2018	Fat Brain Holding, LLC	Cleared	\$63.89	4200-010-83	Books and Other Reference Materials	Swing Thing, 50 Pc. Set Squigz Deluxe	<b>\$63.89</b>
51823	1/30/2018	Fashion Camp-Create. Design, Sew. LLC	Cleared	\$141.34	4200-010-83	Books and Other Reference Materials	Supplies Kit, Tote Kit,Pillow Kit	<b>\$141.34</b>
51827	1/31/2018	Brainy Toys, Inc	Cleared	\$300.60	4200-010-83	Books and Other Reference Materials	Brain Quest 1st Grade, Alph.Bingo Board Gam	<b>\$72.80</b>
					4200-010-83	Books and Other Reference Materials	Laser Pegs, Brainbox S.T.E.A.M.	\$227.80
51838	1/31/2018	Demme Learning	Cleared	\$183.55	4200-010-83	Books and Other Reference Materials	Delta Universal Set	<b>\$183.55</b>
51839	1/31/2018	Noonan Family Swim School Inc	Cleared	\$56.25	4200-010-83	Books and Other Reference Materials	Dec.Swimming Classes 1X Per Week - Murrieta	<b>\$56.25</b>
51831	1/31/2018	Hickory Grove Press	Cleared	\$45.80	4200-010-83	Books and Other Reference Materials	How To Take the GRRR Out of Anger, Comics	<b>\$45.80</b>
51832	1/31/2018	Inspire In-Home Tutoring, Inc.	Cleared	\$912.00	4200-010-83	Books and Other Reference Materials	2 Hours Tutoring October	<b>\$96.00</b>
					4200-010-83	Books and Other Reference Materials	December 2017 Tutoring	<b>\$384.00</b>
					4200-010-83	Books and Other Reference Materials	6 Hours Tutoring December	<b>\$288.00</b>
					4200-010-83	Books and Other Reference Materials	December Tutoring-Math & ELA 5th Grade	<b>\$144.00</b>
51828	1/31/2018	Biola University	Cleared	\$2,000.00	4200-010-83	Books and Other Reference Materials	Class Instruction: Voyager's Community Spring Semester	<b>\$500.00</b>
					4200-010-83	Books and Other Reference Materials	Class Instruction: Voyager's Community Spring Semester	<b>\$500.00</b>
					4200-010-83	Books and Other Reference Materials	Class Instruction: Voyager's Community Spring Semester	<b>\$500.00</b>

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					4200-010-83	Books and Other Reference Materials	Class Instruction: Voyager's Community Spring Semester	<b>\$500.00</b>
51835	1/31/2018	LittleBits Electronics, Inc.	Cleared	\$189.95	4200-010-83	Books and Other Reference Materials	Gizoms & Gadgets Kit 2nd Edition	<b>\$189.95</b>
51836	1/31/2018	Language Door Inc	Cleared	\$199.00	4200-010-83	Books and Other Reference Materials	December Spanish Beginner II - Encino	<b>\$99.50</b>
					4200-010-83	Books and Other Reference Materials	November Beginner Spanish-Encino	<b>\$99.50</b>
51846	1/31/2018	Raddish Kids	Cleared	\$193.82	4200-010-83	Books and Other Reference Materials	6 Month Raddish Membership, Sibling Materials	<b>\$193.82</b>
51847	1/31/2018	School Specialty	Cleared	\$26.76	4200-010-83	Books and Other Reference Materials	Crazy Aarons Liquid Glass Thinking Putty	<b>\$26.76</b>
51848	1/31/2018	Teachers Synergy, LLC	Cleared	\$39.49	4200-010-83	Books and Other Reference Materials	Teachers Pay Teachers Quote ID# 80046	<b>\$39.49</b>
51849	1/31/2018	Time 4 Learning	Cleared	\$25.00	4200-010-83	Books and Other Reference Materials	December Middle School Curriculum	<b>\$25.00</b>
51850	1/31/2018	Tustin Volleyball Club LLC	Cleared	\$550.00	4200-010-83	Books and Other Reference Materials	Nov.Dec. PE Instruction	<b>\$425.00</b>
					4200-010-83	Books and Other Reference Materials	November Volleyball - Tustin	<b>\$125.00</b>
51833	1/31/2018	Ivy Kids LLC	Cleared	\$29.90	4200-010-83	Books and Other Reference Materials	December Ivy Kids 2017 Holiday Mini-Kit-12 Days of Christmas	<b>\$29.90</b>
51834	1/31/2018	Lakeshore Learning Materials	Cleared	\$1,630.88	4200-010-83	Books and Other Reference Materials	Pipe Stems, Tissue Paper Squares	<b>\$253.67</b>
					4200-010-83	Books and Other Reference Materials	Keepstake Portfolio, Mini Stampers	<b>\$428.17</b>
					4200-010-83	Books and Other Reference Materials	Easy Grip Football, Washable Broad Tip Markers	<b>\$89.59</b>
					4200-010-83	Books and Other Reference Materials	Superbrite Construction Paper	<b>\$14.02</b>
					4200-010-83	Books and Other Reference Materials	Scooter Board, Theraputty, Finger Paint Paper	<b>\$730.38</b>
					4200-010-83	Books and Other Reference Materials	Washable Sensory Beads,Counting Match Ups	<b>\$115.05</b>
51829	1/31/2018	Home Science Tools	Cleared	\$86.35	4200-010-83	Books and Other Reference Materials	Science Wiz Light Kit, Tin Can Robot Kit	<b>\$86.35</b>
51852	1/31/2018	Time 4 Writing	Cleared	\$198.00	4200-010-83	Books and Other Reference Materials	High School - Online Writing Course	<b>\$99.00</b>
					4200-010-83	Books and Other Reference Materials	High School - Online Writing Course	<b>\$99.00</b>

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51837	1/31/2018	The Little Gym of Fresno	Cleared	\$203.00	4200-010-83	Books and Other Reference Materials	Nov.Dec. Flips Gymnastics Class	<b>\$168.00</b>
					4200-010-83	Books and Other Reference Materials	December Cartwheel & Aerial Camp	<b>\$35.00</b>
51830	1/31/2018	Handwriting Without Tears	Cleared	\$25.18	4200-010-83	Books and Other Reference Materials	Key Power + Printing Plus, 2nd Grade Teachers Guide	<b>\$25.18</b>
51844	1/31/2018	QUILL CORPORATION	Cleared	\$119.79	4200-010-83	Books and Other Reference Materials	Tri-Color Inkjet Cartridge, Copy Paper	<b>\$77.90</b>
					4200-010-83	Books and Other Reference Materials	/Headset With Microphone	<b>\$41.89</b>
51841	1/31/2018	Play Your Part, Inc	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	Mission Viejo Studio Dec.-Let's Play Music	<b>\$100.00</b>
51845	1/31/2018	Rainbow Resource Center	Cleared	\$2,234.07	4200-010-83	Books and Other Reference Materials	Crayola Storage Tin With Sharpener, Xtra Fine Glitter Silver	<b>\$38.85</b>
					4200-010-83	Books and Other Reference Materials	Exploring the Wonders of Nature Kit, Conquering Kindergarten	<b>\$54.91</b>
					4200-010-83	Books and Other Reference Materials	Daily Phonics Grade 2, Super Genius Compound Words	<b>\$281.72</b>
					4200-010-83	Books and Other Reference Materials	United States Coloring Book, Great States Game	<b>\$89.43</b>
					4200-010-83	Books and Other Reference Materials	Biology Quick Study, Time & Money Workbook	<b>\$119.28</b>
					4200-010-83	Books and Other Reference Materials	RightSmart Mathematics Level A Worksheets (Kindergarten)	<b>\$469.53</b>
					4200-010-83	Books and Other Reference Materials	Freestanding Jr. Boxing Set, Magnetic Levitation Express	<b>\$285.27</b>
					4200-010-83	Books and Other Reference Materials	Fandex Presidents, Super Now, Boys Book of Adventure	<b>\$128.63</b>
					4200-010-83	Books and Other Reference Materials	Sculpey III Sampler	<b>\$42.55</b>
					4200-010-83	Books and Other Reference Materials	Stockwar Wax Crayons, Super Snow, Frozen Smencil Set	<b>\$119.79</b>
					4200-010-83	Books and Other Reference Materials	Building Spelling Skills Grade 3, Learning Spanish Wrap Up	<b>\$77.00</b>
					4200-010-83	Books and Other Reference Materials	Mod Podge, Xtra Fine Glitter, Colored Mech. Pencil Set	<b>\$138.44</b>
					4200-010-83	Books and Other Reference Materials	Reading Detective B1 Combined Volume	<b>\$215.14</b>
					4200-010-83	Books and Other Reference Materials	Explore the 50 States Trivia Game, Chemistry Fluxx Game	<b>\$173.53</b>

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

51843	1/31/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$49.17	4200-010-83	Books and Other Reference Materials	/ SPR210 Portabella Mushroom Kit	\$49.17
51842	1/31/2018	Penelope Pauley	Cleared	\$300.00	4200-010-83	Books and Other Reference Materials	Dec. Drama Instruction T/TH	\$300.00
51840	1/31/2018	Play Well TEKnologies	Cleared	\$297.00	4200-010-83	Books and Other Reference Materials	Little Gym Thousand Oaks Robotics With EV3 Sept-Dec.	\$297.00
51853	2/1/2018	World's Greatest Promotional Stuff	Cleared	\$5,054.99	5815-010-82	Advertising/Recruiting	6 Table Runners & 1 Runner	\$336.23
					4300-010-84	Materials and Supplies	150 Sunscreens	\$446.56
					4300-010-84	Materials and Supplies	100 Lanyards & 1 LTM	\$204.39
					5815-010-82	Advertising/Recruiting	500 Pens Javalina Spring	\$398.45
					4300-010-84	Materials and Supplies	Employee of the Year Awards	\$399.68
					5815-010-82	Advertising/Recruiting	1000 Whistles	\$1,477.58
					4300-010-84	Materials and Supplies	100 Custom Computer Skins	\$568.29
					5815-010-82	Advertising/Recruiting	500 Pens Javalina Spring	\$382.89
					5815-010-82	Advertising/Recruiting	4 Polo Shirts Ladies	\$103.97
					5815-010-82	Advertising/Recruiting	1000 Pens Javalina #339	\$736.95
51854	2/2/2018	K12 Management, Inc.	Cleared	\$21,018.00	4100-040-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Services Fee-LA	\$12,566.00
					4100-030-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Services Fee-Fresno	\$3,084.00
					4100-020-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Services Fee-Del Mar	\$5,368.00
51882	2/5/2018	Weil Tennis Academy	Cleared	\$425.00	4200-010-83	Books and Other Reference Materials	January Tennis Instruction	\$425.00
51863	2/5/2018	Candi Chavez	Cleared	\$202.00	4200-010-83	Books and Other Reference Materials	January 2018 Piano Lessons in Orange Studio	\$75.00
					4200-010-83	Books and Other Reference Materials	Janurary 2018 Piano Lessons - Daniel	\$52.00
					4200-010-83	Books and Other Reference Materials	January 2018 Piano Lessons	\$75.00
51856	2/5/2018	Adobe Systems Incorporated	Cleared	\$419.88	4200-010-83	Books and Other Reference Materials	Adobe Cloud	\$419.88
51858	2/5/2018	Blackbird & Company	Cleared	\$129.60	4200-010-83	Books and Other Reference Materials	Year Pack - Level 3C - Guides Only	\$129.60
51864	2/5/2018	Allison Saleh	Cleared	\$204.00	4200-010-83	Books and Other Reference Materials	January 2018 Guitar Lessons	\$104.00
					4200-010-83	Books and Other Reference Materials	January 2018 Piano Lesson (Beginner)	\$100.00



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51859	2/5/2018	BookShark LLC	Cleared	\$2,802.99	4200-010-83	Books and Other Reference Materials	Math U See Pre Algebra (Customize)	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	The Usborne Time Traveler, Tut's Mummy Lost & Found	<b>\$97.54</b>
					4200-010-83	Books and Other Reference Materials	Level 4 All -Subject PACKAGE	<b>\$836.55</b>
					4200-010-83	Books and Other Reference Materials	3rd Grade Teaching Textbooks Math Package no Customization	<b>\$128.59</b>
					4200-010-83	Books and Other Reference Materials	Math U See Algebra 1 Starter Kit W/O the Decimal andBlockkit	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	Reading With History 5, The Grammar Ace Package	<b>\$573.76</b>
					4200-010-83	Books and Other Reference Materials	Level 2 All Subject Package	<b>\$863.36</b>
					4200-010-83	Books and Other Reference Materials	Handwriting W/O Tears Part 2	<b>\$19.00</b>
					4200-010-83	Books and Other Reference Materials	Math U See Algebra 1 Student Pack	<b>\$41.00</b>
					4200-010-83	Books and Other Reference Materials	The Grammar Ace Workbook "No Customization"	<b>\$63.19</b>
51865	2/5/2018	Explorer Field Trips	Cleared	\$695.00	4200-010-83	Books and Other Reference Materials	Escape Room Palm Springs Teacher Kit	<b>\$460.00</b>
					4200-010-83	Books and Other Reference Materials	Escape Rooms Palm Springs Student Kit	<b>\$235.00</b>
51866	2/5/2018	Essentials in Writing	Cleared	\$180.95	4200-010-83	Books and Other Reference Materials	Essentials in Writing Level 1, Add'l Level 1 Wkbk., Level 3	<b>\$180.95</b>
51867	2/5/2018	El Paseo Children's Center	Cleared	\$765.00	4200-010-83	Books and Other Reference Materials	Sept.,Oct.,Nov.,Dec.,Jan. Equestrain Classess	<b>\$765.00</b>
51868	2/5/2018	Foreign Languages For Kids By Kids	Cleared	\$39.99	4200-010-83	Books and Other Reference Materials	3 Month Membership	<b>\$39.99</b>
51880	2/5/2018	Rainbow Resource Center	Cleared	\$932.90	4200-010-83	Books and Other Reference Materials	Golden Goblet, History Pockets, Ben & Me, How To Read A Book	<b>\$321.32</b>
					4200-010-83	Books and Other Reference Materials	Backyard Safari, Ladybug Land, Live Butterfly Games	<b>\$63.73</b>
					4200-010-83	Books and Other Reference Materials	Brain Quest, Playful ChefKnife Set,Cat's Cradle	<b>\$121.76</b>
					4200-010-83	Books and Other Reference Materials	WriteShop Primary Book, Glue Stick Clear, Cutting Activities	<b>\$99.85</b>



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					4200-010-83	Books and Other Reference Materials	Emperor's Egg, Scooter Board w/Handles, Funchute Parachute	<b>\$87.86</b>
					4200-010-83	Books and Other Reference Materials	History Pockets, My Book Of Sentences, My Writing Words	<b>\$111.40</b>
					4200-010-83	Books and Other Reference Materials	Hundred Number Chart, Candy Scented Stickers	<b>\$55.23</b>
					4200-010-83	Books and Other Reference Materials	American Sign Language for Kids Volume 1 DVD	<b>\$20.00</b>
					4200-010-83	Books and Other Reference Materials	Math Mammoth Light Blue Series	<b>\$51.75</b>
51869	2/5/2018	Home Science Tools	Cleared	\$121.00	4200-010-83	Books and Other Reference Materials	Hydraulic Robotic Arm, Mineral Study Kit, Rock Study Kit	<b>\$121.00</b>
51870	2/5/2018	Handwriting Without Tears	Cleared	\$54.14	4200-010-83	Books and Other Reference Materials	Can Do Keyboarding + Can Do Print	<b>\$25.09</b>
					4200-010-83	Books and Other Reference Materials	Cursive Success, Can Do Print	<b>\$29.05</b>
51855	2/5/2018	Acorn Naturalist	Cleared	\$444.93	4200-010-83	Books and Other Reference Materials	Solar Power, Hydropower Renewable Energy Science	<b>\$117.13</b>
					4200-010-83	Books and Other Reference Materials	Bird Tracks and Signs, Thayer Birding Software	<b>\$327.80</b>
51881	2/5/2018	STEM Reads, LLC	Outstanding	\$33.32	4200-010-83	Books and Other Reference Materials	3-Month Subscription Stem Reads	<b>\$33.32</b>
51876	2/5/2018	Little Medical School	Cleared	\$194.00	4200-010-83	Books and Other Reference Materials	Oct.,Nov.,Dec. - Little Veterinarian School	<b>\$194.00</b>
51877	2/5/2018	LIVE Online Math	Cleared	\$195.00	4200-010-83	Books and Other Reference Materials	1st Semester Pre-Algebra	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Algebra Video Plus Course - Fall Semester	<b>\$65.00</b>
51878	2/5/2018	Moving Beyond the Page	Cleared	\$263.17	4200-010-83	Books and Other Reference Materials	Number the Stars, Albert Einstein, Solar System, World War 1	<b>\$263.17</b>
51879	2/5/2018	QUILL CORPORATION	Cleared	\$1,382.93	4200-010-83	Books and Other Reference Materials	Copy Paper, Letter Size, 3-Hole Punch	<b>\$19.88</b>
					4200-010-83	Books and Other Reference Materials	Acer Chromebook 15.6"	<b>\$489.05</b>
					4200-010-83	Books and Other Reference Materials	Black Ink, Color Ink, Paper	\$55.04
					4200-010-83	Books and Other Reference Materials	Spiral-Bound Notebook, Colored Pencils	<b>\$249.93</b>
					4200-010-83	Books and Other Reference Materials	/ Noise Cancelation Headset, Laser Mouse	<b>\$54.86</b>

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					4200-010-83	Books and Other Reference Materials	Black Ink, Multi-Purpose Paper	\$21.53
					4200-010-83	Books and Other Reference Materials	Self-Stick Easel Pad Flip Chart	<b>\$67.79</b>
					4200-010-83	Books and Other Reference Materials	Color Injet All-in-One Printer	\$163.04
					4200-010-83	Books and Other Reference Materials	Black Ink Cartridge	\$42.76
					4200-010-83	Books and Other Reference Materials	SmartTouch 3-Hole Punch,Dry-Erase Markers	<b>\$59.61</b>
					4200-010-83	Books and Other Reference Materials	/ Games & Activities, Champion Sports	<b>\$68.46</b>
					4200-010-83	Books and Other Reference Materials	Copy Paper, Blk. Ink Cartridge	\$90.98
51861	2/5/2018	Bitsbox	Cleared	\$104.85	4200-010-83	Books and Other Reference Materials	3 Months Deluxe Bitsbox Subscription	<b>\$104.85</b>
51862	2/5/2018	Brain Zone Reading & Learning Center	Cleared	\$1,395.00	4200-010-83	Books and Other Reference Materials	Oct., Nov., Dec. Language Arts for Dyslexia	<b>\$1,395.00</b>
51874	2/5/2018	Kiwi Crate - USE K1009	Cleared	\$117.98	4200-010-83	Books and Other Reference Materials	Kiwi Crate 6-Month Subscription	<b>\$117.98</b>
51875	2/5/2018	Lakeshore Learning Materials	Cleared	\$934.42	4200-010-83	Books and Other Reference Materials	Math Brain Electronic Games	<b>\$459.90</b>
					4200-010-83	Books and Other Reference Materials	Trace-N-Draw Projector,Touch & Learn Map	<b>\$474.52</b>
51860	2/5/2018	B & H Foto & Electronics	Cleared	\$614.94	4200-010-83	Books and Other Reference Materials	Square Trade 2 year protection Plan, XYZ Printing Da Vinci	<b>\$614.94</b>
51873	2/5/2018	Institute for Excellence in Writing	Cleared	\$298.00	4200-010-83	Books and Other Reference Materials	The Nose Tree:Teachers Manual, Student Book	<b>\$39.00</b>
					4200-010-83	Books and Other Reference Materials	A Teaching Writing/Student Writing Value Package Level	<b>\$259.00</b>
51857	2/5/2018	BLICK Art Materials	Cleared	\$138.86	4200-010-83	Books and Other Reference Materials	Paint Cups, Roaring ,Spring Kids Paint Sets	<b>\$89.75</b>
					4200-010-83	Books and Other Reference Materials	Roaring Spring Kids SKetch Book, Blick Studio Drawing Pad	<b>\$49.11</b>
51872	2/5/2018	Amy Hite	Cleared	\$140.00	4200-010-83	Books and Other Reference Materials	Guitar Lessons January 2018	<b>\$140.00</b>
51871	2/5/2018	Hansen Dam Riding School	Cleared	\$245.00	4200-010-83	Books and Other Reference Materials	Dec., Jan. Riding Lessons Once Per Week	<b>\$245.00</b>
51883	2/6/2018	FlipSwitch, Inc.	Cleared	\$4,000.00	5815-010-82	Advertising/Recruiting	3 Day Video Shoot in LA w/2 person Crew	<b>\$4,000.00</b>

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51884	2/8/2018	SYNCS/AMAZON	Cleared	\$503.78	4300-010-84	Materials and Supplies	Lysol	<b>\$33.14</b>
					4200-010-80	Books and Other Reference Materials	The Energy Bus: Rules	<b>\$15.24</b>
					4300-010-84	Materials and Supplies	Party Dimemnsions, Adjustable Monitor,Sugar	<b>\$239.83</b>
					4300-010-84	Materials and Supplies	Wipes, Sugar	<b>\$55.84</b>
					4300-010-84	Materials and Supplies	Pilot G2 Roll	<b>\$9.96</b>
					4300-010-84	Materials and Supplies	Bonsail EverShred	<b>\$149.77</b>
51885	2/8/2018	Allstate Building & Office Maintenance, Inc.	Cleared	\$1,250.00	5500-010-84	Operation and Housekeeping Services	Janitorial Services Rendered to Feb. 1	<b>\$1,250.00</b>
51903	2/9/2018	History Unboxed	Cleared	\$617.34	4200-010-83	Books and Other Reference Materials	Ancient Australia Unboxed, Ghana Unboxed	<b>\$333.53</b>
					4200-010-83	Books and Other Reference Materials	3-Month Subscription Ancient History, Ancient History Welcom	<b>\$283.81</b>
51888	2/9/2018	Barnes & Noble, Inc.	Cleared	\$139.09	4200-010-83	Books and Other Reference Materials	Salad Nip Coaching Cards, Captivate	\$67.79
					4200-010-83	Books and Other Reference Materials	/ Tide Pool Trouble, The Goodnight Train	<b>\$71.30</b>
51904	2/9/2018	Homeschool Spanish Academy Inc.	Cleared	\$729.00	4200-010-83	Books and Other Reference Materials	Sept.,Oct.,Nov.,Dec.,Jan: Spanish Grade 5	<b>\$219.00</b>
					4200-010-83	Books and Other Reference Materials	First Semester 30 Spanish Classes	<b>\$170.00</b>
					4200-010-83	Books and Other Reference Materials	60 Classes, 25 Min. Each	<b>\$340.00</b>
51891	2/9/2018	Burbank Music Academy	Cleared	\$520.00	4200-010-83	Books and Other Reference Materials	January 8 - 30 Minute Homeschool Private Lessons	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January Piano Lessons	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	January Piano Lessons	<b>\$130.00</b>
51887	2/9/2018	Art Steps, Inc.	Cleared	\$101.00	4200-010-83	Books and Other Reference Materials	January Yorba Linda-Homeschool Art Class	<b>\$101.00</b>
51905	2/9/2018	Inspire In-Home Tutoring, Inc.	Cleared	\$1,248.00	4200-010-83	Books and Other Reference Materials	January Tutoring	<b>\$384.00</b>
					4200-010-83	Books and Other Reference Materials	January Tutoring-Math-Lang Arts	<b>\$192.00</b>
					4200-010-83	Books and Other Reference Materials	January Tutoring-Math-Lang Arts	<b>\$192.00</b>

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					4200-010-83	Books and Other Reference Materials	January Tutoring-Math and ELA	<b>\$192.00</b>
					4200-010-83	Books and Other Reference Materials	One hour Tutoring/Week for 3 Weeks January	<b>\$144.00</b>
					4200-010-83	Books and Other Reference Materials	1 Hour Tutoring/Week for 3 Weeks January	<b>\$144.00</b>
51886	2/9/2018	Acorn Naturalist	Cleared	\$49.80	4200-010-83	Books and Other Reference Materials	Compact Student Binocular	<b>\$49.80</b>
51890	2/9/2018	BookShark LLC	Cleared	\$347.59	4200-010-83	Books and Other Reference Materials	Teaching Textbooks Math Package no Customization	<b>\$128.59</b>
					4200-010-83	Books and Other Reference Materials	History of Science 8 Package	<b>\$219.00</b>
51908	2/9/2018	Department of Justice	Cleared	\$32.00	5815-010-84	Advertising/Recruiting	Fingerprint Apps	<b>\$32.00</b>
51899	2/9/2018	Genius Box, Inc	Cleared	\$72.00	4200-010-83	Books and Other Reference Materials	Grade 5 - 3 Month Subscription	<b>\$72.00</b>
51900	2/9/2018	Guitar Ninjas	Cleared	\$255.00	4200-010-83	Books and Other Reference Materials	January Guitar Lesson (Studio)	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	January - Guitar Lessons (In Studio)	<b>\$135.00</b>
51893	2/9/2018	Barnabas Robotics Inc	Cleared	\$315.00	4200-010-83	Books and Other Reference Materials	Burbank-Sept.,Oct.,Nov.,Dec.,Jan-Build Your Own Robot	<b>\$315.00</b>
51901	2/9/2018	Gigi V. Frack	Cleared	\$95.00	4200-010-83	Books and Other Reference Materials	January - Kid Yoga Classes	<b>\$95.00</b>
51902	2/9/2018	Green Acres Ranch Inc.	Cleared	\$540.00	4200-010-83	Books and Other Reference Materials	January - Riding Lessons	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	January - Kid Yoga Classes	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	January - Riding Lessons	<b>\$180.00</b>
51894	2/9/2018	Creative Creatures & Co.	Cleared	\$299.00	4200-010-83	Books and Other Reference Materials	Jan. Illustration Instruction	<b>\$250.00</b>
					4200-010-83	Books and Other Reference Materials	Burbank-January All About Animals	<b>\$49.00</b>
51892	2/9/2018	Bridges Equestrian Inc	Cleared	\$480.00	4200-010-83	Books and Other Reference Materials	January: Pony Pals Horseback Riding Private Lessons	<b>\$240.00</b>
					4200-010-83	Books and Other Reference Materials	January: Pony Pals Horseback Riding Private Lessons	<b>\$240.00</b>
51906	2/9/2018	Intro 2 Skateboarding	Cleared	\$160.00	4200-010-83	Books and Other Reference Materials	January - Intro 2 Skateboarding Level 1	<b>\$100.00</b>

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					4200-010-83	Books and Other Reference Materials	January Skateboarding Lessons, Fountain Valley	<b>\$60.00</b>
51898	2/9/2018	Elemental Science Inc.	Cleared	\$7.50	4200-010-83	Books and Other Reference Materials	Biology for the Grammar Stage Lapbooking Templates	<b>\$7.50</b>
51907	2/9/2018	Ishary Corp.	Cleared	\$56.25	4200-010-83	Books and Other Reference Materials	January Cypress - Exploring Reading & Literature	<b>\$56.25</b>
51896	2/9/2018	Claremont Community School of Music	Cleared	\$144.00	4200-010-83	Books and Other Reference Materials	January Trumpet Lessons	<b>\$144.00</b>
51897	2/9/2018	Discount School Supply	Cleared	\$76.65	4200-010-83	Books and Other Reference Materials	96 Pieces, World Floor Puzzle	<b>\$50.89</b>
					4200-010-83	Books and Other Reference Materials	Robokit Art	<b>\$25.76</b>
51895	2/9/2018	CompuScholar, Inc.	Cleared	\$120.00	4200-010-83	Books and Other Reference Materials	Digital Savvy Online	<b>\$120.00</b>
51889	2/9/2018	Barnes & Noble, Inc.	Cleared	\$389.85	4200-010-83	Books and Other Reference Materials	Son-4, Wonder-4, Treasure Island -4	<b>\$156.37</b>
					4200-010-83	Books and Other Reference Materials	Fly Guy Presents Sharks, Ghost Town	<b>\$50.72</b>
					4200-010-83	Books and Other Reference Materials	Tales of a Fourth Grade Nothing, Big Fantastic Earth	<b>\$10.98</b>
					4200-010-83	Books and Other Reference Materials	Robotic Hand, Crazy Aaron's Greatest Hits	\$86.82
					4200-010-83	Books and Other Reference Materials	Mr. Tucket-4, The Giver-4, Gathering Blue-4	\$84.96
51909	2/12/2018	Brainy Toys, Inc	Cleared	\$143.75	4200-010-83	Books and Other Reference Materials	Pattern Play: Bright Colors, Q-Bitz	\$143.75
51918	2/12/2018	QUILL CORPORATION	Cleared	\$2,382.65	4200-010-83	Books and Other Reference Materials	Dell 15.6" Laptop, Briefcase	<b>\$446.05</b>
					4200-010-83	Books and Other Reference Materials	Folders, Copy Paper, Tape, Pens, Glue	<b>\$242.57</b>
					4200-010-83	Books and Other Reference Materials	Samsung Galaxy Tab 9.6", Flip Cover	<b>\$264.67</b>
					4200-010-83	Books and Other Reference Materials	HP Omen 15.6" Gaming Laptop, Sleeve	\$1,094.74
					4200-010-83	Books and Other Reference Materials	Ultimate Art Supply Kit	\$35.75
					4200-010-83	Books and Other Reference Materials	Ink Cartridges, Copy Paper, Notebook, Pencils	<b>\$104.98</b>
					4200-010-83	Books and Other Reference Materials	Sheet Protectors, Posit-it, 3 Ring Binder	<b>\$28.27</b>

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					4200-010-83	Books and Other Reference Materials	Premier Colored Pencil Set	\$165.62
51923	2/12/2018	Samara Rice	Cleared	\$118.00	4200-010-83	Books and Other Reference Materials	January:Studio-Piano Lessons 30 Min. once a week	<b>\$118.00</b>
51924	2/12/2018	SimplyCoding	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	Sept.,Oct.,Nov.Dec. Simply Coding Level 1	<b>\$100.00</b>
51911	2/12/2018	Lakeshore Learning Materials	Cleared	\$368.64	4200-010-83	Books and Other Reference Materials	Natural Tree Rings, Giant Ink Pads	\$117.89
					4200-010-83	Books and Other Reference Materials	Mold & Play Sand, Chess Teacher	\$250.75
51913	2/12/2018	Martial Arts International	Cleared	\$65.00	4200-010-83	Books and Other Reference Materials	Janurary Karate Lessons	<b>\$65.00</b>
51914	2/12/2018	Noonan Family Swim School Inc	Cleared	\$75.00	4200-010-83	Books and Other Reference Materials	Jan Swimming Classes 1x Per Week - Murrieta	<b>\$75.00</b>
51915	2/12/2018	Oak Meadow Inc.	Cleared	\$315.00	4200-010-83	Books and Other Reference Materials	Teacher Manual, Earth Science	<b>\$315.00</b>
51910	2/12/2018	Inspire In-Home Tutoring, Inc.	Cleared	\$192.00	4200-010-83	Books and Other Reference Materials	January 4 Hours Tutoring	<b>\$192.00</b>
51922	2/12/2018	Singapore Math Inc.	Cleared	\$111.97	4200-010-83	Books and Other Reference Materials	MPH Science (Intl) Textbook, Activity Book	<b>\$53.35</b>
					4200-010-83	Books and Other Reference Materials	Lower Sec Sci Matters Textbook Voulme B, Sci Matters, Wkbk	<b>\$58.62</b>
51917	2/12/2018	Penelope Pauley	Cleared	\$500.00	4200-010-83	Books and Other Reference Materials	Jan Drama Instruction T/TH	<b>\$500.00</b>
51920	2/12/2018	Right Start Math ( Activities For Learning)	Cleared	\$97.35	4200-010-83	Books and Other Reference Materials	Level F Second Edition Bundle	<b>\$97.35</b>
51921	2/12/2018	Riverside Dance Academy	Cleared	\$960.00	4200-010-83	Books and Other Reference Materials	Nov,Dec.Jan. Dance Class	<b>\$960.00</b>
51926	2/12/2018	Lauren Vargas	Cleared	\$474.38	4200-010-83	Books and Other Reference Materials	Literature Based Writing Program, January: Private Residence	<b>\$22.50</b>
					4200-010-83	Books and Other Reference Materials	Irvine January: Language Arts Class	<b>\$84.38</b>
					4200-010-83	Books and Other Reference Materials	Jan. Writing Instruction	<b>\$300.00</b>
					4200-010-83	Books and Other Reference Materials	January Literature Based Writing Program	<b>\$67.50</b>
51919	2/12/2018	Rainbow Resource Center	Cleared	\$2,086.72	4200-010-83	Books and Other Reference Materials	Physcial Science, Big Book of Beginner's Piano Classic	<b>\$34.44</b>
					4200-010-83	Books and Other Reference Materials	MyWorld Scial Studies Homeschool Pk	<b>\$81.70</b>

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					4200-010-83	Books and Other Reference Materials	Usborne Space Pack,Mod Podge Matte	<b>\$91.49</b>
					4200-010-83	Books and Other Reference Materials	Shape By Shape, Weather Board	<b>\$126.94</b>
					4200-010-83	Books and Other Reference Materials	Black Flight Pogo Stick, Learning Wrap-Ups for Spanish Intro	<b>\$365.84</b>
					4200-010-83	Books and Other Reference Materials	Lessons in US History, Great Depression	<b>\$32.72</b>
					4200-010-83	Books and Other Reference Materials	Sight Words Volume, Letter Sounds DVD, E-Z Stepper	<b>\$331.45</b>
					4200-010-83	Books and Other Reference Materials	Math-U-See Alpha Student Pack	<b>\$48.30</b>
					4200-010-83	Books and Other Reference Materials	Core Skills Social Studies, Core Skills Science, All Duct Ou	<b>\$195.37</b>
					4200-010-83	Books and Other Reference Materials	Swiss Family Robinson Classic Starts	<b>\$154.87</b>
					4200-010-83	Books and Other Reference Materials	Spectrum Algebra, Spectrum Math, Amazing Facts in US Hist.	<b>\$79.35</b>
					4200-010-83	Books and Other Reference Materials	Energy For Every Kid, LEGO Mindstorms, Giggles in the Middle	<b>\$508.05</b>
					4200-010-83	Books and Other Reference Materials	Fine Tip Markers Set of 24, Paint Your Own Solar System Mobi	<b>\$24.20</b>
					4200-010-83	Books and Other Reference Materials	Alfred's Basic Course Leve 1 Theory Book	<b>\$12.00</b>
51912	2/12/2018	Little Passports, Inc.	Cleared	\$499.34	4200-010-83	Books and Other Reference Materials	World Edition: 12-Month Plan	<b>\$204.61</b>
					4200-010-83	Books and Other Reference Materials	12 Month Science Expeditions	<b>\$294.73</b>
51916	2/12/2018	Performing Arts Empire	Cleared	\$212.00	4200-010-83	Books and Other Reference Materials	January: Tap, Musical Theater & Hip Hop	<b>\$106.00</b>
					4200-010-83	Books and Other Reference Materials	January: Ballet, Musical Theatyre, Arco	<b>\$106.00</b>
51925	2/12/2018	Time 4 Learning	Cleared	\$800.00	4200-010-83	Books and Other Reference Materials	January On Line Math 5th Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	January Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	January: Time 4 Learning 9th Grade	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	Januatry Time 4 Learning Pre-k	<b>\$25.00</b>



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4200-010-83	Books and Other Reference Materials	Dec.25-Jan 25th Pre-K-8th Elementary Subscription	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January - Sixth Grade Curriculum	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January English, Math, Sci, Social Studies	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January All Subjects	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Time 4 Learning January	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January HS Curriculum	<b>\$35.00</b>
4200-010-83	Books and Other Reference Materials	Jan 5th Grade Online Access	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January Time4Learning Elementary Curriculum	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January 7th Grade Online Access-See Description	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January 5th Grade Curriculum	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January: Time4Learning 8th	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January 3rd Grade Online-Accesss Description	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	Jan 5th Grade Online Access	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January 11 Grade Online Access-See Description	<b>\$35.00</b>
4200-010-83	Books and Other Reference Materials	January Elementary Curriculum	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	December HS Algebra, Gepmetry, English 9, Health	<b>\$35.00</b>
4200-010-83	Books and Other Reference Materials	Dec.25-Jan 25th Pre-K-8th Elementary Subscription	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January - 8th Grade Curriculum	<b>\$25.00</b>
4200-010-00	Books and Other Reference Materials	Jan 7th Grade Online Access	<b>\$25.00</b>
4200-010-83	Books and Other Reference Materials	January Time 4 Learning 7th Grade	<b>\$25.00</b>



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					4200-010-83	Books and Other Reference Materials	Course:Time4Learning Grade 2	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	January Middle School Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	January HS Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	January Time 4 Learning First Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	January Time4Learning Grade 8	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Jan 2nd Grade Online Access	<b>\$25.00</b>
51927	2/13/2018	QUILL CORPORATION	Cleared	\$31.15	4200-010-83	Books and Other Reference Materials	Blk. Ink Cartridge, Glue Gun Sticks	\$31.15
51928	2/13/2018	Raddish Kids	Cleared	\$193.82	4200-010-83	Books and Other Reference Materials	6 Month Raddish membership, 6 Mo. Siblings Materials	<b>\$193.82</b>
51929	2/13/2018	Law Office of Jennifer McQuarrie	Cleared	\$400.00	5805-010-84	Legal Services	Services for 01/16 & 01/18 2018	<b>\$200.00</b>
					5805-010-84	Legal Services	Services for 11/2017-12/2017	<b>\$200.00</b>
51933	2/19/2018	Life Track Services	Cleared	\$868.00	5800-010-80	Professional/Consulting Services and Operating Expenditures	Graduate Follow-up Surveys	<b>\$868.00</b>
51930	2/19/2018	California Charter Schools Association	Cleared	\$7,936.00	5300-010-80	Dues and Memberships	Membership Dues 01/01-12/31/18	<b>\$7,936.00</b>
51931	2/19/2018	Canon Financial Services, Inc.	Cleared	\$680.98	5605-010-84	Equipment Rental/Lease Expense	Copier Contract 02/01-02/28/18	<b>\$680.98</b>
51932	2/19/2018	El Paseo Children's Center	Cleared	\$7,949.85	5810-010-65	Educational Consultants	Services	<b>\$7,036.84</b>
					5810-010-65	Educational Consultants	Services	<b>\$913.01</b>
51934	2/19/2018	Law Office of Young, Minney & Corr	Cleared	\$10,642.85	5805-010-65	Legal Services	Services Through 01/31/18	<b>\$5,614.00</b>
					5805-010-00	Legal Services	Services Through 01/31/18	<b>\$5,589.00</b>
					5805-010-00	Legal Services	Services Through 01/31/18	<b>(\$560.15)</b>
51938	2/20/2018	Anaheim Ballet School	Cleared	\$116.00	4200-010-83	Books and Other Reference Materials	January Beginning Ballet Adult	<b>\$58.00</b>
					4200-010-83	Books and Other Reference Materials	January Ballet 1	<b>\$58.00</b>
51936	2/20/2018	Arts Attack Publications	Cleared	\$195.00	4200-010-83	Books and Other Reference Materials	Atelier Online-Level 3 Enriched Family Package	<b>\$195.00</b>
51969	2/20/2018	Lakeshore Learning	Cleared	\$111.43	4200-010-83	Books and Other Reference Materials	Get Moving! Activity Mats	\$61.61

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		Materials						
					4200-010-83	Books and Other Reference Materials	Draw & Shrink Craft Kit, Trace-N-Draw Proj.	<b>\$49.82</b>
51957	2/20/2018	Firestorm Freerunning & Acrobatics	Cleared	\$725.00	4200-010-83	Books and Other Reference Materials	Firestorm-4 Classes January	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. - Parkour Ninja Warrior	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. - Parkour/Strength Training/Balance	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	January - Parkour	<b>\$75.00</b>
					4200-020-83	Books and Other Reference Materials	Jan. Parkour/Strength Training/Balance	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. Little Heroes	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. Parkour/Freerunning Instruction	<b>\$225.00</b>
51970	2/20/2018	Language Door Inc	Cleared	\$500.00	4200-010-83	Books and Other Reference Materials	Jan. Spanish Instruction T/TH	<b>\$500.00</b>
51971	2/20/2018	The Learning Village	Cleared	\$3,648.05	4200-010-83	Books and Other Reference Materials	Jan. TLV Enrichment	<b>\$293.33</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. TLV Enrichment	<b>\$284.76</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$273.33</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$260.00</b>

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					4200-010-83	Books and Other Reference Materials	January TLV Enrichment	<b>\$176.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. TLV Enrichment	<b>\$268.25</b>
					4200-010-83	Books and Other Reference Materials	Jan. TLV Enrichment	<b>\$272.38</b>
51935	2/20/2018	All About Learning Press, Inc.	Cleared	\$9.00	4200-010-83	Books and Other Reference Materials	All About Reading Level 4	<b>\$9.00</b>
51956	2/20/2018	Exploration Education	Cleared	\$77.68	4200-010-83	Books and Other Reference Materials	Elementary Physical Science Course K-3	<b>\$77.68</b>
51943	2/20/2018	BookShark LLC	Cleared	\$426.86	4200-010-83	Books and Other Reference Materials	3RHReading with History "Customization"	<b>\$426.86</b>
51954	2/20/2018	DawnSignPress	Cleared	\$91.11	4200-010-83	Books and Other Reference Materials	Signing Naturally Units 1-6 Student Set	<b>\$91.11</b>
51963	2/20/2018	Houghton Mifflin Harcourt	Cleared	\$435.36	4200-010-83	Books and Other Reference Materials	Harcourt Horizons Homeschool Package	<b>\$226.11</b>
					4200-010-83	Books and Other Reference Materials	Go Math Standards Practice Book, Enrichment Workbook	<b>\$29.70</b>
					4200-010-83	Books and Other Reference Materials	Science Fusion Interactive Worktext, Text	<b>\$179.55</b>
51962	2/20/2018	David Christensen	Cleared	\$39.00	4200-010-83	Books and Other Reference Materials	Jan. Elementary Group Piano Homeschool Campus Burbank	<b>\$39.00</b>
51955	2/20/2018	Explorer Field Trips	Cleared	\$2,124.50	4200-010-83	Books and Other Reference Materials	King Tut Teacher Kit CSC	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit: Disney California Adventure	<b>\$250.00</b>
					4200-010-83	Books and Other Reference Materials	Huntington Library Student Kit Library & Garden	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	untington Library Teacher Kit	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	Mexico City (Custom) Explorer Teacher Kit	<b>\$214.50</b>
					4200-010-83	Books and Other Reference Materials	Mexico City (Custom) Explorer Student Kit	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	Student Kit: Disney California Adventure	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Disney Two Day Student Kit, Non Park Hopper Student Kit	<b>\$220.00</b>
					4200-010-83	Books and Other Reference Materials	Disney 2 Day Teacher Two Day Non Park Hopper Teach.Kit	<b>\$440.00</b>

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					4200-010-83	Books and Other Reference Materials	Student Kit: Disney California Adventure	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Monterey Bay Aquarium Teacher Kit	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Teachers Kit: Disneyland One Day	<b>\$250.00</b>
51964	2/20/2018	Home Science Tools	Cleared	\$177.60	4200-010-83	Books and Other Reference Materials	Chemistry of Food Experiment Kit, Soil Test Lab Kit	<b>\$177.60</b>
51965	2/20/2018	Handwriting Without Tears	Cleared	\$53.65	4200-010-83	Books and Other Reference Materials	K Student Bundle Letters & Numbers For me Plus Building	<b>\$27.52</b>
					4200-010-83	Books and Other Reference Materials	Big Sheet Draw & Write, My Printing Book	<b>\$26.13</b>
51944	2/20/2018	Baker Creek Heirloom Seeds	Cleared	\$24.68	4200-010-83	Books and Other Reference Materials	Giant Bicolor-Marigold, Lemongrass, Basil, Lime	<b>\$24.68</b>
51966	2/20/2018	Homeschool Buyers Co-op	Cleared	\$190.00	4200-010-83	Books and Other Reference Materials	Middle School Spanish 1, Semester 1	<b>\$95.00</b>
					4200-010-83	Books and Other Reference Materials	Middle School Spanish 1, Semester 1	<b>\$95.00</b>
51945	2/20/2018	BYU Independent Study Courses	Cleared	\$608.00	4200-010-83	Books and Other Reference Materials	Online 7th Grade English, Math, Science, History	<b>\$608.00</b>
51967	2/20/2018	KidsArt - Los Angeles Inc	Cleared	\$266.00	4200-010-83	Books and Other Reference Materials	Dec. & Jan. Home School Drawing & Painting	<b>\$266.00</b>
51972	2/20/2018	McGraw-Hill School Education Holdings, LLC	Cleared	\$31.25	4200-010-83	Books and Other Reference Materials	7 Month Online Math Subscription	<b>\$31.25</b>
51973	2/20/2018	Demme Learning	Cleared	\$364.25	4200-010-83	Books and Other Reference Materials	Alpha Universal Set: Yes-Solutions, Beta Universal	<b>\$364.25</b>
51946	2/20/2018	Beast Academy	Cleared	\$109.40	4200-010-83	Books and Other Reference Materials	2A Guide Book & Practice Book	<b>\$39.15</b>
					4200-010-83	Books and Other Reference Materials	3B Guide, 3B Practice, 3C Guides	<b>\$70.25</b>
51940	2/20/2018	Art Steps, Inc.	Cleared	\$62.50	4200-010-83	Books and Other Reference Materials	January Mission Viejo: Art Class for Ages 4 and Up	<b>\$31.25</b>
					4200-010-83	Books and Other Reference Materials	January Mission Viejo: Art Class for Ages 4 and Up	<b>\$31.25</b>
51947	2/20/2018	Build It Workspace, Inc.	Cleared	\$66.16	4200-010-83	Books and Other Reference Materials	January Los Alamitos 3 D Creations Pro.	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	Jan Build It Workspace 3D Creations Pro	<b>\$16.16</b>

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51937	2/20/2018	Acorn Naturalist	Cleared	\$347.45	4200-010-83	Books and Other Reference Materials	A Logs Life, Glass Eye Dropper, Glass Well Slides	<b>\$347.45</b>
51948	2/20/2018	CM School Supply	Cleared	\$29.25	4200-010-83	Books and Other Reference Materials	Economy 3 Hole Punch, Single Hole Punch With Grip	<b>\$29.25</b>
51949	2/20/2018	A Child's Dream	Cleared	\$110.77	4200-010-83	Books and Other Reference Materials	Gathering a Garden Board Game, Alphabet Bingo Game	<b>\$110.77</b>
51941	2/20/2018	BLICK Art Materials	Cleared	\$875.80	4200-010-83	Books and Other Reference Materials	11 Pc. Tool Kit, Weaving Loom	<b>\$526.59</b>
					4200-010-83	Books and Other Reference Materials	Drawing Starter Set, Midwest Products Bass	\$120.82
					4200-010-83	Books and Other Reference Materials	Watercolor Sketch Box Travel Pan Sets	\$97.56
					4200-010-83	Books and Other Reference Materials	/ Drawing Paper, Modeling Clay, Stageboard	<b>\$130.83</b>
51968	2/20/2018	Learn Beyond The Book	Cleared	\$1,270.64	4200-010-83	Books and Other Reference Materials	Van Nuys-January-US Presidents: A Close-up Look	<b>\$34.00</b>
					4200-010-83	Books and Other Reference Materials	Santa Clarita-January-Parkour, Minecraft Mods with Java Prog	<b>\$98.60</b>
					4200-010-83	Books and Other Reference Materials	January Lego Robotics, Reading Comprehension & Lit.	<b>\$112.00</b>
					4200-010-83	Books and Other Reference Materials	January Sunland-Tujunga Here comes Math, Science, Ceramics	<b>\$135.00</b>
					4200-010-83	Books and Other Reference Materials	Santa Clarita January-Stage Ciombat, Intro to CAD & 3D Print	<b>\$177.00</b>
					4200-010-83	Books and Other Reference Materials	Van Nuys-January-Play to Your Health PE Class, Science Expl	<b>\$226.00</b>
					4200-010-83	Books and Other Reference Materials	Van Buys-January-High School Geomtry	<b>\$73.75</b>
					4200-010-83	Books and Other Reference Materials	Sunland-Tujunga Here Comes Science, Math, Ceramics	<b>\$135.00</b>
					4200-010-83	Books and Other Reference Materials	Van Nuys-January-Economics, Personal Finance & Investing	<b>\$55.29</b>
					4200-010-83	Books and Other Reference Materials	January Lego Robotics, Reading Comprehension & Lit.	<b>\$112.00</b>
					4200-010-83	Books and Other Reference Materials	January Holistic Cooking Workshops & Nutrition	<b>\$112.00</b>
51958	2/20/2018	Gardener's Supply Company	Cleared	\$214.11	4200-010-83	Books and Other Reference Materials	Compost Success Kit, Organic Growsee Seed Starting	<b>\$75.42</b>
					4200-010-83	Books and Other Reference Materials	The Gardening Classroom, Kids Garden Journal	<b>\$138.69</b>

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51942	2/20/2018	Barnes & Noble, Inc.	Cleared	\$331.41	4200-010-83	Books and Other Reference Materials	Acct: 7362759 / Deep Nutrition, The Organized Mind	<b>\$331.41</b>
51959	2/20/2018	Global Student Network	Cleared	\$600.00	4200-010-83	Books and Other Reference Materials	HQT for English 9 Core, HQT Algebra 1 Core, Biology	<b>\$600.00</b>
51960	2/20/2018	Arbor Learning Community	Cleared	\$337.50	4200-010-83	Books and Other Reference Materials	Nov, - Investigating Forensics, Robotics, Mandarin	<b>\$270.00</b>
					4200-010-83	Books and Other Reference Materials	Nov-Investigating Writing Destinations	<b>\$67.50</b>
51953	2/20/2018	Discount School Supply	Cleared	\$350.33	4200-010-83	Books and Other Reference Materials	Wooden Birdhouses, Ceramic Flowerpots	\$291.71
					4200-010-83	Books and Other Reference Materials	Colorations Young Artist Kit	<b>\$58.62</b>
51979	2/20/2018	School Specialty	Cleared	\$67.20	4200-010-83	Books and Other Reference Materials	Acct: 2320125/Essentials Drawing Art Set, Clear Case	<b>\$67.20</b>
51981	2/20/2018	Scientifics Direct	Cleared	\$108.85	4200-010-83	Books and Other Reference Materials	All Terrain Robot, Kingii Dragon Robot Kit	<b>\$108.85</b>
51982	2/20/2018	Cynthia Delgadillo	Cleared	\$166.54	4200-010-83	Books and Other Reference Materials	Under The Sea Jigsaw Book, Start To Cook, Birds To Fold & Fly	<b>\$166.54</b>
51961	2/20/2018	Biola University	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	Class Instruction Voyagers' Community Spring Sem.	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	Feb 2nd Semester Voyagers-Partial Payment	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	Class Instruction Voyagers' Community Spring Sem.	<b>\$50.00</b>
51980	2/20/2018	Singapore Math Inc.	Cleared	\$115.09	4200-010-83	Books and Other Reference Materials	Primary Math Textbook, Pattern Blocks Smart Pack	<b>\$58.09</b>
					4200-010-83	Books and Other Reference Materials	Primary Math Textbook, Workbook, Transparent Color Counters	<b>\$57.00</b>
51939	2/20/2018	Aroma Dough Inc.	Cleared	\$25.98	4200-010-83	Books and Other Reference Materials	Aroma Dough Starter Kit	<b>\$25.98</b>
51978	2/20/2018	Rainbow Resource Center	Cleared	\$1,837.47	4200-010-83	Books and Other Reference Materials	Stencil Art, Junior Brush & Smock Set, Sculpey Glaze	<b>\$218.57</b>
					4200-010-83	Books and Other Reference Materials	All Surface Pro Swingball, Magic Tree House Library Bk. Set	<b>\$224.52</b>
					4200-010-83	Books and Other Reference Materials	Kinetic Sand Dino Dig, Box, Washable Paint, Watercolor Pad	<b>\$383.83</b>
					4200-010-83	Books and Other Reference Materials	Logo Friends Heartlake Hospital, Oregon Trail 5th Edition	<b>\$115.93</b>
					4200-010-83	Books and Other Reference Materials	Tales From Shakespeare by Charles & Mary Lamb	<b>\$94.47</b>

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					4200-010-83	Books and Other Reference Materials	Electricity Kit, Sharpie Paint Fine Point Brown, X-Fine	<b>\$53.26</b>
					4200-010-83	Books and Other Reference Materials	Live Butterfly Garden, Science Play, Life Science	<b>\$186.95</b>
					4200-010-83	Books and Other Reference Materials	Math In Focus Singapore Math Answer Key Homeschool	<b>\$292.95</b>
					4200-010-83	Books and Other Reference Materials	Daily Geography Practice, Mastering First Grade Skills	<b>\$266.99</b>
51951	2/20/2018	Cynthia Dapello	Cleared	\$320.00	4200-010-83	Books and Other Reference Materials	January Language Arts Instruction	<b>\$320.00</b>
51952	2/20/2018	Cultured Owl LLC	Cleared	\$300.00	4200-010-83	Books and Other Reference Materials	C - 6 Country Sets The Jetsetter	<b>\$150.00</b>
					4200-010-83	Books and Other Reference Materials	The Jetsetter	<b>\$150.00</b>
51977	2/20/2018	QUILL CORPORATION	Cleared	\$479.88	4200-010-83	Books and Other Reference Materials	/ Black, Color Toner, Copy Paper	<b>\$119.17</b>
					4200-010-83	Books and Other Reference Materials	ase Logic for Laptop & iPad	<b>\$300.92</b>
					4200-010-83	Books and Other Reference Materials	Computer Webcam W/Microphone, HD	<b>\$59.79</b>
51950	2/20/2018	Allison Saleh	Cleared	\$178.75	4200-010-83	Books and Other Reference Materials	December: Guitar Lessons	<b>\$78.75</b>
					4200-010-83	Books and Other Reference Materials	Jan Voice Lesson (Beginner)	<b>\$100.00</b>
51974	2/20/2018	Memoria Press	Cleared	\$49.95	4200-010-83	Books and Other Reference Materials	Introduction to Grammar School Latin Set	<b>\$49.95</b>
51976	2/20/2018	Piano4Everyone Conejo Valley	Cleared	\$375.00	4200-010-83	Books and Other Reference Materials	Jan. Piano Lessons	<b>\$200.00</b>
					4200-010-83	Books and Other Reference Materials	January Piano Lessons	<b>\$175.00</b>
51975	2/20/2018	Play Your Part, Inc	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	Mission Viejo Studio-January-Let's Play Music-Beg.Keybding	<b>\$100.00</b>
1000000	2/22/2018	School Educational Services	Cleared	\$200,000.00	7999-010-80	Repayment of Revenue	6 Months Enrollment of 360 Students	<b>\$200,000.00</b>
51985	2/22/2018	FlipSwitch, Inc.	Cleared	\$2,121.88	5800-010-82	Professional/Consulting Services and Operating Expenditures	Facebook Ads, San Diego Famil,L.A. Parent	<b>\$2,121.88</b>
51986	2/22/2018	Friar Equity Partners LLC	Cleared	\$46,020.81	5600-010-84	Space Rental/Leases Expense	Rent for the Montgh of March 2018 & Cam Charges	<b>\$46,020.81</b>
51987	2/22/2018	Global Teletherapy	Cleared	\$96.00	5810-010-65	Educational Consultants	ST Services 01/22, 01/30/18	<b>\$96.00</b>



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51983	2/22/2018	Barnes & Noble, Inc.	Cleared	\$290.27	4200-010-83	Books and Other Reference Materials	Mugisha Stanton-PO-CCS2017-3117, Books	<b>\$43.98</b>
					4200-010-83	Books and Other Reference Materials	Olive Kunkel-PO-CCS2017-3034, Books	<b>\$246.29</b>
51984	2/22/2018	CharterSAFE	Cleared	\$3,661.00	3603-010-84	Worker Compensation Insurance	March 2017-2018 Workers' Compensation	<b>\$3,661.00</b>
51991	2/22/2018	New Jerusalem Elementary School District	Cleared	\$50,000.00	9505-010	Accounts Payable-Accrual	Settlement with NJESD - Installment Payment	<b>\$50,000.00</b>
51992	2/22/2018	Trinity Cristo Rey Church	Cleared	\$5,000.00	5600-010-93	Space Rental/Leases Expense	March 2018 Rent	<b>\$5,000.00</b>
51993	2/22/2018	Water Court LLC	Cleared	\$8,419.88	5600-010-84	Space Rental/Leases Expense	Acct: water850p-academy2 / March 2018 Rent	<b>\$8,419.88</b>
51990	2/22/2018	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-84	Space Rental/Leases Expense	March 2018 Rent	<b>\$8,000.00</b>
51989	2/22/2018	QBI, LLC	Cleared	\$2,670.00	5800-010-84	Professional/Consulting Services and Operating Expenditures	Year End Administration	<b>\$2,670.00</b>
51988	2/22/2018	Oxford Consulting Services Inc.	Cleared	\$11,582.50	5810-020-65	Educational Consultants	Services Provided in January 2018	<b>\$11,582.50</b>
51994	2/28/2018	Allstate Building & Office Maintenance, Inc.	Cleared	\$500.00	5500-010-84	Operation and Housekeeping Services	Janitorial Services Rendered to Mar. 1st	<b>\$500.00</b>
51995	2/28/2018	AVID Center	Cleared	\$6,080.00	5200-010-80	Travel and Conferences	Jacob Samples-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>
					5200-010-80	Travel and Conferences	M.Holtebeck-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>
					5200-010-80	Travel and Conferences	Janae Smith-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>
					5200-010-80	Travel and Conferences	Jason Bee-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>
					5200-010-80	Travel and Conferences	A. Ramirez-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>
					5200-010-80	Travel and Conferences	Erin Smith-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>
					5200-010-80	Travel and Conferences	Julie Frost-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>
					5200-010-80	Travel and Conferences	K. Lewers-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$760.00</b>



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51996	2/28/2018	Autumn Clements	Cleared	\$140.37	5810-010-65	Educational Consultants	REIMB: Mileage 01/24 & 01/27/18	<b>\$140.37</b>
51998	3/1/2018	K12 Management, Inc.	Cleared	\$24,820.00	4100-020-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Fulltime Serv.Fee, Mats	<b>\$7,684.00</b>
					4100-040-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Fulltime Serv.Fee, Mats	<b>\$13,820.00</b>
					4100-030-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Fulltime Serv.Fee, Mats	<b>\$3,316.00</b>
51999	3/1/2018	K12 Management, Inc.	Cleared	\$71,616.00	4100-020-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Services Fee-Del Mar	<b>\$26,762.00</b>
					4100-030-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Services Fee-Fresno	<b>\$9,338.00</b>
					4100-040-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Services Fee-LA	<b>\$35,516.00</b>
52017	3/2/2018	Lakeshore Learning Materials	Cleared	\$34.81	4200-010-83	Books and Other Reference Materials	Art Tissue Paper, Best But School Glue Gallon	<b>\$34.81</b>
52001	3/2/2018	Barnes & Noble, Inc.	Cleared	\$255.23	4200-010-83	Books and Other Reference Materials	ABC See Hear Do, Nature's Day	<b>\$37.58</b>
					4200-010-83	Books and Other Reference Materials	The Never Girls Collection, Mercy Watson	<b>\$136.15</b>
					4200-010-83	Books and Other Reference Materials	To Kill A Mockingbird	<b>\$81.50</b>
52002	3/2/2018	Baker Creek Heirloom Seeds	Cleared	\$62.50	4200-010-83	Books and Other Reference Materials	Red Rubine Brussels Sprout, Glass Gem Corn, Snow White Carro	<b>\$62.50</b>
52003	3/2/2018	B & H Foto & Electronics	Cleared	\$568.14	4200-010-83	Books and Other Reference Materials	Square Trade 3 Yr. Warranty, Filament for the Jr, & Mini 3D	<b>\$568.14</b>
52000	3/2/2018	All About Learning Press, Inc.	Cleared	\$255.45	4200-010-83	Books and Other Reference Materials	All About Spelling Level 2	<b>\$47.90</b>
					4200-010-83	Books and Other Reference Materials	Basic Reading Interactive Kit, Basic Spelling Interactive Ki	<b>\$207.55</b>
52014	3/2/2018	Homeschool Buyers Co-op	Cleared	\$185.17	4200-010-83	Books and Other Reference Materials	Top Secret Adventures The Americas Bundle, Handling Fee	<b>\$85.27</b>
					4200-010-83	Books and Other Reference Materials	Education City-1 Yr. Subscription, Handling Fee	<b>\$54.95</b>
					4200-010-83	Books and Other Reference Materials	MyOn Subscription-Expiring 01/31/19, Handling Fee	<b>\$44.95</b>
52005	3/2/2018	A Child's Dream	Cleared	\$76.85	4200-010-83	Books and Other Reference Materials	Golden Eye Sewing Needles, Wood Tooth Fairy Box	<b>\$76.85</b>
52015	3/2/2018	Jammin' Music	Cleared	\$180.00	4200-010-83	Books and Other Reference Materials	February: Beginner Piano	<b>\$60.00</b>

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					4200-010-83	Books and Other Reference Materials	February: Beginner Piano, 6th Grade	<b>\$60.00</b>
					4200-010-83	Books and Other Reference Materials	February: Beginner Piano, 6th Grade	<b>\$60.00</b>
52007	3/2/2018	Discount School Supply	Cleared	\$201.85	4200-010-83	Books and Other Reference Materials	Alphabet Stickers, Mega Craft Kit	<b>\$201.85</b>
52008	3/2/2018	Easy Grammar Systems	Cleared	\$41.07	4200-010-83	Books and Other Reference Materials	Easy Grammar Ultimate Series 180 Daily Teaching Lessons	<b>\$41.07</b>
52016	3/2/2018	Kiwi Crate - USE K1009	Cleared	\$439.72	4200-010-83	Books and Other Reference Materials	Doodle 12-Month Renewing Subscription	<b>\$219.86</b>
					4200-010-83	Books and Other Reference Materials	Kiwi 12-Month Renewing Subscription	<b>\$219.86</b>
52009	3/2/2018	EMH Sports USA Inc	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	January Chatsworth Basketball	<b>\$36.00</b>
					4200-010-83	Books and Other Reference Materials	January Chatsworth Basketball	<b>\$36.00</b>
					4200-010-83	Books and Other Reference Materials	Jan 1/18-1/29/18 Month Basketball Class, 4 Sessions	<b>\$28.00</b>
52024	3/2/2018	Raddish Kids	Cleared	\$193.82	4200-010-83	Books and Other Reference Materials	6 Month Raddish Membership, Sibling Mats	<b>\$193.82</b>
52025	3/2/2018	Scientifics Direct	Cleared	\$85.85	4200-010-83	Books and Other Reference Materials	Konus Youth Microscope Set, Smartphone Pyramid Projector	<b>\$85.85</b>
52026	3/2/2018	Steve Spangler Science	Cleared	\$80.98	4200-010-83	Books and Other Reference Materials	Snap Circuits Green, Salt Water Monster Truck	<b>\$80.98</b>
52027	3/2/2018	Signing Online	Cleared	\$119.57	4200-010-83	Books and Other Reference Materials	Wild Tales Universal Set, Wild Tales Student Pack	<b>\$119.57</b>
52006	3/2/2018	Cricket Media	Outstanding	\$33.95	4200-010-83	Books and Other Reference Materials	DIG Magazine, History Mag.-Print	<b>\$33.95</b>
52010	3/2/2018	Gardener's Supply Company	Cleared	\$166.20	4200-010-83	Books and Other Reference Materials	Wooden Insect Hotel With Stake, Gardener's Tool Roll	<b>\$166.20</b>
52023	3/2/2018	Rainbow Resource Center	Cleared	\$1,500.05	4200-010-83	Books and Other Reference Materials	Gamma Level Math	<b>\$98.56</b>
					4200-010-83	Books and Other Reference Materials	Draw-Write-Now Workbook, Book 2,3,4,5,6,8, Sticker Pack	<b>\$146.80</b>
					4200-010-83	Books and Other Reference Materials	Dustless White Chalk, Wrinkle in Time, Student Pack	<b>\$78.18</b>
					4200-010-83	Books and Other Reference Materials	Alphabet Chartlet, Days of the Week Chartlet, Colors Chart	<b>\$111.76</b>
					4200-010-83	Books and Other Reference Materials	Crayola Washable Erase Large Crayons - 8	<b>\$46.23</b>

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					4200-010-83	Books and Other Reference Materials	My First School Book, Journey into the Human Body Kit	<b>\$188.05</b>
					4200-010-83	Books and Other Reference Materials	Letters & Sounds, Tall-Stackers Smart Shapes	<b>\$147.68</b>
					4200-010-83	Books and Other Reference Materials	Explode the Code Book 2, 3, 4	<b>\$24.60</b>
					4200-010-83	Books and Other Reference Materials	Pattern Block Book with CD, Explore Colonial America!	<b>\$327.92</b>
					4200-010-83	Books and Other Reference Materials	Power Pen Learning Book, Book of Easy Telling Time	<b>\$134.04</b>
					4200-010-83	Books and Other Reference Materials	Great Gatsby, Grapes of Wrath, Pigma Graphic Pen, BLK	<b>\$71.43</b>
					4200-010-83	Books and Other Reference Materials	Pottery Wheel for Beginners, Phonic Dictation 1-2, 2-3	<b>\$124.80</b>
52011	3/2/2018	Global Student Network	Cleared	\$175.00	4200-010-83	Books and Other Reference Materials	Plao Courseware Unlimited 6 Months	<b>\$175.00</b>
52012	3/2/2018	Grow and Make LLC	Cleared	\$145.00	4200-010-83	Books and Other Reference Materials	Grow & Make 6 Month DIY Kit Subscription	<b>\$145.00</b>
52013	3/2/2018	Home Science Tools	Cleared	\$128.41	4200-010-83	Books and Other Reference Materials	Kit-Crime Scene Science Classroom Kit	<b>\$128.41</b>
52021	3/2/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$24.98	4200-010-83	Books and Other Reference Materials	Peat Pellets-Standard, Tomato & Vegetable	\$24.98
52022	3/2/2018	QUILL CORPORATION	Cleared	\$337.04	4200-010-83	Books and Other Reference Materials	Epson Workforce WF-2760	<b>\$86.19</b>
					4200-010-83	Books and Other Reference Materials	Dry-Erase Cleaner, Page Markers	\$93.75
					4200-010-83	Books and Other Reference Materials	Little Kids Write, Mental Math, Hot Dots Flas	<b>\$157.10</b>
52004	3/2/2018	CM School Supply	Cleared	\$124.94	4200-010-83	Books and Other Reference Materials	Telling Time, Tetherball, Time For Kids Information Text	<b>\$124.94</b>
52020	3/2/2018	Demme Learning	Cleared	\$111.36	4200-010-83	Books and Other Reference Materials	Pre-Algebra Level Up Base Set	<b>\$111.36</b>
52019	3/2/2018	LittleBits Electronics, Inc.	Cleared	\$94.95	4200-010-83	Books and Other Reference Materials	Droid Inventor Kit	<b>\$94.95</b>
52018	3/2/2018	Little Passports, Inc.	Cleared	\$310.94	4200-010-83	Books and Other Reference Materials	World Edition 6 Month, Coral Reef Kit	<b>\$310.94</b>
52030	3/6/2018	AF386 Group LLC	Cleared	\$69.82	4200-010-83	Books and Other Reference Materials	Q the Robot + UNO Board + NPN Driver Add-On Bumdle	<b>\$69.82</b>

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52031	3/6/2018	Academy of Science for Kids, LLC	Cleared	\$63.20	4200-010-83	Books and Other Reference Materials	Remote Control Machines: Animals	<b>\$63.20</b>
52067	3/6/2018	Moving Beyond the Page	Cleared	\$797.82	4200-010-83	Books and Other Reference Materials	Science Unit-Dirt & Plants, Little House in the Big Wood	<b>\$25.86</b>
					4200-010-83	Books and Other Reference Materials	Full Year Package	<b>\$771.96</b>
52068	3/6/2018	Demme Learning	Cleared	\$328.50	4200-010-83	Books and Other Reference Materials	Math U-See Gamma Universal Set	<b>\$176.94</b>
					4200-010-83	Books and Other Reference Materials	Alpha Level Up Set, Alpha Student Pack	<b>\$151.56</b>
52028	3/6/2018	All About Learning Press, Inc.	Cleared	\$107.85	4200-010-83	Books and Other Reference Materials	All About Reading Pre-Reading Basic Pkge.-Ziggy Zebra Puppet	<b>\$107.85</b>
52075	3/6/2018	QUILL CORPORATION	Cleared	\$1,154.62	4200-010-83	Books and Other Reference Materials	Acer Aspire 15.6" Notebook, Briefcase	\$359.11
					4200-010-83	Books and Other Reference Materials	/ Staples, D-Ring Binder	<b>\$18.30</b>
					4200-010-83	Books and Other Reference Materials	Copy Paper, Dry Erase Markers, Notebook	<b>\$132.82</b>
					4200-010-83	Books and Other Reference Materials	/ Brother Color Ink, Blk. Ink, Printer Paper	\$96.31
					4200-010-83	Books and Other Reference Materials	Acct: 8251962 / Acer Aspire 15.6" Notebook, Briefcase	<b>\$359.11</b>
					4200-010-83	Books and Other Reference Materials	Elite Microscope, Post-It Notes, Markers	<b>\$188.97</b>
52073	3/6/2018	Noonan Family Swim School Inc	Cleared	\$75.00	4200-010-83	Books and Other Reference Materials	Feb. Swimming Classes 1x Per Week - Murrieta	<b>\$75.00</b>
52059	3/6/2018	EDC Educational Services	Cleared	\$127.23	4200-010-83	Books and Other Reference Materials	Art Treasury, Beautiful Room, Chess Book, Home Designer	<b>\$127.23</b>
52060	3/6/2018	The Electric Carnival	Cleared	\$182.55	4200-010-83	Books and Other Reference Materials	Book and Complete Kit	<b>\$182.55</b>
52061	3/6/2018	Ishary Corp.	Cleared	\$3,360.00	4200-010-83	Books and Other Reference Materials	Dec.,Jan.,Feb. Math, Reading Instruction	<b>\$840.00</b>
					4200-010-83	Books and Other Reference Materials	Dec. Jan. Feb. Math, Reading Instruction	<b>\$840.00</b>
					4200-010-83	Books and Other Reference Materials	Dec.Jan.Feb. Math, Reading Instruction	<b>\$840.00</b>
					4200-010-83	Books and Other Reference Materials	Dec.Jan,. Feb. Math, Reading Instruction	<b>\$840.00</b>

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52041	3/6/2018	CM School Supply	Cleared	\$456.43	4200-010-83	Books and Other Reference Materials	Snakes, Lincoln's Hat, Volcanos & Earthquakes	<b>\$168.32</b>
					4200-010-83	Books and Other Reference Materials	Canvas Panel, Bistro Chalk Markers, Crayola Large Crayons	<b>\$115.16</b>
					4200-010-83	Books and Other Reference Materials	Hoppity Ball, Geo Board, Bubble Wand, Squigglets	<b>\$172.95</b>
52076	3/6/2018	Rainbow Resource Center	Cleared	\$3,192.30	4200-010-83	Books and Other Reference Materials	Butterfly Friends Bead Set, Make Glitter Clay Charms	<b>\$210.54</b>
					4200-010-83	Books and Other Reference Materials	My Hand Art Idea Book & Craft Kit, Drawing Pencil Kit	<b>\$323.54</b>
					4200-010-83	Books and Other Reference Materials	Beast Academy Curriculum Package	<b>\$116.60</b>
					4200-010-83	Books and Other Reference Materials	Stencil Art, Pet pals Bake Shop Clay Variety Pack	<b>\$181.17</b>
					4200-010-83	Books and Other Reference Materials	Drawing Journal, Sew Mini Treats Kit, Make Clay Charms	<b>\$233.17</b>
					4200-010-83	Books and Other Reference Materials	Hot Dots Academic Vocab Card Set, Hot Dots Talking Power	<b>\$157.14</b>
					4200-010-83	Books and Other Reference Materials	Learn to Speak Film, Pretend Checkbook, X-Scope	<b>\$207.68</b>
					4200-010-83	Books and Other Reference Materials	Kidicut Safety Scissors 5", Drawing Pencil Sharpener	<b>\$206.14</b>
					4200-010-83	Books and Other Reference Materials	Kumon Writing Workbook, My Book of Subtraction	<b>\$47.90</b>
					4200-010-83	Books and Other Reference Materials	All About Reading Level 1, Review Box, Basic Interactive Kit	<b>\$204.38</b>
					4200-010-83	Books and Other Reference Materials	Flower Crowns Kit, Drawing Pencil Kit, Fairy Tree Craft Kit	<b>\$202.02</b>
					4200-010-83	Books and Other Reference Materials	Stencil Art, My First Crayola Gingerpaint Kit	<b>\$218.57</b>
					4200-010-83	Books and Other Reference Materials	Letter Sounds DVD, Sight Words Volume 1 DVD	<b>\$112.26</b>
					4200-010-83	Books and Other Reference Materials	Math In Focus Student Pack, Homeschool Answer Key	<b>\$186.07</b>
					4200-010-83	Books and Other Reference Materials	Wooden Steep & Serve Tea Set	<b>\$27.00</b>
4200-010-83	Books and Other Reference Materials	Little House Birthday, Winter on the Farm, Cooking Class	<b>\$205.03</b>					
4200-010-83	Books and Other Reference Materials	Acrylic Boxed Set, Piano Classics for Beginners	<b>\$112.92</b>					

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					4200-010-83	Books and Other Reference Materials	My Side of the Mountain, Exporer:Nature Ranger	<b>\$151.64</b>
					4200-010-83	Books and Other Reference Materials	Daily Language Review, Spectrum Reading	<b>\$48.13</b>
					4200-010-83	Books and Other Reference Materials	Phonics Placemat, Learning About Money Placement	<b>\$19.90</b>
					4200-010-83	Books and Other Reference Materials	Learn to Draw, Crayola Metallic Colored Pencils 8 Count	<b>\$20.50</b>
52050	3/6/2018	Fat Brain Holding, LLC	Outstanding	\$86.80	4200-010-83	Books and Other Reference Materials	Kinetic Revolution, Disgusting Science, Jokes & Riddles Bk.	<b>\$86.80</b>
52062	3/6/2018	Kiwi Crate - USE K1009	Cleared	\$182.00	4200-010-83	Books and Other Reference Materials	Kiwi Crate 6 Mo. Subscription, Dekluxe Add-On for Kiwi Crate	<b>\$182.00</b>
52063	3/6/2018	LEGO Brand Retail , Inc	Cleared	\$443.77	4200-010-83	Books and Other Reference Materials	Space & Airport Set, Lge.Bldg.Plates	\$443.77
52064	3/6/2018	Lakeshore Learning Materials	Cleared	\$282.65	4200-010-83	Books and Other Reference Materials	Cust: 168860 / Ant Farm, Buttterfly Nursery, Stampers Marker	<b>\$157.03</b>
					4200-010-83	Books and Other Reference Materials	American Symbols Paperback Library	<b>\$125.62</b>
52052	3/6/2018	Global Student Network	Cleared	\$800.00	4200-010-83	Books and Other Reference Materials	HQT for English, for World History, for Geometry, for Earth	<b>\$800.00</b>
52065	3/6/2018	Little Passports, Inc.	Cleared	\$835.67	4200-010-83	Books and Other Reference Materials	Science Expeditions 6 mo. Subscription	<b>\$159.44</b>
					4200-010-83	Books and Other Reference Materials	3 Month Subscription USA Edition	<b>\$57.55</b>
					4200-010-83	Books and Other Reference Materials	Early Explorers Edition - 6 Mo. Subscription	<b>\$134.05</b>
					4200-010-83	Books and Other Reference Materials	USA Edition-6 mo. Subscription	<b>\$108.19</b>
					4200-010-83	Books and Other Reference Materials	USA Edition 6 Mo. Subscription	<b>\$108.81</b>
					4200-010-83	Books and Other Reference Materials	USA Edition 6 Mo. Subscription	<b>\$108.19</b>
					4200-010-83	Books and Other Reference Materials	Science Expeditions Edition- 6 Mo. Subscription	<b>\$159.44</b>
52053	3/6/2018	Home Science Tools	Cleared	\$325.29	4200-010-83	Books and Other Reference Materials	Pyrex Beaker Set of 5, The Elements Book, Solar Power Study	<b>\$261.69</b>
					4200-010-83	Books and Other Reference Materials	Be-Hovabathova-Bator Thermal Air Incubator	<b>\$63.60</b>

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52034	3/6/2018	Analytical Grammar/Junior Analytical Grammar	Cleared	\$49.95	4200-010-83	Books and Other Reference Materials	Mechanics Set	\$49.95
52054	3/6/2018	Homeschool Buyers Co-op	Cleared	\$489.70	4200-010-83	Books and Other Reference Materials	Family Tree Fitness-Fitness 4 Homeschool-1 Yr. Membership	\$41.95
					4200-010-83	Books and Other Reference Materials	Rand McNally World Atlas Subscription	\$44.95
					4200-010-83	Books and Other Reference Materials	ST Math	\$124.40
					4200-010-83	Books and Other Reference Materials	Plato Comprehensive Package, Annual Subscription	\$154.00
					4200-010-83	Books and Other Reference Materials	ST Math	\$124.40
52042	3/6/2018	A Child's Dream	Cleared	\$78.48	4200-010-83	Books and Other Reference Materials	Christmas Spirit, Fairy or Gnome House Building Kit	\$78.48
52043	3/6/2018	Conejo Recreation & Park District	Cleared	\$102.00	4200-010-83	Books and Other Reference Materials	Jan./Feb Otters Swimming CLU	\$51.00
					4200-010-83	Books and Other Reference Materials	Jan./Feb Dolphins Swimming CLU	\$51.00
52066	3/6/2018	The Learning Village	Cleared	\$2,835.04	4200-010-83	Books and Other Reference Materials	Feb. TLV Enrichment	\$260.00
					4200-010-83	Books and Other Reference Materials	February TLV Enrichment	\$293.33
					4200-010-83	Books and Other Reference Materials	February TLV Enrichment	\$260.00
					4200-010-83	Books and Other Reference Materials	February TLV Enrichment	\$260.00
					4200-010-83	Books and Other Reference Materials	Feb. TLV Enrichment	\$273.33
					4200-010-83	Books and Other Reference Materials	Feb. TLV Enrichment	\$260.00
					4200-010-83	Books and Other Reference Materials	February TLV Enrichment	\$176.00
					4200-010-83	Books and Other Reference Materials	Feb. TLV Enrichment	\$272.38
					4200-010-83	Books and Other Reference Materials	February TLV Enrichment	\$260.00
					4200-010-83	Books and Other Reference Materials	Feb. TLV Enrichment	\$260.00



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					4200-010-83	Books and Other Reference Materials	February TLV Enrichment	<b>\$260.00</b>
52037	3/6/2018	BookShark LLC	Cleared	\$1,170.91	4200-010-83	Books and Other Reference Materials	Math-U-See Gamma, Customization: Artistic Pursuits	<b>\$331.34</b>
					4200-010-83	Books and Other Reference Materials	Tops 33 Magnetism, Tops 32 Electricity, The Grammar Ace Wkbk	<b>\$839.57</b>
52044	3/6/2018	Cultured Owl LLC	Cleared	\$29.95	4200-010-83	Books and Other Reference Materials	The Tourist: Japan	<b>\$29.95</b>
52045	3/6/2018	Discount School Supply	Cleared	\$343.12	4200-010-83	Books and Other Reference Materials	Acct: 35404490 / Washable Chubbie Markers, Air-Dry Clay	<b>\$343.12</b>
52046	3/6/2018	Explorer Field Trips	Cleared	\$810.00	4200-010-83	Books and Other Reference Materials	SoCal Special - 2 Day Non-Hopper Student Kit	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	SoCal Special - 2 Day Non-Hopper Teacher Kit	<b>\$360.00</b>
					4200-010-83	Books and Other Reference Materials	Sea World CA Teacher Kit	<b>\$200.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher's Kit LA Zoo	<b>\$70.00</b>
52038	3/6/2018	B & H Foto & Electronics	Cleared	\$95.65	4200-010-83	Books and Other Reference Materials	SanDisk Memory Card & an Ultra Card, Electronic Drum Kit	<b>\$95.65</b>
52029	3/6/2018	Arbor Learning Community	Cleared	\$2,333.50	4200-010-83	Books and Other Reference Materials	Fullerton Feb.-Lit.Circle, Math Enrichment, Robotics, Physic	<b>\$285.00</b>
					4200-010-83	Books and Other Reference Materials	Jan.-Discovering Physics,Discovering Nature,Robotics	<b>\$360.00</b>
					4200-010-83	Books and Other Reference Materials	Feb.-Discovering Physics:Light, Sound, Circuits	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	Feb.-Mandarin Class	<b>\$102.50</b>
					4200-010-83	Books and Other Reference Materials	Feb-Discovering Creative Writing	<b>\$67.50</b>
					4200-010-83	Books and Other Reference Materials	Fullerton Feb.HS Lit. & Composition, HS Biology	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	Jan.-Discovering Forensics,Advanced Class,	<b>\$228.00</b>
					4200-010-83	Books and Other Reference Materials	Jan & Feb-Discovering Botany & Zoology	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	Fullerton Feb.-HS Lit. & Composition, HS Biology	<b>\$265.00</b>



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					4200-010-83	Books and Other Reference Materials	Feb-Exploring Simple Mechanics Grades 1-2	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	Feb.-Discovering Creative Writing, Discovering Physics	<b>\$142.50</b>
					4200-010-83	Books and Other Reference Materials	Jan.-Discovering Creative Writing,Robotics Comp. Science	<b>\$348.00</b>
52047	3/6/2018	EMH Sports USA Inc	Cleared	\$128.00	4200-010-83	Books and Other Reference Materials	February PE-Milliken Park	<b>\$28.00</b>
					4200-010-83	Books and Other Reference Materials	February Chatsworth Nerf Dodgeball	<b>\$36.00</b>
					4200-010-83	Books and Other Reference Materials	February PE-Milliken Park	<b>\$28.00</b>
					4200-010-83	Books and Other Reference Materials	February Chatsworth Nerf Dodgeball	<b>\$36.00</b>
52035	3/6/2018	Art + Soul Collective	Cleared	\$850.00	4200-010-83	Books and Other Reference Materials	Sept. & Oct. Art & Soul Collective	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Newport Beach Oct. Homeschool-Poetry Through Art	<b>\$140.00</b>
					4200-010-83	Books and Other Reference Materials	Newport Beach January - Elements of Art	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	Main Studio Sept & Oct. Art + Soul Collective	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	Newport Beach Oct. Homeschool-Poetry Through Art	<b>\$140.00</b>
52051	3/6/2018	Foreign Languages For Kids By Kids	Cleared	\$254.99	4200-010-83	Books and Other Reference Materials	Super Set #1(DVDs)	<b>\$254.99</b>
52081	3/6/2018	Steve Spangler Science	Cleared	\$58.21	4200-010-83	Books and Other Reference Materials	Shocking Science, Flat Fizzers, Hand Boiler	<b>\$58.21</b>
52082	3/6/2018	Signing Online	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	Beginner ASL 101	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	Beginning ASL 101	<b>\$75.00</b>
52049	3/6/2018	Education.com	Cleared	\$119.94	4200-010-83	Books and Other Reference Materials	Premium Annual Plan Coupon Code FEB500S	<b>\$59.94</b>
					4200-010-83	Books and Other Reference Materials	Annual Subscription	<b>\$60.00</b>
52083	3/6/2018	Teaching Textbooks Inc.	Cleared	\$69.95	4200-010-83	Books and Other Reference Materials	Pre-Algebra Textbook and Answer Key	<b>\$69.95</b>
52084	3/6/2018	Teachers Synergy, LLC	Cleared	\$118.45	4200-010-83	Books and Other Reference Materials	California Famous Men of the Gold Rush Reading Passages	<b>\$32.99</b>

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					4200-010-83	Books and Other Reference Materials	National Park Research Project, The Story of White Sands	<b>\$57.98</b>
					4200-010-83	Books and Other Reference Materials	Tom Sawyer Chapter Summary Cards	<b>\$27.48</b>
52085	3/6/2018	Ventura County Office of Education	Cleared	\$465.26	5800-010-84	Professional/Consulting Services and Operating Expenditures	CalSTRS & CalPers Retirement Billing	<b>\$465.26</b>
52086	3/6/2018	Lauren Vargas	Cleared	\$519.38	4200-010-83	Books and Other Reference Materials	Feb. Literature Based Writing Program	<b>\$67.50</b>
					4200-010-83	Books and Other Reference Materials	Feb. Literature Analysis Class	<b>\$67.50</b>
					4200-010-93	Books and Other Reference Materials	Feb.. Writing Instruction	<b>\$300.00</b>
					4200-010-83	Books and Other Reference Materials	Irvine Feb. Language SArts Class	<b>\$84.38</b>
52070	3/6/2018	Martial Arts International	Cleared	\$140.00	4200-010-83	Books and Other Reference Materials	Feb. Additional Instruction	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Karate Lessons	<b>\$65.00</b>
52058	3/6/2018	David Christensen	Cleared	\$39.00	4200-010-83	Books and Other Reference Materials	Feb. Elementary Group Piano Homeschool Campus Burbank Wed	<b>\$39.00</b>
52071	3/6/2018	Marlene Halvorson	Cleared	\$25.00	4200-010-83	Books and Other Reference Materials	Feb. Music Lessons With Marlee	<b>\$25.00</b>
52087	3/6/2018	Young Lamplighters	Cleared	\$3,878.84	4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$316.66</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$295.55</b>

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					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$217.77</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	January Month of Service	<b>\$311.11</b>
52072	3/6/2018	Nasco Modesto	Cleared	\$154.55	4200-010-83	Books and Other Reference Materials	Horrid Henry Book Set, Magic Tree House	\$154.55
52057	3/6/2018	The Critical Thinking Co.	Cleared	\$47.47	4200-010-83	Books and Other Reference Materials	Think Analogies A1, Wood Roots Beginning	<b>\$47.47</b>
52048	3/6/2018	Exploration Education	Cleared	\$148.04	4200-010-83	Books and Other Reference Materials	Standard Physical Science (4th to 6th Grades)	<b>\$148.04</b>
52077	3/6/2018	Raddish Kids	Cleared	\$289.08	4200-010-83	Books and Other Reference Materials	6 Month Memebership	<b>\$144.54</b>
					4200-010-83	Books and Other Reference Materials	6 Month Raddish Membership	<b>\$144.54</b>
52056	3/6/2018	Matthew Landin	Cleared	\$297.00	4200-010-83	Books and Other Reference Materials	Full Story Pack	<b>\$99.00</b>
					4200-010-83	Books and Other Reference Materials	Full Story Pack	<b>\$99.00</b>
					4200-010-83	Books and Other Reference Materials	All 52 Stories Europe Stories	<b>\$99.00</b>
52078	3/6/2018	Scholastic Inc	Cleared	\$251.83	4200-010-83	Books and Other Reference Materials	Hogwarts 3-D Puzzle	\$251.83
52079	3/6/2018	Singapore Math Inc.	Cleared	\$250.59	4200-010-83	Books and Other Reference Materials	Primary Math WQorkbook US Edition, Home Instr.Guide	<b>\$60.90</b>
					4200-010-83	Books and Other Reference Materials	Magnetic Ten Frame Boards, Earlybird CC Ed Acivity Book A	<b>\$189.69</b>
52080	3/6/2018	Studies Weekly, Inc.	Cleared	\$74.85	4200-010-83	Books and Other Reference Materials	Second Grade Science, Character Education Studies Weekly	<b>\$74.85</b>
52055	3/6/2018	Home School Coaches	Cleared	\$185.00	4200-010-83	Books and Other Reference Materials	January-Burbank:Pots, Pans & Passports: Culinary Arts Class	<b>\$48.00</b>
					4200-010-83	Books and Other Reference Materials	January-Burbank-Pots,Pans & Passports-Culinary Arts Class	<b>\$48.00</b>
					4200-010-83	Books and Other Reference Materials	January IEW Acient History-Jonathan Vincve Homeschool Camp	<b>\$44.00</b>

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					4200-010-83	Books and Other Reference Materials	January - Burbank-Creative Writing for Books/TV/Film/Anim	<b>\$45.00</b>
52033	3/6/2018	California Athletics	Cleared	\$105.00	4200-010-83	Books and Other Reference Materials	January-Recreational Games Class -Riverside	<b>\$105.00</b>
52040	3/6/2018	Bonnie Terry Learning	Cleared	\$144.73	4200-010-83	Books and Other Reference Materials	The Writing Pack	<b>\$144.73</b>
52036	3/6/2018	Barnes & Noble, Inc.	Cleared	\$378.60	4200-010-83	Books and Other Reference Materials	/ Call Of The Wild & White Fang, Cosmos	<b>\$243.69</b>
					4200-010-83	Books and Other Reference Materials	lassic Chapter Book Collection (Pokemon)	<b>\$72.78</b>
					4200-010-83	Books and Other Reference Materials	Biology Workbook for Dummies	\$62.13
52032	3/6/2018	Aroma Dough Inc.	Cleared	\$38.98	4200-010-83	Books and Other Reference Materials	Aroma Dough 10-Pack	<b>\$38.98</b>
52039	3/6/2018	Bitsbox	Cleared	\$625.55	4200-010-83	Books and Other Reference Materials	3 Month Subscription: Deluxe Bitsbox	<b>\$119.85</b>
					4200-010-83	Books and Other Reference Materials	Levels 1-12 Bitsbox	<b>\$299.00</b>
					4200-010-83	Books and Other Reference Materials	3 Month Subscription: Deluxe Bitsbox	<b>\$119.85</b>
					4200-010-83	Books and Other Reference Materials	3 Month Subscription Basic Bitsbox	<b>\$86.85</b>
52088	3/7/2018	Kajitani Education	Cleared	\$79.00	4200-010-83	Books and Other Reference Materials	Individual Membership Online Mutliplication Program	<b>\$79.00</b>
52089	3/7/2018	Nancy Larson Science	Cleared	\$316.45	4200-010-83	Books and Other Reference Materials	Science 1 Complete Program	<b>\$316.45</b>
52121	3/13/2018	Intro 2 Skateboarding	Cleared	\$540.00	4200-010-83	Books and Other Reference Materials	January - Intro to Skateboarding	<b>\$80.00</b>
					4200-010-83	Books and Other Reference Materials	Costa Mesa February - Intro 2 Skate	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	Cost Mesa Feb. Skateboarding Classes	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	February - Skateboarding 1st Grade Level	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Skateboarding Lessons, Fountain Valley	<b>\$80.00</b>
					4200-010-83	Books and Other Reference Materials	Cost Mesa Feb. Private Skateboarding Lessons 02/12&02/26	<b>\$80.00</b>
52106	3/13/2018	Explorer Field Trips	Cleared	\$895.00	4200-010-83	Books and Other Reference Materials	Disney Two (2-Day Non-Hopper) Teacher Kit, Student Kit	<b>\$685.00</b>

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					4200-010-83	Books and Other Reference Materials	Custom Teacher/Student Kit Wild Water Adventures	<b>\$210.00</b>
52094	3/13/2018	A Tree of Knowledge	Cleared	\$90.00	4200-010-83	Books and Other Reference Materials	Feb. Language Arts-Rolling Hills Library	<b>\$90.00</b>
52108	3/13/2018	Firestorm Freerunning & Acrobatics	Cleared	\$780.00	4200-010-83	Books and Other Reference Materials	Feb. - Parkour/Strength Training/Balance	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Parkour/Freerunning Instruction	<b>\$280.00</b>
					4200-010-83	Books and Other Reference Materials	Firestorm - 4 Classes February	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Little Heroes	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. - Parkour/Strength Training/Balance	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. - Parkour	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. - Parkour Ninja Warrior	<b>\$85.00</b>
52107	3/13/2018	Fat Brain Holding, LLC	Cleared	\$62.84	4200-010-83	Books and Other Reference Materials	FM Radio Soldering Kit with Tools, Interstate 9V Battery	<b>\$62.84</b>
52122	3/13/2018	Kiwi Crate - USE K1009	Cleared	\$407.30	4200-010-83	Books and Other Reference Materials	Kiwi Crate - 6 Month Subscription	<b>\$117.98</b>
					4200-010-83	Books and Other Reference Materials	Art Box 6 Months Doodle Crate	<b>\$117.98</b>
					4200-010-83	Books and Other Reference Materials	6 Mo. Subscription Kiwi Crate, Monthly Book Kiwi Crate Delux	<b>\$171.34</b>
52099	3/13/2018	Allison Saleh	Outstanding	\$60.00	4200-010-83	Books and Other Reference Materials	January - Guitar Lessons	<b>\$60.00</b>
52100	3/13/2018	Cynthia Dapello	Cleared	\$300.00	4200-010-83	Books and Other Reference Materials	February Language Arts Instruction	<b>\$300.00</b>
52124	3/13/2018	Little Passports, Inc.	Cleared	\$216.79	4200-010-83	Books and Other Reference Materials	USA Edition 6 Month	<b>\$107.77</b>
					4200-010-83	Books and Other Reference Materials	World Edition 6 Month Plan	<b>\$109.02</b>
52101	3/13/2018	Creative Creatures & Co.	Cleared	\$294.00	4200-010-83	Books and Other Reference Materials	Jan.,Feb. - Burbank:All About Animals:Illustration & Charact	<b>\$98.00</b>
					4200-010-83	Books and Other Reference Materials	February Mixed Media Homeschool Campus Burbank	<b>\$49.00</b>
					4200-010-83	Books and Other Reference Materials	January Mixed Media Homeschool Campus Burbank	<b>\$49.00</b>

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					4200-010-83	Books and Other Reference Materials	Jan.,Feb. - Burbank:All About Animals:Illustration & Charact	<b>\$98.00</b>
52125	3/13/2018	LittleBits Electronics, Inc.	Cleared	\$284.90	4200-010-83	Books and Other Reference Materials	Droid Inventor Kit	<b>\$94.95</b>
					4200-010-83	Books and Other Reference Materials	Gizmos & Gadgets Kit, 1st Edition	<b>\$189.95</b>
52095	3/13/2018	Barnes & Noble, Inc.	Cleared	\$224.52	4200-010-83	Books and Other Reference Materials	Electric Plane Launcher, Nanotechnology	<b>\$183.48</b>
					4200-010-83	Books and Other Reference Materials	Technic Stunt Truck, My Book Of Amazing Time	<b>\$41.04</b>
52126	3/13/2018	Language Door Inc	Cleared	\$799.00	4200-010-83	Books and Other Reference Materials	January Spanish Beginner II - Encino	<b>\$99.50</b>
					4200-010-83	Books and Other Reference Materials	February Spanish Beginner II - Encino	<b>\$99.50</b>
					4200-010-93	Books and Other Reference Materials	Feb. Spainsh Instruction T/TH	<b>\$600.00</b>
52092	3/13/2018	Anaheim Ballet School	Cleared	\$58.00	4200-010-83	Books and Other Reference Materials	February Ballet Class	<b>\$58.00</b>
52091	3/13/2018	Academy of Science for Kids, LLC	Cleared	\$139.04	4200-010-83	Books and Other Reference Materials	Kids First Chemistry Set, Creative Cosmetics Lab	<b>\$139.04</b>
52090	3/13/2018	All About Learning Press, Inc.	Cleared	\$99.70	4200-010-83	Books and Other Reference Materials	All About Spelling Level 1 Materials, Student Packet	<b>\$99.70</b>
52123	3/13/2018	Lakeshore Learning Materials	Cleared	\$194.45	4200-010-83	Books and Other Reference Materials	Roll-On Painters, Gel-Bead Sensory Shapes	<b>\$194.45</b>
52132	3/13/2018	Rainbow Resource Center	Cleared	\$1,139.36	4200-010-83	Books and Other Reference Materials	Paper Snatchers Origami Kit, Owl Wind Chime Paint Kit	<b>\$129.86</b>
					4200-010-83	Books and Other Reference Materials	Shiller Math Kit 1 Basic	<b>\$259.15</b>
					4200-010-83	Books and Other Reference Materials	Math In Focus Manipulative Kit, Math In Focus Workbook	<b>\$89.04</b>
					4200-010-83	Books and Other Reference Materials	Rockets, Radar & Robotics: Technology Based Writing Lessons	<b>\$47.09</b>
					4200-010-83	Books and Other Reference Materials	Explode the Code Book, Complete Writer: Writing with Ease	<b>\$34.39</b>
					4200-010-83	Books and Other Reference Materials	Paper Snatchers Origami Kit, Owl Wind Chime Paint Kit	<b>\$159.72</b>
					4200-010-83	Books and Other Reference Materials	Math In Focus Grade 3 Workbook/Enrichment A&B	<b>\$67.70</b>

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					4200-010-83	Books and Other Reference Materials	Modern Cursive Chart, Spanish Vocabulary Bookmark	<b>\$148.12</b>
					4200-010-83	Books and Other Reference Materials	History Pockets-American Revolution, Colonial America	<b>\$85.61</b>
					4200-010-83	Books and Other Reference Materials	Spy Mad Libs, Stepping Into STEM, Ticket to Ride-USA 1910	<b>\$118.68</b>
52114	3/13/2018	Homeschool Spanish Academy Inc.	Cleared	\$43.80	4200-010-83	Books and Other Reference Materials	February: Spanish 5th Grade	<b>\$43.80</b>
52116	3/13/2018	Innoved Inc.	Cleared	\$540.00	4200-010-83	Books and Other Reference Materials	Jan, Feb. Creative Writing (Grades 2-4)	<b>\$150.00</b>
					4200-010-83	Books and Other Reference Materials	Jan, Feb. Creative Writing (Grades 2-4)	<b>\$390.00</b>
52093	3/13/2018	Art Steps, Inc.	Cleared	\$226.00	4200-010-83	Books and Other Reference Materials	Mission Viejo - Feb. - Art Class	<b>\$62.50</b>
					4200-010-83	Books and Other Reference Materials	Mission Viejo - Feb. - Art Class	<b>\$62.50</b>
					4200-010-83	Books and Other Reference Materials	Feb. Yorba Linda / Art Class	<b>\$101.00</b>
52117	3/13/2018	Los Angeles County Office Of Education	Cleared	\$200.00	5200-010-92	Travel and Conferences	Crystal Villegas/Event-Strategies for Common Core Writing	<b>\$200.00</b>
52118	3/13/2018	Los Angeles County Office Of Education	Cleared	\$200.00	5200-010-92	Travel and Conferences	Katherine Hooper/Event-Strategies for Common Core Writing	<b>\$200.00</b>
52119	3/13/2018	Institute for Excellence in Writing	Cleared	\$87.40	4200-010-83	Books and Other Reference Materials	Portable Walls, Fix It Gammar: Nose Tree Teacher's Manual	<b>\$87.40</b>
52103	3/13/2018	Claremont Community School of Music	Cleared	\$144.00	4200-010-83	Books and Other Reference Materials	February Trumpet Lessons	<b>\$144.00</b>
52133	3/13/2018	School Specialty	Cleared	\$119.29	4200-010-83	Books and Other Reference Materials	Laurenwe King Secret Garden Coloring Book	\$119.29
52134	3/13/2018	Singapore Math Inc.	Cleared	\$64.62	4200-010-83	Books and Other Reference Materials	Earlybird Kindergarten Math STD ED Textbook, Activity Bk.	<b>\$64.62</b>
52135	3/13/2018	Samara Rice	Cleared	\$118.00	4200-010-83	Books and Other Reference Materials	Feb. Studio-Piano Lessons 30 Minutes once a week	<b>\$118.00</b>
52136	3/13/2018	Showbiz Kids	Cleared	\$230.00	4200-010-83	Books and Other Reference Materials	February Online - Vocal Classes	<b>\$230.00</b>
52104	3/13/2018	Cogito International Inc.	Cleared	\$1,800.00	4200-010-93	Books and Other Reference Materials	Sept.-Feb. Speech Instruction	<b>\$1,800.00</b>



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52105	3/13/2018	Shane Cammell	Cleared	\$175.00	4200-010-83	Books and Other Reference Materials	February Guitar Lessons	<b>\$175.00</b>
52120	3/13/2018	Inspire In-Home Tutoring, Inc.	Cleared	\$1,248.00	4200-010-83	Books and Other Reference Materials	Feb. Tutoring	<b>\$576.00</b>
					4200-010-83	Books and Other Reference Materials	1 Hour Tutoring/ Week for 4 Weeks February	<b>\$192.00</b>
					4200-010-83	Books and Other Reference Materials	1 Hour Tutoring/ Week for 4 Weeks February	<b>\$192.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Tutoring - Math & ELA - 5th Grade	<b>\$288.00</b>
52097	3/13/2018	CM School Supply	Cleared	\$34.76	4200-010-83	Books and Other Reference Materials	Spot It! Animals, Charades for Kids	<b>\$34.76</b>
52110	3/13/2018	Guitar Ninjas	Cleared	\$135.00	4200-010-83	Books and Other Reference Materials	February - Guitar Lessons (In Studio)	<b>\$135.00</b>
52111	3/13/2018	Gigi V. Frack	Cleared	\$95.00	4200-010-83	Books and Other Reference Materials	Feb. - Kid Yoga Classes	<b>\$95.00</b>
52112	3/13/2018	Homeschool Buyers Co-op	Cleared	\$253.11	4200-010-83	Books and Other Reference Materials	Raz-Kids Reading Program One Year Subscription	<b>\$74.95</b>
					4200-010-83	Books and Other Reference Materials	World and I School + World and I Kids - 1 Year Subscription	<b>\$31.00</b>
					4200-010-83	Books and Other Reference Materials	Science Fusin - Grade 2 Homeschool Kit	<b>\$147.16</b>
52098	3/13/2018	Candi Chavez	Cleared	\$265.00	4200-010-83	Books and Other Reference Materials	February Pinao Lessons	<b>\$65.00</b>
					4200-010-83	Books and Other Reference Materials	February Piano Lessons	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	February Piano Lessons	<b>\$100.00</b>
52102	3/13/2018	Cultured Owl LLC	Cleared	\$160.00	4200-010-83	Books and Other Reference Materials	The Explorer (Japan, China, Madagascar)	<b>\$80.00</b>
					4200-010-83	Books and Other Reference Materials	Countries: Brazil, France, Italy, B The Explorer	<b>\$80.00</b>
52113	3/13/2018	History Unboxed	Cleared	\$140.91	4200-010-83	Books and Other Reference Materials	3-Month Subscription: Ancient History - Teens	<b>\$140.91</b>
52130	3/13/2018	Portal Languages - Costa Mesa	Cleared	\$430.00	4200-010-83	Books and Other Reference Materials	Costa Mesa Jan.,Feb.-Elementary Spanish	<b>\$160.00</b>
					4200-010-83	Books and Other Reference Materials	Costa Mesa Jan.,Feb.-Elementary Spanish	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	Costa Mesa-Jan.,Feb.- Elementary Spanish	<b>\$90.00</b>



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52096	3/13/2018	Beautiful Feet Books	Cleared	\$213.82	4200-010-83	Books and Other Reference Materials	Around the World with Picture Books Pack	<b>\$213.82</b>
52131	3/13/2018	QUILL CORPORATION	Cleared	\$1,604.21	4200-010-83	Books and Other Reference Materials	Woodcase for Pencils, Sketch Pad	\$102.29
					4200-010-83	Books and Other Reference Materials	Highlighters, Chalk, Dry Erase Wipes	\$164.79
					4200-010-83	Books and Other Reference Materials	MEGear Acc. Samsung Galaxy Tab 2 Case	<b>\$21.40</b>
					4200-010-83	Books and Other Reference Materials	Laptop Computer, 2 yr. Warranty, Case	\$458.19
					4200-010-83	Books and Other Reference Materials	Brother HLL2380DW Printer	\$112.00
					4200-010-83	Books and Other Reference Materials	Ink Cartridge, Sharpies, Pencils, Copy Paper	\$227.24
					4200-010-83	Books and Other Reference Materials	Ink Cartridges	<b>\$60.11</b>
					4200-010-83	Books and Other Reference Materials	Laptop Computer, 2 Yr. Warranty, Case	\$458.19
52129	3/13/2018	Penelope Pauley	Cleared	\$715.00	4200-010-93	Books and Other Reference Materials	Feb. Drama Instruction T/TH	<b>\$600.00</b>
					4200-010-83	Books and Other Reference Materials	Winter Production 2018- Shakspeare's A Comedy of Jan, Feb	<b>\$115.00</b>
52109	3/13/2018	Gardener's Supply Company	Cleared	\$176.32	4200-010-83	Books and Other Reference Materials	Seed Starting Mix, Cherry Tomato Organic Seeds	<b>\$55.84</b>
					4200-010-83	Books and Other Reference Materials	Growease Seed Starter Kit, Wooden Plant Markers	<b>\$49.56</b>
					4200-010-83	Books and Other Reference Materials	Roosting Pockets, Demeter Corrugated Raised Bed	<b>\$70.92</b>
52128	3/13/2018	National Geographic For Kids	Cleared	\$15.00	4200-010-83	Books and Other Reference Materials	Nat'l Geographic Kids Magazine US Delivery	<b>\$15.00</b>
52127	3/13/2018	Mojo Learning Inc.	Cleared	\$199.99	4200-010-83	Books and Other Reference Materials	ASD Reading 1 Year Subscription	<b>\$199.99</b>
52138	3/14/2018	Alliance Career Training Solutions	Cleared	\$1,800.00	5811-010-86	Student Transportation	Room Rental 04/24-04/25 up to 20 Students	<b>\$1,800.00</b>
52155	3/14/2018	Aram Melkonyan	Cleared	\$294.16	4100-010-91	Approved Textbooks and Core Curricula Materials	REIMB: Concurrent Scholar Enrollment	<b>\$294.16</b>
52137	3/14/2018	Auditory Processing Ctr. of Pasadena	Cleared	\$1,450.00	5810-010-65	Educational Consultants	CAPD & Audiological Evaluation 1/27/18	<b>\$1,450.00</b>

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52147	3/14/2018	The Critical Thinking Co.	Cleared	\$80.21	4200-010-83	Books and Other Reference Materials	US History Detective Booko, Reading Detective Rx	<b>\$80.21</b>
52148	3/14/2018	Time 4 Learning	Cleared	\$615.00	4200-010-83	Books and Other Reference Materials	February All Subject	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February 5th Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Feb 5th Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February Algebra 2, Geometry, Englis 2, English 3	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	February Time 4 Learning Grade 1	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	Feb 2nd Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February 7th Grade Online Access -See Description	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February Time 4 Learning Grade 8	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February Time 4 Learning 7th Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February High School Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	February All Subjects	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February Time 4 Learning Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February All Subjects 7th Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February 11th Grade Online Access-See Description	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	February HS Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	February Middle School Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February 3rd Grade Online Access -See Description	<b>\$25.00</b>

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					4200-010-83	Books and Other Reference Materials	Feb 7th Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February All Courses	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February - Sixth Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	February - 8th Grade Curriculum	<b>\$25.00</b>
52144	3/14/2018	The Talk Team	Cleared	\$1,725.00	5810-010-65	Educational Consultants	Services 01/09-02/22/18	<b>\$920.00</b>
					5810-010-65	Educational Consultants	Services 01/09-02/15/18	<b>\$805.00</b>
52140	3/14/2018	Law Office of Jennifer McQuarrie	Cleared	\$50.00	5805-010-84	Legal Services	Review and Research Waiver of EDD Claims	<b>\$50.00</b>
52145	3/14/2018	Law Office of Young, Minney & Corr	Cleared	\$11,145.87	5805-010-80	Legal Services	Services Through 02/28/18	<b>(\$586.63)</b>
					5805-010-65	Legal Services	Services Through 02/28/18	<b>\$9,229.50</b>
					5805-010-80	Legal Services	Services Through 02/28/18	<b>\$2,503.00</b>
52149	3/14/2018	Teacher Created Resources	Cleared	\$131.74	4200-010-83	Books and Other Reference Materials	Weekly Writing Lessons Book, Real World Math Book	<b>\$131.74</b>
52141	3/14/2018	Orange Center School District	Cleared	\$11,870.32	9590-030	Due to Grantor Governments	2% Oversight & Admin. Fee Due	<b>\$11,870.32</b>
52139	3/14/2018	Edlen Electrical	Cleared	\$188.00	4300-010-82	Materials and Supplies	San Diego Kids Expo & Fair	<b>\$188.00</b>
52153	3/14/2018	WriteAtHome, Inc.	Cleared	\$475.00	4200-010-83	Books and Other Reference Materials	MS Comp 3 Annual Qty. 1	<b>\$475.00</b>
52154	3/14/2018	Young Lamplighters	Cleared	\$3,878.84	4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$316.66</b>

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					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$217.77</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	February Month of Service - Young Lamplighters	<b>\$295.55</b>
52143	3/14/2018	Professional Tutors of America Inc.	Cleared	\$75.00	5800-010-65	Professional/Consulting Services and Operating Expenditures	Consult January 2018	<b>\$75.00</b>
52146	3/14/2018	Biola University	Cleared	\$500.00	4200-010-83	Books and Other Reference Materials	March, April, May, Class Instruction Voyager's Comm. Spring Sem	<b>\$500.00</b>
52151	3/14/2018	Top Billing Entertainment Academy	Cleared	\$300.00	4200-010-83	Books and Other Reference Materials	Jan, Feb. - Vocal Lessons	<b>\$300.00</b>
52152	3/14/2018	Urban Workshop	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	Jan., Feb. - Urban Workshop Level 2	<b>\$150.00</b>
52142	3/14/2018	Presence Learning, Inc.	Cleared	\$1,183.70	5810-010-65	Educational Consultants	Evaluation Review of Records	<b>\$1,183.70</b>
52150	3/14/2018	Traditional Equitation School	Cleared	\$298.00	4200-010-83	Books and Other Reference Materials	January Riding Lessons	<b>\$231.00</b>
					4200-010-83	Books and Other Reference Materials	February Riding Lessons (Western)	<b>\$67.00</b>
52156	3/16/2018	Department of Justice	Cleared	\$79.00	5874-010-84	Personnel Services	Fingerprint	<b>\$79.00</b>
52159	3/16/2018	Oxford Consulting Services Inc.	Cleared	\$4,065.00	5810-010-65	Educational Consultants	Services Provided in February 2018	<b>\$4,065.00</b>
52157	3/16/2018	8x8, Inc	Cleared	\$1,241.54	5900-010-84	Communications (Tele., Internet, Copies, Postage, Messenger)	/ Phone Service 01/01/-01/31/18	<b>\$677.98</b>
					5900-010-84	Communications (Tele., Internet, Copies, Postage, Messenger)	Phone Service 02/01-02/28/18	<b>\$563.56</b>
52158	3/16/2018	Global Teletherapy	Cleared	\$384.00	5810-010-65	Educational Consultants	ST Services 02/06-02/27/18	<b>\$384.00</b>
52160	3/16/2018	Tricor America, Inc.	Cleared	\$132.61	5900-030-80	Communications (Tele., Internet, Copies, Postage, Messenger)	Services for Dec. 2017 / Fuel Surcharge	\$33.76
					5900-020-80	Communications (Tele., Internet, Copies, Postage, Messenger)	Services for Dec. 2017 / Fuel Surcharge	\$17.24

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					5900-010-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for Nov. 20417 / Fuel Sircharge	\$6.38
					5900-040-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for Nov. 20417 / Fuel Sircharge	\$17.24
					5900-040-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for Dec. 2017 / Fuel Surcharge	\$17.24
					5900-020-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for Nov. 20417 / Fuel Sircharge	\$17.24
					5900-010-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for Dec. 2017 / Fuel Surcharge	\$8.87
					5900-030-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for Nov. 20417 / Fuel Sircharge	\$14.64
52162	3/21/2018	New Jerusalem Elementary School District	Cleared	\$50,000.00	9505-010	Accounts Payable-Accrual	Settlement with NJESD - Installment Payment	<b>\$50,000.00</b>
52161	3/21/2018	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-84	Space Rental/Leases Expense	April 2018 Rent	<b>\$8,000.00</b>
52163	3/21/2018	Trinity Cristo Rey Church	Cleared	\$5,000.00	5600-010-93	Space Rental/Leases Expense	April 2018 Rent	<b>\$5,000.00</b>
52164	3/21/2018	Water Court LLC	Cleared	\$8,419.88	5600-010-84	Space Rental/Leases Expense	Acct. water850p-academy2 / April 2018 Rent	<b>\$8,419.88</b>
52195	3/23/2018	School Specialty	Cleared	\$603.29	4200-010-83	Books and Other Reference Materials	Paper,Art Markers,Colored Pencils	\$173.09
					4200-010-83	Books and Other Reference Materials	Baseball Bat,Glove,Kettlebell,Exercise Tube	<b>\$430.20</b>
52187	3/23/2018	Lakeshore Learning Materials	Cleared	\$890.73	4200-010-83	Books and Other Reference Materials	Jumbo Pencils, Graphing Paper, Watercolor Pap	\$203.04
					4200-010-83	Books and Other Reference Materials	Fractions Discovery Can, Volume Discovery Can	<b>\$118.74</b>
					4200-010-83	Books and Other Reference Materials	Learning to Get Along Book Set, STEM Journal	\$568.95
52196	3/23/2018	Singapore Math Inc.	Cleared	\$112.49	4200-010-83	Books and Other Reference Materials	Primary Mathematics CC ED Textbk, Workbk., Teacher's Guide	<b>\$112.49</b>
52197	3/23/2018	Scientifics Direct	Cleared	\$395.61	4200-010-83	Books and Other Reference Materials	All Terrain Robot, Evolution Robot	<b>\$182.85</b>
					4200-010-83	Books and Other Reference Materials	The Chemistry Lab., Hand Boiler, Moon In My Room,	<b>\$212.76</b>
52173	3/23/2018	Burbank Music Academy	Cleared	\$260.00	4200-010-83	Books and Other Reference Materials	February Piano Lessons	<b>\$130.00</b>

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					4200-010-83	Books and Other Reference Materials	February Piano Lessons	<b>\$130.00</b>
52198	3/23/2018	The Young Scientists Club	Cleared	\$189.93	4200-010-83	Books and Other Reference Materials	Space, Volcano Madness, Animal Science, Science Explosion	<b>\$189.93</b>
52199	3/23/2018	Barnabas Robotics Inc	Cleared	\$171.00	4200-010-83	Books and Other Reference Materials	February 2018-Burbank:Build Your Own Robot Level 2	<b>\$53.00</b>
					4200-010-83	Books and Other Reference Materials	January 2018-Burbank:Build Your Own Robot Level 2	<b>\$118.00</b>
52168	3/23/2018	Barnes & Noble, Inc.	Cleared	\$108.18	4200-010-83	Books and Other Reference Materials	Who Was George Washington?	<b>\$65.57</b>
					4200-010-83	Books and Other Reference Materials	The America's Test Kitchen Cooking School Ckbk.	\$42.61
52188	3/23/2018	Little Passports, Inc.	Cleared	\$218.04	4200-010-83	Books and Other Reference Materials	USA Edition: 6-Month Plan	<b>\$109.02</b>
					4200-010-83	Books and Other Reference Materials	USA Edition: 6-Month Plan	<b>\$109.02</b>
52175	3/23/2018	Bright Solutions for Dyslexia, Inc.	Cleared	\$1,360.00	4200-010-93	Books and Other Reference Materials	Sept. - Feb. Yoga Instruction	<b>\$1,360.00</b>
52189	3/23/2018	Kajitani Education	Cleared	\$79.00	4200-010-83	Books and Other Reference Materials	Multiplication Nation	<b>\$79.00</b>
52190	3/23/2018	Play Well TEKnologies	Outstanding	\$110.00	4200-010-83	Books and Other Reference Materials	February Play-Well @ Classical Conversations	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	February Play Well @ Classical Conversations	<b>\$60.00</b>
52176	3/23/2018	Cultured Owl LLC	Cleared	\$80.00	4200-010-83	Books and Other Reference Materials	3 Months See Description for Countries The Explorer	<b>\$80.00</b>
52177	3/23/2018	Explorer Field Trips	Cleared	\$900.00	4200-010-83	Books and Other Reference Materials	KidSpace Children's Museum Student Kit	<b>\$40.00</b>
					4200-010-83	Books and Other Reference Materials	Disneyworld Behind the Scenes Teacher Kit-2 Day Non-Hop	<b>\$550.00</b>
					4200-010-83	Books and Other Reference Materials	KidSpace Children's Museum Teacher Kit	<b>\$60.00</b>
					4200-010-83	Books and Other Reference Materials	Catalina Undersea Student Kit	<b>\$250.00</b>
52167	3/23/2018	Blackbird & Company	Cleared	\$1,650.68	4200-010-83	Books and Other Reference Materials	El Deafo-A Graphic Novel, Flora & Ulysses	<b>\$63.80</b>
					4200-010-83	Books and Other Reference Materials	Year Pack Early Bird B Bundle	<b>\$209.98</b>
					4200-010-83	Books and Other Reference Materials	Hatchling Volume 2 Complete Bundle	<b>\$528.75</b>

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					4200-010-83	Books and Other Reference Materials	Year Pack-Writing, Grammar:The Bill of Writes, A Sentence	<b>\$682.10</b>
					4200-010-83	Books and Other Reference Materials	A Year Pack-Level 2A	<b>\$166.05</b>
52166	3/23/2018	The Aerial Studio	Cleared	\$392.00	4200-010-83	Books and Other Reference Materials	Jan., Feb. - Homeschool Aerial	<b>\$196.00</b>
					4200-010-83	Books and Other Reference Materials	Jan., Feb. - Homeschool Aerial	<b>\$196.00</b>
52165	3/23/2018	All About Learning Press, Inc.	Cleared	\$159.85	4200-010-83	Books and Other Reference Materials	All About Spelling Level 1 Materials (2nd Edition)	<b>\$159.85</b>
52171	3/23/2018	Baker Creek Heirloom Seeds	Cleared	\$33.75	4200-010-83	Books and Other Reference Materials	Strawberry Melon, Banana, Dwarf Collection, Sweet Potato	<b>\$33.75</b>
52172	3/23/2018	Bitsbox	Cleared	\$119.85	4200-010-83	Books and Other Reference Materials	3 Month Deluxe Bitsbox	<b>\$119.85</b>
52182	3/23/2018	Houghton Mifflin Harcourt	Cleared	\$18.90	4200-010-83	Books and Other Reference Materials	Go Math! Online Interactive Student Edition W/Personal Math	<b>\$18.90</b>
52183	3/23/2018	Home Science Tools	Cleared	\$62.85	4200-010-83	Books and Other Reference Materials	Cow eye Dissection Kit, Stellar Scope Star Locator	<b>\$62.85</b>
52184	3/23/2018	Amy Hite	Cleared	\$140.00	4200-010-83	Books and Other Reference Materials	Guitar Lessons February 2018	<b>\$140.00</b>
52185	3/23/2018	Kiwi Crate - USE K1009	Cleared	\$219.86	4200-010-83	Books and Other Reference Materials	Tinker 12-Month Renewing Subscription	<b>\$219.86</b>
52186	3/23/2018	KidsArt - Los Angeles Inc	Cleared	\$132.00	4200-010-83	Books and Other Reference Materials	February - Homeschool Drawing & Painting	<b>\$132.00</b>
52194	3/23/2018	Riverside Dance Academy	Cleared	\$320.00	4200-010-83	Books and Other Reference Materials	February Dance Class	<b>\$320.00</b>
52193	3/23/2018	Rainbow Resource Center	Cleared	\$548.98	4200-010-83	Books and Other Reference Materials	All About Spelling Level 3 Mat'l's, Level 2, Level Teachers	<b>\$243.70</b>
					4200-010-83	Books and Other Reference Materials	Days of Math,Days of Writing for First Grade,Daily Handwriti	<b>\$53.65</b>
					4200-010-83	Books and Other Reference Materials	Tacky Glue, Nature Log For Kids, Pretend & Play Money	<b>\$121.32</b>
					4200-010-83	Books and Other Reference Materials	GeoBoard,Color Tiles-1",Math Balance,White Board Eraser	<b>\$68.15</b>
					4200-010-83	Books and Other Reference Materials	Sculpey III Sampler	<b>\$62.16</b>
52178	3/23/2018	Easy Grammar Systems	Cleared	\$33.12	4200-010-83	Books and Other Reference Materials	Daily Grams: Grade 7 Teacher Text	<b>\$33.12</b>
52179	3/23/2018	Fundamental Foundations	Cleared	\$666.66	4200-010-83	Books and Other Reference Materials	Jan., Feb. Core Classes	<b>\$666.66</b>



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52180	3/23/2018	Gardener's Supply Company	Cleared	\$154.45	4200-010-83	Books and Other Reference Materials	Greensand, 5 LBS, Seed Stsarting Mix, 9 Qts.	<b>\$154.45</b>
52181	3/23/2018	Green Acres Ranch Inc.	Cleared	\$540.00	4200-010-83	Books and Other Reference Materials	February - Riding Lessons	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	February - Riding Lessons	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	February - Riding Lessons	<b>\$180.00</b>
52192	3/23/2018	QUILL CORPORATION	Cleared	\$2,077.12	4200-010-83	Books and Other Reference Materials	Black Toner Cartridge, Rugged Case	\$157.66
					4200-010-83	Books and Other Reference Materials	Black&Tri-Color Ink Cartridge, Copy Paper	<b>\$106.57</b>
					4200-010-83	Books and Other Reference Materials	15.6" Notebook,LCD Touchscreen, Bag	<b>\$548.03</b>
					4200-010-83	Books and Other Reference Materials	Sharpie Highlighters, Alphabet Pack	<b>\$80.08</b>
					4200-010-83	Books and Other Reference Materials	Pencils, Markers, Gel Pens, Ink	<b>\$237.45</b>
					4200-010-83	Books and Other Reference Materials	Growth Chart, Sentence Strips	\$28.92
					4200-010-83	Books and Other Reference Materials	Upper Bounce Two-Way Foldable Rebounder	<b>\$74.42</b>
					4200-010-83	Books and Other Reference Materials	Laptop Computer 15.6", Blue Bag,2 Yr. Warranty	<b>\$618.17</b>
					4200-010-83	Books and Other Reference Materials	Copy Paper, Colored Pencils, Composition Bk.	<b>\$170.85</b>
					4200-010-83	Books and Other Reference Materials	Canon Color Ink Tank, Multi-Pack	<b>\$54.97</b>
52170	3/23/2018	BookShark LLC	Cleared	\$837.62	4200-010-83	Books and Other Reference Materials	Level 3 All Subject Package - Customized	<b>\$837.62</b>
52191	3/23/2018	Play Your Part, Inc	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	Mission Viejo Studio Feb-Let's Play Music-Beg.Keyboarding	<b>\$100.00</b>
52169	3/23/2018	Brave Writer LLC	Cleared	\$249.00	4200-010-83	Books and Other Reference Materials	Writer's Jungle Online Class	<b>\$249.00</b>
52228	3/28/2018	Once Upon a Storybook	Cleared	\$354.67	4200-010-83	Books and Other Reference Materials	A House Is a House For Me, Take Away The A, Good Night	<b>\$354.67</b>
52229	3/28/2018	Performing Arts Empire	Cleared	\$339.50	4200-010-83	Books and Other Reference Materials	February: Ballet, Musical, Theatre, Acro	<b>\$106.00</b>
					4200-010-83	Books and Other Reference Materials	December: Ballet/Musical Theater/Acro Clas	<b>\$127.50</b>



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					4200-010-83	Books and Other Reference Materials	February: Tap, Musical Theater & Hip Hop	<b>\$106.00</b>
52200	3/28/2018	All About Learning Press, Inc.	Cleared	\$192.80	4200-010-83	Books and Other Reference Materials	All About Reading, Spelling, Homophones, Level 2 & 3	<b>\$192.80</b>
52231	3/28/2018	Rainbow Resource Center	Cleared	\$828.13	4200-010-83	Books and Other Reference Materials	My Book of Measurement: Length, Geometry & Measurement	<b>\$21.60</b>
					4200-010-83	Books and Other Reference Materials	Hooked On Phonics Learn To Read All About Letters	<b>\$57.44</b>
					4200-010-83	Books and Other Reference Materials	Math In Focus Grade 3 Extra Practice A & B	<b>\$93.97</b>
					4200-010-83	Books and Other Reference Materials	If You Were A Noun, A Verb, A Adjective, A Conjunction	<b>\$196.19</b>
					4200-010-83	Books and Other Reference Materials	Saxon Math 3 Home Study Kit, Intermediate 3 Manipulative Ki	<b>\$222.75</b>
					4200-010-83	Books and Other Reference Materials	Colors & Shapes, Fraction Activities, Spectrum Sight Words	<b>\$28.60</b>
					4200-010-83	Books and Other Reference Materials	Focus On Astronomy Elementary Package	<b>\$59.30</b>
					4200-010-83	Books and Other Reference Materials	Reeves/Carson Watercolor Pads, Easy Origami	<b>\$148.28</b>
52212	3/28/2018	Conejo Recreation & Park District	Cleared	\$430.00	4200-010-83	Books and Other Reference Materials	Laser Team Stealth, Basketball, Homeschool Tennis	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Girls Yoga, Homeschool Tennis	<b>\$170.00</b>
52216	3/28/2018	Freshi Films, LLC	Cleared	\$117.00	4200-010-83	Books and Other Reference Materials	Burbank-Dec. Beginning Video Coding & Design	<b>\$45.00</b>
					4200-010-83	Books and Other Reference Materials	Burbank-Dec., Jan. Video Game Coding & Design	<b>\$72.00</b>
52205	3/28/2018	Barnes & Noble, Inc.	Cleared	\$337.26	4200-010-83	Books and Other Reference Materials	The 50 States: Explore, Activity Bk.	<b>\$98.43</b>
					4200-010-83	Books and Other Reference Materials	Harry Potter Paperback Boxed Set Bks. 1-7	\$78.58
					4200-010-83	Books and Other Reference Materials	The Adventures of Tintin Three-In-One	<b>\$160.25</b>
52217	3/28/2018	Gardener's Supply Company	Cleared	\$63.59	4200-010-83	Books and Other Reference Materials	Dark Green Zucchini Organic Seeds, Nitrile Gloves	<b>\$63.59</b>
52224	3/28/2018	Little Passports, Inc.	Cleared	\$134.05	4200-010-83	Books and Other Reference Materials	Early Explorers - 6 Month	<b>\$134.05</b>
52225	3/28/2018	Moving Beyond the Page	Cleared	\$468.24	4200-010-83	Books and Other Reference Materials	Complete Online Curriculum, Manipulatives	<b>\$468.24</b>

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52226	3/28/2018	Memoria Press	Cleared	\$93.46	4200-010-83	Books and Other Reference Materials	CopyBook II, Phonics Flashcards, Spelling Workout Level E	<b>\$93.46</b>
52232	3/28/2018	Singapore Math Inc.	Cleared	\$30.06	4200-010-83	Books and Other Reference Materials	Primary Mathematics CC ED Textbook 1A	<b>\$30.06</b>
52227	3/28/2018	Outschool, Inc.	Cleared	\$949.00	4200-010-83	Books and Other Reference Materials	Basic Math You Need, Advanced Grammar & Parts of Speech	<b>\$300.00</b>
					4200-010-83	Books and Other Reference Materials	Feb 5-Mar 5:Basic Math You Need, Feb 8: Math, Art for Teens	<b>\$300.00</b>
					4200-010-83	Books and Other Reference Materials	Ecological Relationships	<b>\$60.00</b>
					4200-010-83	Books and Other Reference Materials	Home School Art Classes, One Day	<b>\$40.00</b>
					4200-010-83	Books and Other Reference Materials	Feb 7 - Feb 28: Tween Gratitude Project	<b>\$29.00</b>
					4200-010-83	Books and Other Reference Materials	Ecological Relationships	<b>\$60.00</b>
					4200-010-83	Books and Other Reference Materials	Feb 15 - Mar 1: Intro to Piano	<b>\$30.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. 27 - Feb 24 How to Draw Anime Manga Cats	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	Developing a Positive Self Image, Valentine's Day Math	<b>\$80.00</b>
52218	3/28/2018	Grow and Make LLC	Cleared	\$254.75	4200-010-83	Books and Other Reference Materials	Vegetable Garden DIY Starter Growing Kit	<b>\$164.75</b>
					4200-010-83	Books and Other Reference Materials	3 Months: Monthly DIY Kit Subscription	<b>\$90.00</b>
52213	3/28/2018	Cartridge Express	Cleared	\$62.15	4200-010-83	Books and Other Reference Materials	Canon Black/Color Printer Ink	<b>\$62.15</b>
52219	3/28/2018	Home Science Tools	Cleared	\$100.05	4200-010-83	Books and Other Reference Materials	Rock Hound Backpack Kit, Crack Open Geodes	<b>\$100.05</b>
52220	3/28/2018	Homeschool Buyers Co-op	Cleared	\$339.27	4200-010-83	Books and Other Reference Materials	Top Secret Adventures Ancient Civilizations Bundle	<b>\$85.27</b>
					4200-010-83	Books and Other Reference Materials	Which Way USA? Western States Bundle	<b>\$73.83</b>
					4200-010-83	Books and Other Reference Materials	Primary DreamBox Math Sunscription, Addt'l Student	<b>\$94.90</b>
					4200-010-83	Books and Other Reference Materials	Top Secret Adventures Ancient Civilizations Bundle	<b>\$85.27</b>
52207	3/28/2018	Build It Workspace, Inc.	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	Feb. Los Alamitos Build It Robtic Team	<b>\$150.00</b>

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52202	3/28/2018	Art of Problem Solving (AoPS Inc)	Cleared	\$68.10	4200-010-83	Books and Other Reference Materials	Pre Algebra Text & Solutions	<b>\$68.10</b>
52201	3/28/2018	Academy of Science for Kids, LLC	Cleared	\$260.94	4200-010-83	Books and Other Reference Materials	Telescope & Astronomy Kit, Butterfly Pavilion W/Cert.Caterpi	<b>\$260.94</b>
52221	3/28/2018	History Unboxed	Cleared	\$66.09	4200-010-83	Books and Other Reference Materials	Box-Jam 10A Jamestown, Lit-Ame -1AZ Timeline	<b>\$66.09</b>
52208	3/28/2018	The Critical Thinking Co.	Cleared	\$90.06	4200-010-83	Books and Other Reference Materials	Practical Critical Thinking/Teacher's Manual, James Madison	<b>\$90.06</b>
52209	3/28/2018	A Child's Dream	Cleared	\$118.70	4200-010-83	Books and Other Reference Materials	Peg Doll Craft Collections, Hair Sampler, Sun Catcher Kit	<b>\$118.70</b>
52210	3/28/2018	Cricket Media	Cleared	\$111.84	4200-010-83	Books and Other Reference Materials	Muse Digital Subscription - 1 Year	\$9.99
					4200-010-83	Books and Other Reference Materials	Dig Into History -1 Year Print Subscription	<b>\$33.95</b>
					4200-010-83	Books and Other Reference Materials	Cobblestone - 1 Year Print Subscription	\$33.95
					4200-010-83	Books and Other Reference Materials	AskPrint Subscription - 1 Year	<b>\$33.95</b>
52203	3/28/2018	BLICK Art Materials	Cleared	\$158.06	4200-010-83	Books and Other Reference Materials	Liquitex Basics Acrylic Colors-Set of 6	\$158.06
52204	3/28/2018	Brainy Toys, Inc	Cleared	\$44.94	4200-010-83	Books and Other Reference Materials	Conduct Dough Lights	<b>\$44.94</b>
52223	3/28/2018	Lakeshore Learning Materials	Cleared	\$2,247.17	4200-010-83	Books and Other Reference Materials	Listening Center Headphones, Mag.White Bd.	<b>\$78.80</b>
					4200-010-83	Books and Other Reference Materials	Pencil Grips = Pack of 12	<b>\$28.69</b>
					4200-010-83	Books and Other Reference Materials	Classroom CD Player with Bluetooth,Mag.Pcket	\$566.99
					4200-010-83	Books and Other Reference Materials	Magnetic Write&Wipe Board/Kit,Trays	\$468.03
					4200-010-83	Books and Other Reference Materials	Grade Paiting Bowls,Smelly Markers,Pockets	\$56.38
					4200-010-83	Books and Other Reference Materials	Hear Myself Alphabet Sound Center, Time Timer	<b>\$389.10</b>
					4200-010-83	Books and Other Reference Materials	See It Grow Plant Lab, Basketball, Kickball	<b>\$659.18</b>
52230	3/28/2018	QUILL CORPORATION	Cleared	\$327.53	4200-010-83	Books and Other Reference Materials	/ Sony Stero Over Ear Headphones, Black	<b>\$43.48</b>

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					4200-010-83	Books and Other Reference Materials	Brother Geniune Blk.High Yield Ink Cartridges	<b>\$86.69</b>
					4200-010-83	Books and Other Reference Materials	Mechanical Pencils, Crayons, Scissors	<b>\$106.77</b>
					4200-010-83	Books and Other Reference Materials	/Epson Combo Ink 4 Pack, Black Ink	<b>\$90.59</b>
52206	3/28/2018	Barnabas Robotics Inc	Cleared	\$126.00	4200-010-83	Books and Other Reference Materials	Feb. Lakewood - Introduction to Robotics	<b>\$63.00</b>
					4200-010-83	Books and Other Reference Materials	Jan. Lakewood-Introduction to Robotics	<b>\$63.00</b>
52211	3/28/2018	1 Creative Spot	Cleared	\$1,100.00	4200-010-93	Books and Other Reference Materials	Jan., Feb. Art Instruction T/TH	<b>\$1,100.00</b>
52238	3/28/2018	Weil Tennis Academy	Cleared	\$1,275.00	4200-010-83	Books and Other Reference Materials	February Tennis Instruction	<b>\$1,275.00</b>
52236	3/28/2018	TalkBox.Mom	Cleared	\$429.00	4200-010-83	Books and Other Reference Materials	French Monthly Subscription Beginning with Box #6 French	<b>\$429.00</b>
52214	3/28/2018	Discount School Supply	Cleared	\$180.69	4200-010-83	Books and Other Reference Materials	Decorate A Piggy Bank,Your Own Puppy	\$180.69
52215	3/28/2018	Explorer Field Trips	Cleared	\$2,125.00	4200-010-83	Books and Other Reference Materials	Disney Parks-1 & 2 Day Kits-Student & Teacher Kit	<b>\$405.00</b>
					4200-010-83	Books and Other Reference Materials	Student Kit - Monterey Bay Aquarium	<b>\$70.00</b>
					4200-010-83	Books and Other Reference Materials	Monterey Bay Aquarium-Teacher Kit,Fresno Chaffee Zoo	<b>\$185.00</b>
					4200-010-83	Books and Other Reference Materials	San Diego Zoo Teacher Kit, Universal Studios Hollywood T Kit	<b>\$495.00</b>
					4200-010-83	Books and Other Reference Materials	Student Kit - Monterey Bay Aquarium	<b>\$70.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit - Monterey Bay Aquarium	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	1 Teacher Kit & 1 Adult Disney on Ice	<b>\$115.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit for California Science Center	<b>\$165.00</b>
					4200-010-83	Books and Other Reference Materials	Catalina Undersea Teacher Kit	<b>\$490.00</b>
52222	3/28/2018	Ivy Kids LLC	Cleared	\$1,362.15	4200-010-83	Books and Other Reference Materials	February 3 Month Subscription	<b>\$110.85</b>
					4200-010-83	Books and Other Reference Materials	December Start 6 Month Subscription	<b>\$209.70</b>

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					4200-010-83	Books and Other Reference Materials	Dec.6 Month Subscription to Ivy Kids With Sibling Extras Add	<b>\$239.70</b>
					4200-010-83	Books and Other Reference Materials	Ivy Kids Kit - Over in Australia, Roaring Rockets	<b>\$77.90</b>
					4200-010-83	Books and Other Reference Materials	Feb. Three Months Recurring Ivy Kit Subscription	<b>\$110.85</b>
					4200-010-83	Books and Other Reference Materials	Jan. 2018 Little Engine That Could 1 Month	<b>\$82.90</b>
					4200-010-83	Books and Other Reference Materials	Dec. 6 Month Recurring Ivy Kit Subscription	<b>\$209.70</b>
					4200-010-83	Books and Other Reference Materials	March Ivy Kids - 3 Month Subscription	<b>\$110.85</b>
					4200-010-83	Books and Other Reference Materials	January Start Ivy 6 Month Subscription	<b>\$209.70</b>
52237	3/28/2018	Cynthia Delgadillo	Cleared	\$79.18	4200-010-83	Books and Other Reference Materials	Wipe-Clean Dinosaur Activities, Build Your Own Monster Truck	<b>\$79.18</b>
52235	3/28/2018	Teachers Synergy, LLC	Cleared	\$239.08	4200-010-83	Books and Other Reference Materials	Personal Financial Literacy, Veterans Day Math & Literay Act	<b>\$144.50</b>
					4200-010-83	Books and Other Reference Materials	Main Idea & Details Reading Comprehension, March Reading	<b>\$94.58</b>
52234	3/28/2018	Timberdoodle.com	Cleared	\$823.85	4200-010-83	Books and Other Reference Materials	Secular Kindergarten 2017 Timberdoodle Curriculum Kit-Elite	<b>\$823.85</b>
52233	3/28/2018	Teaching Textbooks Inc.	Cleared	\$194.90	4200-010-83	Books and Other Reference Materials	Alegebra 2 2.0 Complete Set	<b>\$194.90</b>
52239	3/29/2018	K12 Management, Inc.	Cleared	\$22,590.00	4100-020-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees-Del Mar	<b>\$7,514.00</b>
					4100-030-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees-Fresno	<b>\$3,408.00</b>
					4100-040-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fee-LA	<b>\$11,668.00</b>
52242	3/29/2018	CharterSAFE	Cleared	\$3,661.00	3603-010-84	Worker Compensation Insurance	April Premium 2017-2018 Workers Comp.	\$3,661.00
52243	3/29/2018	Kaiser Foundation Health Plan Inc	Cleared	\$26,855.10	3403-010-84	Health & Welfare Benefits	April 2018 Health Insurance	<b>\$26,855.10</b>
52244	3/29/2018	Leaps & Bounds	Cleared	\$52.50	5810-010-65	Educational Consultants	Occupational Therapy (30 min)	<b>\$52.50</b>
52245	3/29/2018	Presence Learning, Inc.	Cleared	\$1,651.60	5810-010-65	Educational Consultants	SLP Evaluation Qty. 4	<b>\$1,651.60</b>
52240	3/29/2018	K12 Management,	Cleared	\$22,420.00	4100-020-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees-Del Mar	<b>\$6,836.00</b>

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		Inc.			4100-030-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees-Fresno	<b>\$3,266.00</b>
					4100-040-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees-LA	<b>\$12,318.00</b>
52248	3/29/2018	Specialized Therapy Services	Cleared	\$478.75	5810-010-65	Educational Consultants	Assistive Technology Services, Audiology, Speech	<b>\$478.75</b>
52241	3/29/2018	Allstate Building & Office Maintenance, Inc.	Cleared	\$500.00	5500-010-84	Operation and Housekeeping Services	Services Rendered to April 1st	<b>\$500.00</b>
52249	3/29/2018	VALLEYPBS	Cleared	\$5,000.00	5815-010-82	Advertising/Recruiting	Dog Days of Summer Sponsorship	<b>\$5,000.00</b>
52247	3/29/2018	Playworks Education Energized	Cleared	\$2,000.00	5811-010-93	Student Transportation	Half Day Power of Play 01/19/18	<b>\$2,000.00</b>
52246	3/29/2018	Proforma	Cleared	\$460.77	5815-010-82	Advertising/Recruiting	Cust: 004645 / CCS T-Shirts	<b>\$460.77</b>
52250	4/4/2018	Friar Equity Partners LLC	Cleared	\$46,020.81	5600-010-84	Space Rental/Leases Expense	Rent for the Month of April 2018 & Cam Charges	\$46,020.81
52251	4/10/2018	Cotati-Rohnert Park Unified	Cleared	\$8,007.01	5875-050-80	District Oversight Fee	2016-17 Oversight Fee as Calculated by AAS	<b>\$8,007.01</b>
52269	4/12/2018	Home School Coaches	Cleared	\$185.00	4200-010-83	Books and Other Reference Materials	Feb.IEW Ancient History-Jonathan Vince Homeschool Campus	<b>\$44.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Burbank:Pots, Pans and Passports - Culinary Arts Class	<b>\$48.00</b>
					4200-010-83	Books and Other Reference Materials	Feb.Burbank:Pots,Pans and Passports - Culinary Arts Class	<b>\$48.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Burbank:Creative Writing for Books/TV/Film/Animation	<b>\$45.00</b>
52261	4/12/2018	Exploration Education	Cleared	\$181.81	4200-010-83	Books and Other Reference Materials	Advanced Physical Science,CD Version Optional	<b>\$181.81</b>
52256	4/12/2018	Brain Builders Educational Programs	Cleared	\$1,470.00	4200-010-83	Books and Other Reference Materials	Tustin Jan-March Zoology Part 2	<b>\$250.00</b>
					4200-010-83	Books and Other Reference Materials	Tustin Jan-March Semester1&2 Junkyard Wars-Power Wheels	<b>\$270.00</b>
					4200-010-83	Books and Other Reference Materials	Mini ELA: English Language Arts	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	Tustin Jan-March Electrify your Cosplay	<b>\$250.00</b>
					4200-010-83	Books and Other Reference Materials	Tustin Jan-March Escape Room	<b>\$200.00</b>

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					4200-010-83	Books and Other Reference Materials	Tustin Jan-Mar-Zoology, Jan-Mar-Inventers Lab for Electronic	<b>\$400.00</b>
52280	4/12/2018	School Specialty	Cleared	\$365.41	4200-010-83	Books and Other Reference Materials	Social Skill Builder CD-ROM	<b>\$167.20</b>
					4200-010-83	Books and Other Reference Materials	Laurence King Secret Garden Coloring Book	<b>\$143.77</b>
					4200-010-83	Books and Other Reference Materials	Sportime No 5 Prolaminate Soccer Ball,Basketba	<b>\$54.44</b>
52270	4/12/2018	Inspire In-Home Tutoring, Inc.	Cleared	\$192.00	4200-010-83	Books and Other Reference Materials	March 4 Hours Tutoring	<b>\$192.00</b>
52271	4/12/2018	Lakeshore Learning Materials	Cleared	\$241.76	4200-010-83	Books and Other Reference Materials	Touch & Learn USA Map,Lakeshore Magnet Kit	<b>\$241.76</b>
52281	4/12/2018	Sparkletts	Cleared	\$183.96	4300-010-84	Materials and Supplies	Water Filtration System	<b>\$183.96</b>
52282	4/12/2018	Southern California Edison	Cleared	\$234.90	5501-010-84	Utilities	Electric Charges 02/09-03/13/18	<b>\$234.90</b>
52283	4/12/2018	San Diego Regional Chamber of Commerce	Cleared	\$1,260.00	5300-010-80	Dues and Memberships	Bronze Membership - Renewal - 2018	<b>\$1,260.00</b>
52284	4/12/2018	SPSV Entertainment	Cleared	\$398.00	4200-010-83	Books and Other Reference Materials	Parent/Student Annual Pass	<b>\$398.00</b>
52285	4/12/2018	Teachers Synergy, LLC	Cleared	\$25.98	4200-010-83	Books and Other Reference Materials	Autumn Art Activity & Lesson Plan for Kids:In the Rain,Sprin	<b>\$25.98</b>
52286	4/12/2018	Tustin Volleyball Club LLC	Cleared	\$1,015.00	4200-010-83	Books and Other Reference Materials	Feb. Group Volleyball Lessons	<b>\$125.00</b>
					4200-010-93	Books and Other Reference Materials	Jan.,Feb. PE Instruction	<b>\$425.00</b>
					4200-010-93	Books and Other Reference Materials	March PE Instruction	<b>\$340.00</b>
					4200-010-83	Books and Other Reference Materials	Jan.,Feb. Volleyball Tustin	<b>\$125.00</b>
52272	4/12/2018	The Learning Village	Cleared	\$945.00	4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>



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					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno - March - TLV	<b>\$105.00</b>
52260	4/12/2018	EMH Sports USA Inc	Cleared	\$128.00	4200-010-83	Books and Other Reference Materials	March Chatsworth Field Handball	<b>\$36.00</b>
					4200-010-83	Books and Other Reference Materials	March Chatsworth Field Handball	<b>\$36.00</b>
					4200-010-83	Books and Other Reference Materials	March PE - Milliken Park	<b>\$28.00</b>
					4200-010-83	Books and Other Reference Materials	March PE - Milliken Park	<b>\$28.00</b>
52253	4/12/2018	BLICK Art Materials	Cleared	\$180.82	4200-010-83	Books and Other Reference Materials	Economy Canvas Panels, Origami Paper Class	<b>\$180.82</b>
52287	4/12/2018	Two Little Hands Production	Cleared	\$299.99	4200-010-83	Books and Other Reference Materials	Signing Time Classroom Edition	<b>\$299.99</b>
52288	4/12/2018	Young Lamplighters	Cleared	\$3,878.84	4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$316.66</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$311.11</b>



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					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$217.77</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	March Month of Service - Young Lamplighters	<b>\$295.55</b>
52252	4/12/2018	Aroma Dough Inc.	Outstanding	\$50.94	4200-010-83	Books and Other Reference Materials	Aroma Dough 10-Pack, Splat Mat, Rolling Pin	<b>\$50.94</b>
52257	4/12/2018	Bright Solutions for Dyslexia, Inc.	Cleared	\$284.95	4200-010-83	Books and Other Reference Materials	Single Tutor Version Level 1:Phonemic Awareness	<b>\$284.95</b>
52278	4/12/2018	QUILL CORPORATION	Cleared	\$1,099.10	4200-010-83	Books and Other Reference Materials	2 Yr. Pc. PPAD \$600-\$649	\$89.99
					4200-010-83	Books and Other Reference Materials	Thermal Laminator,Tri-Color Ink Cartridge	<b>\$183.46</b>
					4200-010-83	Books and Other Reference Materials	/3 Hole Puncher,Chalk Holder, ink Cartridges	<b>\$155.98</b>
					4200-010-83	Books and Other Reference Materials	17 Laptop Sleeve	<b>\$28.18</b>
					4200-010-83	Books and Other Reference Materials	Chalk Marker 3 Pkg.	\$11.05
					4200-010-83	Books and Other Reference Materials	HP 17-BS062ST Notebook	\$595.23
					4200-010-83	Books and Other Reference Materials	8X10 Canvas Board	\$30.23
					4200-010-83	Books and Other Reference Materials	Plastic Chalk Holder	<b>\$4.98</b>
52266	4/12/2018	Gigi V. Frack	Cleared	\$95.00	4200-010-83	Books and Other Reference Materials	March-Kid Yoga Classes	<b>\$95.00</b>
52267	4/12/2018	Home Science Tools	Cleared	\$114.31	4200-010-83	Books and Other Reference Materials	Intermediate Dissection Kit	<b>\$44.90</b>
					4200-010-83	Books and Other Reference Materials	Chemistry Kit, Green Thinking Putty	<b>\$69.41</b>
52258	4/12/2018	Discount School Supply	Cleared	\$598.38	4200-010-83	Books and Other Reference Materials	Decorate Your Own Pot Holders	\$76.31
					4200-010-83	Books and Other Reference Materials	Wooden Flower Pot Frames,Wikki Stix	<b>\$320.18</b>
					4200-010-83	Books and Other Reference Materials	Mini Canvas Tote Bags,Washable Sidewalk Chalk	<b>\$201.89</b>

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52268	4/12/2018	Handwriting Without Tears	Cleared	\$198.64	4200-010-83	Books and Other Reference Materials	Kick Start Kindergarten Student Workbook,Teacher's Guide	<b>\$33.96</b>
					4200-010-83	Books and Other Reference Materials	2nd Grade Student Bundle B	<b>\$29.55</b>
					4200-010-83	Books and Other Reference Materials	My Printing Book,Can Do Print, Building Writers A, Rock,Tap	<b>\$51.69</b>
					4200-010-83	Books and Other Reference Materials	Slate Chalkboard,Little Chalk Bits,Roll a Dough Letters	<b>\$83.44</b>
52254	4/12/2018	Barnes & Noble, Inc.	Cleared	\$611.02	4200-010-83	Books and Other Reference Materials	Sucess on the Upper Level SSAT	<b>\$99.59</b>
					4200-010-83	Books and Other Reference Materials	Harry Potter Paperback Boxed Set, Books 1-7	<b>\$511.43</b>
52255	4/12/2018	Beautiful Feet Books	Cleared	\$11.39	4200-010-83	Books and Other Reference Materials	Paperback,Advanced Version The Canterbury Talesd (PB)	<b>\$11.39</b>
52279	4/12/2018	Rainbow Resource Center	Cleared	\$797.29	4200-010-83	Books and Other Reference Materials	Power Pen	<b>\$12.50</b>
					4200-010-83	Books and Other Reference Materials	Complete Book of Spanish, Paper Trimmer, Laminator	<b>\$207.85</b>
					4200-010-83	Books and Other Reference Materials	World/State Flag/Butterflies/Common Sight Words Placemet,	<b>\$105.75</b>
					4200-010-83	Books and Other Reference Materials	Saxon Math Intermediate 4 Manipulative Kit/4Comp Homeschool	<b>\$220.59</b>
					4200-010-83	Books and Other Reference Materials	Rosetta Stone Homeschool Subscription-12 Months French	<b>\$110.88</b>
					4200-010-83	Books and Other Reference Materials	Chef's Companion, Live Butterfly Garden,Human Organ Toob	<b>\$139.72</b>
52259	4/12/2018	Explorer Field Trips	Cleared	\$1,130.00	4200-010-83	Books and Other Reference Materials	Universal Studios Hollywood-Student Kit-Disney SoCal 2 Day	<b>\$330.00</b>
					4200-010-83	Books and Other Reference Materials	Universal Studios Hollywood-Student Kit-Disney SoCal 2 Day	<b>\$330.00</b>
					4200-010-83	Books and Other Reference Materials	Universal Studios Hollywood-Teacher Kit-Disney SoCal 2 Day	<b>\$470.00</b>
52274	4/12/2018	Marlene Halvorson	Cleared	\$48.73	4200-010-83	Books and Other Reference Materials	March Music Lessons with Marlene	<b>\$48.73</b>
52275	4/12/2018	Play Well TEKologies	Cleared	\$133.00	4200-010-83	Books and Other Reference Materials	Jan-Mar: Tem Fundamentals with Lego Materials, Winter	<b>\$133.00</b>
52276	4/12/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$59.93	4200-010-83	Books and Other Reference Materials	Seascape Strawberry Plants,Sequoia Plants	<b>\$59.93</b>

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52277	4/12/2018	Playcorps, LLC	Cleared	\$696.00	4200-010-83	Books and Other Reference Materials	Jan, Feb., Mar. KidsPark Preschool Program Ages 3-5	<b>\$432.00</b>
					4200-010-83	Books and Other Reference Materials	Nov., Dec. Kidspark Preschool Program Ages 3-5	<b>\$264.00</b>
52265	4/12/2018	For The Love Of Words	Cleared	\$60.00	4200-010-83	Books and Other Reference Materials	Feb., March Creative Writing Class: In Home	<b>\$60.00</b>
52264	4/12/2018	Freshi Films, LLC	Cleared	\$72.00	4200-010-83	Books and Other Reference Materials	Burbank - Dec, Jan Beginning Video Game Coding & Design	<b>\$72.00</b>
52273	4/12/2018	Moving Beyond the Page	Cleared	\$776.50	4200-010-83	Books and Other Reference Materials	Age 8-10 Full Year Package	<b>\$776.50</b>
52263	4/12/2018	Nancy Enoch	Cleared	\$80.00	4200-010-83	Books and Other Reference Materials	February Math - 7th Grade	<b>\$80.00</b>
52262	4/12/2018	Elephant Head Software	Cleared	\$105.00	4200-010-83	Books and Other Reference Materials	3 Month Subscription	<b>\$105.00</b>
52289	4/12/2018	Guided Discoveries, Inc	Cleared	\$7,705.00	5811-010-89	Student Transportation	CCS at Astro Camp	<b>\$7,705.00</b>
52293	4/16/2018	Anaheim Ballet School	Cleared	\$58.00	4200-010-83	Books and Other Reference Materials	March Ballet II Class	<b>\$58.00</b>
52296	4/16/2018	APLUS+	Cleared	\$11,981.25	5300-010-80	Dues and Memberships	Standard Membership	<b>\$11,981.25</b>
52290	4/16/2018	All About Learning Press, Inc.	Cleared	\$95.80	4200-010-83	Books and Other Reference Materials	All About Spelling Level 3 Materials	<b>\$47.90</b>
					4200-010-83	Books and Other Reference Materials	All About Spelling Level 4	<b>\$47.90</b>
52311	4/16/2018	Specialized Therapy Services	Cleared	\$513.75	5810-010-65	Educational Consultants	Assistive Technology Services, Speech Pathology Services	<b>\$513.75</b>
52312	4/16/2018	The Talk Team	Cleared	\$805.00	5810-010-65	Educational Consultants	Services 03/01, 03/15, 03/22, 03/28/18	<b>\$460.00</b>
					5810-010-65	Educational Consultants	Services 03/01, 03/15, 03/28/18	<b>\$345.00</b>
52297	4/16/2018	BLICK Art Materials	Cleared	\$513.41	4200-010-83	Books and Other Reference Materials	Lumiere Exciter Pack, Plastic Face Mask	\$186.50
					4200-010-83	Books and Other Reference Materials	Sttrathmore Ready Cut Watercolor Sheets	<b>\$215.03</b>
					4200-010-83	Books and Other Reference Materials	Blick Construction Paper, Natural Feathers	<b>\$111.88</b>
52313	4/16/2018	Law Office of Young, Minney & Corr	Cleared	\$9,070.12	5805-010-65	Legal Services	Services Through 03/31/18	<b>\$8,497.50</b>
					5805-010-80	Legal Services	Services Through 03/31/18	<b>\$1,050.00</b>
					5805-010-80	Legal Services	Services Through 03/31/18	<b>(\$477.38)</b>
52294	4/16/2018	Aroma Dough Inc.	Cleared	\$81.96	4200-010-83	Books and Other Reference Materials	Aroma Dough 10-Pack, Splat Mat	<b>\$40.98</b>

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					4200-010-83	Books and Other Reference Materials	Aroma Dough 10-Pack, Splat Mat	<b>\$40.98</b>
52299	4/16/2018	Beautiful Feet Books	Cleared	\$564.87	4200-010-83	Books and Other Reference Materials	Histry of Science Timeline,Along Came Galileo	<b>\$154.53</b>
					4200-010-83	Books and Other Reference Materials	Album of Horses,King of the Wind,Handbook of Horses	<b>\$410.34</b>
52298	4/16/2018	Barnes & Noble, Inc.	Cleared	\$299.77	4200-010-83	Books and Other Reference Materials	Spelling Power Workbook, The Writing Prompt	<b>\$52.35</b>
					4200-010-83	Books and Other Reference Materials	Human Geography With CD	\$29.73
					4200-010-83	Books and Other Reference Materials	Shades of Gray, Hattie Big Sky, Wilder Boys	<b>\$103.84</b>
					4200-010-83	Books and Other Reference Materials	Ivy & Bean Doomed to Dance,Tail of Emily Windsnap	\$30.95
					4200-010-83	Books and Other Reference Materials	Never Girls Collection,Pete the Cat -Cool Caterpillar	<b>\$28.98</b>
					4200-010-83	Books and Other Reference Materials	Diary of a Wimpy Kid:Hard Luck#8	\$53.92
52300	4/16/2018	B & H Foto & Electronics	Cleared	\$479.99	4200-010-83	Books and Other Reference Materials	Yamaha P-45 Compact Portable Digital Piano Bundle (Black)	<b>\$479.99</b>
52295	4/16/2018	Art Steps, Inc.	Cleared	\$331.00	4200-010-83	Books and Other Reference Materials	March Yorba Linda Art Class (1st Grade)	<b>\$101.00</b>
					4200-010-83	Books and Other Reference Materials	Mission Viejo March: Art Class for Ages 4 and Up.	<b>\$115.00</b>
					4200-010-83	Books and Other Reference Materials	Mission Viejo March: Art Class for Ages 4 and Up.	<b>\$115.00</b>
52292	4/16/2018	AVID Center	Cleared	\$280.00	5210-010-53	Training and Development Expense	Acct: 1000016279 Training	<b>\$280.00</b>
52291	4/16/2018	Academics in a Box Inc.	Cleared	\$186.72	4200-010-83	Books and Other Reference Materials	3 Month Subscription Groovy Lab In A Box	<b>\$93.36</b>
					4200-010-83	Books and Other Reference Materials	3 Month Subscription Groovy Lab In A Box	<b>\$93.36</b>
52307	4/16/2018	FlipSwitch, Inc.	Cleared	\$9,498.35	5815-010-82	Advertising/Recruiting	Media Reimbursement-Jan/Feb 2018	\$9,498.35
52308	4/16/2018	Global Teletherapy	Cleared	\$384.00	5810-010-65	Educational Consultants	ST Services 03/06, 03/13, 03/20, 03/27/18	<b>\$384.00</b>
52309	4/16/2018	Law Office of Jennifer McQuarrie	Cleared	\$45.00	5805-010-84	Legal Services	Telephone Conference W/Client	<b>\$45.00</b>
52310	4/16/2018	A Plan in Place	Cleared	\$83.78	4200-010-83	Books and Other Reference Materials	Student Planner	<b>\$42.85</b>

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					4200-010-83	Books and Other Reference Materials	Student Planner	<b>\$40.93</b>
52305	4/16/2018	8x8, Inc	Cleared	\$556.10	5900-010-84	Communications (Tele., Internet, Copies,Postage,Messenger)	Phone for Usage Fees: March	<b>\$556.10</b>
52304	4/16/2018	A Child's Dream	Cleared	\$187.20	4200-010-83	Books and Other Reference Materials	Peg Doll Craft Collection, Wood Bean Cups, Ballet Outfits	<b>\$187.20</b>
52306	4/16/2018	FlipSwitch, Inc.	Cleared	\$488,750.00	4100-010-92	Approved Textbooks and Core Curricula Materials	March Month of Service - Young Lamplighters	<b>\$488,750.00</b>
52303	4/16/2018	Canon Financial Services, Inc.	Cleared	\$680.98	5605-010-84	Equipment Rental/Lease Expense	Contract: 001-0672366-001/ For 03/01 - 03/31/18	<b>\$680.98</b>
52302	4/16/2018	Blue Buoy Swim School	Cleared	\$65.00	4200-010-83	Books and Other Reference Materials	Tustin-March-Semi Private Swim Lessons	<b>\$65.00</b>
52301	4/16/2018	Barnabas Robotics Inc	Cleared	\$63.00	4200-010-83	Books and Other Reference Materials	Lakewood Mar - Introduction to Robotics	<b>\$63.00</b>
52314	4/18/2018	Martha Desmond	Cleared	\$56.25	4200-010-83	Books and Other Reference Materials	February Cypress - Exploring Reading & Literature	<b>\$56.25</b>
52315	4/18/2018	Kaiser Foundation Health Plan Inc	Cleared	\$26,855.10	3403-010-84	Health & Welfare Benefits	May 2018 Health Insurance	<b>\$26,855.10</b>
52319	4/23/2018	Brave Writer LLC	Cleared	\$190.95	4200-010-83	Books and Other Reference Materials	The Writers Jungle, Digital	<b>\$79.00</b>
					4200-010-83	Books and Other Reference Materials	The Writers Jungle	<b>\$111.95</b>
52370	4/23/2018	SPSV Entertainment	Cleared	\$597.00	4200-010-83	Books and Other Reference Materials	Annual Subscription StudentSubscription	<b>\$199.00</b>
					4200-010-83	Books and Other Reference Materials	Annual Subscription/Student Subscription	<b>\$398.00</b>
52317	4/23/2018	Activities for Learning , Inc.	Cleared	\$168.03	4200-010-83	Books and Other Reference Materials	E to G Add-on-Kit (5)	<b>\$168.03</b>
52371	4/23/2018	Dorothy Swanson	Cleared	\$315.00	4200-010-83	Books and Other Reference Materials	Feb.,March Weekly Tutoring	<b>\$315.00</b>
52372	4/23/2018	Southern Science Supply, LLC	Cleared	\$59.00	4200-010-83	Books and Other Reference Materials	Category Forensics, Fingerprints & Fibers Be a CSI Super Slu	<b>\$59.00</b>
52373	4/23/2018	Tricor America, Inc.	Cleared	\$70.27	5900-040-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services Provided in March 2018	<b>\$22.73</b>
					5900-030-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for March 2018	<b>\$20.03</b>
					5900-010-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Fuel Surcharge	<b>\$8.08</b>

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					5900-020-80	Communications (Tele., Internet, Copies, Postage, Messenger)	Services Provided in March 2018	<b>\$19.43</b>
52350	4/23/2018	Language Door Inc	Cleared	\$99.50	4200-010-83	Books and Other Reference Materials	March Spanish Beginner II - Encino	<b>\$99.50</b>
52351	4/23/2018	Demme Learning	Cleared	\$295.42	4200-010-83	Books and Other Reference Materials	Gamma Universal Set	<b>\$186.76</b>
					4200-010-83	Books and Other Reference Materials	Fourth Grade Color Math Curriculum Set	<b>\$97.20</b>
					4200-010-83	Books and Other Reference Materials	Primer Universal Set (Yes, SDolutions)	<b>\$158.00</b>
52328	4/23/2018	Fluenz Inc.	Cleared	\$177.00	4200-010-83	Books and Other Reference Materials	Fluenz German 1 Download	<b>\$177.00</b>
52375	4/23/2018	Teachers Synergy, LLC	Cleared	\$28.46	4200-010-83	Books and Other Reference Materials	Digital Adaptive Work Binder, Learning About My Body Parts	<b>\$28.46</b>
52376	4/23/2018	Crandall Coding	Cleared	\$59.99	4200-010-83	Books and Other Reference Materials	PyCraft 7 - 18 Yrs. Old	<b>\$59.99</b>
52377	4/23/2018	Cynthia Delgadillo	Cleared	\$378.37	4200-010-83	Books and Other Reference Materials	Alphabet Sticker Book, Unicorn Sticker Bk., Dolly Dressing Dre	<b>\$61.39</b>
					4200-010-83	Books and Other Reference Materials	Dinosaur Acitivity Pack, I'm A Hungry Dinosaur, Lift&Look Trai	<b>\$105.25</b>
					4200-010-83	Books and Other Reference Materials	Coding for Beginners Using Scratch, Creative Writing Book	<b>\$211.73</b>
52329	4/23/2018	Fat Brain Holding, LLC	Cleared	\$478.73	4200-010-83	Books and Other Reference Materials	Art Studio in a Box, Crystal Growing Kit, Erasable Color Penc	<b>\$180.79</b>
					4200-010-83	Books and Other Reference Materials	Spooner Board-Freestyle 22.5 inch Blk., Flybrix Deluxe	<b>\$297.94</b>
52352	4/23/2018	Martial Arts International	Cleared	\$65.00	4200-010-83	Books and Other Reference Materials	March Karate Lessons	<b>\$65.00</b>
52378	4/23/2018	VALLEYPBS	Cleared	\$10,000.00	5815-010-82	Advertising/Recruiting	Advertising	<b>\$5,000.00</b>
					5815-010-82	Advertising/Recruiting	Advertising	<b>\$5,000.00</b>
52353	4/23/2018	McRuffy Press	Cleared	\$195.40	4200-010-83	Books and Other Reference Materials	Second Grade Science Curriculum & Lab Kit	<b>\$103.20</b>
					4200-010-83	Books and Other Reference Materials	3rd Grade Color Math Curriculum Set	<b>\$92.20</b>
52316	4/23/2018	Allstate Building & Office Maintenance, Inc.	Cleared	\$500.00	5500-010-84	Operation and Housekeeping Services	Services Rendered to May 1st	<b>\$500.00</b>
52374	4/23/2018	Teaching Textbooks Inc.	Cleared	\$209.85	4200-010-83	Books and Other Reference Materials	Textbook & Answer Key	<b>\$49.95</b>

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					4200-010-83	Books and Other Reference Materials	Math 6 Complete SetMath 6 Complete Set	<b>\$159.90</b>
52356	4/23/2018	Noonan Family Swim School Inc	Cleared	\$75.00	4200-010-83	Books and Other Reference Materials	March Swimming Classes 1x Per Week-Murrieta	<b>\$75.00</b>
52357	4/23/2018	Oxford Consulting Services Inc.	Cleared	\$4,237.50	5810-010-65	Educational Consultants	Services Provided in March 2018	<b>\$4,237.50</b>
52358	4/23/2018	Pandia Press INC	Cleared	\$194.90	4200-010-83	Books and Other Reference Materials	History Odyssey Modern Times Level Two Ebook, Timeline	<b>\$126.96</b>
					4200-010-83	Books and Other Reference Materials	Real Science Odyssey Earth & Environment 1 Ebook	<b>\$67.94</b>
52344	4/23/2018	Intro 2 Skateboarding	Cleared	\$314.21	4200-010-83	Books and Other Reference Materials	Costa Mesa Skateboarding Lesson -March	<b>\$80.00</b>
					4200-010-83	Books and Other Reference Materials	March Second Semester - Skateboarding 1	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	March Skateboarding Leeson, Fountain Valley	<b>\$60.00</b>
					4200-010-83	Books and Other Reference Materials	March Semi-Private Lessons	<b>\$74.21</b>
52359	4/23/2018	Penelope Pauley	Cleared	\$965.66	4200-010-93	Books and Other Reference Materials	March Drama Instruction T/TH	<b>\$700.00</b>
					4200-010-83	Books and Other Reference Materials	Winter Production 2018 - Shakespeare's A Comedy of March	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	March Comedy of Errors Production-Location: Trinity	<b>\$63.33</b>
					4200-010-83	Books and Other Reference Materials	March Drama Class 3rd Grade	<b>\$64.00</b>
					4200-010-83	Books and Other Reference Materials	March Comedy of Errors Production-Location: Trinity	<b>\$63.33</b>
52332	4/23/2018	40 Acres and a Mind, Inc.	Cleared	\$1,200.00	4200-010-83	Books and Other Reference Materials	Feb.,March - Reading Tutoring	<b>\$1,200.00</b>
52333	4/23/2018	Gardener's Supply Company	Cleared	\$42.92	4200-010-83	Books and Other Reference Materials	High Yield Vegetable Garden Organic Seeds,Self-Watering	<b>\$42.92</b>
52334	4/23/2018	Guido's Martial Arts Academy	Cleared	\$345.00	4200-010-83	Books and Other Reference Materials	Jan.,Feb.,March Kids Karate	<b>\$345.00</b>
52345	4/23/2018	Martha Desmond	Cleared	\$56.25	4200-010-83	Books and Other Reference Materials	March Exploring Reading and Literature	<b>\$56.25</b>
52346	4/23/2018	JL Media Services	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	March - Piano Lessons	<b>\$100.00</b>
52347	4/23/2018	KiwiCo, Inc	Cleared	\$117.98	4200-010-83	Books and Other Reference Materials	6 Month Subscription: Kiwi Crate / Ages 5-8	<b>\$117.98</b>



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52348	4/23/2018	LEGO Brand Retail , Inc	Cleared	\$430.61	4200-010-83	Books and Other Reference Materials	Lego Education We Do 2.0 Core Set	<b>\$220.83</b>
					4200-010-83	Books and Other Reference Materials	Math Train, Build Me "Emotions"	<b>\$209.78</b>
52336	4/23/2018	Houghton Mifflin Harcourt	Cleared	\$18.90	4200-010-83	Books and Other Reference Materials	Go Math! Online Interactive Student Ed w/Personal Math Train	<b>\$18.90</b>
52349	4/23/2018	Lakeshore Learning Materials	Cleared	\$1,960.21	4200-010-83	Books and Other Reference Materials	Telling Time Teaching Clock,Base 10 Stamps Set,	<b>\$389.24</b>
					4200-010-83	Books and Other Reference Materials	Draw&Write Journal,Magnetic Story Board	<b>\$332.46</b>
					4200-010-83	Books and Other Reference Materials	Maker Space Craft Tube Pack,Tissue Paper Squares	<b>\$556.86</b>
					4200-010-83	Books and Other Reference Materials	Soccer Ball	<b>\$24.37</b>
					4200-010-83	Books and Other Reference Materials	Writing Prompts Journal Grades 1-2.Draw&Write	<b>\$35.08</b>
					4200-010-83	Books and Other Reference Materials	-Mad Matt Sensory Dough-Green-Can Build Simple Words	<b>\$54.13</b>
					4200-010-83	Books and Other Reference Materials	-Building Set,Lakeshore Scented Dough	<b>\$317.42</b>
					4200-010-83	Books and Other Reference Materials	Tamborine,College Flowers,Bongo Drum	<b>\$250.65</b>
52335	4/23/2018	Green Acres Ranch Inc.	Cleared	\$135.00	4200-010-83	Books and Other Reference Materials	March - Additional Riding Lessons	<b>\$135.00</b>
52322	4/23/2018	CM School Supply	Cleared	\$54.38	4200-010-83	Books and Other Reference Materials	Plant and Grow Set, Scratch and Sparkle Board	<b>\$54.38</b>
52323	4/23/2018	Cynthia Dapello	Cleared	\$320.00	4200-010-83	Books and Other Reference Materials	March Language Arts Instruction	<b>\$320.00</b>
52366	4/23/2018	Raddish Kids	Cleared	\$338.36	4200-010-83	Books and Other Reference Materials	6 Mionth Membership	<b>\$144.54</b>
					4200-010-83	Books and Other Reference Materials	6 Month Subscription,6-Month Sibling Materials	<b>\$193.82</b>
52367	4/23/2018	Riverside Dance Academy	Cleared	\$320.00	4200-010-83	Books and Other Reference Materials	March Dance Class	<b>\$320.00</b>
52368	4/23/2018	School Specialty	Cleared	\$217.61	4200-010-83	Books and Other Reference Materials	School Smart SAnow Glitter w/Shaker Tops	<b>\$217.61</b>
52369	4/23/2018	Singapore Math Inc.	Cleared	\$444.03	4200-010-83	Books and Other Reference Materials	Primary Math CC ED Textbook 1B,Teachers Guids,Wkbk.	<b>\$113.02</b>
					4200-010-83	Books and Other Reference Materials	Primary Math Textbook 5A,Workbook 5A,5B,Teachers Guide	<b>\$224.22</b>



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					4200-010-83	Books and Other Reference Materials	Math Textbook 4A,US ED, Math Tests 4A Std ED,	<b>\$106.79</b>
52324	4/23/2018	Creative Creatures & Co.	Cleared	\$147.00	4200-010-83	Books and Other Reference Materials	March Mixed Media Homeschool Campus Burbank	<b>\$49.00</b>
					4200-010-83	Books and Other Reference Materials	March-Burbank:All About Animals:Illustration & Character Cre	<b>\$49.00</b>
					4200-010-83	Books and Other Reference Materials	March-Burbank:All About Animals:Illustration&Character Creat	<b>\$49.00</b>
52355	4/23/2018	Michigan Virtual University	Cleared	\$500.00	5800-010-80	Professional/Consulting Services and Operating Expenditures	Online Program Review-Initial Payment	<b>\$500.00</b>
52341	4/23/2018	Interactive Media Publishing	Cleared	\$340.25	4200-010-83	Books and Other Reference Materials	ER-DD-BundleDash Robot With Curric.	<b>\$340.25</b>
52342	4/23/2018	Inspire In-Home Tutoring, Inc.	Cleared	\$1,512.00	4200-010-83	Books and Other Reference Materials	Feb.,March Tutoring-Math-Lang Arts 8th Grade	<b>\$240.00</b>
					4200-010-83	Books and Other Reference Materials	One Hour Tutoring/Week for 4 Weeks March	<b>\$192.00</b>
					4200-010-83	Books and Other Reference Materials	One Hour Tutoring/Week for 4 Weeks March	<b>\$192.00</b>
					4200-010-83	Books and Other Reference Materials	March Tutoring	<b>\$648.00</b>
					4200-010-83	Books and Other Reference Materials	MarchTutoring-Math and ELA - 5th Grade	<b>\$192.00</b>
					4200-010-83	Books and Other Reference Materials	Feb. Tutoring-Math-Lang Arts 2nd Grade	<b>\$48.00</b>
52325	4/23/2018	Claremont Community School of Music	Cleared	\$144.00	4200-010-83	Books and Other Reference Materials	March Trumppet Lessons	<b>\$144.00</b>
52326	4/23/2018	Coastal Music Studios	Cleared	\$120.00	4200-010-83	Books and Other Reference Materials	March Guitar Lesson - Oceanside	<b>\$120.00</b>
52327	4/23/2018	Explorer Field Trips	Cleared	\$4,276.00	4200-010-83	Books and Other Reference Materials	Universal Studios Hollywood, Student Kit,Disney SoCal Specia	<b>\$510.00</b>
					4200-010-83	Books and Other Reference Materials	Student KitDiscovery Cube,Kit Escape Room	<b>\$92.00</b>
					4200-010-83	Books and Other Reference Materials	1 Day Teacher KitSea World	<b>\$200.00</b>
					4200-010-83	Books and Other Reference Materials	Pirate's Dinner Adventure Student Kit	<b>\$95.00</b>
					4200-010-83	Books and Other Reference Materials	Pirate's Dinner Adventure Student Kit	<b>\$95.00</b>

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					4200-010-83	Books and Other Reference Materials	San Diego Explorer 5 Day Teacher Kit	<b>\$550.00</b>
					4200-010-83	Books and Other Reference Materials	Los Angeles Zoo Teacher Kit	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	Pirate's Dinner Adventure Teacher Kit	<b>\$170.00</b>
					4200-010-83	Books and Other Reference Materials	Washington DC Explorer Multi Attraction/Day Teacher Kit	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Fresno Chaffee Zoo-Teacher & Student Kit	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher KitEscape Room, KitDiscovery Cube, Teacher/Student	<b>\$204.00</b>
					4200-010-83	Books and Other Reference Materials	Legoland Teacher Kits, San Diego Teacher Kit	<b>\$380.00</b>
					4200-010-83	Books and Other Reference Materials	Student KitDiscovery Cube	<b>\$40.00</b>
					4200-010-83	Books and Other Reference Materials	Disney Parks-2 Day Regular Student Kit	<b>\$225.00</b>
					4200-010-83	Books and Other Reference Materials	Disney Parks 2-Day Regular Teacher Kit	<b>\$460.00</b>
					4200-010-83	Books and Other Reference Materials	Pirate's Dinner Adventure-Teacher Kit	<b>\$170.00</b>
					4200-010-83	Books and Other Reference Materials	2 Day Regular Teacher Kit Disneyland	<b>\$460.00</b>
					4200-010-83	Books and Other Reference Materials	Washington DC Explorer Multi Attraction Teacher Kit	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Discovery Cube OC Student Kit	<b>\$40.00</b>
52365	4/23/2018	Rainbow Resource Center	Cleared	\$2,403.59	4200-010-83	Books and Other Reference Materials	Top Line Math:geometry Teacher, Geometry,New Americans	<b>\$86.63</b>
					4200-010-83	Books and Other Reference Materials	Geometry 1 Quick Study,Reading Detective RX,MeasureBy Color	<b>\$57.28</b>
					4200-010-83	Books and Other Reference Materials	Face Paiting Kit,Pencil Darwing Kit,Muscles Chart	<b>\$192.78</b>
					4200-010-83	Books and Other Reference Materials	Basic, Not Boring:Physical Science for Grades 6-8/Life Scien	<b>\$20.75</b>
					4200-010-83	Books and Other Reference Materials	Letters and Numbers for Me, Story of the World:Early Mod Tim	<b>\$73.53</b>
					4200-010-83	Books and Other Reference Materials	Language Arts Grade 7, Science 2015 Grade 8	<b>\$126.82</b>

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					4200-010-83	Books and Other Reference Materials	Pattern Block Tray-Hex.,Easy Recorder Pkg.,How To Draw Shark	<b>\$150.98</b>
					4200-010-83	Books and Other Reference Materials	Watercolor Pad,Playful Chef Knife Set, Silky Crayons	<b>\$154.83</b>
					4200-010-83	Books and Other Reference Materials	Strathmore Kids Paint Pad,Cardstock,Nature Connection	<b>\$131.60</b>
					4200-010-83	Books and Other Reference Materials	Dry Erase Sleeve with Ruled,Grid Templates,Get Growing! Gree	<b>\$111.98</b>
					4200-010-83	Books and Other Reference Materials	Saxon Math 8/7 3 ED Homeschool Kit	<b>\$97.72</b>
					4200-010-83	Books and Other Reference Materials	Blank Game Board,Game Parts,Blank Game Cards,Bear Money	<b>\$57.96</b>
					4200-010-83	Books and Other Reference Materials	Stop Light Handwriting Praticce Paper,Hidden Pictures	<b>\$102.65</b>
					4200-010-83	Books and Other Reference Materials	Get Growing! Greenhouse, Dog Skin Model,Printing Practice	<b>\$177.75</b>
					4200-010-83	Books and Other Reference Materials	Coding Games in Scratch,RightSmart Math Level F Bk.Bundle	<b>\$112.70</b>
					4200-010-83	Books and Other Reference Materials	Fix It Grammar Book 1, Teachers Manual	<b>\$39.10</b>
					4200-010-83	Books and Other Reference Materials	Wordly Wise 3000 4th Edition Student Bk. 7	<b>\$37.15</b>
					4200-010-83	Books and Other Reference Materials	Core Skills:Spelling 2014 Grade2,3/Phonics Grade 3/Reading	<b>\$32.65</b>
					4200-010-83	Books and Other Reference Materials	My Fairy Garden Magical Cottage, Ant Picnic Math Activity Se	<b>\$55.72</b>
					4200-010-83	Books and Other Reference Materials	Math U See Universal Set - Epsilon	<b>\$148.50</b>
					4200-010-83	Books and Other Reference Materials	Ninja Climbing Rope 8" With Foot Holds, Ladder 8", 36"Intro	<b>\$159.47</b>
					4200-010-83	Books and Other Reference Materials	Camp Game-Educational Board Game,Dinosaur Escape Game	<b>\$130.71</b>
					4200-010-83	Books and Other Reference Materials	Best of Mad Libs, Story Maker Kit,Writer's Toolbox	<b>\$110.06</b>
					4200-010-83	Books and Other Reference Materials	Core Skills Spelling Grade 4,5-Reading Comprehension 2014	<b>\$34.27</b>
52354	4/23/2018	Memorable Places	Cleared	\$165.00	4200-010-83	Books and Other Reference Materials	Botany Ebook	<b>\$20.00</b>

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					4200-010-83	Books and Other Reference Materials	Beowulf'a Grammar Bundle Ebooks,Guest Hollow Language	<b>\$80.00</b>
					4200-010-83	Books and Other Reference Materials	Jr.Anatomy Curriculum Ebook,S Chemistry in the Kitchen Ebk.	<b>\$45.00</b>
					4200-010-83	Books and Other Reference Materials	Knowledge of Nature	<b>\$20.00</b>
52321	4/23/2018	The Critical Thinking Co.	Cleared	\$51.48	4200-010-83	Books and Other Reference Materials	Reading Detective Gr.3-4, Vocabulary Virtuoso Gr.4-5	<b>\$51.48</b>
52331	4/23/2018	Foreign Languages For Kids By Kids	Cleared	\$244.99	4200-010-83	Books and Other Reference Materials	Super Set #1	<b>\$244.99</b>
52343	4/23/2018	Innovative Learning Concepts, Inc	Cleared	\$317.86	4200-010-83	Books and Other Reference Materials	Touch Math Pre Algebra	<b>\$317.86</b>
52338	4/23/2018	Handwriting Without Tears	Cleared	\$30.03	4200-010-83	Books and Other Reference Materials	2nd Grade Student Bundle B: Printing Power Plus Bldg. Writer	<b>\$30.03</b>
52339	4/23/2018	Homeschool Buyers Co-op	Cleared	\$194.90	4200-010-83	Books and Other Reference Materials	High School Spanish 2, Semester 1, PO Handling Fee	<b>\$95.00</b>
					4200-010-83	Books and Other Reference Materials	Add'l Student DreamBox Subscription,PO Handling Fee	<b>\$44.95</b>
					4200-010-83	Books and Other Reference Materials	Primary DreamBox Subscription,PO Handling Fee	<b>\$54.95</b>
52330	4/23/2018	Firestorm Freerunning & Acrobatics	Cleared	\$695.00	4200-010-83	Books and Other Reference Materials	March Little Heroes	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	March - Parkour	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	March Parkour/Freerunning Instruction	<b>\$280.00</b>
					4200-010-83	Books and Other Reference Materials	Firestorm - 4 Classes March	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Mar - Parkour/Strength Training/Balance	<b>\$85.00</b>
					4200-010-83	Books and Other Reference Materials	Mar - Parkour/Strength Training/Balance	<b>\$85.00</b>
52318	4/23/2018	The Aerial Studio	Cleared	\$219.00	4200-010-83	Books and Other Reference Materials	Mar - Homeschool Aerial	<b>\$84.00</b>
					4200-010-83	Books and Other Reference Materials	March-Beginner Acro and Tumbling	<b>\$51.00</b>
					4200-010-83	Books and Other Reference Materials	Mar - Homeschool Aerial	<b>\$84.00</b>

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52340	4/23/2018	Institute for Excellence in Writing	Cleared	\$229.00	4200-010-83	Books and Other Reference Materials	Semester 2-OnlineLevel B for Students in Grades 6-8	\$229.00
52364	4/23/2018	QUILL CORPORATION	Cleared	\$2,922.82	4200-010-83	Books and Other Reference Materials	14"Chromebook, Carrying Case,Ear Phones	\$329.88
					4200-010-83	Books and Other Reference Materials	/Bk.Ink Cart.,Paper, Pens,Sharpies, Post-Its	\$106.27
					4200-010-83	Books and Other Reference Materials	Color Ink Cart., Multi-Purpose Paper	\$51.92
					4200-010-83	Books and Other Reference Materials	Manuscript Masterclass Calligraphy Set	\$19.70
					4200-010-83	Books and Other Reference Materials	11.6" Chromebook,LCD, Carrying Case,Earphones	\$331.04
					4200-010-83	Books and Other Reference Materials	HP Pavilion Desktop (Intel Core i7, 1TB, HDD)	\$654.21
					4200-010-83	Books and Other Reference Materials	/Widescreen LED LCD Monitor,Ink Jet Printer	\$423.96
					4200-010-83	Books and Other Reference Materials	Tri-Color Ink Cart., Sharpie Highlighters,Sketch Bks	\$81.29
					4200-010-83	Books and Other Reference Materials	Pro Graphic Tablet Drawing w/a Rechargeable Pen	\$122.52
					4200-010-83	Books and Other Reference Materials	/14" Chromebook,Carrying Case, Earphones	\$329.88
					4200-010-83	Books and Other Reference Materials	Pens,Sharpie Highlighters,Dry Erase,Pencils	\$113.13
					4200-010-83	Books and Other Reference Materials	Color Ink Cart., Multi-Purpose Paper	\$51.92
					4200-010-83	Books and Other Reference Materials	Ear Buds,OfficeJet Pro 6230 Inkjet Printer	\$116.58
					4200-010-83	Books and Other Reference Materials	/Scotch Pro Thermal Laminator,Laminating Pouche	\$190.52
52337	4/23/2018	Home Science Tools	Cleared	\$164.70	4200-010-83	Books and Other Reference Materials	The Magic School Bus Science on a Nature Walk Kit	\$55.85
					4200-010-83	Books and Other Reference Materials	Focus on Elementary Chemistry Set, Lab Kit	\$108.85
52320	4/23/2018	Biola University	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	April Class Instruction Voyager's Community Spring Sem.Math	\$50.00
					4200-010-83	Books and Other Reference Materials	April - Class Instruction Voyager's Community	\$50.00

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52363	4/23/2018	Phoenix Feather Academy of Music	Cleared	\$78.75	4200-010-83	Books and Other Reference Materials	Piano Lessons-Lake Forest w Mr. Mark March	<b>\$78.75</b>
52361	4/23/2018	Piano4Everyone Conejo Valley	Cleared	\$105.00	4200-010-83	Books and Other Reference Materials	Violin Lessons-Westlake Village/Ventura County	<b>\$105.00</b>
52360	4/23/2018	Portal Languages - Costa Mesa	Cleared	\$90.00	4200-010-83	Books and Other Reference Materials	Dec.American Sign Language-ASL Beginning ASL Course 1-12	<b>\$90.00</b>
52381	4/24/2018	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-84	Space Rental/Leases Expense	May 2018 Rent	<b>\$8,000.00</b>
52382	4/24/2018	Friar Equity Partners LLC	Cleared	\$46,020.81	5600-010-84	Space Rental/Leases Expense	Rent for Month of May 2018 & CAM Charges	<b>\$46,020.81</b>
52380	4/24/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$214.16	4200-010-83	Books and Other Reference Materials	Organic Leek,Organic Cherry Tomato, Chadwick	<b>\$63.19</b>
					4200-010-83	Books and Other Reference Materials	Wax Red 1LB,Lions Mane Mushroom Kit	<b>\$150.97</b>
52385	4/24/2018	Water Court LLC	Cleared	\$8,419.88	5600-010-84	Space Rental/Leases Expense	Acct: water850p-academy2 / May 2018 Rent	<b>\$8,419.88</b>
52384	4/24/2018	Trinity Cristo Rey Church	Cleared	\$5,000.00	5600-010-93	Space Rental/Leases Expense	May 2018 Rent	<b>\$5,000.00</b>
52383	4/24/2018	New Jerusalem Elementary School District	Cleared	\$50,000.00	9505-010	Accounts Payable-Accrual	Settlement With NJESD - Installment Payment	<b>\$50,000.00</b>
52407	5/1/2018	Candi Chavez	Cleared	\$215.00	4200-010-83	Books and Other Reference Materials	March Piano Lessons	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	March Piano Lessons	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	March Piano Lessons	<b>\$65.00</b>
52399	5/1/2018	Burbank Music Academy	Cleared	\$910.00	4200-010-83	Books and Other Reference Materials	March Piano Lessons	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	Feb.,March 8 30 Minute Private Homeschool Lessons	<b>\$520.00</b>
					4200-010-83	Books and Other Reference Materials	March Piano Lessons	<b>\$130.00</b>
					4200-010-83	Books and Other Reference Materials	March Guitar Lessons	<b>\$130.00</b>
52444	5/1/2018	Queen Homeschool Supplies , Inc.	Cleared	\$65.35	4200-010-83	Books and Other Reference Materials	Pictures In Cursive Printer, History, Name That State	<b>\$65.35</b>

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52445	5/1/2018	Rainbow Resource Center	Cleared	\$2,359.96	4200-010-83	Books and Other Reference Materials	Thinking Skills, Doodle & Draw, Reading, Easel Pad	<b>\$116.08</b>
					4200-010-83	Books and Other Reference Materials	American Sign Language , Piano, Astronomy Elementry	<b>\$125.57</b>
					4200-010-83	Books and Other Reference Materials	White Watercolor Paper, Watercolor Brushes	<b>\$43.53</b>
					4200-010-83	Books and Other Reference Materials	Spectrum Language Arts, Grammer, Science, History	<b>\$65.00</b>
					4200-010-83	Books and Other Reference Materials	Outdoor Science, Math, History, Comprehension	<b>\$52.50</b>
					4200-010-83	Books and Other Reference Materials	Beast Academy 2B Math Guide	<b>\$18.75</b>
					4200-010-83	Books and Other Reference Materials	Place Value, Chart, Art Treasury, Clock, Stickers etc.	<b>\$104.25</b>
					4200-010-83	Books and Other Reference Materials	Puzzles, Colored Pencils, Readers, Yard Stick, Shapes etc	<b>\$273.56</b>
					4200-010-83	Books and Other Reference Materials	Earth-Shaking Facts, World of Hurricanes, Food Chain	<b>\$68.04</b>
					4200-010-83	Books and Other Reference Materials	Cursive Handwriting, Art Book, Geography	<b>\$100.97</b>
					4200-010-83	Books and Other Reference Materials	Craft Sticks, Color Paper, Card Stock, Dot to Dot, Paper Roll	<b>\$323.78</b>
					4200-010-83	Books and Other Reference Materials	Science, History, English, Grammer, Color Pencils	<b>\$479.92</b>
					4200-010-83	Books and Other Reference Materials	Brain Quest, Science Experiments, Cut & Create at the Zoo	<b>\$30.99</b>
					4200-010-83	Books and Other Reference Materials	Health, Wellness, Physical Fitness, Starline Press English	<b>\$191.90</b>
					4200-010-83	Books and Other Reference Materials	Handwriting, Language Lessons, Read & Understand, Art	<b>\$174.13</b>
					4200-010-83	Books and Other Reference Materials	Handwriting, Crayloa Twistable Pencils, Multitplication, Paper	<b>\$140.47</b>
4200-010-83	Books and Other Reference Materials	How to Draw, Crystal Mining Kit, US Presidents Placemats	<b>\$50.52</b>					
52417	5/1/2018	Guido's Martial Arts Academy	Cleared	\$474.00	4200-010-83	Books and Other Reference Materials	Jan, Feb, March Kids Karate	<b>\$345.00</b>
					4200-010-83	Books and Other Reference Materials	January Martial Arts Class	<b>\$129.00</b>
52408	5/1/2018	Allison Saleh	Cleared	\$305.00	4200-010-83	Books and Other Reference Materials	Feb. Voice Lesson (Beginner)	<b>\$100.00</b>



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					4200-010-83	Books and Other Reference Materials	Feb. Piano Lesson (Beginner)	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	February: Guitar Lessons	<b>\$105.00</b>
52418	5/1/2018	Green Acres Ranch Inc.	Cleared	\$270.00	4200-010-83	Books and Other Reference Materials	March - Additional Riding Lessons	<b>\$135.00</b>
					4200-010-83	Books and Other Reference Materials	March - Additional Riding Lessons	<b>\$135.00</b>
52392	5/1/2018	Barnes & Noble, Inc.	Cleared	\$73.75	4200-010-83	Books and Other Reference Materials	How To Code in 10 Easy Lessons,Painting Watercolor	<b>\$73.75</b>
52419	5/1/2018	Alisha Gratehouse	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	Masterpiece Studio Society Art	<b>\$150.00</b>
52420	5/1/2018	Home Science Tools	Cleared	\$779.17	4200-010-83	Books and Other Reference Materials	3DStar Theater, 4M Solar System Planetarium Model Kit	<b>\$49.85</b>
					4200-010-83	Books and Other Reference Materials	KT-YROCKS Rock Hounds Backpack Kit, RM-Gold PanningKit	<b>\$125.62</b>
					4200-010-83	Books and Other Reference Materials	Chemistry Kit, Digital Pocket Scale, Seeds, Peas,Sweet Basil	<b>\$70.31</b>
					4200-010-83	Books and Other Reference Materials	Rock Hound's Backpack Kit, Energy Conversion Kit	<b>\$140.97</b>
					4200-010-83	Books and Other Reference Materials	MicroChem Kit, Lamp, Gloves, Poster, Card deck etc	<b>\$200.25</b>
					4200-010-83	Books and Other Reference Materials	KT-SPASCI Spa Science Kit, Test Strips, Tree Growing, etc	<b>\$63.76</b>
					4200-010-83	Books and Other Reference Materials	4M Solar System Planetarium Model Kit	\$18.90
					4200-010-83	Books and Other Reference Materials	RM-TUMBKIT Deluxe Rock Tumber Kit	<b>\$109.51</b>
52388	5/1/2018	Arbor Learning Community	Cleared	\$1,805.50	4200-010-83	Books and Other Reference Materials	Mar-Discovering Physics: Light,Sound,Circuits & Magnets	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	March Literature Circle,Math Enrichment,Robotics,Physics	<b>\$285.00</b>
					4200-010-83	Books and Other Reference Materials	March-Discovering Physics Light:Sound,Circuits, & Magnets	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	Fullerton March HS Literature & Composition, Biology	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	March Discovering Creative Writing	<b>\$142.50</b>
					4200-010-83	Books and Other Reference Materials	March Exploring Simple Machines	<b>\$75.00</b>



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					4200-010-83	Books and Other Reference Materials	March HS Literature & Composition, Biology	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	Mar-Discovering Creative Writing	<b>\$67.50</b>
					4200-010-83	Books and Other Reference Materials	March-Mandarin Class	<b>\$102.50</b>
					4200-010-83	Books and Other Reference Materials	March-Discovering Creative Writing-Language Arts	<b>\$174.00</b>
					4200-010-83	Books and Other Reference Materials	March-Discovering Botany & Zoology Discovering, Science	<b>\$60.00</b>
					4200-010-83	Books and Other Reference Materials	March-Discovering Forensics:It's A Mystery, Sherlock!,Adv.Ch	<b>\$114.00</b>
52391	5/1/2018	Blackbird & Company	Cleared	\$602.85	4200-010-83	Books and Other Reference Materials	Bundle Homer Price,Stone Fox Guide, Cuisenaire Rods	<b>\$376.75</b>
					4200-010-83	Books and Other Reference Materials	Weather-Thermatic Unit Guide Only,The Family Under the Bridg	<b>\$56.70</b>
					4200-010-83	Books and Other Reference Materials	Year Pack - Level 2B	<b>\$169.40</b>
52400	5/1/2018	Brain Builders Educational Programs	Cleared	\$418.00	4200-010-83	Books and Other Reference Materials	January-Digital Arts-Manga Studio Comic Creator	<b>\$418.00</b>
52401	5/1/2018	Bridges Equestrian Inc	Cleared	\$360.00	4200-010-83	Books and Other Reference Materials	March: Pony Club Horseback Riding Private Lessons	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	March: Pony Club Horseback Riding Private Lessons	<b>\$180.00</b>
52387	5/1/2018	All About Learning Press, Inc.	Cleared	\$192.80	4200-010-83	Books and Other Reference Materials	All About Reading/Spelling/Homophones Level 3 Matl's	<b>\$192.80</b>
52402	5/1/2018	Barnabas Robotics Inc	Cleared	\$53.00	4200-010-83	Books and Other Reference Materials	March-Burbank-Build Your Own Robot Level 2	<b>\$53.00</b>
52404	5/1/2018	CM School Supply	Cleared	\$459.31	4200-010-83	Books and Other Reference Materials	Acme Kid Proof Scissors,Large Portable Soccer,School Glue	<b>\$132.70</b>
					4200-010-83	Books and Other Reference Materials	Spanish Board Book Set,Telling Time Bingo,Mangnetic Digital	<b>\$198.25</b>
					4200-010-83	Books and Other Reference Materials	Ring Binder,Crayons Crayola,Giant Butterfly Garden	<b>\$76.38</b>
					4200-010-83	Books and Other Reference Materials	Easy Grip Chalk Set, Do A Dot Art Rainbow Set/Farn Animals	<b>\$51.98</b>
52386	5/1/2018	Apple Inc	Cleared	\$1,152.12	4200-010-83	Books and Other Reference Materials	/ Intel Core Mac, Hardshell Case	<b>\$1,152.12</b>

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52403	5/1/2018	Canon Financial Services, Inc.	Cleared	\$680.98	5605-010-84	Equipment Rental/Lease Expense	Copier Contract For: 4/1/18 - 4/30/18	<b>\$680.98</b>
52398	5/1/2018	Bitsbox	Cleared	\$86.85	4200-010-83	Books and Other Reference Materials	3 Months Subscription Basic Bitsbox GK-6	<b>\$86.85</b>
52429	5/1/2018	Lauren Vargas	Cleared	\$219.38	4200-010-83	Books and Other Reference Materials	March Literature Analysis Class	<b>\$67.50</b>
					4200-010-83	Books and Other Reference Materials	Irvine March: 6th-8th Grade Language Arts Class	<b>\$84.38</b>
					4200-010-83	Books and Other Reference Materials	MarchLitature Based Writing Program,Gr 6-8 Private Residence	\$67.50
52412	5/1/2018	Explorer Field Trips	Cleared	\$7,247.00	4200-010-83	Books and Other Reference Materials	Sea World CA Teacher Kit,Medieval Times Student Kit	<b>\$455.00</b>
					4200-010-83	Books and Other Reference Materials	Escape Room Riverside Teacher Kit	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	Disney So-Cal Special 2-Day Student Kit	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	Seaworld CA - Student Kit	<b>\$315.00</b>
					4200-010-83	Books and Other Reference Materials	Student Kit, Teacher Kit Disneyland,SD Explorer, SB Zoo,	<b>\$840.00</b>
					4200-010-83	Books and Other Reference Materials	Huntington Library / Gardens Student Kit	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	Disney So-Cal Special 2-Day Teacher Kit	<b>\$360.00</b>
					4200-010-83	Books and Other Reference Materials	Disney Parks 2 Day Teacher Kit	<b>\$460.00</b>
					4200-010-83	Books and Other Reference Materials	Disney Parks / 2 Day Student Kit	<b>\$225.00</b>
					4200-010-83	Books and Other Reference Materials	Disneyland SoCal Special -2 Day Student Kit	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	Zoomars Teacher Kit & Student Kit (Custom Kit)	<b>\$132.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit Seaworld San Diego, CA	<b>\$200.00</b>
					4200-010-83	Books and Other Reference Materials	1-Day Regular Teacher.Student Kit: Disneyland	<b>\$545.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit: Medieval Times	<b>\$160.00</b>
4200-010-83	Books and Other Reference Materials	Discovery Cube, Kidspage, SD Safari, Air & Space Teacher Kit	<b>\$470.00</b>					

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					4200-010-83	Books and Other Reference Materials	Disneyland SoCal Special -2 Day Teacher Kit	<b>\$360.00</b>
					4200-010-83	Books and Other Reference Materials	Escape Room Riverside Student Kit	<b>\$50.00</b>
					4200-010-83	Books and Other Reference Materials	Aquarium of the Pacific, L.A.Zoo Student & Teacher Kit	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit San Diego Zoo	<b>\$145.00</b>
					4200-010-83	Books and Other Reference Materials	Medieval Times Teacher Kit, Knotts Berry Farm Student Kit	<b>\$260.00</b>
					4200-010-83	Books and Other Reference Materials	Knotts Berry Farm-Student/Teacher Kit	<b>\$390.00</b>
					4200-010-83	Books and Other Reference Materials	Huntington Library/Garden , SB Botanical Gardens Teacher Kit	<b>\$145.00</b>
					4200-010-83	Books and Other Reference Materials	King Tut Exhibit, Discovery Cube Student & Teacher Kit	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit-Discovery Cube	<b>\$70.00</b>
					4200-010-83	Books and Other Reference Materials	Discovery Cube, Kidspace, SD Safari, Air & Space Student Kit	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	Catalina Island & Alcatraz Teacher Kit	<b>\$285.00</b>
					4200-010-83	Books and Other Reference Materials	Huntington Library / Gardens Teacher Kit	<b>\$90.00</b>
52395	5/1/2018	Baker Creek Heirloom Seeds	Cleared	\$131.25	4200-010-83	Books and Other Reference Materials	Heirloom Seed Collection,Glass Gem Corn,Mini Pink Popcorn	<b>\$131.25</b>
52430	5/1/2018	The Little Gym of Fresno	Cleared	\$542.00	4200-010-83	Books and Other Reference Materials	Nov, Dec. Jan, Gymnastics Age 6-12	<b>\$287.00</b>
					4200-010-83	Books and Other Reference Materials	Nov, Dec. Jan, Gymnastics Age 6-12	<b>\$255.00</b>
52396	5/1/2018	Beautiful Feet Books	Cleared	\$133.92	4200-010-83	Books and Other Reference Materials	No Sectarian Items Please-California History Jumbo Pack	<b>\$133.92</b>
52451	5/1/2018	Top Billing Entertainment Academy	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	Mar - Vocal Lessons	<b>\$150.00</b>
52452	5/1/2018	Cynthia Delgadillo	Cleared	\$89.45	4200-010-83	Books and Other Reference Materials	Architect, Scientist,Vet, Astronaut,Buildings Activity Book	<b>\$89.45</b>
52453	5/1/2018	YMCA San Diego Co	Cleared	\$229.50	4200-010-83	Books and Other Reference Materials	YMCA Border View Family Feb & Mar : Tae Kwon Do Ages 7+yrs	<b>\$153.00</b>
					4200-010-83	Books and Other Reference Materials	January: Tar Kwon Do Ages 7+ Years	<b>\$76.50</b>

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52431	5/1/2018	Matthew Landin	Cleared	\$99.00	4200-010-83	Books and Other Reference Materials	Around the World Stories-Full Story Pack	\$99.00
52432	5/1/2018	LitWits Workshops, LLC	Cleared	\$54.00	4200-010-83	Books and Other Reference Materials	The Secret Garden, Anne of Green Gables etc.	\$54.00
52433	5/1/2018	Demme Learning	Cleared	\$144.90	4200-010-83	Books and Other Reference Materials	Epsilon Student Pack, Zeta Level Up Base Se	\$144.90
52434	5/1/2018	McRuffy Press	Cleared	\$97.20	4200-010-83	Books and Other Reference Materials	Fourth Grade Color Math Curriculum Set	\$97.20
52436	5/1/2018	MoxieBox Art	Cleared	\$134.87	4200-010-83	Books and Other Reference Materials	Semester Subscription K-5 Moxie Box	\$134.87
52437	5/1/2018	Once Upon a Storybook	Cleared	\$141.70	4200-010-83	Books and Other Reference Materials	Stormy Seas, Umbrella, One Crzy Summer, Crow Boy etc.	\$118.35
					4200-010-83	Books and Other Reference Materials	ISBN-13: 9780062414115Hello, Universe(Hardcover)	\$23.35
52435	5/1/2018	Mobility Acrobatics	Cleared	\$240.00	4200-010-83	Books and Other Reference Materials	March Acrobatic Class 4 Sessions Los Angeles	\$240.00
52438	5/1/2018	Pitney Bowes Global Financial Services LLC	Cleared	\$48.26	5605-010-84	Equipment Rental/Lease Expense	Lease Charges - Equipment	\$48.26
52439	5/1/2018	Presence Learning, Inc.	Cleared	\$8,682.80	5810-010-65	Educational Consultants	SLP, OT, & BMH Services - March 2018	\$8,682.80
52440	5/1/2018	Penelope Pauley	Cleared	\$75.00	4200-010-83	Books and Other Reference Materials	March - Shakespeare Play / Performing Arts	\$75.00
52441	5/1/2018	Piano4Everyone Conejo Valley	Cleared	\$705.00	4200-010-83	Books and Other Reference Materials	Feb, March Violin Lessons	\$320.00
					4200-010-83	Books and Other Reference Materials	March Violin Lessons - Westlake Village / Ventura County	\$105.00
					4200-010-83	Books and Other Reference Materials	Feb, March Piano Lessons	\$280.00
52397	5/1/2018	B & H Foto & Electronics	Cleared	\$522.26	4200-010-83	Books and Other Reference Materials	Lenovo 17.3" Ideapad 320 Notebook, Laptop Case	\$522.26
52405	5/1/2018	Carolina Biological Supply Company	Cleared	\$32.54	4200-010-83	Books and Other Reference Materials	Painted Lady Butterfly Larvae Mini Cup Set	\$32.54
52442	5/1/2018	Professional Tutors of America Inc.	Cleared	\$150.00	5810-010-65	Educational Consultants	Comp Ed: March 2018	\$150.00
52443	5/1/2018	QUILL CORPORATION	Cleared	\$692.08	4200-010-83	Books and Other Reference Materials	Acct: 8251962 / Markers, Pencils, Sharpies, Notebook, Pens	\$203.39
					4200-010-83	Books and Other Reference Materials	Acct: 8251962 / Black Ink, Color Ink Cartridges, Paper	\$89.76

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					4200-010-83	Books and Other Reference Materials	Acct: 8251962 / Eraser, Pencils, Notebook, Glue Sticks	<b>\$66.34</b>
					4200-010-83	Books and Other Reference Materials	Acct: 8251962 / Black Ink, Tri Color Ink Cartridge	<b>\$59.27</b>
					4200-010-83	Books and Other Reference Materials	Acct: 8251962 / Sharpie, Glue Sticks, Pencils, Pouches etc.	<b>\$103.01</b>
					4200-010-83	Books and Other Reference Materials	Acct: 8251962 / Ink Cartridge, Copy Paper	<b>\$170.31</b>
52406	5/1/2018	A Child's Dream	Cleared	\$319.33	4200-010-83	Books and Other Reference Materials	Holland Felt Collection-Spring Blossom,Savanna,Naturals	<b>\$319.33</b>
52423	5/1/2018	Institute for Excellence in Writing	Cleared	\$94.80	4200-010-83	Books and Other Reference Materials	PZ-B-DOPhonetic Zoo Level B	<b>\$94.80</b>
52424	5/1/2018	Interactive Media Publishing	Cleared	\$244.99	4200-010-83	Books and Other Reference Materials	ER-grovepi-starterGrovePi Starter Kit With Raspberry Pi	<b>\$244.99</b>
52425	5/1/2018	K12 Management, Inc.	Cleared	\$22,386.00	4100-040-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees - LA	<b>\$11,548.00</b>
					4100-020-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees - LA	<b>\$6,988.00</b>
					4100-030-92	Approved Textbooks and Core Curricula Materials	KVSP OLS Monthly, Computer Monthly Serv. Fees - LA	<b>\$3,850.00</b>
52411	5/1/2018	Discount School Supply	Cleared	\$321.65	4200-010-83	Books and Other Reference Materials	/ Native Lore Leather Lamps	<b>\$92.06</b>
					4200-010-83	Books and Other Reference Materials	Crayola Large Crayons, Construction Paper	<b>\$175.72</b>
					4200-010-83	Books and Other Reference Materials	Weave Me Coloration Basket Weaving Craft	\$53.87
52414	5/1/2018	Educators Publishing Service - EPS	Cleared	\$100.30	4200-010-83	Books and Other Reference Materials	Student Book 9, Teacher's Resource Book 9	\$100.30
52426	5/1/2018	KidsArt - Los Angeles Inc	Cleared	\$132.00	4200-010-83	Books and Other Reference Materials	March - Homeschool Drawing and Painting	<b>\$132.00</b>
52427	5/1/2018	LEGO Brand Retail , Inc	Cleared	\$755.39	4200-010-83	Books and Other Reference Materials	Cust: 417094/ 9689Simple Machines Set	<b>\$102.31</b>
					4200-010-83	Books and Other Reference Materials	Cust: 417094/ 9686Simple and Powered Machines Set	<b>\$210.50</b>
					4200-010-83	Books and Other Reference Materials	Cust: 417094/ 45300Lego@ Education WeDo 2.0 Core Set	<b>\$221.29</b>
					4200-010-83	Books and Other Reference Materials	Cust: 417094/ 45300Lego Ed WeDo 2.0 Core Set	<b>\$221.29</b>

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52415	5/1/2018	Edgility Consulting	Cleared	\$22,500.00	5800-010-80	Professional/Consulting Services and Operating Expenditures	Compensation Study - Initial Fee for 2018	\$22,500.00
52416	5/1/2018	For The Love Of Words	Cleared	\$676.00	4200-010-83	Books and Other Reference Materials	December - Creative Writing	\$30.00
					4200-010-83	Books and Other Reference Materials	Creative Writing Class Gr 6-8 Dec -Jan Private Residence	\$60.00
					4200-010-83	Books and Other Reference Materials	Dec. For The Love Of Words	\$30.00
					4200-010-83	Books and Other Reference Materials	January Writing Class	\$30.00
					4200-010-83	Books and Other Reference Materials	Dec. For the Love of Words	\$30.00
					4200-010-83	Books and Other Reference Materials	Jan , Feb, March Creative Writing Class	\$90.00
					4200-010-83	Books and Other Reference Materials	Jan , Feb, March - Creative Writing Class Irvine	\$90.00
					4200-010-83	Books and Other Reference Materials	December - Creative Writing	\$30.00
					4200-010-83	Books and Other Reference Materials	January , Feb, March 8th Grade Creative Writing	\$96.00
					4200-010-83	Books and Other Reference Materials	Dec. -Writing Class -Creative Writing, Poetry, Essays, etc	\$30.00
					4200-010-83	Books and Other Reference Materials	Creative Writing ClassDecember	\$30.00
					4200-010-83	Books and Other Reference Materials	Jan , Feb, March - For the Love of Words	\$100.00
					4200-010-83	Books and Other Reference Materials	January - Writing Class	\$30.00
52428	5/1/2018	Lakeshore Learning Materials	Cleared	\$352.62	4200-010-83	Books and Other Reference Materials	Cust: 168860-Pencils, Dot & Learn, Spill Cups & Brushes	\$46.27
					4200-010-83	Books and Other Reference Materials	Cust: 168860-Rainbow Scratch Paper, Art Design Tools,Clay	\$31.96
					4200-010-83	Books and Other Reference Materials	Cust: 168860-Architecture Set, Stick Jewels,Tissue,Cards etc	\$274.39
52394	5/1/2018	BookShark LLC	Cleared	\$300.28	4200-010-83	Books and Other Reference Materials	Math U See Instruction Pack, Substration Flash Cards	\$255.23
					4200-010-83	Books and Other Reference Materials	2m 16Math U See Betstudent Pack	\$45.05
52390	5/1/2018	BLICK Art Materials	Cleared	\$1,494.33	4200-010-83	Books and Other Reference Materials	Thru Adjustable Triangle - 8", Erasing Shields	\$189.19

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					4200-010-83	Books and Other Reference Materials	Cotman Watercolor Brushes Set A, Set of 4	\$48.13
					4200-010-83	Books and Other Reference Materials	Tombow Dual Brush Pens & Sets	\$151.29
					4200-010-83	Books and Other Reference Materials	Pacon Card Stock, AC Cardstock Papers	<b>\$188.64</b>
					4200-010-83	Books and Other Reference Materials	Pocket Color Wheel, Pom Pom Beads	<b>\$240.95</b>
					4200-010-83	Books and Other Reference Materials	/ Pony Beads- Multicolor, Transparent & Opaque	<b>\$140.91</b>
					4200-010-83	Books and Other Reference Materials	Canson Artist Series Mixed Media Book	<b>\$47.33</b>
					4200-010-83	Books and Other Reference Materials	Slime Kit, Paint Brushes, Foam Roller, Brushe	<b>\$315.96</b>
					4200-010-83	Books and Other Reference Materials	Sennelier French Artist Watercolors	\$171.93
52450	5/1/2018	Time 4 Learning	Cleared	\$700.00	4200-010-83	Books and Other Reference Materials	March - Sixth Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March - 8th Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March 9th -12th Grade Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	March Algebra 2, Geometry, English 2, English 3	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	March 11th Grade Online Access - See Description	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	March 7th Grade Online Access - See Description	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March 5th Grade On Line Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March All Subjects	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March March_ All Subjects 7th Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March 2nd Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March High School Curriculum	<b>\$35.00</b>



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					4200-010-83	Books and Other Reference Materials	March Pre K - 8th Elementary Subscription	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March All Courses	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March Middle School Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March Time4 Learning Second Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March High School Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	March Time 4 Learning : Grade 8	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March Pre K - 8th Elementary Subscription	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March: Time 4 Learning Grade 1	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March 3rd Grade Online Access - See Description	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March - Time4Learning Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March _All Subjects	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March Time For Learning 7th Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	March 5th Grade Curriculum	<b>\$25.00</b>
52389	5/1/2018	Academics in a Box Inc.	Cleared	\$39.72	4200-010-83	Books and Other Reference Materials	Greenhouses (Individual Box)	<b>\$39.72</b>
52410	5/1/2018	Coastal Music Studios	Cleared	\$120.00	4200-010-83	Books and Other Reference Materials	March Piano Lesson-Oceanside	<b>\$120.00</b>
52421	5/1/2018	Huckleberry Center For Creative Learning	Cleared	\$24.00	4200-010-83	Books and Other Reference Materials	Special 1- Day ClassFloating Lab-Marine Biology Prgrm 1 Day	<b>\$24.00</b>
52422	5/1/2018	Homeschool Buyers Co-op	Cleared	\$159.90	4200-010-83	Books and Other Reference Materials	Homeschool Planet 1 Year Subscription, po Handling Fee	<b>\$74.95</b>
					4200-010-83	Books and Other Reference Materials	HBD's Elementary Bundle (All 6 Courses with Lesson Plans)	<b>\$84.95</b>



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52413	5/1/2018	EMH Sports USA Inc	Cleared	\$14.00	4200-010-83	Books and Other Reference Materials	March PE - Miliken Park	<b>\$7.00</b>
					4200-010-83	Books and Other Reference Materials	March PE - Miliken Park	<b>\$7.00</b>
52448	5/1/2018	Secular, Eclectic, Academic Inc.	Cleared	\$17.00	4200-010-83	Books and Other Reference Materials	Science of Climate Change ebook , Hands On Course	<b>\$17.00</b>
52449	5/1/2018	Sundance Hills Equestrian Center	Cleared	\$220.00	4200-010-83	Books and Other Reference Materials	October Horseback Riding	<b>\$110.00</b>
					4200-010-83	Books and Other Reference Materials	October Horseback Riding	<b>\$110.00</b>
52409	5/1/2018	Centerline Martial Arts Inc.	Cleared	\$396.00	4200-010-83	Books and Other Reference Materials	Long Beach December - Jiu Jitsu Classes	<b>\$99.00</b>
					4200-010-83	Books and Other Reference Materials	Long Beach-Jan, Feb., Mar.-Martial Arts	<b>\$297.00</b>
52393	5/1/2018	Brave Writer LLC	Cleared	\$273.95	4200-010-83	Books and Other Reference Materials	March, April-Online Playing With Poetry Workshop	<b>\$249.00</b>
					4200-010-83	Books and Other Reference Materials	Arrow Single Issue - These Happy Golden Days	<b>\$24.95</b>
52447	5/1/2018	Singapore Math Inc.	Cleared	\$230.40	4200-010-83	Books and Other Reference Materials	Mathematics & Lang for Pri Sch Activity Books, Science Book	<b>\$147.29</b>
					4200-010-83	Books and Other Reference Materials	Primary Mathematics Books	<b>\$83.11</b>
52446	5/1/2018	Gravitas Publications, Inc.	Cleared	\$99.69	4200-010-83	Books and Other Reference Materials	Elementary Biology Focus on Study Bundle Science	<b>\$99.69</b>
52459	5/4/2018	Academy of Science for Kids, LLC	Cleared	\$83.85	4200-010-83	Books and Other Reference Materials	Butterfly Pavilion W/Certificate for Caterpillars, Aquasaurs	<b>\$83.85</b>
52458	5/4/2018	Arts Attack Publications	Cleared	\$299.07	4200-010-83	Books and Other Reference Materials	Basic Art Supply Kit, Atelier Lvl 5 DVD/Enriched	<b>\$299.07</b>
52496	5/4/2018	Mirus Toys	Outstanding	\$158.45	4200-010-83	Books and Other Reference Materials	Perpetual Calendar	<b>\$158.45</b>
52504	5/4/2018	Studies Weekly, Inc.	Cleared	\$29.95	4200-010-83	Books and Other Reference Materials	California Math Studies Weekly-Second Grade Subscription	<b>\$29.95</b>
52506	5/4/2018	S.T.A.R. Academy - Haynes Family of Programs	Cleared	\$550.50	5810-010-65	Educational Consultants	Language & Speech Services	<b>\$550.50</b>
52507	5/4/2018	Teaching Textbooks Inc.	Cleared	\$549.70	4200-010-83	Books and Other Reference Materials	Geometry 2.0	<b>\$194.90</b>
					4200-010-83	Books and Other Reference Materials	Complete Set Algebra 1 2.0	<b>\$194.90</b>

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					4200-010-83	Books and Other Reference Materials	Math 6 2.0 Complete Set (All Books and CD's)	<b>\$159.90</b>
52505	5/4/2018	Scientifics Direct	Cleared	\$269.95	4200-010-83	Books and Other Reference Materials	Celestron 22050 60LCM Computerized Telescope	<b>\$269.95</b>
52497	5/4/2018	Outschool, Inc.	Cleared	\$40.00	4200-010-83	Books and Other Reference Materials	Homeschool Art Class with Latonya Moore	<b>\$40.00</b>
52508	5/4/2018	Timberdoodle.com	Cleared	\$471.67	4200-010-83	Books and Other Reference Materials	Beg. Geography, Look Inside Your Body, Intro To Eng.	<b>\$112.02</b>
					4200-010-83	Books and Other Reference Materials	Italic Handwriting Book G, The Basics of Critical Thinking	<b>\$43.94</b>
					4200-010-83	Books and Other Reference Materials	Daily Geography Grade 1 & 2 Activity Bk.,	<b>\$111.05</b>
					4200-010-83	Books and Other Reference Materials	Word Fun, Beg. Word Roots, Brain Fitness Knot-So-Fast	<b>\$53.97</b>
					4200-010-83	Books and Other Reference Materials	Step-By-Step Drawing Book,Intro to Engineering	<b>\$150.69</b>
52498	5/4/2018	OKU Education	Cleared	\$130.00	4200-010-83	Books and Other Reference Materials	March Multi-Subject Instruction	<b>\$130.00</b>
52499	5/4/2018	Pandia Press INC	Cleared	\$282.93	4200-010-83	Books and Other Reference Materials	History Odessey Early Modern Level One ebook	<b>\$75.98</b>
					4200-010-83	Books and Other Reference Materials	History Odssey Modern/Early Times One/Two ebook	<b>\$206.95</b>
52464	5/4/2018	BookShark LLC	Cleared	\$425.78	4200-010-83	Books and Other Reference Materials	Piano Wizard Academy	<b>\$425.78</b>
52500	5/4/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$272.77	4200-010-83	Books and Other Reference Materials	Lettuce,Pumpkin,Carrot,Pea,Bean Pole Seeds	<b>\$139.83</b>
					4200-010-83	Books and Other Reference Materials	PotMaker, Jeffy Peat Pellets,Drying Rack	<b>\$132.94</b>
52484	5/4/2018	Home School Coaches	Cleared	\$185.00	4200-010-83	Books and Other Reference Materials	March-Burbank:Pots Pans & Passports-Culinary Arts Class	<b>\$48.00</b>
					4200-010-83	Books and Other Reference Materials	March-Burbank-Creative Writing for Books/TV/Film/Animation	<b>\$45.00</b>
					4200-010-83	Books and Other Reference Materials	March-Burbank:Pots Pans & Passports-Culinary Arts Class	<b>\$48.00</b>
					4200-010-83	Books and Other Reference Materials	Ancient History-Jonathan Homeschool Campus-Burbank	<b>\$44.00</b>
52501	5/4/2018	Precision Gymnastics	Cleared	\$43.58	4200-010-83	Books and Other Reference Materials	March Tumbling Kinder Stars	<b>\$43.58</b>
52502	5/4/2018	QUILL CORPORATION	Cleared	\$1,034.12	4200-010-83	Books and Other Reference Materials	Liquid Tempera Paint,Washable, Colors	<b>\$47.56</b>

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					4200-010-83	Books and Other Reference Materials	Dry Erase Board,Notebook,Pencil Eraser	<b>\$136.58</b>
					4200-010-83	Books and Other Reference Materials	Compact Wireless Multifunction Color	<b>\$166.01</b>
					4200-010-83	Books and Other Reference Materials	Scotch Magic Tape,Pencils,Watercolor Paints	<b>\$460.67</b>
					4200-010-83	Books and Other Reference Materials	Safety-Tip Compass,Ink Cartridges	<b>\$223.30</b>
52474	5/4/2018	Shane Cammell	Cleared	\$175.00	4200-010-83	Books and Other Reference Materials	March Guitar Lessons	<b>\$175.00</b>
52475	5/4/2018	DawnSignPress	Cleared	\$231.18	4200-010-83	Books and Other Reference Materials	Signing Naturally, Handshape Game Cards	<b>\$231.18</b>
52476	5/4/2018	Explorer Field Trips	Cleared	\$3,295.00	4200-010-83	Books and Other Reference Materials	The Tech Museum - Teacher Kit	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	Medieval Times,San Diego Zoo,Knotts, Student Kit	<b>\$405.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher/Student Kit: 2-Day Disneyland, San Diego Explorer	<b>\$575.00</b>
					4200-010-83	Books and Other Reference Materials	Social Studies Alcatraz,Math Magic,Science Explo Teacher Kit	<b>\$700.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher/Student Kit: 2-Day Disneyland, San Diego Explorer	<b>\$750.00</b>
					4200-010-83	Books and Other Reference Materials	Medieval Times,San Diego Zoo,Knotts,Magic Mtn Student Kit	<b>\$675.00</b>
					4200-010-83	Books and Other Reference Materials	King Tut Teacher Kit	<b>\$100.00</b>
52485	5/4/2018	Institute for Excellence in Writing	Cleared	\$97.90	4200-010-83	Books and Other Reference Materials	All About Spelling Level 2 Teach & Student Pack,People Place	<b>\$97.90</b>
52503	5/4/2018	Rainbow Resource Center	Cleared	\$5,254.37	4200-010-83	Books and Other Reference Materials	Math Detective A1,Days of Math, Complete Math Workout	<b>\$411.06</b>
					4200-010-83	Books and Other Reference Materials	Pretend & lay Checkbook w/Calculato,Trumpet of the Swan	<b>\$216.96</b>
					4200-010-83	Books and Other Reference Materials	Atelier Art Curriculum, E-Z Earth Science	<b>\$177.93</b>
					4200-010-83	Books and Other Reference Materials	Math Mammoth Review Wkbk.,Singapore Math Practice	<b>\$70.15</b>
					4200-010-83	Books and Other Reference Materials	Spectrum Sixth,First Grade,Cursive First,Mapping the World	<b>\$1,400.01</b>

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					4200-010-83	Books and Other Reference Materials	Silver Meta;;ic Tempera Paint, Roman Bowl Kit, Watercolor	<b>\$250.42</b>
					4200-010-83	Books and Other Reference Materials	Lego City Police Station, City Great Ferry, Fire Ladder Truck	<b>\$274.04</b>
					4200-010-83	Books and Other Reference Materials	Spectrum Counting Money, Language Arts, Spelling 2015	<b>\$45.94</b>
					4200-010-83	Books and Other Reference Materials	Draw Africa, Asia, Volume 1 & 2, Prismacolor Verithin Set 24	<b>\$87.36</b>
					4200-010-83	Books and Other Reference Materials	Tacky Glue, Carbon Paper Tablet, Watercolor Pencil Set	<b>\$118.36</b>
					4200-010-83	Books and Other Reference Materials	Catapult, Science-Art Fusion Bubbles Kit	<b>\$33.87</b>
					4200-010-83	Books and Other Reference Materials	Campfire Cooking, World Map, Kite Runner, Healthy Body Ckbbk	<b>\$212.33</b>
					4200-010-83	Books and Other Reference Materials	Mod Podge Hard Coat, Matte, Sparkle, Outdoor, Mini Pom-Poms	<b>\$349.38</b>
					4200-010-83	Books and Other Reference Materials	Mod Podge Matte 16oz., Tacky Glue, Carbon Paper Tablet	<b>\$116.64</b>
					4200-010-83	Books and Other Reference Materials	Word Searches Grade 3, Highlights Puzzlemania	<b>\$21.40</b>
					4200-010-83	Books and Other Reference Materials	Giant Butterfly Garden, Spirit Paint Kit, Grow A Frog	<b>\$205.74</b>
					4200-010-83	Books and Other Reference Materials	American Trivia: Family Edition, Human Body Lab, Coloring Bk.	<b>\$237.63</b>
					4200-010-83	Books and Other Reference Materials	DIY Speaker Kit, Thirsty Plant Kit, Beach In A Bowl	<b>\$306.53</b>
					4200-010-83	Books and Other Reference Materials	My Book of Money: Dollars & Cents, Judy Clock, Kinetic Sand	<b>\$346.73</b>
					4200-010-83	Books and Other Reference Materials	Science Fusion, Simply Classical Story Time Treasures Bk.	<b>\$342.22</b>
					4200-010-83	Books and Other Reference Materials	Watercolor Brushes, Prang 16-Pan Watercolor Set, Main Photo	<b>\$29.67</b>
52487	5/4/2018	Martha Desmond	Cleared	\$56.25	4200-010-83	Books and Other Reference Materials	April Exploring Reading & Literature	<b>\$56.25</b>
52488	5/4/2018	Jackris Publishing LLC	Cleared	\$372.45	4200-010-83	Books and Other Reference Materials	Starting Lines Stories Level 6-8, Winning With Writing	<b>\$83.92</b>
					4200-010-83	Books and Other Reference Materials	Starting Line Stories Level 3-5, Winning With Writing	<b>\$66.67</b>
					4200-010-83	Books and Other Reference Materials	Starting Line Stories Level 6-8, Winning With Writing Complet	<b>\$83.92</b>

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					4200-010-83	Books and Other Reference Materials	SLS 3-5 & 6-8 Combined, SWS 5 Set,GWG 5 Set,WWW 5 Set	<b>\$137.94</b>
52465	5/4/2018	Jessica Becker	Outstanding	\$425.00	4200-010-93	Books and Other Reference Materials	March Yoga Instruction	<b>\$425.00</b>
52461	5/4/2018	Art + Soul Collective	Cleared	\$1,460.00	4200-010-83	Books and Other Reference Materials	Feb,Mar,Apr. Around the World Art	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Feb,Mar,Apr-Around The World Art	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Feb,Mar,Apr Around The World Art	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Feb,Mar,Apr-Around The World Art	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Learn To Paint, March, April	<b>\$200.00</b>
					4200-010-83	Books and Other Reference Materials	Main Studio-Art Maps-Feb,Mar,Apr	<b>\$210.00</b>
					4200-010-83	Books and Other Reference Materials	Feb,Mar,Apr Around The World Art	<b>\$210.00</b>
52462	5/4/2018	Blackbird & Company	Cleared	\$267.85	4200-010-83	Books and Other Reference Materials	Paul Galdone - Author Unit (Bundle)	<b>\$63.80</b>
					4200-010-83	Books and Other Reference Materials	Year Pack - Level 3C	<b>\$169.40</b>
					4200-010-83	Books and Other Reference Materials	The Iron Giant (Bundle)	<b>\$34.65</b>
52489	5/4/2018	KiwiCo, Inc	Cleared	\$117.98	4200-010-83	Books and Other Reference Materials	6 Month Kiwi Crate Subscription	<b>\$117.98</b>
52490	5/4/2018	Lakeshore Learning Materials	Cleared	\$3,306.80	4200-010-83	Books and Other Reference Materials	Suncatchers Craft Kit,Modeling Foam	<b>\$206.78</b>
					4200-010-83	Books and Other Reference Materials	Story Wands,First Sight-Word Journal	<b>\$201.99</b>
					4200-010-83	Books and Other Reference Materials	-Rainbow Scratch Paper Animals	<b>\$76.61</b>
					4200-010-83	Books and Other Reference Materials	Science File Folder Games	<b>\$164.80</b>
					4200-010-83	Books and Other Reference Materials	Working Cash Register,Scooter Board-Blue	<b>\$336.31</b>
					4200-010-83	Books and Other Reference Materials	Magnetic Write&Wipe Board,Dough Tool Set	<b>\$466.00</b>
					4200-010-83	Books and Other Reference Materials	Holidays&Festivals Resource Box,Telling Time Teaching Clock	<b>\$310.21</b>

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					4200-010-83	Books and Other Reference Materials	Teaching Math Machines-Complete Set	<b>\$98.99</b>
					4200-010-83	Books and Other Reference Materials	World STEM Challenge-Grades 4-5	<b>\$150.79</b>
					4200-010-83	Books and Other Reference Materials	24"x36"Magnetic Write&Wipe Board	<b>\$228.38</b>
					4200-010-83	Books and Other Reference Materials	Pipe Steams,Subtraction/Addition Flashcards	<b>\$905.22</b>
					4200-010-83	Books and Other Reference Materials	Collage Box,States Box,2nd/3rd Grade Science	\$160.72
52486	5/4/2018	Interactive Media Publishing	Cleared	\$421.75	4200-010-83	Books and Other Reference Materials	ER-DD-WPack-CurricDash & Dot Wonder Pack W/Curriculum	<b>\$421.75</b>
52480	5/4/2018	Gardener's Supply Company	Cleared	\$188.25	4200-010-83	Books and Other Reference Materials	Eco-Stained Elevated Cedar Planter Box, 2x4	<b>\$188.25</b>
52491	5/4/2018	LittleBits Electronics, Inc.	Cleared	\$474.86	4200-010-83	Books and Other Reference Materials	Droid Inventor Kit	<b>\$94.95</b>
					4200-010-83	Books and Other Reference Materials	Code Kit Intro. to Coding Grades 3-8	<b>\$284.96</b>
					4200-010-83	Books and Other Reference Materials	Droid Inventor Kit	<b>\$94.95</b>
52482	5/4/2018	Handwriting Without Tears	Cleared	\$206.15	4200-010-83	Books and Other Reference Materials	Can-Do Print, Can-Do Cursive, Cursive Success	<b>\$39.35</b>
					4200-010-83	Books and Other Reference Materials	Blackboard With Double Lines, Narrow Notebook Paper	<b>\$66.50</b>
					4200-010-83	Books and Other Reference Materials	My Printing Book Teacher's Guide,Pencils for Little Hands	<b>\$69.63</b>
					4200-010-83	Books and Other Reference Materials	Printing Power Plus, Cursive Handwriting	<b>\$30.67</b>
52481	5/4/2018	Home Science Tools	Cleared	\$748.95	4200-010-83	Books and Other Reference Materials	Human Body Model,Heart Model,Frog Dissection Kit	<b>\$748.95</b>
52492	5/4/2018	Language Door Inc	Cleared	\$800.00	4200-010-93	Books and Other Reference Materials	March Spanish Instruction	<b>\$800.00</b>
52493	5/4/2018	McRory Pediatric Services, Inc.	Cleared	\$1,690.00	5810-010-65	Educational Consultants	Occupational & SpeechTherapy - MARCH 2018	<b>\$910.00</b>
					5810-010-65	Educational Consultants	Occupational & SpeechTherapy - February 2018	<b>\$780.00</b>
52460	5/4/2018	Adobe Systems Incorporated	Cleared	\$1,300.00	5800-010-84	Professional/Consulting Services and Operating Expenditures	Adobe Sign - Enterprise Site License Quarterly	<b>\$1,300.00</b>
52494	5/4/2018	MoxieBox Art	Cleared	\$404.61	4200-010-83	Books and Other Reference Materials	Moxie Box Semester Subscription	<b>\$134.87</b>

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					4200-010-83	Books and Other Reference Materials	Semester Subscription K-5	<b>\$134.87</b>
					4200-010-83	Books and Other Reference Materials	Level K-5 Option 1-Semester Subscription	<b>\$134.87</b>
52463	5/4/2018	Barnes & Noble, Inc.	Cleared	\$161.28	4200-010-83	Books and Other Reference Materials	Wonders of the USA,At the Hospital	\$161.28
52483	5/4/2018	Homeschool Buyers Co-op	Cleared	\$204.87	4200-010-83	Books and Other Reference Materials	Stationary Studio Software - Download	<b>\$44.89</b>
					4200-010-83	Books and Other Reference Materials	iStart Strong	<b>\$30.00</b>
					4200-010-83	Books and Other Reference Materials	Brainology for 1 Student	<b>\$34.99</b>
					4200-010-83	Books and Other Reference Materials	Brave WriterB W Home Study Package-Digital Version	<b>\$94.99</b>
52495	5/4/2018	Jeff Macias	Cleared	\$360.00	4200-010-83	Books and Other Reference Materials	March-Multi-Subject Tutoring	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	March-Multi-Subject Tutoring	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	March-Multi-Subject Tutoring	<b>\$120.00</b>
52472	5/4/2018	Cultured Owl LLC	Cleared	\$29.95	4200-010-83	Books and Other Reference Materials	The Tourist Kit: Madagasca	<b>\$29.95</b>
52473	5/4/2018	David Christensen	Cleared	\$78.00	4200-010-83	Books and Other Reference Materials	March Elementary Group Piano Homeschool Campus Burbank	<b>\$39.00</b>
					4200-010-83	Books and Other Reference Materials	April Elementary Group Piano Homeschool Campus Burbank	<b>\$39.00</b>
52469	5/4/2018	CM School Supply	Cleared	\$47.68	4200-010-83	Books and Other Reference Materials	Watercolors,Feathers, Canvas, Notebook,Dual Blade Sharp	<b>\$47.68</b>
52470	5/4/2018	Carolina Biological Supply Company	Cleared	\$152.86	4200-010-83	Books and Other Reference Materials	Redworms,Living,Small Size	<b>\$152.86</b>
52477	5/4/2018	El Paseo Children's Center	Cleared	\$13,724.80	5810-010-65	Educational Consultants	Services	<b>\$5,962.48</b>
					5810-010-65	Educational Consultants	Services	<b>\$7,762.32</b>
52471	5/4/2018	Allison Saleh	Cleared	\$305.00	4200-010-83	Books and Other Reference Materials	March - Guitar Lessons	<b>\$105.00</b>
					4200-010-83	Books and Other Reference Materials	March Voice Lesson (Beginner)	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	March - Piano Lesson (Beginner)	<b>\$100.00</b>



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52478	5/4/2018	Fat Brain Holding, LLC	Cleared	\$24.31	4200-010-83	Books and Other Reference Materials	Fun With Words Game	\$24.31
52479	5/4/2018	Foreign Languages For Kids By Kids	Cleared	\$239.99	4200-010-83	Books and Other Reference Materials	Super Set #1	\$239.99
52511	5/4/2018	Winter Promise	Cleared	\$365.00	4200-010-83	Books and Other Reference Materials	EDino & Me Photo Shoot, Mini-Poster Pack, Working Children	\$365.00
52512	5/4/2018	Youth Digital Arts Cyber School	Cleared	\$310.00	4200-010-83	Books and Other Reference Materials	April 7th Grade 3d Drawing Online	\$155.00
					4200-010-83	Books and Other Reference Materials	April Video Game Design Basics (7th Grade) Online	\$155.00
52468	5/4/2018	The Critical Thinking Co.	Cleared	\$60.33	4200-010-83	Books and Other Reference Materials	Mathematical Reasoning Level F, Thinking Skills for Tests	\$60.33
52467	5/4/2018	Canon Solutions America, Inc	Cleared	\$580.50	5605-010-84	Equipment Rental/Lease Expense	Maint. Copies	\$580.50
52510	5/4/2018	Lauren Vargas	Cleared	\$400.00	4200-010-93	Books and Other Reference Materials	March Writing Instruction	\$400.00
52509	5/4/2018	Teachers Synergy, LLC	Cleared	\$110.63	4200-010-83	Books and Other Reference Materials	Art Lesson/Famous Artist Pablo Picasso/Growth Mindset	\$60.94
					4200-010-83	Books and Other Reference Materials	Ecology-PowerPoint & Handouts Bundle,Plate Tectonics	\$49.69
52466	5/4/2018	Craig Bergman	Cleared	\$250.00	4200-010-83	Books and Other Reference Materials	Method Writing - Online	\$250.00
52518	5/14/2018	Adafruit Industries	Cleared	\$209.75	4200-010-83	Books and Other Reference Materials	Circuit Playground Express, Raspberry Pi 3 Model B Kit	\$209.75
52519	5/14/2018	BLICK Art Materials	Cleared	\$209.03	4200-010-83	Books and Other Reference Materials	/ Big Art Kit	\$37.26
					4200-010-83	Books and Other Reference Materials	Crayola Glitter, Scissors,Big Brush, Glue	\$60.00
					4200-010-83	Books and Other Reference Materials	Shapescapes Sculpture In A Box	\$111.77
52515	5/14/2018	Academy of Science for Kids, LLC	Cleared	\$666.59	4200-010-83	Books and Other Reference Materials	Code Gamer Ages 9-12 Beginning Code	\$335.40
					4200-010-83	Books and Other Reference Materials	Robotics Smart Machines	\$170.71
					4200-010-83	Books and Other Reference Materials	Intro. To Engineering,Earthquakes & Volcanoes	\$160.48
52513	5/14/2018	Apple Inc	Cleared	\$2,023.12	4200-010-83	Books and Other Reference Materials	9.7 iPad Space Gray	\$325.68
					4200-010-83	Books and Other Reference Materials	9.7 iPad Space Gray	\$325.68



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					4200-010-83	Books and Other Reference Materials	/ iPad Smart Cover, 3year Applecare	<b>\$121.71</b>
					4200-010-83	Books and Other Reference Materials	21.5 iMac W/AppleCare	<b>\$1,250.05</b>
52525	5/14/2018	CM School Supply	Cleared	\$94.00	4200-010-83	Books and Other Reference Materials	Megatimer, Large Flat Palette Paint Tray, Stubby Easel Paint	<b>\$94.00</b>
52527	5/14/2018	Discount School Supply	Cleared	\$680.92	4200-010-83	Books and Other Reference Materials	Food Allergies/ Have Feelings, Book Set	\$211.74
					4200-010-83	Books and Other Reference Materials	Medanic Classroom Starter Kit-Med. Animals	\$160.52
					4200-010-83	Books and Other Reference Materials	Beachy Jumbo Play Ball, Scotch Magic Tape	\$193.26
					4200-010-83	Books and Other Reference Materials	Clear Contact Cover, Color Bubble Paint Powd	<b>\$115.40</b>
52529	5/14/2018	Elemental Science Inc.	Cleared	\$140.98	4200-010-83	Books and Other Reference Materials	Biology for the Logic Stage Book Package	<b>\$99.99</b>
					4200-010-83	Books and Other Reference Materials	Earth Science & Astronomy for the Grammar Stage Printed Comb	<b>\$40.99</b>
52526	5/14/2018	Cultured Owl LLC	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	Jetsetter	<b>\$150.00</b>
52530	5/14/2018	Essentials in Writing	Cleared	\$226.85	4200-010-83	Books and Other Reference Materials	Essentials in Literature Level 10	<b>\$131.60</b>
					4200-010-83	Books and Other Reference Materials	Essentials in Writing Level 4 DVD's w/ Textbook/Workbook	<b>\$95.25</b>
52514	5/14/2018	All About Learning Press, Inc.	Cleared	\$151.30	4200-010-83	Books and Other Reference Materials	Basic Reading/Spelling Interactive Kits	<b>\$52.65</b>
					4200-010-83	Books and Other Reference Materials	Basic Reading/Spelling Interactive Kits	<b>\$98.65</b>
52520	5/14/2018	Barnes & Noble, Inc.	Cleared	\$1,035.02	4200-010-83	Books and Other Reference Materials	Spanish Verbs SparkCharts, Learn Spanish	\$39.76
					4200-010-83	Books and Other Reference Materials	A Smart Girl's Guide; Cooking, Money, Manners	<b>\$104.77</b>
					4200-010-83	Books and Other Reference Materials	Dog Bingo, Bug Bingo, Wee Gillis	\$129.46
					4200-010-83	Books and Other Reference Materials	Bee's: A Honeyed History	<b>\$25.41</b>
					4200-010-83	Books and Other Reference Materials	Grown n Glow Terrarium, Sew Mini Animals	\$120.35
					4200-010-83	Books and Other Reference Materials	Rascal, Pax, The Hammer, Raymie Nightinggale	<b>\$140.58</b>

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					4200-010-83	Books and Other Reference Materials	The Henry and Ribsby Box Set	\$54.85
					4200-010-83	Books and Other Reference Materials	Number The Stars,Harriet the Spy	<b>\$182.44</b>
					4200-010-83	Books and Other Reference Materials	/ The Hobbit Series	<b>\$51.19</b>
					4200-010-83	Books and Other Reference Materials	Who Was Rosa Parks?, Ben Franklin?	\$186.21
52522	5/14/2018	Baker Creek Heirloom Seeds	Cleared	\$91.25	4200-010-83	Books and Other Reference Materials	Fig Plant Seeds,Pawpaw Seeds,Ox Heart Carrot Seeds	<b>\$91.25</b>
52523	5/14/2018	Beautiful Feet Books	Cleared	\$198.72	4200-010-83	Books and Other Reference Materials	The Genevieve Foster Collection	<b>\$198.72</b>
52524	5/14/2018	Bitsbox	Cleared	\$128.85	4200-010-83	Books and Other Reference Materials	3 Month Subscription Delux Bitsbox	<b>\$128.85</b>
52517	5/14/2018	Art of Problem Solving (AoPS Inc)	Cleared	\$279.02	4200-010-83	Books and Other Reference Materials	Paperback + Online Bk. Intro.to Algebra,Counting & Probabili	<b>\$146.57</b>
					4200-010-83	Books and Other Reference Materials	Math 3A-D Guide and Practice	<b>\$132.45</b>
52528	5/14/2018	Explorer Field Trips	Cleared	\$1,875.00	4200-010-83	Books and Other Reference Materials	Teacher Kit Living Desert Zoo & Gardens/March Field Air Muse	<b>\$125.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit: Feet Science Center	<b>\$70.00</b>
					4200-010-83	Books and Other Reference Materials	San Diego Zoo Student/Teacher Kit	<b>\$225.00</b>
					4200-010-83	Books and Other Reference Materials	Student Kit: Universal Studios,Medieval Times,Legoland	<b>\$585.00</b>
					4200-010-83	Books and Other Reference Materials	Universal Studios Hollywood Teacher Kit,Disney Teacher Kit	<b>\$515.00</b>
					4200-010-83	Books and Other Reference Materials	Teachers KitPretend City/KitQueen Mary/Discovery Cube	<b>\$355.00</b>
52521	5/14/2018	BookShark LLC	Cleared	\$905.19	4200-010-83	Books and Other Reference Materials	Level 4 All Subjects: Reading With Hist.	<b>\$848.35</b>
					4200-010-83	Books and Other Reference Materials	Spelling You See Level C Wild Tales	<b>\$56.84</b>
52516	5/14/2018	Academics in a Box Inc.	Cleared	\$39.72	4200-010-83	Books and Other Reference Materials	Greenhouse Groovy Lab in a Box	<b>\$39.72</b>
52606	5/15/2018	Law Office of Young, Minney & Corr	Cleared	\$3,139.27	5805-010-80	Legal Services	Services Through 4/30/18	\$936.22
					5805-010-65	Legal Services	Services Through 4/30/18	\$2,203.05
52555	5/15/2018	Alisha Gratehouse	Cleared	\$60.00	4200-010-83	Books and Other Reference Materials	Masterpiece Society Art	<b>\$60.00</b>

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52607	5/15/2018	Young Lamplighters	Outstanding	\$591.10	4200-010-83	Books and Other Reference Materials	April Services: Young Lamplighters	\$295.55
					4200-010-83	Books and Other Reference Materials	April Services: Young Lamplighters	\$295.55
52556	5/15/2018	Goodfellow Occupational Therapy Inc	Cleared	\$650.00	5810-010-65	Educational Consultants	OT Services for April 2018	<b>\$500.00</b>
					5810-010-65	Educational Consultants	OT Services for December 2017	<b>\$150.00</b>
52547	5/15/2018	8x8, Inc	Cleared	\$557.89	5900-010-84	Communications (Tele., Internet, Copies,Postage,Messenger)	Phone Usage Fees: April	<b>\$557.89</b>
52557	5/15/2018	Home Science Tools	Cleared	\$384.50	4200-010-83	Books and Other Reference Materials	Chemistry Equipment Kit, Robotic Arm Edge, Solar Space Fleet	<b>\$384.50</b>
52589	5/15/2018	Quality Science Labs, LLC	Cleared	\$169.10	4200-010-83	Books and Other Reference Materials	Life Science Kit Standard Edition	<b>\$169.10</b>
52590	5/15/2018	Rainbow Resource Center	Cleared	\$3,475.76	4200-010-83	Books and Other Reference Materials	Song School Spanish Package	<b>\$596.49</b>
					4200-010-83	Books and Other Reference Materials	Paint Palette	<b>\$72.13</b>
					4200-010-83	Books and Other Reference Materials	Tree That Built Time	<b>\$79.40</b>
					4200-010-83	Books and Other Reference Materials	Let's Fold	<b>\$116.93</b>
					4200-010-83	Books and Other Reference Materials	Typing Program K	<b>\$224.38</b>
					4200-010-83	Books and Other Reference Materials	Solar System	<b>\$301.63</b>
					4200-010-83	Books and Other Reference Materials	Fredix Canvas Panel	<b>\$109.20</b>
					4200-010-83	Books and Other Reference Materials	Star Wars Mad Libs	<b>\$113.84</b>
					4200-010-83	Books and Other Reference Materials	Alphabet Stamp Set	<b>\$22.85</b>
					4200-010-83	Books and Other Reference Materials	Ant Farm	<b>\$87.46</b>
					4200-010-83	Books and Other Reference Materials	Castle Nighttime Shadows	<b>\$22.25</b>
					4200-010-83	Books and Other Reference Materials	Clipboard Storage Case	<b>\$70.73</b>
					4200-010-83	Books and Other Reference Materials	Twist & Turn Ring Toss	<b>\$54.05</b>
					4200-010-83	Books and Other Reference Materials	DK Workbook Spelling	<b>\$86.74</b>

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					4200-010-83	Books and Other Reference Materials	Write Now!	<b>\$133.43</b>
					4200-010-83	Books and Other Reference Materials	Live Butterfly Garden	<b>\$56.67</b>
					4200-010-83	Books and Other Reference Materials	Pizza Fraction Fun Game	<b>\$101.14</b>
					4200-010-83	Books and Other Reference Materials	Chalk, Model Magic	<b>\$23.05</b>
					4200-010-83	Books and Other Reference Materials	Mathematics Games	<b>\$34.27</b>
					4200-010-83	Books and Other Reference Materials	Zeta Complete Level Up Set	<b>\$130.90</b>
					4200-010-83	Books and Other Reference Materials	Lady Bug Land	<b>\$55.09</b>
					4200-010-83	Books and Other Reference Materials	My First School Book	<b>\$119.96</b>
					4200-010-83	Books and Other Reference Materials	Beginning Reasoning & Reading	<b>\$45.89</b>
					4200-010-83	Books and Other Reference Materials	All About Spelling	<b>\$64.90</b>
					4200-010-83	Books and Other Reference Materials	Best of Mad Libs	<b>\$68.69</b>
					4200-010-83	Books and Other Reference Materials	Vocabulary Cartoons II	<b>\$42.38</b>
					4200-010-83	Books and Other Reference Materials	Campers Knot Tying Game	<b>\$139.98</b>
					4200-010-83	Books and Other Reference Materials	American Tall Tales	<b>\$48.70</b>
					4200-010-83	Books and Other Reference Materials	Daily Phonics	<b>\$294.14</b>
					4200-010-83	Books and Other Reference Materials	Ocean Toob, Nature Toob	<b>\$103.53</b>
					4200-010-83	Books and Other Reference Materials	Balance Math	<b>\$54.96</b>
52558	5/15/2018	Huckleberry Center For Creative Learning	Cleared	\$379.00	4200-010-83	Books and Other Reference Materials	Spring 2018 Art History	\$180.00
					4200-010-83	Books and Other Reference Materials	Valencia Science Exploration	\$199.00
52550	5/15/2018	Fluenz Inc.	Outstanding	\$368.00	4200-010-83	Books and Other Reference Materials	Fluenz Spanish Immediate Download 1-5 MAC	<b>\$368.00</b>

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52551	5/15/2018	Fat Brain Holding, LLC	Cleared	\$732.56	4200-010-83	Books and Other Reference Materials	Klutz Clay Charms,Mini PomPom Pets,Deluxe Eco Robots	<b>\$327.60</b>
					4200-010-83	Books and Other Reference Materials	Cloggy, Yottsugo, Got This!, Jump In, Crankity Brainteaser	<b>\$215.86</b>
					4200-010-83	Books and Other Reference Materials	Offbits-Blue,Green Vehicle,Infobit,Box & Balls	<b>\$189.10</b>
52548	5/15/2018	Explorer Field Trips	Cleared	\$5,050.00	4200-010-83	Books and Other Reference Materials	Teacher Kit: Legoland	<b>\$250.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kits: Legoland, Disney California Adv. 2-Day	<b>\$870.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit: QueenMary, Hearst Castle Grand Rooms	<b>\$355.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit: San Diego Zoo, Plam Springs Tramway	<b>\$755.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit - Catalina Island	<b>\$180.00</b>
					4200-010-83	Books and Other Reference Materials	Student Kit: Fleet Science Center	<b>\$40.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit: San Diego Zoo, Disneyland 1-Day Regular	<b>\$410.00</b>
					4200-010-83	Books and Other Reference Materials	Student Kits: Univeral Studios,Legoland,Disney CA	<b>\$880.00</b>
					4200-010-83	Books and Other Reference Materials	Teachers Kit: Imaginary U, Legoland	<b>\$295.00</b>
					4200-010-83	Books and Other Reference Materials	Teachers Kits: Aquarium of the Pacific,Discovery Cube	<b>\$235.00</b>
					4200-010-83	Books and Other Reference Materials	Gilroy Gardens Teacher Kit, Fresno Chaffee Zoo	<b>\$340.00</b>
4200-010-83	Books and Other Reference Materials	Student/Teacher Kit: Universal Studios	<b>\$440.00</b>					
52534	5/15/2018	Art + Soul Collective	Cleared	\$210.00	4200-010-83	Books and Other Reference Materials	Feb.6-week Pablo Picasso Art Class	<b>\$210.00</b>
52540	5/15/2018	California Department of Education	Cleared	\$15,077.00	7999-020-39	Repayment of Revenue	Repayment of 2014-6 CA Clean Energy Job Act (Prop 39)	<b>\$15,077.00</b>
52560	5/15/2018	History Unboxed	Cleared	\$56.10	4200-010-83	Books and Other Reference Materials	Alexander the Great Unboxed	<b>\$56.10</b>
52561	5/15/2018	Home School Coaches	Cleared	\$335.00	4200-010-83	Books and Other Reference Materials	April Coach Leanne_ Writing, Art, Math	\$150.00
					4200-010-83	Books and Other Reference Materials	April - Burank:Pots, Pans and Passports -Culinary Arts Class	\$48.00

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					4200-010-83	Books and Other Reference Materials	Creative Writing for Books/TV/Film/Animation & Comics	\$45.00
					4200-010-83	Books and Other Reference Materials	Culinary Arts Class	\$48.00
					4200-010-83	Books and Other Reference Materials	April IEW Ancient History - Jonathan Vince Homeschool Campus	\$44.00
52533	5/15/2018	Art Steps, Inc.	Cleared	\$250.00	4200-010-83	Books and Other Reference Materials	Mission Viejo April: Art Class for ages 4 and Up	<b>\$149.00</b>
					4200-010-83	Books and Other Reference Materials	April Yorba Linda/ Art Class	<b>\$101.00</b>
52531	5/15/2018	Arbor Learning Community	Cleared	\$1,805.50	4200-010-83	Books and Other Reference Materials	April - Discovering Creative Writing	<b>\$67.50</b>
					4200-010-83	Books and Other Reference Materials	Fullerton April HS Biology	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	April-Advanced Chess	<b>\$114.00</b>
					4200-010-83	Books and Other Reference Materials	April - Discovering Botany & Zoology	<b>\$60.00</b>
					4200-010-83	Books and Other Reference Materials	April Robotics	<b>\$285.00</b>
					4200-010-83	Books and Other Reference Materials	April-Mandarin Class	<b>\$102.50</b>
					4200-010-83	Books and Other Reference Materials	April HS Biology	<b>\$265.00</b>
					4200-010-83	Books and Other Reference Materials	Apr- Discovering Physics: Light, Sound, Circuits and Magnets	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	April-Discovering Creative Writing	<b>\$174.00</b>
					4200-010-83	Books and Other Reference Materials	April - Discovering Creative Writing	<b>\$142.50</b>
					4200-010-83	Books and Other Reference Materials	April Exploring Simple Machines	<b>\$75.00</b>
					4200-010-83	Books and Other Reference Materials	April-Discovering Nature	<b>\$180.00</b>
52559	5/15/2018	Homeschool Buyers Co-op	Cleared	\$453.77	4200-010-83	Books and Other Reference Materials	Rosetta Stone Online 6 Month Spanish (Latin America)	<b>\$114.00</b>
					4200-010-83	Books and Other Reference Materials	Korean Rosetta Stone Online 6 Month Sub. 1 User	<b>\$114.00</b>

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					4200-010-83	Books and Other Reference Materials	Typing Pal	\$42.99
					4200-010-83	Books and Other Reference Materials	Rosetta Stone Online 6 Month Japanese	\$114.00
					4200-010-83	Books and Other Reference Materials	Mapping the World by Heart	\$68.78
52539	5/15/2018	Blue Buoy Swim School	Cleared	\$515.00	4200-010-83	Books and Other Reference Materials	April Tustin - Strokes Class Swim Lessons	\$155.00
					4200-010-83	Books and Other Reference Materials	April Tustin - Semi-Private Swin Lessons	\$130.00
					4200-010-83	Books and Other Reference Materials	Tustin April - Semi Private Swim Lessons	\$130.00
					4200-010-83	Books and Other Reference Materials	Tustin April Monthly Swim Lessons	\$100.00
52587	5/15/2018	Palette Station LLC	Cleared	\$230.00	4200-010-83	Books and Other Reference Materials	March&April: Mixed Media Art Classes	\$230.00
52588	5/15/2018	QUILL CORPORATION	Cleared	\$3,631.25	4200-010-83	Books and Other Reference Materials	Ink Cartridges	\$53.61
					4200-010-83	Books and Other Reference Materials	Paper,Printer Ink	\$80.47
					4200-010-83	Books and Other Reference Materials	Teacher Stamps	\$47.58
					4200-010-83	Books and Other Reference Materials	Primary Sources WWI	\$63.37
					4200-010-83	Books and Other Reference Materials	Crayola Sketchbook	\$200.46
					4200-010-83	Books and Other Reference Materials	Clay, Crayons	\$111.46
					4200-010-83	Books and Other Reference Materials	Quill Paper	\$90.02
					4200-010-83	Books and Other Reference Materials	Pencils,Duct Tape	\$135.62
					4200-010-83	Books and Other Reference Materials	Ring Round Bounder	\$88.52
					4200-010-83	Books and Other Reference Materials	Stopwatch	\$20.05
					4200-010-83	Books and Other Reference Materials	Carrying case for Laptop	\$56.17
					4200-010-83	Books and Other Reference Materials	Carrying Case for Laptop	\$56.17

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					4200-010-83	Books and Other Reference Materials	All-In-One-Printer	\$119.22
					4200-010-83	Books and Other Reference Materials	Scotch Tape and Refill	\$31.00
					4200-010-83	Books and Other Reference Materials	Clay, Crayons	\$104.09
					4200-010-83	Books and Other Reference Materials	CMY INK Cartridge	\$159.17
					4200-010-83	Books and Other Reference Materials	Spiral Notebook, Dry Eraser Marker	\$69.99
					4200-010-83	Books and Other Reference Materials	Yarn, Erasers, Chalk Paint	\$238.45
					4200-010-83	Books and Other Reference Materials	Tablet	\$160.86
					4200-010-83	Books and Other Reference Materials	Tablet	\$160.86
					4200-010-83	Books and Other Reference Materials	Ink Cartridges	\$159.17
					4200-010-83	Books and Other Reference Materials	Wescott Kids 5" Pointed Scissors	\$155.39
					4200-010-83	Books and Other Reference Materials	Smart Buy Chromebook	\$254.01
					4200-010-83	Books and Other Reference Materials	Smart Buy Chromebook	\$254.01
					4200-010-83	Books and Other Reference Materials	Beginner Electric Guitar	\$139.95
					4200-010-83	Books and Other Reference Materials	Cover for Galaxy Tab	\$41.18
					4200-010-83	Books and Other Reference Materials	Tablet	\$270.58
					4200-010-83	Books and Other Reference Materials	Color Inkjet Phot	\$214.42
					4200-010-83	Books and Other Reference Materials	Champion Sport Playground Ball	\$95.40
52586	5/15/2018	Phoenix Feather Academy of Music	Cleared	\$131.25	4200-010-83	Books and Other Reference Materials	Piano Lesson - Lake forest W Mr. Mark: April	\$131.25
52537	5/15/2018	Bridges Equestrian Inc	Cleared	\$745.68	4200-010-83	Books and Other Reference Materials	April: Pony Club Horseback Riding Private Lessons	\$240.00
					4200-010-83	Books and Other Reference Materials	April: Pony Club Horseback Riding Private Lessons	\$265.68



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					4200-010-83	Books and Other Reference Materials	April: Pony Club Horseback Riding Private Lessons	\$240.00
52549	5/15/2018	EMH Sports USA Inc	Cleared	\$212.00	4200-010-83	Books and Other Reference Materials	April PE - Miliken Park	\$28.00
					4200-010-83	Books and Other Reference Materials	April PE - Miliken Park	\$28.00
					4200-010-83	Books and Other Reference Materials	April Chatsworth Track and Field	\$36.00
					4200-010-83	Books and Other Reference Materials	April Track and Field	\$28.00
					4200-010-83	Books and Other Reference Materials	April Chatsworth Track and Field	\$36.00
					4200-010-83	Books and Other Reference Materials	April PE - Miliken Park	\$28.00
					4200-010-83	Books and Other Reference Materials	April PE - Miliken Park	\$28.00
52543	5/15/2018	Cynthia Dapello	Cleared	\$355.00	4200-010-83	Books and Other Reference Materials	April Language Arts Instruction	\$355.00
52544	5/15/2018	Cogito International Inc.	Cleared	\$600.00	4200-010-83	Books and Other Reference Materials	March Speech Instruction	\$400.00
					4200-010-83	Books and Other Reference Materials	April Speech Instruction	\$200.00
52568	5/15/2018	LittleBits Electronics, Inc.	Cleared	\$284.90	4200-010-83	Books and Other Reference Materials	Gizomos & Gadgets	<b>\$284.90</b>
52569	5/15/2018	Language Door Inc	Cleared	\$300.00	4200-010-93	Books and Other Reference Materials	April Spanish Instruction	\$300.00
52570	5/15/2018	LitWits Workshops, LLC	Cleared	\$180.00	4200-010-83	Books and Other Reference Materials	Roll of Thunder	<b>\$36.00</b>
					4200-010-83	Books and Other Reference Materials	The Railroad Children ebook	<b>\$18.00</b>
					4200-010-83	Books and Other Reference Materials	The Wind in the Willows ebook	<b>\$126.00</b>
52532	5/15/2018	The Animation Course, LLC	Cleared	\$600.00	4200-010-83	Books and Other Reference Materials	Spring Semester: Animation Course	\$300.00
					4200-010-83	Books and Other Reference Materials	Intro to Animation	\$300.00
52553	5/15/2018	Gardener's Supply Company	Cleared	\$477.38	4200-010-83	Books and Other Reference Materials	Cedar Raised Beds	<b>\$79.21</b>
					4200-010-83	Books and Other Reference Materials	Seed Starting Mix, German Johnson Tomato Organic Seeds	<b>\$76.02</b>

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					4200-010-83	Books and Other Reference Materials	Self Watering Potting Mix, Gardeners Best All Purpose Organi	<b>\$104.38</b>
					4200-010-83	Books and Other Reference Materials	Kids Veg Trug, Window Box, Grow Lab Activities	<b>\$217.77</b>
52571	5/15/2018	Lucky Duck Swim School	Outstanding	\$488.00	4200-010-83	Books and Other Reference Materials	April Swim Lessons	\$192.00
					4200-010-83	Books and Other Reference Materials	April Swim Lessons	\$104.00
					4200-010-83	Books and Other Reference Materials	April Swim Lessons	\$192.00
52545	5/15/2018	Shane Cammell	Cleared	\$175.00	4200-010-83	Books and Other Reference Materials	April Guitar Lessons	\$175.00
52546	5/15/2018	California State University San Marcos	Cleared	\$205.50	5605-010-86	Equipment Rental/Lease Expense	Use Temecula Facility 4/23 & 4/24 Room M41	<b>\$205.50</b>
52573	5/15/2018	McGraw-Hill School Education Holdings, LLC	Cleared	\$45.00	4200-010-83	Books and Other Reference Materials	12 Months ALEKS Pre- Algebra	<b>\$45.00</b>
52574	5/15/2018	Demme Learning	Cleared	\$546.04	4200-010-83	Books and Other Reference Materials	Zeta Student Pack	<b>\$153.26</b>
					4200-010-83	Books and Other Reference Materials	Beta Student Pack The Beta Student Pack	<b>\$57.68</b>
					4200-010-83	Books and Other Reference Materials	MixedZeta Level Up Base Set	<b>\$109.25</b>
					4200-010-83	Books and Other Reference Materials	Zeta Student Pack	<b>\$54.17</b>
					4200-010-83	Books and Other Reference Materials	Gamma Universal Set	<b>\$171.68</b>
52572	5/15/2018	Legacy Team Sales	Cleared	\$256.88	4430-010-89	Noncapitalized Student Equipment	T-Shirts, Sweatshirts	<b>\$256.88</b>
52562	5/15/2018	Institute for Excellence in Writing	Cleared	\$358.00	4200-010-83	Books and Other Reference Materials	A Teaching Writing/Student Writing Value Package	<b>\$358.00</b>
52563	5/15/2018	JL Media Services	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	Costa Mesa-April - Piano Classes 3rd Grade	\$100.00
52602	5/15/2018	The Talk Team	Cleared	\$440.00	5810-010-65	Educational Consultants	Services 04/18/18	<b>\$95.00</b>
					5810-010-65	Educational Consultants	Services 04/16/18	<b>\$115.00</b>
					5810-010-65	Educational Consultants	Services 04/12, 04/25/18	<b>\$230.00</b>
52554	5/15/2018	Gigi V. Frack	Cleared	\$99.00	4200-010-83	Books and Other Reference Materials	April Child Yoga	\$99.00

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52575	5/15/2018	Martial Arts International	Cleared	\$150.00	4200-010-83	Books and Other Reference Materials	April: Karate Lessons	\$150.00
52603	5/15/2018	Lauren Vargas	Cleared	\$319.38	4200-010-83	Books and Other Reference Materials	April Literature Analysis Class	\$67.50
					4200-010-93	Books and Other Reference Materials	April Writing Instruction	\$100.00
					4200-010-83	Books and Other Reference Materials	IrvineApril: 6th-8th Grade Language Arts Class	\$84.38
					4200-010-83	Books and Other Reference Materials	April Literature Analysis Class	\$67.50
52576	5/15/2018	Mobility Acrobatics	Cleared	\$480.00	4200-010-83	Books and Other Reference Materials	April Acrobic Class 8 sessions LA	\$480.00
52577	5/15/2018	Jeff Macias	Cleared	\$1,440.00	4200-010-83	Books and Other Reference Materials	April Multi-Subject Tutoring	<b>\$240.00</b>
					4200-010-83	Books and Other Reference Materials	April Multi-Subject Tutoring	<b>\$240.00</b>
					4200-010-83	Books and Other Reference Materials	April General Tutoring and Study Skills	<b>\$360.00</b>
					4200-010-83	Books and Other Reference Materials	April Multi-Subject Tutoring	<b>\$240.00</b>
					4200-010-83	Books and Other Reference Materials	April General Tutoring and Study Skills	<b>\$360.00</b>
52604	5/15/2018	Winter Promise	Cleared	\$46.00	4200-010-83	Books and Other Reference Materials	Older Learner's Children Guide	<b>\$46.00</b>
52605	5/15/2018	Law Office of Young, Minney & Corr	Cleared	\$1,050.00	5200-010-80	Travel and Conferences	Registration for YMC and EdTec Charter Leadership Forum - LA	<b>\$1,050.00</b>
52567	5/15/2018	Pedia Learning	Cleared	\$116.74	4200-010-83	Books and Other Reference Materials	Foundations A Teacher's Manual	<b>\$116.74</b>
52582	5/15/2018	Outschool, Inc.	Cleared	\$40.00	4200-010-83	Books and Other Reference Materials	Discovery Learning: Beginning Multiplication & Division	\$40.00
52583	5/15/2018	Penelope Pauley	Cleared	\$765.66	4200-010-83	Books and Other Reference Materials	April Drama Class 3rd Grade	\$64.00
					4200-010-93	Books and Other Reference Materials	April Drama Instruction	\$500.00
					4200-010-83	Books and Other Reference Materials	April Comedy of Errors Production -Location: Trinity	\$63.33
					4200-010-83	Books and Other Reference Materials	April Shakespeare play/performing arts	\$75.00
					4200-010-83	Books and Other Reference Materials	April Comedy of Errors Production - Location: Trinity	\$63.33

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52599	5/15/2018	Timberdoodle.com	Cleared	\$757.71	4200-010-83	Books and Other Reference Materials	Human Body Cube Book	<b>\$160.75</b>
					4200-010-83	Books and Other Reference Materials	Rosetta Stone Online	<b>\$69.00</b>
					4200-010-83	Books and Other Reference Materials	Doodle Your Day	<b>\$23.94</b>
					4200-010-83	Books and Other Reference Materials	Editor Chief Level 1,2	<b>\$419.64</b>
					4200-010-83	Books and Other Reference Materials	Daily Geography Grade 3	<b>\$48.94</b>
					4200-010-83	Books and Other Reference Materials	Doodle Your Day	<b>\$35.44</b>
52541	5/15/2018	The Critical Thinking Co.	Cleared	\$384.21	4200-010-83	Books and Other Reference Materials	US History Detective Book 2	<b>\$84.97</b>
					4200-010-83	Books and Other Reference Materials	Understanding Pre-Algebra	<b>\$42.99</b>
					4200-010-83	Books and Other Reference Materials	Pattern Blocs	<b>\$219.26</b>
					4200-010-83	Books and Other Reference Materials	Understanding Geometry ebook	<b>\$36.99</b>
52552	5/15/2018	Firestorm Freerunning & Acrobatics	Cleared	\$1,073.55	4200-010-83	Books and Other Reference Materials	Apr - Parkour/Strength Training/Balance	\$85.00
					4200-010-83	Books and Other Reference Materials	April Little Heroes	\$85.00
					4200-010-83	Books and Other Reference Materials	April: 1 day per week trampoline Class	\$100.00
					4200-010-83	Books and Other Reference Materials	April-Parkour/Freerunning Instruction	\$280.00
					4200-010-83	Books and Other Reference Materials	Mar - Parkour Ninja Warrior	\$85.00
					4200-010-83	Books and Other Reference Materials	April: 1 day per week trampoline Class	\$58.55
					4200-010-83	Books and Other Reference Materials	Apr - Parkour/Strength Training/Balance	\$85.00
					4200-010-83	Books and Other Reference Materials	Apr - Parkour Ninja Warrior	\$85.00
					4200-010-83	Books and Other Reference Materials	April-Parkour	\$75.00
					4200-010-83	Books and Other Reference Materials	Firestorm - 4 Classes April	\$85.00

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					4200-010-83	Books and Other Reference Materials	April: 1 day per week parkour class	\$50.00
52566	5/15/2018	Lakeshore Learning Materials	Cleared	\$1,845.69	4200-010-83	Books and Other Reference Materials	5th Grade Science Folder, Collage Pots	\$59.95
					4200-010-83	Books and Other Reference Materials	-Grammar & Writing Folder Game Library	\$174.37
					4200-010-83	Books and Other Reference Materials	Magnatiles 32 Pc. Set,Apple Timer,Rainbow Trail	\$440.41
					4200-010-83	Books and Other Reference Materials	All-Purpose Paintbrush Assortment -Set of 30	\$155.24
					4200-010-83	Books and Other Reference Materials	Real-Working Cash Register	\$108.36
					4200-010-83	Books and Other Reference Materials	Shape Sorting Center,The Mystery Box	\$237.96
					4200-010-83	Books and Other Reference Materials	Touch&Learn USA Map, Real Bugs Discovery Kit	\$209.09
					4200-010-83	Books and Other Reference Materials	-Reusable Wite & Wipe Pocket,Life Cycle Kit	\$242.59
					4200-010-83	Books and Other Reference Materials	-Candy Land,Connect 4,Hop Along,Scooter Board	\$124.44
					4200-010-83	Books and Other Reference Materials	Lakeshore Playground Ball,Construction Paper	\$41.02
					4200-010-83	Books and Other Reference Materials	Double Sided Magnetic Write & Wipe Board Jumbo	\$52.26
52536	5/15/2018	Brain Builders Educational Programs	Cleared	\$415.00	4200-010-83	Books and Other Reference Materials	Jan - April Woodshop Basics II	\$207.50
					4200-010-83	Books and Other Reference Materials	Jan - April Digital Arts - Manga Studio Comic Creator	\$207.50
52600	5/15/2018	Teachers Synergy, LLC	Cleared	\$97.68	4200-010-83	Books and Other Reference Materials	Grade Morning Work	\$58.74
					4200-010-83	Books and Other Reference Materials	Common Core Lit Plans	\$38.94
52584	5/15/2018	Piano4Everyone Conejo Valley	Cleared	\$435.00	4200-010-83	Books and Other Reference Materials	Violin lessons-Weslake Village/Ventura County	\$105.00
					4200-010-83	Books and Other Reference Materials	April Piano Lessons	\$105.00
					4200-010-83	Books and Other Reference Materials	Violin lessons-Weslake Village/Ventura County	\$105.00
					4200-010-83	Books and Other Reference Materials	April Violin Lessons	\$120.00

## Compass Charter Schools

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52601	5/15/2018	Time 4 Learning	Cleared	\$800.00	4200-010-83	Books and Other Reference Materials	April 2nd Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April Time For Learning 7th Grade	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April Pre-K-8th Elementary Sub.	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April HS Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	April Time for Learning Guide	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April-8th Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April Time 4 Learning Elementary Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April 7th Grade Online Access-see Description	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April 5th Grade Online Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April Multisubject Grade 5	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April 5th Grade all Class Access	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April 11th Grade Online Access-see Description	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	April Time 4 Learning Grade 8	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April 9th - 12th Grade Curriculum	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	April 5th Grade Curriculum	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April Pre-K-8th Elementary Sub.	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April All Subjects	<b>\$25.00</b>
					4200-010-83	Books and Other Reference Materials	April, Algebra 2,Geometry, English 2, English 3	<b>\$35.00</b>
					4200-010-83	Books and Other Reference Materials	April All Subjects	<b>\$25.00</b>

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					4200-010-83	Books and Other Reference Materials	April Multisubject Grade 5	\$25.00
					4200-010-83	Books and Other Reference Materials	April Pre-K-8th Curriculum	\$25.00
					4200-010-83	Books and Other Reference Materials	April-Sixth Grade Curriculum	\$25.00
					4200-010-83	Books and Other Reference Materials	April 3rd Grade Online Access-see Description	\$25.00
					4200-010-83	Books and Other Reference Materials	April HS Curriculum	\$35.00
					4200-010-83	Books and Other Reference Materials	April Time 4 Learning Second Grade	\$25.00
					4200-010-83	Books and Other Reference Materials	April All Subjects 7th Grade	\$25.00
					4200-010-83	Books and Other Reference Materials	April Middle School Curriculum	\$25.00
					4200-010-83	Books and Other Reference Materials	April Elementary Curriculum	\$25.00
					4200-010-83	Books and Other Reference Materials	April All Courses	\$25.00
52538	5/15/2018	Barnabas Robotics Inc	Cleared	\$116.00	4200-010-83	Books and Other Reference Materials	April - Burbank: Build Your Own Robot Level 2	\$53.00
					4200-010-83	Books and Other Reference Materials	LakewoodApr - Introduction to Robotics	\$63.00
52535	5/15/2018	The Aerial Studio	Cleared	\$743.00	4200-010-83	Books and Other Reference Materials	April: Beginner Acro And Tumbling	\$68.00
					4200-010-83	Books and Other Reference Materials	April Homeschool Aerial	\$112.00
					4200-010-83	Books and Other Reference Materials	April Aerial Lessons	\$164.00
					4200-010-83	Books and Other Reference Materials	April Homeschool Aerial	\$112.00
					4200-010-83	Books and Other Reference Materials	April Tumbling/Acrobat Classes	\$287.00
52542	5/15/2018	Candi Chavez	Outstanding	\$215.00	4200-010-83	Books and Other Reference Materials	April Piano Lessons	\$75.00
					4200-010-83	Books and Other Reference Materials	April Piano Lessons	\$65.00
					4200-010-83	Books and Other Reference Materials	April Piano Lessons	\$75.00

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52585	5/15/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$90.69	4200-010-83	Books and Other Reference Materials	Rose, Flower & Bulb	<b>\$36.18</b>
					4200-010-83	Books and Other Reference Materials	Bean Bush Provider	<b>\$54.51</b>
52579	5/15/2018	Noonan Family Swim School Inc	Cleared	\$75.00	4200-010-83	Books and Other Reference Materials	April Swimming Classes 1x per week-Murrieta	\$75.00
52581	5/15/2018	OTC Brands, Inc.	Cleared	\$184.40	4200-010-83	Books and Other Reference Materials	Magnetic Tape	<b>\$184.40</b>
52594	5/15/2018	Specialized Therapy Services	Cleared	\$920.00	5810-010-65	Educational Consultants	Assistive Technology, Speech & Psychological Services	<b>\$920.00</b>
52595	5/15/2018	Samara Rice	Cleared	\$236.00	4200-010-83	Books and Other Reference Materials	March& April: Piano Lessons	\$236.00
52596	5/15/2018	Dorothy Swanson	Cleared	\$225.00	4200-010-83	Books and Other Reference Materials	April Weekly Tutoring	\$225.00
52597	5/15/2018	Stem Qwest, LLC	Cleared	\$120.00	4200-010-83	Books and Other Reference Materials	The minecraft	<b>\$120.00</b>
52598	5/15/2018	Teaching Textbooks Inc.	Cleared	\$469.65	4200-010-83	Books and Other Reference Materials	Textbook & Answer Key	<b>\$259.80</b>
					4200-010-83	Books and Other Reference Materials	Textbook & Answer Key	<b>\$49.95</b>
					4200-010-83	Books and Other Reference Materials	Math 7. 2.0	<b>\$159.90</b>
52593	5/15/2018	Scholastic Store	Cleared	\$858.21	4200-010-83	Books and Other Reference Materials	Albert Einstein	<b>\$111.38</b>
					4200-010-83	Books and Other Reference Materials	Nimona	<b>\$339.11</b>
					4200-010-83	Books and Other Reference Materials	The Magic School Bus	<b>\$119.25</b>
					4200-010-83	Books and Other Reference Materials	Video Games	<b>\$214.45</b>
					4200-010-83	Books and Other Reference Materials	Diary of a Wimpy Kid	<b>\$74.02</b>
52592	5/15/2018	Singapore Math Inc.	Cleared	\$60.12	4200-010-83	Books and Other Reference Materials	Primary Math Textbooks US Edition	<b>\$60.12</b>
52580	5/15/2018	Nest Family	Cleared	\$408.38	4200-010-83	Books and Other Reference Materials	Shakespeare 3 Pack	<b>\$59.38</b>
					4200-010-83	Books and Other Reference Materials	Spanish - 20 Animated Hero	<b>\$349.00</b>
52565	5/15/2018	LEGO Brand Retail , Inc	Cleared	\$1,226.32	4200-010-83	Books and Other Reference Materials	Community Minifigure Set	<b>\$319.44</b>



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					4200-010-83	Books and Other Reference Materials	Mindstorms	\$453.44
					4200-010-83	Books and Other Reference Materials	Lego Mindstorm	<b>\$453.44</b>
52591	5/15/2018	Riverside Dance Academy	Cleared	\$320.00	4200-010-83	Books and Other Reference Materials	April Dance Class	\$320.00
52578	5/15/2018	Tom Murphy	Cleared	\$1,100.00	4200-010-83	Books and Other Reference Materials	Feb-April: Home Music Guitar	\$550.00
					4200-010-83	Books and Other Reference Materials	Feb-April: Home Music Guitar	\$550.00
52564	5/15/2018	KiwiCo, Inc	Cleared	\$80.28	4200-010-83	Books and Other Reference Materials	Solar System, Felt Succulent Garden, Garden	<b>\$80.28</b>
52624	5/23/2018	Baker Creek Heirloom Seeds	Cleared	\$44.50	4200-010-83	Books and Other Reference Materials	Strawberry Scarlet	<b>\$44.50</b>
52625	5/23/2018	BrainStorm Studios LLC	Cleared	\$249.00	4200-010-83	Books and Other Reference Materials	April Code Academy	<b>\$249.00</b>
52660	5/23/2018	Intro 2 Skateboarding	Cleared	\$1,142.21	4200-010-83	Books and Other Reference Materials	April Second Semester - Skateboarding 1	<b>\$100.00</b>
					4200-010-83	Books and Other Reference Materials	April-Intro to Skateboarding	<b>\$528.00</b>
					4200-010-83	Books and Other Reference Materials	Costa Mesa Skateboarding Lesson - April	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	Lessons 3x/Week-Private Skate Lessons	<b>\$160.00</b>
					4200-010-83	Books and Other Reference Materials	Lessons 3x/Week-Private Skate Lessons	<b>\$160.00</b>
					4200-010-83	Books and Other Reference Materials	April - Semi Private Lessons	<b>\$74.21</b>
52643	5/23/2018	Exploration Education	Outstanding	\$225.72	4200-010-83	Books and Other Reference Materials	Standard Physical Science Course	<b>\$148.04</b>
					4200-010-83	Books and Other Reference Materials	Elementary Physical Science Curriculum	<b>\$77.68</b>
52626	5/23/2018	Beautiful Feet Books	Cleared	\$109.34	4200-010-83	Books and Other Reference Materials	Geography Through Literature Pack	<b>\$109.34</b>
52644	5/23/2018	Essentials in Writing	Cleared	\$75.25	4200-010-83	Books and Other Reference Materials	/ Essentials In Writing Level 2	<b>\$75.25</b>
52645	5/23/2018	Enabling Devices	Cleared	\$1,496.60	4200-010-83	Books and Other Reference Materials	Ring Around Bells	<b>\$1,496.60</b>
52661	5/23/2018	KidsArt - Los Angeles Inc	Cleared	\$132.00	4200-010-83	Books and Other Reference Materials	April - Homeschool Drawing & Painting	<b>\$132.00</b>

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52663	5/23/2018	Lakeshore Learning Materials	Cleared	\$1,175.70	4200-010-83	Books and Other Reference Materials	Cust: 168860 - Magnetic Coins	\$27.15
					4200-010-83	Books and Other Reference Materials	Cust: 168860 - Count It Up Money Rods	\$301.85
					4200-010-83	Books and Other Reference Materials	Cust: 168860 - Sport Balls - Complete Set	\$44.81
					4200-010-83	Books and Other Reference Materials	Cust: 168860 - Magnetic Write & Wipe Board	\$359.89
					4200-010-83	Books and Other Reference Materials	Cust: 168860 - Magna Tiles - Master Set	\$129.47
					4200-010-83	Books and Other Reference Materials	Cust: 168860 - Magnetic Pockets	\$102.72
					4200-010-83	Books and Other Reference Materials	Cust: 168860 - Magnetic Words	\$209.81
52646	5/23/2018	Fat Brain Holding, LLC	Cleared	\$75.69	4200-010-83	Books and Other Reference Materials	Smart Lab Girls Only! Secret Message Lab	\$75.69
52647	5/23/2018	40 Acres and a Mind, Inc.	Cleared	\$800.00	4200-010-83	Books and Other Reference Materials	March, April-Reading Tutoring	\$800.00
52648	5/23/2018	Gardener's Supply Company	Cleared	\$740.74	4200-010-83	Books and Other Reference Materials	Heritage Red Raspberries	\$56.05
					4200-010-83	Books and Other Reference Materials	Stained Elevated Cedar Planter Box	\$367.92
					4200-010-83	Books and Other Reference Materials	Kid;s Veg Trug	\$112.71
					4200-010-83	Books and Other Reference Materials	Raised Bed Liners	\$204.06
52627	5/23/2018	B & H Foto & Electronics	Cleared	\$550.91	4200-010-83	Books and Other Reference Materials	Canon EOS Rebel T6 DSLR Camera With Lens Basic Kit	\$550.91
52628	5/23/2018	Bitsbox	Cleared	\$86.85	4200-010-83	Books and Other Reference Materials	Basic Bitsbox 3 Month Subscription	\$86.85
52629	5/23/2018	Burbank Music Academy	Cleared	\$390.00	4200-010-83	Books and Other Reference Materials	April Piano Lessons	\$130.00
					4200-010-83	Books and Other Reference Materials	April Guitar Lessons	\$130.00
					4200-010-83	Books and Other Reference Materials	April Piano Lessons	\$130.00
52664	5/23/2018	Language Door Inc	Cleared	\$99.50	4200-010-83	Books and Other Reference Materials	Feb.March San Diego, Language Door-Spanish	\$99.50
52665	5/23/2018	Lewis Music Academy	Cleared	\$50.00	4200-010-83	Books and Other Reference Materials	April Combo Lessons	\$50.00

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52666	5/23/2018	Moving Beyond the Page	Cleared	\$929.18	4200-010-83	Books and Other Reference Materials	Full Year Package (Hard Copy)	<b>\$929.18</b>
52667	5/23/2018	Demme Learning	Cleared	\$523.31	4200-010-83	Books and Other Reference Materials	Beta Student Pack Contains the Student Workbook	<b>\$57.68</b>
					4200-010-83	Books and Other Reference Materials	Beta Student Pack	<b>\$54.92</b>
					4200-010-83	Books and Other Reference Materials	Pre-Algebra Student Pack	<b>\$58.79</b>
					4200-010-83	Books and Other Reference Materials	Delta Level Up Set	<b>\$104.96</b>
					4200-010-83	Books and Other Reference Materials	Alpha Universal Set	<b>\$246.96</b>
52649	5/23/2018	Grow and Make LLC	Cleared	\$689.35	4200-010-83	Books and Other Reference Materials	Bath Bomb Making Kit	<b>\$116.85</b>
					4200-010-83	Books and Other Reference Materials	Complete DIY Chocolate and Candy Making Kit	<b>\$49.95</b>
					4200-010-83	Books and Other Reference Materials	DIY Cheese Making Kit	<b>\$225.80</b>
					4200-010-83	Books and Other Reference Materials	Deluxe DIY Kombucha 3 Gal. Brewing Kit	<b>\$59.95</b>
					4200-010-83	Books and Other Reference Materials	Soy Wax Candle Making Kit	<b>\$104.95</b>
					4200-010-83	Books and Other Reference Materials	Exotic DIY Lip Balm Making Kit With Tubes	<b>\$34.95</b>
					4200-010-83	Books and Other Reference Materials	Deluxe DIY Chocolate Making Kit	<b>\$96.90</b>
52614	5/23/2018	Adobe Systems Incorporated	Cleared	\$1,300.00	5877-010-84	IT Services	Adobe Sign - Enterprise Site License Quarterly	<b>\$1,300.00</b>
52613	5/23/2018	ArtistWorks	Cleared	\$100.00	4200-010-83	Books and Other Reference Materials	3 Month Subscription Fiddle Lessons with Darold Anger	<b>\$100.00</b>
52662	5/23/2018	LEGO Brand Retail , Inc	Cleared	\$450.40	4200-010-83	Books and Other Reference Materials	Cust: 417094 - Mindstorms Education EV3 Core Set	<b>\$450.40</b>
52685	5/23/2018	Scholastic Store	Cleared	\$143.17	4200-010-83	Books and Other Reference Materials	Mobi (Math Tiles Games)	<b>\$143.17</b>
52686	5/23/2018	Tricor America, Inc.	Cleared	\$92.90	5900-010-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Fuel Surcharge	<b>\$10.68</b>
					5900-020-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for April 2018	<b>\$22.73</b>
					5900-050-80	Communications (Tele., Internet, Copies,Postage,Messenger)	Services for April 2018	<b>\$16.73</b>

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					5900-040-80	Communications (Tele., Internet, Copies, Postage, Messenger)	Services for April 2018	<b>\$22.73</b>
					5900-030-80	Communications (Tele., Internet, Copies, Postage, Messenger)	Services for April 2018	<b>\$20.03</b>
52676	5/23/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$168.06	4200-010-83	Books and Other Reference Materials	Kid's Gloves, Tiger	<b>\$168.06</b>
52677	5/23/2018	Precision Gymnastics	Cleared	\$318.72	4200-010-83	Books and Other Reference Materials	April Precision Gymnastics	<b>\$51.88</b>
					4200-010-83	Books and Other Reference Materials	April Precision Gymnastics	<b>\$115.78</b>
					4200-010-83	Books and Other Reference Materials	April Precision Gymnastics	<b>\$63.90</b>
					4200-010-83	Books and Other Reference Materials	April Tumbling Kinder Stars	<b>\$87.16</b>
52657	5/23/2018	Institute for Excellence in Writing	Cleared	\$119.00	4200-010-83	Books and Other Reference Materials	Student Writing Intensive Level C	<b>\$119.00</b>
52658	5/23/2018	Inspire In-Home Tutoring, Inc.	Cleared	\$960.00	4200-010-83	Books and Other Reference Materials	April Math Tutoring	<b>\$144.00</b>
					4200-010-83	Books and Other Reference Materials	One Hour Tutoring/Week for 3 Weeks April	<b>\$144.00</b>
					4200-010-83	Books and Other Reference Materials	April One On One Tutoring	<b>\$96.00</b>
					4200-010-83	Books and Other Reference Materials	April Math Tutoring-Lang Arts	<b>\$48.00</b>
					4200-010-83	Books and Other Reference Materials	One Hour Tutoring/Week for 3 Weeks April	<b>\$144.00</b>
					4200-010-83	Books and Other Reference Materials	April Tutoring	<b>\$288.00</b>
					4200-010-83	Books and Other Reference Materials	April One On One Tutoring	<b>\$96.00</b>
52687	5/23/2018	Timberdoodle.com	Cleared	\$1,833.92	4200-010-83	Books and Other Reference Materials	The Amazing Peanut Ball	<b>\$726.23</b>
					4200-010-83	Books and Other Reference Materials	The Amazing Peanut Ball	<b>\$736.29</b>
					4200-010-83	Books and Other Reference Materials	Human Body Cube Book	<b>\$40.95</b>
					4200-010-83	Books and Other Reference Materials	Tests for the Story of the World Vol.1,2,3,4	<b>\$237.46</b>

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					4200-010-83	Books and Other Reference Materials	Mixed By Me Thinking Putty Kit	<b>\$92.99</b>
52640	5/23/2018	College of the Sequoias	Outstanding	\$164.80	5605-010-87	Equipment Rental/Lease Expense	Facility Room Usage-CAASPP	<b>\$164.80</b>
52678	5/23/2018	Paper Scissors Stone	Cleared	\$28.50	4200-010-83	Books and Other Reference Materials	Penmanship Book	<b>\$28.50</b>
52679	5/23/2018	Michael G. Painter	Cleared	\$160.00	4200-010-83	Books and Other Reference Materials	April: Chess Lessons	<b>\$160.00</b>
52680	5/23/2018	QUILL CORPORATION	Cleared	\$2,160.72	4200-010-83	Books and Other Reference Materials	Epson Blk. Ink Cartridge	\$71.35
					4200-010-83	Books and Other Reference Materials	Sharpie Fine Point Markers	<b>\$241.58</b>
					4200-010-83	Books and Other Reference Materials	14" Chromebook	<b>\$268.11</b>
					4200-010-83	Books and Other Reference Materials	Card Stock	<b>\$156.54</b>
					4200-010-83	Books and Other Reference Materials	Pacon Art 1st Watercolor Paper	<b>\$39.80</b>
					4200-010-83	Books and Other Reference Materials	The Magic School Bus	\$87.36
					4200-010-83	Books and Other Reference Materials	Black/Tri Color	\$61.09
					4200-010-83	Books and Other Reference Materials	Sharpie Markers	<b>\$111.45</b>
					4200-010-83	Books and Other Reference Materials	YR PC Accident Protection	\$892.63
					4200-010-83	Books and Other Reference Materials	Prang Colored Pencils	<b>\$41.87</b>
					4200-010-83	Books and Other Reference Materials	Blk. & Tri Color Hin Yield Ink	\$60.11
					4200-010-83	Books and Other Reference Materials	A Spectrum Spelling	<b>\$128.83</b>
52688	5/23/2018	Teachers Synergy, LLC	Cleared	\$1,515.16	4200-010-83	Books and Other Reference Materials	Choose Your Own Adventure	<b>\$972.87</b>
					4200-010-83	Books and Other Reference Materials	Earth Science Task Card Bundle	<b>\$542.29</b>
52641	5/23/2018	Discount School Supply	Cleared	\$160.60	4200-010-83	Books and Other Reference Materials	Acct: 35404490 / Play Money Smart Pack	<b>\$91.26</b>
					4200-010-83	Books and Other Reference Materials	Paper Mate Inkjoy Pens	<b>\$69.34</b>

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52690	5/23/2018	All About Learning Press, Inc.	Cleared	\$377.45	4200-010-83	Books and Other Reference Materials	All About Reading Pre Reading Basic Package	<b>\$279.65</b>
					4200-010-83	Books and Other Reference Materials	All About Reading/Spelling Level 3 Student Pack	<b>\$97.80</b>
52689	5/23/2018	Tang Company LLC	Cleared	\$37.95	4200-010-83	Books and Other Reference Materials	Home Kit Grade Level 1-2	<b>\$37.95</b>
52691	5/23/2018	Arts Attack Publications	Cleared	\$342.76	4200-010-83	Books and Other Reference Materials	Basic Art Supply Course	<b>\$223.22</b>
					4200-010-83	Books and Other Reference Materials	Basic Art Supply Course	<b>\$119.54</b>
52617	5/23/2018	Adafruit Industries	Cleared	\$131.10	4200-010-83	Books and Other Reference Materials	Keyboard With Blue-Type Mech. Switches & LED BIKlights	<b>\$131.10</b>
52692	5/23/2018	AF386 Group LLC	Cleared	\$114.21	4200-010-83	Books and Other Reference Materials	Add-On: Obstacle Sensor	<b>\$114.21</b>
52693	5/23/2018	Activities for Learning, Inc.	Cleared	\$99.83	4200-010-83	Books and Other Reference Materials	Mathematics Level C Second Edition Book	<b>\$99.83</b>
52694	5/23/2018	Academics in a Box Inc.	Cleared	\$93.36	4200-010-83	Books and Other Reference Materials	Groovy Lab In A Box 3 Month Subscription	<b>\$93.36</b>
52695	5/23/2018	A Better Tomorrow Education	Cleared	\$195.00	4200-010-83	Books and Other Reference Materials	April Core Tutoring	<b>\$195.00</b>
52696	5/23/2018	Bethel Encino Church & Preschool	Cleared	\$8,000.00	5600-010-84	Space Rental/Leases Expense	June 2018 Rent	<b>\$8,000.00</b>
52697	5/23/2018	Friar Equity Partners LLC	Cleared	\$46,020.81	5600-010-84	Space Rental/Leases Expense	Rent for the Month of June 2018 & CAM Charges	<b>\$46,020.81</b>
52698	5/23/2018	Trinity Cristo Rey Church	Cleared	\$5,000.00	5600-010-93	Space Rental/Leases Expense	June 2018 Rent	<b>\$5,000.00</b>
52642	5/23/2018	Explorer Field Trips	Cleared	\$3,287.00	4200-010-83	Books and Other Reference Materials	Custom Teacher Kit Catalina Island	<b>\$377.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit LA Zoo	<b>\$345.00</b>
					4200-010-83	Books and Other Reference Materials	LA Zoo Teacher/Student Kit	<b>\$415.00</b>
					4200-010-83	Books and Other Reference Materials	Catalina Island Teacher Kit	<b>\$350.00</b>
					4200-010-83	Books and Other Reference Materials	Discovery Cube Teacher Kit	<b>\$215.00</b>
					4200-010-83	Books and Other Reference Materials	Disney Parks 2-Day Teacher Kit	<b>\$460.00</b>

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					4200-010-83	Books and Other Reference Materials	Queen Mary Student/Teacher Kit	<b>\$925.00</b>
					4200-010-83	Books and Other Reference Materials	Teacher Kit: Sea World	<b>\$200.00</b>
52630	5/23/2018	Bridges Equestrian Inc	Cleared	\$240.00	4200-010-83	Books and Other Reference Materials	April Pony Club Private Horseback Riding Lessons	<b>\$240.00</b>
52631	5/23/2018	Bonnie Terry Learning	Cleared	\$1,405.00	4200-010-83	Books and Other Reference Materials	Amazing Grades, Super Spacer	<b>\$1,405.00</b>
52659	5/23/2018	Ivy Kids LLC	Cleared	\$548.20	4200-010-83	Books and Other Reference Materials	January-March Ivy Kids 3 Month Subscription	<b>\$110.85</b>
					4300-010-83	Materials and Supplies	Ivy Kids Kit - Over In The Ocean In A Coral Reef	<b>\$43.90</b>
					4200-010-83	Books and Other Reference Materials	Blueberries For Sal Plus Sibling Kit	<b>\$48.90</b>
					4200-010-83	Books and Other Reference Materials	Ivy Kids Kit - Elmer	<b>\$155.80</b>
					4200-010-83	Books and Other Reference Materials	April Start 3 Month Subscription	<b>\$110.85</b>
					4200-010-83	Books and Other Reference Materials	Ivy Kids Kit - Elmer	<b>\$77.90</b>
52632	5/23/2018	CM School Supply	Cleared	\$133.05	4200-010-83	Books and Other Reference Materials	Place Value Packet Chart	<b>\$133.05</b>
52615	5/23/2018	AVID Center	Cleared	\$870.00	5200-010-80	Travel and Conferences	Alyssa Ginn-2018 Anaheim Summer Institute 6/28-6/30/18	<b>\$870.00</b>
52623	5/23/2018	BookShark LLC	Cleared	\$883.95	4200-010-83	Books and Other Reference Materials	American History & Literature 100 Package	<b>\$883.95</b>
52699	5/23/2018	Water Court LLC	Cleared	\$8,218.23	5600-010-84	Space Rental/Leases Expense	Acct: water850p-academy2 / June 2018 Rent	<b>\$8,218.23</b>
52622	5/23/2018	Barnes & Noble, Inc.	Cleared	\$2,293.06	4200-010-83	Books and Other Reference Materials	Star Wars Republic Fighter Tank	<b>\$111.18</b>
					4200-010-83	Books and Other Reference Materials	Word Problems	<b>\$61.27</b>
					4200-010-83	Books and Other Reference Materials	Acct: 7362759 - Collection of Katie Kazoo 1-4	<b>\$12.85</b>
					4200-010-83	Books and Other Reference Materials	Architecture US Capitol Building	<b>\$111.20</b>
					4200-010-83	Books and Other Reference Materials	The House with a Clock In It's Walls	<b>\$6.00</b>
					4200-010-83	Books and Other Reference Materials	Gearball Puzzle	<b>\$236.70</b>



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					4200-010-83	Books and Other Reference Materials	Locomotion	\$7.71
					4200-010-83	Books and Other Reference Materials	She Persisted by Chelsea Clinton	<b>\$179.84</b>
					4200-010-83	Books and Other Reference Materials	The BFG	\$34.41
					4200-010-83	Books and Other Reference Materials	Tech Deck Skate Shop	\$155.45
					4200-010-83	Books and Other Reference Materials	Number The Star	\$54.41
					4200-010-83	Books and Other Reference Materials	Islandborn	\$247.26
					4200-010-83	Books and Other Reference Materials	Rosie Rever's Big Project Book	\$30.69
					4200-010-83	Books and Other Reference Materials	Radiant Child	<b>\$63.41</b>
					4200-010-83	Books and Other Reference Materials	Warrior Shattered Sky	\$49.86
					4200-010-83	Books and Other Reference Materials	Architecture London, Sydney	<b>\$222.20</b>
					4200-010-83	Books and Other Reference Materials	Spectrum Math Workbook Grade 8,6	\$235.02
					4200-010-83	Books and Other Reference Materials	Lego Ferris Wheel	<b>\$343.75</b>
					4200-010-83	Books and Other Reference Materials	The Lod of Opium	<b>\$129.85</b>
52668	5/23/2018	MCC Rolling Hills Estates Learning LLC	Outstanding	\$600.00	4200-010-83	Books and Other Reference Materials	April Mathnasium Rolling Hills Estates	<b>\$300.00</b>
					4200-010-83	Books and Other Reference Materials	March Mathnasium Rolling Hills Estates	<b>\$300.00</b>
52638	5/23/2018	Claremont Community School of Music	Cleared	\$108.00	4200-010-83	Books and Other Reference Materials	April Trumpet Lessons	<b>\$108.00</b>
52669	5/23/2018	Mathnasium of Cypress	Cleared	\$558.00	4200-010-83	Books and Other Reference Materials	April Tutoring	<b>\$279.00</b>
					4200-010-83	Books and Other Reference Materials	March Tutoring	<b>\$279.00</b>
52656	5/23/2018	History Unboxed	Cleared	\$430.25	4200-010-83	Books and Other Reference Materials	Babylon Unboxed Age 5-9	<b>\$83.07</b>
					4200-010-83	Books and Other Reference Materials	Medieval Japan Unboxed	<b>\$196.39</b>



## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

					4200-010-83	Books and Other Reference Materials	Vikings Unboxed 10+ gr 6	<b>\$150.79</b>
52670	5/23/2018	Nasco Modesto	Cleared	\$213.07	4200-010-83	Books and Other Reference Materials	Beanbag Set	\$47.06
					4200-010-83	Books and Other Reference Materials	Acrylic Paint	\$115.61
					4200-010-83	Books and Other Reference Materials	Coach Teaching Balls	\$50.40
52639	5/23/2018	Coastal Music Studios	Cleared	\$240.00	4200-010-83	Books and Other Reference Materials	April Piano Lesson-Oceanside	<b>\$120.00</b>
					4200-010-83	Books and Other Reference Materials	April Guitar Lesson-Oceanside	<b>\$120.00</b>
52616	5/23/2018	Anaheim Ballet School	Cleared	\$58.00	4200-010-83	Books and Other Reference Materials	April Ballet Class, Ballet II	<b>\$58.00</b>
52672	5/23/2018	NU - Fresno	Cleared	\$1,500.00	5605-010-86	Equipment Rental/Lease Expense	Computer Lab Rental	<b>\$1,500.00</b>
52674	5/23/2018	Once Upon a Storybook	Cleared	\$7.53	4200-010-83	Books and Other Reference Materials	Those Shoes	<b>\$7.53</b>
52675	5/23/2018	Performing Arts Empire	Cleared	\$424.00	4200-010-83	Books and Other Reference Materials	March, April Tap,Musical Theater & Hip Hop	<b>\$212.00</b>
					4200-010-83	Books and Other Reference Materials	March, April Ballet,Musical Theater, Acro	<b>\$212.00</b>
52682	5/23/2018	Gravitas Publications, Inc.	Cleared	\$212.68	4200-010-83	Books and Other Reference Materials	Focus on Book Bundle MS Astronomy	<b>\$212.68</b>
52683	5/23/2018	Singapore Math Inc.	Cleared	\$149.90	4200-010-83	Books and Other Reference Materials	A Earlybird Kindergarten Math	<b>\$41.49</b>
					4200-010-83	Books and Other Reference Materials	Primary Digital Teacher's Subscription	<b>\$108.41</b>
52684	5/23/2018	Scientifics Direct	Cleared	\$208.68	4200-010-83	Books and Other Reference Materials	Solar Power Kit	<b>\$144.85</b>
					4200-010-83	Books and Other Reference Materials	Dr. Dessert	<b>\$63.83</b>
52673	5/23/2018	Oxford Consulting Services Inc.	Cleared	\$7,097.50	5810-010-65	Educational Consultants	Services Provided for April 2018	<b>\$7,097.50</b>
52671	5/23/2018	NU - LA Region	Cleared	\$3,600.00	5605-010-86	Equipment Rental/Lease Expense	Computer Classroom Rental	<b>\$3,600.00</b>
52619	5/23/2018	Adventure to Fitness	Cleared	\$499.00	4200-010-80	Books and Other Reference Materials	School Annual Subscription Plan	<b>\$499.00</b>
52620	5/23/2018	BLICK Art Materials	Cleared	\$114.60	4200-010-83	Books and Other Reference Materials	Sketch Board, Drawing Paper	\$114.60

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

52654	5/23/2018	Huckleberry Center For Creative Learning	Cleared	\$1,389.49	4200-010-83	Books and Other Reference Materials	April Art Projects for Little Ones	<b>\$352.50</b>
					4200-010-83	Books and Other Reference Materials	April Art Projects for Little Ones	<b>\$339.33</b>
					4200-010-83	Books and Other Reference Materials	April Art Projects for Little Ones	<b>\$336.00</b>
					4200-010-83	Books and Other Reference Materials	March Art Projects for Little Ones	<b>\$361.66</b>
52636	5/23/2018	College Prep Genius	Cleared	\$306.90	4200-010-83	Books and Other Reference Materials	SAT Fundamental ECourse	<b>\$306.90</b>
52637	5/23/2018	Cultured Owl LLC	Cleared	\$450.00	4200-010-83	Books and Other Reference Materials	The Jettsetter	<b>\$150.00</b>
					4200-010-83	Books and Other Reference Materials	Cultured Owl Jetsetter	<b>\$150.00</b>
					4200-010-83	Books and Other Reference Materials	The Jettsetter	<b>\$150.00</b>
52621	5/23/2018	Brainy Toys, Inc	Cleared	\$283.38	4200-010-83	Books and Other Reference Materials	/ Air-Dry Clay Refill	<b>\$283.38</b>
52655	5/23/2018	Homeschool Buyers Co-op	Outstanding	\$247.47	4200-010-83	Books and Other Reference Materials	1 Student Subscription - Online	<b>\$40.00</b>
					4200-010-83	Books and Other Reference Materials	Printed Picture Story Books Bundle	<b>\$67.26</b>
					4200-010-83	Books and Other Reference Materials	Harcourt Horizons Grade 5 - US History	<b>\$140.21</b>
52652	5/23/2018	Home Science Tools	Cleared	\$86.90	4200-010-83	Books and Other Reference Materials	Rock Hounds Backpack Kit	<b>\$86.90</b>
52681	5/23/2018	Rainbow Resource Center	Cleared	\$3,610.76	4200-010-83	Books and Other Reference Materials	Compose Yourself	<b>\$155.16</b>
					4200-010-83	Books and Other Reference Materials	Markers, Sewing Kit	<b>\$74.65</b>
					4200-010-83	Books and Other Reference Materials	Acrylic Paint	<b>\$109.64</b>
					4200-010-83	Books and Other Reference Materials	Money Flash Cards	<b>\$102.87</b>
					4200-010-83	Books and Other Reference Materials	Mod Podge Gloss	<b>\$191.35</b>
					4200-010-83	Books and Other Reference Materials	Best Of Mad Labs	<b>\$199.71</b>
					4200-010-83	Books and Other Reference Materials	Space Lab	<b>\$145.92</b>

## Compass Charter Schools

**Check Register 1/1/2018 through 5/31/2018**

					4200-010-83	Books and Other Reference Materials	Parts of a Cell Learning Chart	<b>\$66.57</b>
					4200-010-83	Books and Other Reference Materials	Geo Bingo	<b>\$142.27</b>
					4200-010-83	Books and Other Reference Materials	Giant Butterfly Garden	<b>\$420.33</b>
					4200-010-83	Books and Other Reference Materials	Asia, Africa, Europe	<b>\$232.63</b>
					4200-010-83	Books and Other Reference Materials	Spanish Level 1 PC	<b>\$148.50</b>
					4200-010-83	Books and Other Reference Materials	Billy Budd	<b>\$121.94</b>
					4200-010-83	Books and Other Reference Materials	Printing Power Student Workbook	<b>\$15.70</b>
					4200-010-83	Books and Other Reference Materials	Parts of a Cell Learning Chart	<b>\$172.63</b>
					4200-010-83	Books and Other Reference Materials	Math Shark	<b>\$95.59</b>
					4200-010-83	Books and Other Reference Materials	Acrylic Boxed Set	<b>\$47.44</b>
					4200-010-83	Books and Other Reference Materials	Set of 6 Acrylic Paints	<b>\$205.80</b>
					4200-010-83	Books and Other Reference Materials	Can Make Prints	<b>\$261.35</b>
					4200-010-83	Books and Other Reference Materials	White Art Paper Roll	<b>\$201.80</b>
					4200-010-83	Books and Other Reference Materials	Safety Glasses	<b>\$381.55</b>
					4200-010-83	Books and Other Reference Materials	Inchimals	<b>\$79.41</b>
					4200-010-83	Books and Other Reference Materials	Writing Strands 3	<b>\$37.95</b>
52653	5/23/2018	Handwriting Without Tears	Cleared	\$43.96	4200-010-83	Books and Other Reference Materials	Key Power 1-Year Student License	<b>\$10.00</b>
					4200-010-83	Books and Other Reference Materials	Can Do Cursive Grade 5+	<b>\$17.79</b>
					4200-010-83	Books and Other Reference Materials	Keyboarding-1 yr. Student License	<b>\$6.17</b>
					4200-010-83	Books and Other Reference Materials	Keyboarding 1-Yr. License	<b>\$10.00</b>

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

52635	5/23/2018	Creative Creatures & Co.	Cleared	\$147.00	4200-010-83	Books and Other Reference Materials	April Mixed Media Homeschool Campus Burbank	<b>\$49.00</b>
					4200-010-83	Books and Other Reference Materials	April-Burbank: All About Animals	<b>\$49.00</b>
					4200-010-83	Books and Other Reference Materials	April-Burbank: All About Animals	<b>\$49.00</b>
52634	5/23/2018	Classic Academic Press	Cleared	\$243.80	4200-010-83	Books and Other Reference Materials	Well-Ordered Language Level 2A,2B Program	<b>\$243.80</b>
52651	5/23/2018	Alisha Gratehouse	Cleared	\$72.00	4200-010-83	Books and Other Reference Materials	Art School Drawing 101	<b>\$72.00</b>
52650	5/23/2018	Green Acres Ranch Inc.	Cleared	\$495.00	4200-010-83	Books and Other Reference Materials	April - Group Riding Lessons	<b>\$90.00</b>
					4200-010-83	Books and Other Reference Materials	March - Riding Lessons	<b>\$225.00</b>
					4200-010-83	Books and Other Reference Materials	April - Additional Riding Lessons	<b>\$180.00</b>
52633	5/23/2018	A Child's Dream	Cleared	\$27.90	4200-010-83	Books and Other Reference Materials	Gathering AGarden Board Game	<b>\$27.90</b>
52701	5/29/2018	Friar Equity Partners LLC	Cleared	\$1,193.26	5600-010-84	Space Rental/Leases Expense	June 2018 Additional Rent	<b>\$1,193.26</b>
52700	5/29/2018	New Jerusalem Elementary School District	Cleared	\$50,000.00	9505-010	Accounts Payable-Accrual	Settlement With NJESD - Installment Payment	<b>\$50,000.00</b>
52731	5/29/2018	Scholastic Store	Cleared	\$602.47	4200-010-83	Books and Other Reference Materials	Magnetic Science	<b>\$494.36</b>
					4200-010-83	Books and Other Reference Materials	Pete The Cat Phonics Box Set,Non-Fiction Science	<b>\$36.53</b>
					4200-010-83	Books and Other Reference Materials	Magic School Bus Weather Lab, Jumping Into Electricity Scien	<b>\$71.58</b>
52726	5/29/2018	Peaceful Valley Farm & Garden Supply	Cleared	\$185.37	4200-010-83	Books and Other Reference Materials	/ Redworms,Lettuce Gourmet Mix	<b>\$185.37</b>
52727	5/29/2018	QUILL CORPORATION	Cleared	\$1,854.84	4200-010-83	Books and Other Reference Materials	Square Trade 2 YR PC Accident Protection	\$956.98
					4200-010-83	Books and Other Reference Materials	Learning Advantage,Manipulative Sets	<b>\$440.09</b>
					4200-010-83	Books and Other Reference Materials	Westco Island Sounds Kit	<b>\$232.48</b>
					4200-010-83	Books and Other Reference Materials	Recycled Super Sticky Notes	<b>\$225.29</b>

## Compass Charter Schools

**Check Register 1/1/2018 through 5/31/2018**

52707	5/29/2018	BookShark LLC	Cleared	\$3,010.21	4200-010-83	Books and Other Reference Materials	American History 120 PAR	<b>\$51.27</b>
					4200-010-83	Books and Other Reference Materials	All-Subject Package-No Customization	<b>\$766.84</b>
					4200-010-83	Books and Other Reference Materials	Wordly Wise 3000 Book 7 and Teacher Key	<b>\$70.27</b>
					4200-010-83	Books and Other Reference Materials	Robotics, Cool Stuff 2.0 and How It Works	<b>\$694.84</b>
					4200-010-83	Books and Other Reference Materials	Wordly Wise 3000 Book 7 and Teacher Key	<b>\$478.32</b>
					4200-010-83	Books and Other Reference Materials	KRH Reading With History K Level 1 Readers w/Required Res.	<b>\$465.47</b>
					4200-010-83	Books and Other Reference Materials	Math U See Gamma, Wordly Wise 3000 Book 3	<b>\$483.20</b>
52709	5/29/2018	B & H Foto & Electronics	Cleared	\$122.50	4200-010-83	Books and Other Reference Materials	Training Pad Stand With Single Braced Legs	<b>\$122.50</b>
52702	5/29/2018	All About Learning Press, Inc.	Cleared	\$294.50	4200-010-83	Books and Other Reference Materials	All About Reading Level 2 Materials	<b>\$294.50</b>
52728	5/29/2018	Rainbow Resource Center	Cleared	\$1,228.75	4200-010-83	Books and Other Reference Materials	All About Spelling Level 4 Materials,Daily Printing Practice	<b>\$98.39</b>
					4200-010-83	Books and Other Reference Materials	Alphabet Sound Puzzle, Math Shark,Flip Crayons	<b>\$285.78</b>
					4200-010-83	Books and Other Reference Materials	Model Fun Building Set,10 Min A Day Spanish,Music Math	<b>\$93.06</b>
					4200-010-83	Books and Other Reference Materials	Kneaded Art Eraser-Large,Indigo Tie Dye Kit	<b>\$202.18</b>
					4200-010-83	Books and Other Reference Materials	Inside Your Outside, Clip-On Compass, World Traveler	<b>\$175.95</b>
					4200-010-83	Books and Other Reference Materials	Explode the Code Book 4,5 Crayola Glitter Makers	<b>\$88.93</b>
					4200-010-83	Books and Other Reference Materials	Book Thief, Anne of Green Gables,Southside View of Slavery	<b>\$39.62</b>
					4200-010-83	Books and Other Reference Materials	Public Speaking for Kids,Sharpen Your Debate & Speech	<b>\$22.20</b>
					4200-010-83	Books and Other Reference Materials	Botany Coloring Book,Time and Money Bingo Game	<b>\$222.64</b>
52717	5/29/2018	Green Acres Ranch Inc.	Cleared	\$90.00	4200-010-83	Books and Other Reference Materials	April - Additional Riding Lessons	<b>\$90.00</b>
52718	5/29/2018	Home Science Tools	Cleared	\$732.85	4200-010-83	Books and Other Reference Materials	Forensic Chemistry of Unknown Substances Kit	<b>\$83.85</b>

## Compass Charter Schools

**Check Register 1/1/2018 through 5/31/2018**

					4200-010-83	Books and Other Reference Materials	Complete Introduction to Chemistry Set	<b>\$649.00</b>
52708	5/29/2018	Beautiful Feet Books	Cleared	\$328.35	4200-010-83	Books and Other Reference Materials	No Sectarian Items Please Teaching Character Primary Reading	<b>\$90.80</b>
					4200-010-83	Books and Other Reference Materials	Maps By A. Mizielenska Fr. 1-6	<b>\$37.15</b>
					4200-010-83	Books and Other Reference Materials	Around The World With Picture Books Part 1	<b>\$31.77</b>
					4200-010-83	Books and Other Reference Materials	Fontioer Loving, Blue Willow, The Singing Tree	<b>\$168.63</b>
52719	5/29/2018	Homeschool Buyers Co-op	Outstanding	\$289.00	4200-010-83	Books and Other Reference Materials	Discovery Education Streaming Plus	<b>\$155.00</b>
					4200-010-83	Books and Other Reference Materials	UHandy Mobilephone Microscope (Duet)	<b>\$134.00</b>
52704	5/29/2018	BLICK Art Materials	Cleared	\$222.09	4200-010-83	Books and Other Reference Materials	Sharpie Art Pens, Set of 24,Art School Zen	<b>\$222.09</b>
52720	5/29/2018	Ivy Kids LLC	Cleared	\$194.75	4200-010-83	Books and Other Reference Materials	Ivy Kids Kit-The Rainforest Grew All Around/Color Zoo	<b>\$194.75</b>
52721	5/29/2018	Lakeshore Learning Materials	Cleared	\$200.81	4200-010-83	Books and Other Reference Materials	Early Math Folder Game Lib.	<b>\$200.81</b>
52722	5/29/2018	Little Passports, Inc.	Cleared	\$262.09	4200-010-83	Books and Other Reference Materials	6 Month Subscription Early Explorers (3-5)	<b>\$133.51</b>
					4200-010-83	Books and Other Reference Materials	Early Explorers 3 Month Plan Ages 3-5	<b>\$71.25</b>
					4200-010-83	Books and Other Reference Materials	World Subscription - 3 Months	<b>\$57.33</b>
52729	5/29/2018	School Specialty	Cleared	\$65.35	4200-010-83	Books and Other Reference Materials	Fidget Water Wiggles Jellyfish	<b>\$65.35</b>
52730	5/29/2018	Singapore Math Inc.	Cleared	\$90.94	4200-010-83	Books and Other Reference Materials	Primary Math Textbook/Workbook 2B,3A US Edition	<b>\$90.94</b>
52703	5/29/2018	Art of Problem Solving (AoPS Inc)	Cleared	\$275.10	4200-010-83	Books and Other Reference Materials	Beast Academy 2A,2B,5A,5B,5C,5D, Guide & Practice	<b>\$173.75</b>
					4200-010-83	Books and Other Reference Materials	Math 3B,3C,3D, Guide Book & Practice Book	<b>\$101.35</b>
52724	5/29/2018	McGraw-Hill School Education Holdings, LLC	Cleared	\$96.90	4200-010-83	Books and Other Reference Materials	Glencoe Math Accelerated 2017, Complete Student-1-Yr.Subsc.	<b>\$96.90</b>

## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

52732	5/29/2018	Teaching Textbooks Inc.	Cleared	\$549.70	4200-010-83	Books and Other Reference Materials	Alg. 1 Complete Set Version 2.0, Math 6 Complete Set	<b>\$549.70</b>
52733	5/29/2018	Tustin Volleyball Club LLC	Cleared	\$170.00	4200-010-93	Books and Other Reference Materials	April PE Instruction	<b>\$170.00</b>
52734	5/29/2018	Winter Promise	Cleared	\$315.00	4200-010-83	Books and Other Reference Materials	301-Prt Journal: The Horse:My Horse Notebook	<b>\$315.00</b>
52735	5/29/2018	Young Lamplighters	Cleared	\$7,166.58	4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$316.66</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$316.66</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$217.77</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$295.55</b>
4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$295.55</b>					



## Compass Charter Schools

**Check Register 1/1/2018 through 5/31/2018**

					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$217.77</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$311.11</b>
					4200-010-83	Books and Other Reference Materials	May Month of Service - Young Lamplighters	<b>\$295.55</b>
					4200-010-83	Books and Other Reference Materials	April Month of Service - Young Lamplighters	<b>\$311.11</b>
52725	5/29/2018	MoxieBox Art	Cleared	\$269.74	4200-010-83	Books and Other Reference Materials	Grade K-5 Semester Art Box Subscription	<b>\$134.87</b>
					4200-010-83	Books and Other Reference Materials	Grade 6-8 Semester Subscription	<b>\$134.87</b>
52706	5/29/2018	Brave Writer LLC	Cleared	\$11.95	4200-010-83	Books and Other Reference Materials	Boomerang Single Issue - Starship Troopers	<b>\$11.95</b>
52713	5/29/2018	Elemental Science Inc.	Cleared	\$50.99	4200-010-83	Books and Other Reference Materials	Earth Science & Astronomy for the Logic Stage Printed Combo	<b>\$50.99</b>
52714	5/29/2018	Evan-Moor Educational Publishers	Cleared	\$99.99	4200-010-83	Books and Other Reference Materials	Teacher's File Box-Homeschool Annual Subscription	<b>\$99.99</b>
52715	5/29/2018	Foreign Languages For Kids By Kids	Outstanding	\$114.00	4200-010-83	Books and Other Reference Materials	Early Learner Set with 3 DVD's	<b>\$114.00</b>
52716	5/29/2018	Genius Box, Inc	Cleared	\$489.65	4200-010-83	Books and Other Reference Materials	Solar Systems, Density, Rockets Kits	<b>\$83.85</b>
					4200-010-83	Books and Other Reference Materials	Brain Games Individual Kit, Water Individual Kit	<b>\$111.80</b>
					4200-010-83	Books and Other Reference Materials	Genius Box 3 Month Subscription	<b>\$78.00</b>
					4200-010-83	Books and Other Reference Materials	Genius Box 3 Month Subscription	<b>\$72.00</b>
					4200-010-83	Books and Other Reference Materials	3 Month Subscription	<b>\$72.00</b>
					4200-010-83	Books and Other Reference Materials	Genius Box 3 Month Subscription	<b>\$72.00</b>



## Compass Charter Schools

Check Register 1/1/2018 through 5/31/2018

52712	5/29/2018	Diamond Bar Country Vaulters	Cleared	\$600.00	4200-010-83	Books and Other Reference Materials	April Equestrian Vaulting	\$200.00
					4200-010-83	Books and Other Reference Materials	April Equestrian Vaulting	\$400.00
52705	5/29/2018	Barnes & Noble, Inc.	Cleared	\$234.69	4200-010-83	Books and Other Reference Materials	Writing Magic:Creating Stories That Fly	\$39.37
					4200-010-83	Books and Other Reference Materials	Alice In Wonderland	\$195.32
52723	5/29/2018	The Learning Village	Outstanding	\$1,130.00	4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
					4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
					4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
					4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
					4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
					4200-010-83	Books and Other Reference Materials	April PE With Vonna, April Music With Gio	\$290.00
					4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
					4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
					4200-010-83	Books and Other Reference Materials	Fresno April - TLV	\$105.00
52711	5/29/2018	A Child's Dream	Cleared	\$14.93	4200-010-83	Books and Other Reference Materials	Brittany Birch Crochet Hook	\$14.93
52710	5/29/2018	The Critical Thinking Co.	Cleared	\$184.36	4200-010-83	Books and Other Reference Materials	3rd Grade; Mathematical Reasoning Level D,Bldg.Writing Skill	\$184.36
<b>Total Check Amount</b>				<b>\$2,577,814.04</b>	<b>Total GL Amount</b>			<b>\$2,577,960.58</b>

# Coversheet

## Approval of the January 29, 2018 Regular Meeting Minutes

**Section:** II. CONSENT ITEMS  
**Item:** B. Approval of the January 29, 2018 Regular Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:** Miguel Aguilar  
**Related Material:** Minutes for Virtual Board Meeting on January 29, 2018

**RECOMMENDATION:**

N/A - motion covered through consent items motion.

APPROVED



## Compass Charter Schools

### Minutes

#### Virtual Board Meeting

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#### **Date and Time**

Monday January 29, 2018 at 6:00 PM

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CCS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361  
2400 West 85th Street, Inglewood, CA 90305  
1843 West Imperial Highway, Los Angeles, CA 90047  
2653 Taft Lane, Palmdale, CA 93551  
3305 Buckman Springs Road, Pine Valley, CA 91962  
3901 Carpenter Court, Studio City, CA 91604  
273 North Skyline Drive, Thousand Oaks, 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), L. Robotham (remote), M. Brown (remote), M. Koblick (remote), V. Linares (remote)

#### **Directors Absent**

J. Vargas

#### **Ex Officio Members Present**

---

J. Lewis

### **Non Voting Members Present**

J. Lewis

### **Guests Present**

M. Aguilar (remote)

---

## **I. Opening Items**

### **A. Call the Meeting to Order**

M. Koblick called a meeting of the board of directors of Compass Charter Schools to order on Monday Jan 29, 2018 at 6:01 PM.

### **B. Record Attendance and Guests**

## **II. CONSENT ITEMS**

### **A. Consent Items**

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

L. Robotham seconded the motion.

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

#### **Roll Call**

M. Koblick Aye

K. Granger Aye

L. Robotham Aye

J. Cummings Aye

J. Vargas Absent

M. Brown Aye

### **B. Approval of the November 27, 2017 Regular Meeting Minutes**

K. Granger made a motion to approve minutes from the Virtual Board Meeting on 11-27-17 Virtual Board Meeting on 11-27-17.

L. Robotham seconded the motion.

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

#### **Roll Call**

M. Koblick Aye

J. Vargas Absent

L. Robotham Aye

J. Cummings Aye

K. Granger Aye

**Roll Call**

M. Brown     Aye

**III. COMMUNICATIONS**

**A. Board Member Communication**

- Dr. Granger wished everyone a happy new year.
- Mr. Koblick welcomed everyone to the meeting. Mentioned that he was glad to have everyone here tonight.

**IV. REPORTS**

**A. CEO Report**

Mr. Lewis shared the CEO Report.

**B. Academic Affairs Committee Report**

Mr. Brown shared the Academic Affairs Committee Report.

**C. External Relations Committee Report**

Mr. Lewis shared the External Relations Committee Report on behalf of Mr. Vargas.

**D. Finance Committee Report**

Dr. Granger shared the Finance Committee Report.

**E. Personnel Committee Report**

Mr. Cummings shared the Personnel Committee Report.

**F. Parent Advisory Council Report**

Ms. Robotham shared the Parent Advisory Council Report.

**G. Scholar Advisory Council Report**

Ms. Vania Linares shared the Scholar Leadership Council Report.

**V. PUBLIC COMMENT**

**A. Public Comment**

No public comment.

**VI. NEW BUSINESS**

**A.**

### **Review and Approval of the 2017-18 Amended Operating Budget**

K. Granger made a motion to approve the 2017-18 Amended Operating Budget.

M. Koblick seconded the motion.

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

#### **Roll Call**

L. Robotham Aye

J. Vargas Absent

J. Cummings Aye

M. Brown Aye

M. Koblick Aye

K. Granger Aye

## **VII. Closing Items**

### **A. Upcoming Meetings**

Mr. Lewis thanked the Board of Directors for their dedication and service to Compass, as part of the National School Board Recognition Month celebrations. The next meeting of the Board of Directors will be Monday, March 26 at 5 pm (if Closed Session is needed); 6 pm for Open Session.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:52 PM.

Respectfully Submitted,

M. Aguilar

# Coversheet

## Approval of the June 25, 2018 Public Hearing Minutes

**Section:** II. CONSENT ITEMS  
**Item:** C. Approval of the June 25, 2018 Public Hearing Minutes  
**Purpose:** Approve Minutes  
**Submitted by:** Miguel Aguilar

**RECOMMENDATION:**

N/A - motion covered through consent items motion.

# Coversheet

## CEO Report

**Section:** III. REPORTS  
**Item:** A. CEO Report  
**Purpose:** FYI  
**Submitted by:** J.J. Lewis  
**Related Material:** A CEO Report.pdf  
F 6.12.18 - CCS Celebrates SD Graduation and Promotion.pdf  
C 3.20.18 - CCS Names their February Scholars of the Month.pdf  
I JP Morgan Chase Brokerage Account statement 05312018.pdf  
G 6.13.18 - CCS Celebrates LA Graduation and Promotion.pdf  
H 6.14.18 - CCS Celebrates Fresno Graduation and Promotion.pdf  
E 5.21.18 - CCS Names their April Scholars of the Month.pdf  
J Additions & Terminations Report.pdf  
B 2.20.18 - CCS Names their January Scholars of the Month.pdf  
D 4.18.18 - CCS Names their March Scholars of the Month.pdf  
P 3.5.18 - CCS Hosts Fresno Family Fun Day Event.pdf  
Q 6.21.18 - CCS Hosts San Diego Family Fun Day Event.pdf  
K The Compass Chronicle - Main.pdf  
N The Compass Chronicle - Online High School.pdf  
R 3.2.18 - CCS Girls World Expo.pdf  
S 2018-19 Planning Survey Results Comparison.pdf  
O The Compass Chronicle - Options Program.pdf  
L The Compass Chronicle - Online Elementary School.pdf  
M The Compass Chronicle - Online Middle School.pdf

**RECOMMENDATION:**

N/A - For Discussion Only





CEO Report  
June 25, 2018

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

- This year Compass implemented AVID (Advancement Via Individual Determination), which includes curriculum and instructional practices in our online high school program. This adoption included the development of a new elective course for our 9th grade scholars, as well as implementing AVID instructional strategies in all courses.
- An Online RTI/MTSS program was developed during the 2017-18 school year. During semester 2, there were 159 middle and high school scholars who were at-risk. By the end of the semester, 70% of these scholars improved and even 40 scholars passed all of their classes.
- Honor Roll (scholars with all M's in our online elementary school, and 3.5 or higher for middle and high school scholars) drastically increased from Semester 1 to Semester 2:
  - Online Elementary School: 75 to 111 scholars
  - Online Middle School: 25 to 41 scholars
  - Online High School: 38 scholars each semester
  - Options Program: 219 to 252 scholars
- Our vendor list for our Options scholars was built to just under 500 vendors.
- Scholar of the Month recognition program continues. *See enclosed press releases.*
- The Counseling Team hosted its inaugural Decision Day Assembly to celebrate high school seniors choosing to pursue higher education at a professional training program, a community college, a four - year college or university, military or workforce.
- 21 high school scholars participated in concurrent enrollment during the 2017-18 academic year, completing 30 courses at local community colleges. Three (3) scholars will be enrolled this summer.
- 30 high school scholars participated in the Accelerated Course Options Program (ACOP) during the 2017-18 academic year, completing an additional 54 courses towards meeting graduation requirements.
- 69 scholars graduated with a high school diploma and 4 scholars earned a Certificate of Equivalency as part of the class of 2018. From the graduating class we awarded 23 Golden State Seal Merit Diplomas, 2 State Seal of Biliteracy, 5 Gold Presidential Awards, and 5 Silver Presidential Awards. While attending CCS, 12 graduating seniors participated in the concurrent enrollment program at local community colleges and earned 117 units in college credit. We held graduation

ceremonies on June 11 (San Diego area), June 12 (Los Angeles area), and June 13 (Fresno area).

- 94 middle school scholars promoted as part of the class of 2022. From the promoting class we awarded 8 Gold Presidential Awards and 6 Silver Presidential Awards. We held graduation ceremonies on June 11 (San Diego area), June 12 (Los Angeles area), and June 13 (Fresno area).
- The Special Education Team held its 200<sup>th</sup> IEP meeting of the school year last week.
- The Special Education Team is also preparing for the June Caemis pull, and our data is looking solid for this pull.

### Information Services

- We successfully administered the California Assessment of Student Performance and Progress (CAASPP) across 19 sites statewide. The average scholar participation rate was 77.82%.
- We successfully administered the Physical Fitness Test (PFT) across our three LEAs; the average participation rate per school was 66.06%.
- We successfully administered the new English Language Proficiency Assessment for California (ELPAC). The average scholar participation rate was 75.80%.
- We served a total of 75 McKinney-Vento families throughout the school year.
- P2 attendance claims increased by an average of 27.47%. Our average ADA this school year (across our three LEAs) was 95.75% compared to 68.28% for 2016-17.

### Operations

- An investment ladder has matured with JP Morgan Chase. We have not rolled these funds over, per policy. *See enclosed portfolio report.*
- Organizational changes have transpired since the last meeting. *See enclosed worksheet.*
- We implemented an online IT ticketing system, ZOHO Helpdesk, for staff and scholars. This allows for real time problem solving and also provides analytics for continual improvement with our technical support.
- Our Human Resources, IT and Finance Departments now operate completely paperless.

### Strategic Initiatives

- *Compass Chronicle* – quarterly eNewsletter for all stakeholders on past activities and upcoming opportunities for scholars, families and staff. *See enclosed issues.*
- CCS participated in several events throughout the community to increase exposure, including the Girls World Expo, San Diego Kids Expo, Clovis BIG Hat Days, Discovery Con, Imaginology, and hosted our own Family Fun Day events. *See enclosed press releases.*
- Rebecca MacAlpine, Scholar Engagement Coordinator, presented a session on “Cyber Safety” at the Girls World Expo in Fresno. *See enclosed press release.*

- Re-enrollment for the 2018-19 school year opened on March 1. We currently have 1,092 scholars enrolled for the upcoming school year.
- We have been working with the StrongMind Marketing Department to create a robust marketing plan for the spring, summer, and fall, with a goal to retain current scholars and enroll prospective scholars. Target markets for the plan include the greater Fresno, Los Angeles and San Diego areas, using a wide-range of tactics and tools.

Miscellaneous

- A Planning Survey was sent to all stakeholder groups, to solicit feedback for both the LCAP and to plan for the upcoming year. *See enclosed results.*

We are closing out the 2017-18 academic year, and have made great strides to increase the impact of our educational experiences. My thanks to our team for everything they do each and every day.

Respectfully Submitted,



J.J. Lewis  
President & CEO



**FOR IMMEDIATE RELEASE:**

June 12, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) of San Diego Celebrated its Class of 2018 and 2022**

San Diego, Ca. – Compass Charter Schools (CCS) hosted an eighth-grade promotion celebration and high school graduation ceremony to honor its accomplished scholars yesterday, Monday, June 11 at Maderas Golf Club in Poway. The ceremonies promoted seven eighth-grade scholars and celebrated 10 graduating high school scholars.

The high school graduation ceremony included opening remarks from J.J. Lewis, CCS President and CEO, and a keynote address from Janae Smith, high school coordinator. Each scholar received their diploma to signify their graduation, and enjoyed a light lunch to celebrate the start of a new chapter in their lives with Dr. Kathy Granger, CCS Board of Directors Treasurer, and their family and friends.

“CCS delivers the most proficient curriculum, along with knowledgeable and friendly academic personnel and administrators and a very caring and nurturing counseling department,” said Lisa H., mother of graduating high school scholar Sabella H. “I encourage others to consider this wonderful opportunity to share, participate and understand their children’s goals, and to watch them grow and learn from a virtual educational experience.”

The high school graduation ceremony also gave special recognition to several scholars for their outstanding academic achievements. In addition to receiving a diploma, Sabella H. and Alexis S. received the President’s Award for Educational Excellence for maintaining a 3.5 GPA or higher for two or more semesters, along with teacher recommendations, and Damion D. and Sarah D. received the President’s Award for Educational Achievement for outstanding educational growth, commitment, and teacher recommendations.

CCS also hosted a promotion ceremony for eighth-grade scholars to celebrate their academic progress and welcome them into high school. Each scholar received a certificate of promotion and enjoyed light refreshments following the ceremony to celebrate with their family and friends.

“CCS has allowed my scholars to focus without distractions, become independent thinkers and take personal responsibility for their accomplishments,” said Joy E., mother of promoting scholar Kristilynn E. “The flexibility has allowed them to progress at their own individual pace and dive deeper when interested. The teachers, counselors, and staff have been promptly available and supportive going beyond all expectations. I’m very proud of my scholars’ academic achievement and personal development through their experience at CCS.”

In addition to receiving their certificates, two scholars earned special recognition for their academic achievements. Ian C., Kristilynn E., Kelsey K., Aurora K., and Michael S. received the President’s Award for Educational Excellence, and Christopher G., Lochlan K. and Hannah S. received the President’s Award for Educational Achievement.

“I am so proud of our scholars,” said Lewis. “They have persevered throughout their Compass educational journey and I am confident that they are prepared for their next chapter in life. Please join me in celebrating our Class of 2018 for their incredible achievements, and class of 2022 for promoting to high school!”

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their homeschool or online academic program. CCS 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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org), via Twitter (<https://twitter.com/CompassCs>), on Facebook (<https://www.facebook.com/CompassCS/>) or on Instagram (<https://www.instagram.com/compasscs/>).

### Compass Charter Schools High School Graduation





### Compass Charter Schools Eighth-Grade Promotion Ceremony





**FOR IMMEDIATE RELEASE:**

March 20, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) Names their February Scholars of the Month**

*Thousand Oaks, CA* – CCS is proud of its scholars and uses its Scholar of the Month program to recognize their accomplishments. The program also ties into the CCS core values with February focusing on communication. Scholars are nominated by teachers and staff for their academic excellence, work ethic, leadership skills, and virtual involvement, and selected by the leadership team for the monthly honor.

### **Online Elementary School Scholar of the Month: America S., of Hollister**

“America is a model scholar who demonstrates kindness and respect towards others during her learning labs,” said Michelle Kenbeek, elementary school teacher. “America does her best in all of her courses and attends weekly one-on-ones to strengthen her math skills. She is a creative hard working young lady!”

### **Online Middle School Scholar of the Month: Xander I., of Los Angeles**

“Xander always communicates in a thoughtful, productive way,” said Cynthia Ross, middle school teacher. “He takes ownership of his work and uses feedback to grow, learn, and improve. He has shown increasing maturity during his learning labs and his participation is consistent and shows great understanding. We all look forward to seeing his continued progress as a scholar.”

### **Online High School Scholar of the Month: Hailie W., of Victorville**

“Hailie is truly dedicated to working hard and earning good grades,” said David Spink, high school teacher. “She performs at a high academic level and earns high marks in her physical science class. During learning labs, Hailie actively participates by communicating with her peers and her teacher to successfully understand the physical science lessons. Congratulations Hailie and keep up the hard work!”

### **Options Program Scholar of the Month: Pickle P., of Irvine**

“Pickle is an enthusiastic and creative scholar who demonstrates a true love of learning,” said Morgan Kohler, educational facilitator. “She produces quality work in all school subjects, but is particularly strong in communication skills. In her Navigators' Community classes, Pickle participates in class frequently and shows strong leadership abilities during group activities. At home, Pickle excels in language arts, composing beautifully written essays, journals, and responses to literature. In addition to mastering the English language, she also spends time each week learning French. Pickle is a great example of a strong communicator and a lifelong learner.”

“Congratulations to all of our February Scholars of the Month. There are many talented scholars enrolled at CCS, and this program is one of the many ways we recognize and celebrate their hard work,” shared J.J. Lewis, President & CEO. “Please join all of us at CCS in celebrating America, Xander, Hailie, and Pickle for being named our February Scholars of the Month!”

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their homeschool or online academic program. CCS 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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org), via Twitter (<https://twitter.com/CompassCs>), on



**America S., Online Elementary School**



**Xander I., Online Middle School**



**Pickle P., Options Scholar**





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Month End Closing Method: FIFO

STATEMENT PERIOD  
 May 1 - May 31, 2018

### What's In This Statement

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**COMPASS CHARTER SCHOOL**  
 850 HAMPSHIRE RD SUITE P  
 THOUSAND OAKS CA 91361-6004

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT April 30, 2018

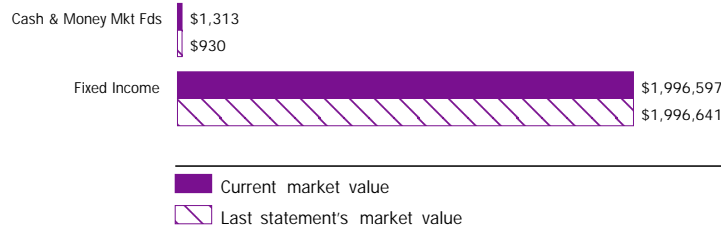
Investment products are: Not insured by FDIC; Not a deposit or other obligation of, or guaranteed by, JPMorgan Chase Bank, N.A. or any of its affiliates; Subject to investment risks, including possible loss of the principal amount invested. See "Your messages" section.

### Your Portfolio at a Glance

TOTAL VALUE OF SECURITIES THIS PERIOD	1,997,910
LONG ACCRUED INTEREST	12,667
<b>NET EQUITY THIS PERIOD</b>	<b>\$2,010,577</b>
NET EQUITY LAST STATEMENT	2,007,843
CHANGE SINCE LAST STATEMENT	2,734

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

### Market Value of Your Portfolio



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



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COMPASS CHARTER SCHOOL

STATEMENT PERIOD  
 May 1 - May 31, 2018

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 LAST STATEMENT April 30, 2018

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### Portfolio Value

	THIS PERIOD	LAST PERIOD
Assets		
Sweep Program/Money Mkt Fds	1,312.60	930.28
Fixed Income	1,996,597.00	1,996,641.00
<i>Subtotal (Long Portfolio)</i>	1,997,909.60	1,997,571.28
Est. Long Accrued Interest	12,667.00	10,272.00
Total Assets	\$2,010,576.60	\$2,007,843.28
NET PORTFOLIO VALUE	\$2,010,576.60	\$2,007,843.28

### Realized Gain/Loss Summary

	THIS PERIOD	YEAR TO DATE
Short-Term Gain	0.00	0.00
Short-Term Loss	0.00	-250.00
Short-Term Wash Sale Adjustment	0.00	0.00
Short-Term Net Gain/Loss	0.00	-250.00
Long-Term Gain	0.00	0.00
Long-Term Loss	0.00	0.00
Long-Term Wash Sale Adjustment	0.00	0.00
Long-Term Net Gain/Loss	0.00	0.00

Realized gain/loss information is provided for transactions in your account as of the trade date and excludes transactions where cost basis information has not been provided or is unavailable. Gain/loss calculations do 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.

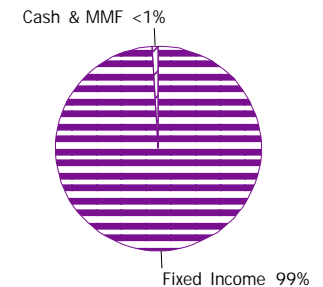
### Cash Flow Analysis

	THIS PERIOD	THIS YEAR
Opening Cash/Sweep Prog.	\$0.00	\$14,183.36
Securities Sold	0.00	499,785.00
Redemptions/Tenders	0.00	250,000.00
Div/Int/Other Inc (Credit)	382.32	3,063.15
Amount Credited	\$382.32	\$752,848.15
Securities Bought	-382.32	-501,352.60
Funds Paid/Delivered	0.00	-265,678.91
Amount Debited	\$-382.32	\$-767,031.51
Net Cash/Sweep Prog. Act.	0.00	-14,183.36
Closing Cash/Sweep Prog.	\$0.00	\$0.00

### Income Summary

	THIS PERIOD	YEAR TO DATE
Dividends	33.00	33.00
Corp. Bond Int.	349.32	3,030.15
Total	\$382.32	\$3,063.15

### 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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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
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 520-15886 YWB

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## Bonds With 60-Day Horizon

### BONDS WITH MATURITY DATES WITHIN 60 DAYS

MATURITY DATE	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	INTEREST RATE (%)
07/12/18	BMO HARRIS BK NATL ASSN	05581WWR2	250,000	1.600

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. Please refer to the account type key in the messages section at the end of this statement if you require more information regarding the account types in your portfolio.

### CASH & MONEY MARKET FUNDS

DESCRIPTION	TYPE	QUANTITY	PRICE	MARKET VALUE	COST	UNREALIZED GAIN/LOSS
DREYFUS GOVT CASH MGMT INST SHS SYMBOL: DGCXX EST, 30 DAY AVG YIELD 1.6200%	CASH	1,312.60	1.00	1,313	1,313	
<b>TOTAL CASH &amp; MONEY MARKET FUNDS</b>				<b>\$1,313</b>	<b>\$1,313</b>	<b>\$0</b>



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

## Your Portfolio Holdings (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT April 30, 2018

### 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
BMO HARRIS BK NATL ASSN CHICAGO ILL C/D FDIC INS TO LIMITS DATED DATE 04/12/18 FIRST COUPON 07/12/2018 BOOK ENTRY ONLY DUE 07/12/2018 1.600% CUSIP: 05581WWR2 RATING: MOODY N/A S&P N/A	CASH	04/09/18	250,000	99.99	249,983	100.00	250,005	-22 ST	4,000	1.60	537
GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS DATED DATE 09/27/17 FIRST COUPON 09/27/2018 BOOK ENTRY ONLY DUE 09/27/2018 1.450% CUSIP: 38148POB6 RATING: MOODY N/A S&P N/A	CASH	09/19/17	250,000	99.86	249,650	100.00	250,000	-350 ST	3,625	1.45	2,443
BMO HARRIS BK NATL ASSN CHICAGO ILL C/D FDIC INS TO LIMITS DATED DATE 09/28/17 FIRST COUPON 09/28/2018 BOOK ENTRY ONLY DUE 09/28/2018 1.450% CUSIP: 05581WRX5 RATING: MOODY N/A S&P N/A	CASH	09/19/17	250,000	99.86	249,645	100.00	250,000	-355 ST	3,625	1.45	2,433
FIRST FED SVGS & LN ASSN OCD C/D FDIC INS TO LIMITS DATED DATE 12/22/17 BOOK ENTRY ONLY DUE 12/21/2018 1.700% CUSIP: 32023HAH1 RATING: MOODY N/A S&P N/A	CASH	12/14/17	250,000	99.81	249,530	100.00	250,000	-470 ST	4,250	1.70	105



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

**Your Portfolio Holdings (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT April 30, 2018

**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
WEX BK MIDVALE UTAH C/D FDIC INS TO LIMITS DATED DATE 12/22/17 FIRST COUPON 12/21/2018 BOOK ENTRY ONLY DUE 12/21/2018 1,700% CUSIP: 92937CGU6 RATING: MOODY N/A S&P N/A	CASH	12/14/17	250,000	99.80	249,503	100.00	250,000	-497 ST	4,250	1.70	1,863
SAFRA NATL BK NEW YORK INSTL C/D FDIC INS TO LIMITS DATED DATE 12/28/17 FIRST COUPON 12/27/2018 BOOK ENTRY ONLY DUE 12/27/2018 1,650% CUSIP: 78658QY56 RATING: MOODY N/A S&P N/A	CASH	12/14/17	250,000	99.76	249,408	100.00	250,000	-592 ST	4,125	1.65	1,740
FIRST PREMIER BANK N A SIOUX FALLS S D C/D FDIC INS TO LIMITS DATED DATE 12/28/17 FIRST COUPON 12/28/2018 BOOK ENTRY ONLY DUE 12/28/2018 1,650% CUSIP: 3361ORRN5 RATING: MOODY N/A S&P N/A	CASH	12/14/17	250,000	99.76	249,403	100.00	250,000	-597 ST	4,125	1.65	1,753



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

**Your Portfolio Holdings (continued)**

ACCOUNT NUMBER  
 520-15886 YW8  
 LAST STATEMENT April 30, 2018

**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
MEADOWS BK LAS VEGAS NV CD C/D FDIC INS TO LIMITS DATED DATE 12/28/17 FIRST COUPON 12/28/2018 BOOK ENTRY ONLY DUE 12/28/2018 1.700% CUSIP: 58321JBA5 RATING: MOODY N/A S&P N/A	CASH	12/15/17	250,000	99.79	249,475	100.00	250,000	-525 ST	4,250	1.70	1,793
Total Certificates of Deposit			2,000,000		\$1,996,597		\$2,000,005	\$-3,408	\$32,250		\$12,667
TOTAL FIXED INCOME			2,000,000		\$1,996,597		\$2,000,005	\$-3,408	\$32,250		\$12,667

YOUR PORTFOLIO HOLDINGS ACCRUED INTEREST	\$12,667
YOUR PORTFOLIO HOLDINGS ESTIMATED ANNUAL INCOME	\$32,250
YOUR PRICED PORTFOLIO HOLDINGS	\$1,997,910

**Transaction Detail**

**INVESTMENT ACTIVITY**

SETTLEMENT DATE	TRADE DATE	TRANSACTION	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	PRICE	DEBIT AMOUNT	CREDIT AMOUNT
05/01/18		REINVEST	DREYFUS GOVT CASH MGMT INST SHS DIVIDEND REINVEST	DGCXX	33		33.00	
05/22/18	05/22/18	BOUGHT	DREYFUS GOVT CASH MGMT INST SHS "	DGCXX	349.32	1.0000	349.32	
SECURITIES BOUGHT							\$-382.32	



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

**Transaction Detail (continued)**

ACCOUNT NUMBER  
 520-15886 YW8

**DIVIDENDS / INTEREST / OTHER INCOME**

LAST STATEMENT April 30, 2018

**DIVIDENDS**

DATE	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	RATE(\$)	DEBIT AMOUNT	CREDIT AMOUNT
05/01/18	DREYFUS GOVT CASH MGMT INST SHS MONTHLY DIVIDEND	DGCXX				33.00
<b>TOTAL DIVIDENDS(CREDIT)</b>						<b>\$33.00</b>

**INTEREST**

DATE	DESCRIPTION	SYMBOL/CUSIP	QUANTITY	RATE(\$)	DEBIT AMOUNT	CREDIT AMOUNT
05/22/18	FIRST FED SVGS & LN ASSN OCD C/D FDIC INS TO LIMITS DUE 12/21/2018 1,700 REG INT ON 250000 BND REC 05/07/18 PAY 05/22/18	32023HAH1	250,000	1.7000		349.32
<b>TOTAL INTEREST (CREDIT)</b>						<b>\$349.32</b>
<b>TOTAL DIVIDENDS/ INTEREST / OTHER INCOME (CREDIT)</b>						<b>\$382.32</b>





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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

## Realized Gain/Loss Detail - Year to Date

ACCOUNT NUMBER  
 520-15886 YWB

LAST STATEMENT April 30, 2018

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)
PEOPLES ST BK NEWTON ILL C/D FDIC INS TO LIMITS	712490AT8	250,000	09/19/17	02/26/18	250,000.00	249,750.00	(250.00)
ENTERPRISE BANK (MISSOURI) C/D FDIC INS TO LIMITS	29367SHC1	250,000	09/19/17	03/29/18	250,000.00	250,000.00	0.00
<b>TOTAL SHORT TERM GAIN(LOSS)**</b>					<b>\$500,000.00</b>	<b>\$499,750.00</b>	<b>\$(250.00)</b>

### TOTALS

	TOTAL COST	PROCEEDS	REALIZED GAIN(LOSS)
<b>TOTAL SHORT TERM GAIN(LOSS)**</b>	<b>\$500,000.00</b>	<b>\$499,750.00</b>	<b>\$(250.00)</b>

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

## 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.



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT April 30, 2018

### 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.

### 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 JP Morgan Representative 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.

### 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".



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT April 30, 2018

### 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.

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 Information Regarding Purchases Indicated as Average Price

\*\*\* Your orders are processed in either (1) one execution at the confirmed price or (2) more than one execution, in which case the confirmed price is an average price. Details regarding the actual prices are available from your J.P. Morgan representative.

### Notice of Amendment to Margin Debit Interest Accruals

Effective July 1, 2018, margin balances priced using LIBOR as a base rate will accrue interest using the daily one-month LIBOR rate. This is a change from the current methodology which strikes one-month LIBOR on the first business day of the month; the rate charged may or may not be impacted as a result. Rates will appear in the activity section of the next account statement that reflects a margin balance or interest charge. Please contact your Financial Advisor if you have any questions.



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YWB

LAST STATEMENT April 30, 2018

### Notice of SEC Section 31 Fee Rate Change

The U.S. Securities and Exchange Commission (SEC) has decreased the Section 31 fee rate it charges self-regulatory organizations (SROs) for specified transactions on the exchanges and in the over-the-counter markets to \$13,00 per million. This new rate will be effective for transactions settling Tuesday, May 22, 2018. The Section 31 assessment on security futures transactions will remain unchanged at \$0.0042 per round turn transaction.

### 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

### 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") or any of its predecessors, JPMS hereby notifies you that, effective December 11, 2017, the Collection and Other Account-Related Costs section of each such Customer Agreement is amended to provide that:

### Collection and Other Account-Related Costs.

You hereby agree to pay, on demand, all reasonable costs, fees, expenses, liabilities and damages (collectively, "Costs") incurred by J.P. Morgan in connection with (i) enforcing its rights hereunder; (ii) any investigation, litigation or proceeding involving your Account(s) or any property therein; (iii) (A) the use of our access to the Electronic Services (as defined in section 20 below) by you or any person authorized to act on your behalf or (B) the failure by you or any person authorized to act on your behalf to comply with any terms, conditions or limitations applicable to such Electronic Services; (iv) any breach or failure by you to perform any term or provision of this Agreement, any other agreement between you and any J.P. Morgan entity or any agreement governing your use of or access to any Electronic Service; or (v) J.P. Morgan acting in reliance upon your instructions or the instructions of any other person authorized to act on your behalf. In each case and whether or not demand has been made therefor, you hereby authorize J.P. Morgan to charge your Account(s) for any and all such Costs, provided, however, that in no event shall you be obligated to pay Costs to the extent payment or demand therefor would violate the securities laws or the rules of a securities industry self-regulatory organization.

### Margin Account:

If you are a customer with a margin account, you consent to JP Morgan's right (to the extent permitted by applicable law) to use, lend or pledge any securities held by JPMS in your margin account. In certain circumstances, such loans or other use may limit, in whole or in part, your ability to receive dividends directly from the issuing company and/or your right to exercise voting and other attendant rights of ownership with respect to the loaned, sold or pledged securities. Such circumstances include, but are not limited to, loans of securities that you own in your margin account that continue over record dates for voting purposes and ex-dividend dates for dividend distributions. If you do not receive dividends directly from the issuing company, you may receive payments-in-lieu of dividends which could cause you to lose the benefit of the preferential tax treatment accorded to dividends.



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COMPASS CHARTER SCHOOL

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STATEMENT PERIOD  
 May 1 - May 31, 2018

## Your messages (continued)

ACCOUNT NUMBER  
 520-15886 YW8

LAST STATEMENT April 30, 2018

### Check Deposits

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 J.P. Morgan Representative 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

Account Type Key for Your Portfolio Holdings Section:

DESCRIPTION	DETAILS
CASH	Brokerage account for securities transactions requiring customers promptly to pay for securities purchased or deliver securities sold, and resulting custody
MRGN	Brokerage account for securities purchased on margin
INCM	Account used for accumulating dividend and interest balances, typically for periodic payments
TEFR	Account for TEFRA U.S. tax withholding if no W-9 or W-8BEN form is on file
SHRT	Brokerage account for securities sold short
NPAC	Non-Purpose Account, including non-purpose loans and related collateral
DIFF	Money differences resulting from DVP/RVP settlements
OTHR	One of the following; please contact your representative if you require additional information: <ul style="list-style-type: none"> <li>• Good faith margin, a brokerage account for certain transactions entitled to good faith credit;</li> <li>• Assets excluded from an Automated Customer Account Transfer;</li> <li>• Cash balances excluded from cash sweeps; or</li> <li>• Clearing Risk Deposit excluded from margin calculations</li> </ul>
DRVP	Brokerage account for securities transactions that settle on a DVP/RVP basis



**FOR IMMEDIATE RELEASE:**

June 13, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) of Los Angeles Celebrated its Class of 2018 and 2022**

*Long Beach, Ca.* – Compass Charter Schools (CCS) hosted an eighth-grade promotion celebration and high school graduation ceremony to honor its accomplished scholars yesterday, Tuesday, June 12 at Skylinks Golf Club in Long Beach. The ceremonies promoted 12 eighth-grade scholars and celebrated 27 graduating high school scholars.

The high school graduation ceremony included opening remarks from J.J. Lewis, CCS President and CEO, and a commencement address from Janae Smith, high school coordinator. Each scholar received their diploma to signify their graduation and enjoyed a light lunch after the ceremony to celebrate the start of a new chapter in their lives with their family and friends.

“The CCS graduation ceremony in Long Beach was perfect!” said Jackie M., mother of graduating scholar Johnathon. “It was the most enjoyable and pleasant graduation ceremony I have ever attended. We especially enjoyed watching the slide presentation of the scholars’ childhood photos. We appreciate all of the effort made by the wonderful staff. The speakers were excellent, with just the right amount of humor and formality. Thank you for making John's high school graduation a memorable experience.”

The high school graduation ceremony also gave special recognition to several scholars for their outstanding academic achievements. In addition to receiving a diploma, Lilimar H.R., Brice L., and Johnathon M. received the President’s Award for Educational Excellence for maintaining a 3.5 GPA or higher for two or more semesters, along with teacher recommendations, and Heidi H. and Masoma N. received the President’s Award for Educational Achievement for outstanding educational growth, commitment, and teacher recommendations.

“It was definitely a great experience to be a part of the CCS family,” said Mayte R.G., mother of graduating scholar Lilimar. “We received so much help and cooperation from all of the teachers and staff to ensure our daughter’s success. We are extremely proud of Lilimar for working so hard and graduating high school. Thank you, CCS for helping her do her best and earn even academic awards that she will always be proud of.”

CCS also hosted a promotion ceremony for eighth-grade scholars to celebrate their academic progress and welcome them into high school. Each scholar received a certificate of promotion and enjoyed light refreshments following the ceremony to celebrate with their family and friends.

“Both of my sons have grown tremendously and they absolutely enjoy being part of Compass Charter Schools,” said Jeff Macias, CCS parent. “I have seen a complete turnaround in their academics... both of my children have made honor roll and I'm just so proud of them. It has been an absolute pleasure to work with all of the CCS staff! I thank you and bless all of you from the bottom of my heart.”

In addition to receiving their certificates, three scholars earned special recognition for their academic achievements. Jaeger L. and Leila L. received the President’s Award for Educational Excellence, and Emerson S. received the President’s Award for Educational Achievement.

“I am so proud of our scholars,” said Lewis. “They have persevered throughout their Compass educational journey and I am confident that they are prepared for their next chapter in life. Please join me in celebrating our Class of 2018 for their incredible achievements, and class of 2022 for promoting to high school!”

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their homeschool or online academic program. CCS 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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org), via Twitter (<https://twitter.com/CompassCs>), on Facebook (<https://www.facebook.com/CompassCS/>) or on Instagram (<https://www.instagram.com/compasscs/>).



### Compass Charter Schools Los Angeles County High School Graduation



### Compass Charter Schools Los Angeles County Eighth-Grade Promotion







**FOR IMMEDIATE RELEASE:**

June 14, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

**Compass Charter Schools (CCS) of Fresno Celebrated its Class of 2018 and 2022**

*Fresno, Ca.* – Compass Charter Schools (CCS) hosted an eighth-grade promotion celebration and a high school graduation ceremony to honor its accomplished scholars yesterday, Wednesday, June 13 at the Harlan Ranch Clubhouse in Clovis. The ceremonies promoted four eighth-grade scholars and celebrated two graduating high school scholars from the Fresno region.

The high school graduation ceremony included opening remarks from J.J. Lewis, CCS President and CEO, and a commencement address from Janae Smith, high school coordinator. The attending scholars received their diploma to signify graduation, and enjoyed light refreshments after the ceremony to celebrate a new chapter in their lives with their family and friends.

The high school graduation ceremony also gave special recognition to Virginia C., who received the President’s Award for Educational Achievement for outstanding educational growth, commitment, and teacher recommendations.

CCS also hosted a promotion ceremony for eighth-grade scholars to celebrate their academic progress and welcome them into high school. Each scholar received a certificate of promotion and enjoyed light refreshments following the ceremony to celebrate with their family and friends.

“CCS has been wonderful for my family,” said Betsy Carlson, CCS learning coach. “My children have learned to love learning and have greatly broadened their interests.”

In addition to receiving their certificates, two scholars earned special recognition for their academic achievements. Nathaniel C. and Azraiah P. received the President’s Award for Educational Achievement for outstanding educational growth, commitment, and teacher recommendations.

“I am so proud of our scholars,” said Lewis. “They have persevered throughout their Compass educational journey and I am confident that they are prepared for their next chapter in life. Please join me in celebrating our Class of 2018 for their incredible achievements, and class of 2022 for promoting to high school!”

**About Compass Charter Schools**

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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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org), via Twitter (<https://twitter.com/CompassCs>), on Facebook (<https://www.facebook.com/CompassCS/>) or on Instagram (<https://www.instagram.com/compasscs/>).

### Compass Charter Schools Fresno County High School Graduation



### Compass Charter Schools Fresno County Eighth-Grade Promotion Ceremony





**FOR IMMEDIATE RELEASE:**

May 21, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) Names their April Scholars of the Month**

*Thousand Oaks, CA* – CCS is proud of its scholars and uses its Scholar of the Month program to recognize their accomplishments. The program also ties into the CCS core values with April focusing on respect. Scholars are nominated by teachers and staff for their academic excellence, work ethic, leadership skills, and virtual involvement, and selected by the leadership team for the monthly honor.

### **Online Elementary School Scholar of the Month: Madison W., of Long Beach**

“Madison is a wonderful scholar who continues to strive, achieve and excel in her academics,” said Joyce Popular, elementary school teacher. “She actively participates in Learning Labs and is always eager to learn. She shows respect towards others and demonstrates integrity. Madison is willing to work with other scholars and communicates well with her teacher and scholars. She embodies and represents our Compass core values of Achievement, Respect, Teamwork, Integrity and Communication. It is such a pleasure to have Madison in my class!”

### **Online Middle School Scholar of the Month: Petra S., of Malibu**

“Petra is a self-advocating and very communicative scholar,” said Cynthia Ross, middle school teacher. “She is resourceful and reaches out to her teachers on a regular basis regarding her academic performance and to ask questions about her classes. She is a problem solver! It is clear from her questions that she tries very hard to find solutions to problems independently. She is very diligent about her studies and is currently earning A’s in all of her classes.”

### **Online High School Scholar of the Month: Gevorg A., of Los Angeles**

“George went above and beyond while volunteering as a Voter Outreach Coordinator during High Schools Voter Education Weeks,” said Alyssa Ginn, high school teacher. When asked to participate he jumped right in and even volunteered for future projects, too! He helped polish a presentation that was shown to all of his peers to promote high school voter pre-registration. He is truly a hardworking, polite and wonderful scholar!”

### **Options Program Scholar of the Month: Bailey N.S., of Fresno**

“Bailey has really blossomed this year,” said Kristin Beasley, Educational Facilitator. “She was once a cautious scholar who has grown into a very engaged and responsive participant at The Learning Village in Fresno. She enjoys science and loves to express her opinion and share in the joy and excitement of learning with her friends and teachers. Bailey models persistence. She is kind and earnest in all of her efforts. She has established deep friendships and continues to demonstrate competence as both a scholar and a community member!”

“Congratulations to all of our April Scholars of the Month. There are many talented scholars at CCS, and this program is one of the many ways we recognize and celebrate their hard work,” shared J.J. Lewis, President & CEO. “Please join all of us at CCS in celebrating Madison, Petra, Gevorg, and Bailey for being named our April Scholars of the Month!”

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their homeschool or online academic program. CCS 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.



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**Madison W., Online Elementary School**



**Petra S., Online Middle School**



**Gevorg A., Online High School**



**Bailey N.S., Options Scholar**

## Additions &amp; Terminations

06/30/2018



## Additions (1)

Name	Employment status	Department	Division	Location	Job title	Hire date
Knapp, Kirt		Special Education	Academic Affairs	Remote	Special Education Instructor	05/14/2018

## Terminations (14)

Name	Employment status	Department	Division	Location	Job title	Hire date	Termination date
Blitzstein, Melissa	Full-Time	Middle School	Academic Affairs	Remote	Middle School Coordinator	08/01/2014	06/22/2018
Crolius-Ross, Cynthia	Full-Time	Middle School	Academic Affairs	Remote	Middle School Teacher	08/01/2016	06/22/2018
Gibb, Matthew	Full-Time	High School	Academic Affairs	Remote	High School Teacher	08/19/2013	06/22/2018
Harnish, Jordan	Full-Time	High School	Academic Affairs	Remote	High School Teacher	02/17/2015	06/22/2018
Hodge, Danielle	Full-Time	Special Education	Academic Affairs	Remote	Special Education Instructor	10/05/2015	06/22/2018
Rubnerth, Crystal	On Leave	High School	Academic Affairs	Remote	AVID Coordinator	03/02/2016	06/22/2018
Shields, Tracy	Full-Time	High School	Academic Affairs	Remote	High School Teacher	12/01/2014	06/22/2018
Thompson, Steven	Full-Time	Elementary School	Academic Affairs	Remote	Elementary School Coordinator	07/26/2013	06/22/2018
Wood, Jessica	Full-Time	Middle School	Academic Affairs	Remote	Middle School Teacher	08/01/2016	06/22/2018
Yip, Derek	Full-Time	High School	Academic Affairs	Remote	High School Teacher	11/19/2014	06/22/2018
Holtebeck, Mark	Full-Time	Special Education	Academic Affairs	Remote	Special Education Instructor	02/22/2016	06/21/2018
Frost, Julia	Full-Time	High School	Academic Affairs	Remote	AVID Elective Instructor	10/12/2015	06/20/2018
Caudillo, Benjamin	Full-Time	Enrollment	Strategic Initiatives	Central Office (TO)	Enrollment Advisor	06/20/2016	06/15/2018
Knapp, Kirt		Special Education	Academic Affairs	Remote	Special Education Instructor		05/14/2018



**FOR IMMEDIATE RELEASE:**

February 20, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) Names their January Scholars of the Month**

*Thousand Oaks, CA* – CCS is proud of its scholars and uses its Scholar of the Month program to recognize their accomplishments. The program also ties into the CCS core values with January focusing on integrity. Scholars are nominated by teachers and staff for their academic excellence, work ethic, leadership skills, and virtual involvement, and selected by the leadership team for the monthly honor.

### **Online Elementary School Scholar of the Month: Ayden A., of La Puente**

“Ayden logs into his courses consistently each day, attends Learning Labs, participates in weekly check-ins, and completes great work,” said Carrie Talcott, elementary school teacher. “He also shows integrity by staying on task during his Learning Labs, and he always follows the rules. Since he follows through on getting tasks done each day, he has the qualities of a scholar who will go far.”

### **Online Middle School Scholar of the Month: Aleeha M., of Bakersfield**

“Aleeha demonstrates integrity in everything she does at school,” said Erica Angelo, middle school teacher. “She does her best work in class and is aware of how her actions may impact others' feelings during discussions in her Learning Labs. We are lucky to have Aleeha in our school!”

### **Online High School Scholar of the Month: Daniel O., of Gardena**

“Daniel exemplifies integrity because he works hard in his courses and strives to do his very best,” said Jason Bee, high school teacher. “He had one of the highest grades in World History during semester 1. He consistently attends his Learning Labs and is an active participant in class!”

### **Options Program Scholar of the Month: Lucy P.D., of Bishop**

“Lucy has genuine integrity,” said Tricia Gallagher, educational facilitator. “She approaches life with a wonderful combination of compassion and ambition. In a quiet way, her drive and dedication to achieve are positively contagious. Lucy naturally emerges in leadership roles with an ability to direct groups in a kind, productive manner. She pursues a diversity of interests and is a passionate artist and gifted writer. Her insightful view of the world, often advocating for others, benefits her talents and those around her!”

“Congratulations to all of our January Scholars of the Month. There are many talented scholars enrolled at CCS, and this program is one of the many ways we recognize and celebrate their hard work,” shared J.J. Lewis, President & CEO. “Please join all of us at CCS in celebrating Ayden, Aleeha, Daniel, and Lucy for being named our January Scholars of the Month!”

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their homeschool or online academic program. CCS 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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org), via Twitter (<https://twitter.com/CompassCs>), on Facebook (<https://www.facebook.com/CompassCS/>) or on Instagram (<https://www.instagram.com/compasscs/>).



**Ayden A., Online Elementary School**



**Aleeha M., Online Middle School**



**Daniel O., Online High School Scholar**



**Lucy P. D., Options Scholar**





**FOR IMMEDIATE RELEASE:**

April 18, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) Names their March Scholars of the Month**

*Thousand Oaks, CA* – CCS is proud of its scholars and uses its Scholar of the Month program to recognize their accomplishments. The program also ties into the CCS core values with March focusing on achievement. Scholars are nominated by teachers and staff for their academic excellence, work ethic, leadership skills, and virtual involvement, and selected by the leadership team for the monthly honor.

### **Online Elementary School Scholar of the Month: Willow C., of Salinas**

“Willow embodies the CCS core value of achievement because she is a hard-working, kindergarten scholar whose progress is always at or above our weekly class goal,” said Kimberly Love, elementary school teacher. “She attends her Learning Labs each week with the biggest smile! She is always ready to learn and actively participates in each day’s lesson. It has been a joy to work with Willow and her family this school year!”

### **Online Middle School Scholar of the Month: Jeannelle R., of Big Bear Lake**

“Jeannelle is a new scholar this semester and has been amazing with her respectful, positive communication with teachers since the moment she joined Compass,” said Jessica Wood, middle school teacher. “In class, she has stellar participation and engagement, answering all questions posed in the chat and volunteering to do work or provide an explanation for her thinking. She responds to other scholars with encouragement when they share during Learning Labs. Her discussion posts are detailed, thoughtful, and unique. Jeannelle is a model of what communication should look like in all areas of interacting with others in her educational experience. The 8th-grade team is so happy that she joined us this semester!”

### **Online High School Scholar of the Month: Leilani J., of Encino**

“Throughout her time at CCS, Leilani has shown remarkable dedication to her studies and grades,” said Janae Smith, high school coordinator. “Her detailed work in all of her courses is exemplary. She is always willing to support fellow scholars and is actively engaged in her Learning Labs. Leilani continues to represent each of the CCS core values, especially achievement, as she juggles her dance career and her academic studies. As she finishes her last semester here at CCS, we wish her all the best as she continues to have a positive impact on the world around her after graduation.”

### **Options Program Scholar of the Month: Matthew S., of National City**

“Matthew has grown so much,” said Amy Wormald, educational facilitator. “He has demonstrated the CCS core values of respect and achievement in his martial arts class and has demonstrated perseverance in his language arts studies. He has worked hard to grow and learn this semester. Matthew has worked on being respectful to his peers, his Learning Coach, and his friends. He is enthusiastic, friendly, and energetic. His joy and zest for life are evident in all that he does. We know that he will continue to do great things! Wonderful job, Matthew!”

“Congratulations to all of our March Scholars of the Month. There are many talented scholars enrolled at CCS, and this program is one of the many ways we recognize and celebrate their hard work,” shared J.J. Lewis, President & CEO. “Please join all of us at CCS in celebrating Willow, Jeannelle, Leilani, and Matthew for being named our March Scholars of the Month!”

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their

homeschool or online academic program. CCS 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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org), via Twitter (<https://twitter.com/CompassCs>), on Facebook (<https://www.facebook.com/CompassCS/>) or on Instagram (<https://www.instagram.com/compasscs/>).



**Willow C., Online Elementary School**



**Jeannelle R., Online Middle School**



**Leilani J., Online High School**



**Matthew S., Options Scholar**



**FOR IMMEDIATE RELEASE:**

March 5, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) Set to Host “Family Fun Day” To Bring Local Fresno Community Together**

**THOUSAND OAKS** — Compass Charter Schools (CCS) is excited to host a free community event called “Family Fun Day.” The event will allow families in the Fresno community to gather and enjoy a variety of kid-friendly activities and hands-on learning experiences including a visit from PBS’ Curious George.

Family Fun Day is this Friday, March 9 from 2 to 6 pm at The Learning Village, located at 3723 E Dakota Avenue in Fresno. Local families are invited to attend this free community event to engage with a variety of local businesses, enter to win raffle prizes, take pictures with PBS’ Curious George, and meet several CCS staff members including J.J. Lewis, CCS President & CEO.

“We are incredibly excited to host Family Fun Day for families in Fresno,” said Karle Roberts, Family Engagement Coordinator. “We are grateful that a variety of local businesses have agreed to join this special event and entertain the families. Our staff is eager to coordinate a variety of fun activities at this event and meet new families. Family Fun Day is the perfect opportunity for parents in the Fresno community to enjoy a fun afternoon with their children, play with other families, and meet our wonderful staff. I am truly looking forward to this special event!”

CCS is a virtual independent study charter school serving grades TK-12 with a scholar enrollment of over 1,000. In 2012, CCS began with a small team of educators in Southern California committed to providing a safe, family-centered alternative to the traditional brick and mortar school for scholars throughout the state. While CCS has evolved over the years, the desire to provide excellent educational options has remained strong with our online and homeschool programs. Over the past five years, we have educated the highly gifted, the bullied, the athlete, the actor, the academically-challenged, the chronically ill, and many other scholars who sought a personalized educational experience outside traditional classroom walls.

“CCS is excited to host our second Family Fun Day in Fresno this year,” said J.J. Lewis, CCS President & CEO. “We are truly passionate about creating a strong sense of community and this free, local event is sure to do just that for families in and around the Fresno area. Our staff is looking forward to meeting families and spending the afternoon with them. I am grateful that several local, family-friendly businesses have agreed to attend Family Fun Day and I am truly looking forward to meeting families at this exciting community event.”

CCS believes that a well-connected community is an essential part of successful learning for scholars and their families and continues to organize community-focused events in order to play a leading role in Fresno’s public school community.

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their home school or online academic program. CCS 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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org), via Twitter (<https://twitter.com/CompassCs>), on Facebook (<https://www.facebook.com/CompassCS/>) or on Instagram (<https://www.instagram.com/compasscs/>).

###



**FOR IMMEDIATE RELEASE:**

June 21, 2018

**CONTACT:** Rayna Gamble

(805) 405-8365

## **Compass Charter Schools (CCS) Set to Host “Family Fun Day” To Bring Local San Diego Community Together**

**THOUSAND OAKS** — Compass Charter Schools (CCS) is excited to host a free community event called “Family Fun Day.” The event will allow families in the San Diego community to gather and enjoy a variety of kid-friendly activities and hands-on learning experiences including a visit from The Super Dentists and free ice cream for children and adults.

Family Fun Day is tomorrow, Friday, June 22 from 2 to 6 pm at the Outlets at the Border, located at in San Ysidro. Local families are invited to attend this free community event to engage with a variety of local businesses, enter to win raffle prizes, take pictures with The Super Dentists, and meet several CCS staff members.

“We are incredibly excited to host Family Fun Day for families in San Diego,” said Karle Roberts, Family Engagement Coordinator. “We are grateful that a variety of local businesses have agreed to join this special event and entertain the families. Our staff is eager to coordinate a variety of fun activities at this event and meet new families. Family Fun Day is the perfect opportunity for parents in the San Diego community to enjoy a fun afternoon with their children, play with other families, and meet our wonderful staff. I am truly looking forward to this special event!”

CCS is a virtual independent study charter school serving grades TK-12. In 2012, CCS began with a small team of educators in Southern California committed to providing a safe, family-centered alternative to the traditional brick and mortar school for scholars throughout the state. While CCS has evolved over the years, the desire to provide excellent educational options has remained strong with our online and homeschool programs. Over the past five years, we have educated the highly gifted, the bullied, the athlete, the actor, the academically-challenged, the chronically ill, and many other scholars who sought a personalized educational experience outside traditional classroom walls.

“CCS is excited to host our first Family Fun Day in San Diego this year,” said J.J. Lewis, CCS President & CEO. “We are truly passionate about creating a strong sense of community and this free, local event is sure to do just that for families in and around the San Diego area. Our staff is looking forward to meeting families and spending the afternoon with them. I am grateful that several local, family-friendly businesses have agreed to attend Family Fun Day and I am truly looking forward to meeting families at this exciting community event.”

CCS believes that a well-connected community is an essential part of successful learning for scholars and their families and continues to organize community-focused events in order to play a leading role in San Diego’s public school community.

### **About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving thousands of scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their home school or online academic program. CCS 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.

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###



# Compass Chronicle

Compass Charter Schools | Summer 2018

## Summertime is Here!

Ahh yes, summertime has arrived! It feels like just yesterday we were kicking off the 2017-18 school year and sharing our exciting plans to engage our scholars, their families, and our Compass community. Our scholars finished semester 2 strong, and have much to be proud of. We hosted our eighth-grade promotion ceremonies across the state and welcomed scholars into high school. We also held commencement ceremonies for our graduating high school seniors who are now set to embark on a new journey. This year our scholars worked incredibly hard both inside and outside of the classroom! Several of our scholars achieved honor roll or were inducted into the National Honor Society for their academic excellence. Other scholars achieved personal goals like debuting a music single, traveling the country and the world, and landing an acting role in a popular kids television series.



I encourage you to stop by our [newsroom](#) to read about these and other exciting stories from the year! After all of the hard work, I hope all of our scholars (and learning coaches and staff) find time to relax and recharge during our summer break (June 15 to September 3). Speaking of summer break, any fun and exciting plans that you'd like to share?

There is so much to be proud of at Compass, and so much going on in and out of the classroom. This newsletter is full of important information and exciting updates about Compass Charter Schools' Online Elementary, Middle, and High School, and Options Program. Not part of the Compass family, but intrigued about the Compass Experience? Great news – [enrollment is now open](#) for the 2018-19 school year! We also have a terrific [online Summer School](#) program for scholars in grades 6-12. Consider joining our family today, for the upcoming year!

As you know, we love your suggestions, as Compass truly is all of our school! We have a virtual suggestion box for [scholars](#), as well as [parents](#), where you can share your input on CCS. We review these monthly with our [Parent Advisory Council](#), [Scholar Leadership Council](#), and Staff Advisory Committee. Feel free to share your suggestion(s) today to help us continue to enhance the educational experience for our scholars.

I hope you enjoy the Summer 2018 issue of our *Compass Chronicle*, and I look forward to seeing you next year!

Forever Loud & Proud,

Powered by BoardOnTrack

J.J. Lewis, President & CEO

[jlewis@compasscharters.org](mailto:jlewis@compasscharters.org)

[@lewis1jj](#)



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- [Compass Charter Schools \(CCS\) Names their April Scholars of the Month](#)
- [Compass Charter Schools \(CCS\) of San Diego Celebrated its Class of 2018 and 2022](#)
- [Compass Charter Schools \(CCS\) of Los Angeles Celebrated its Class of 2018 and 2022](#)



## ENGAGEMENT

### Coffee With Compass

We had a blast hitting the road during our Coffee with Compass series this year! Our staff met with learning coaches and scholars around the state during each in-person meetup! Everyone was able to meet and relax with some coffee and casual conversation. They were also able to make new friends and meet other Compass families living in their local community!



Learning coach, Mrs. Angulo, shared a few words about her visit during *Coffee With Compass* in Corona: "OMG! We got to spend time with amazing people like Mrs. Talcott and Mr. Lewis, and more staff that welcomed us with open arms. They are so down to earth and my son and I fell in love with all of them. Thank you so much!"





## Fun Field Trips

We had a wonderful time at a variety of field trips this school year! We enjoyed NASA's Jet Propulsion Lab, Riley's Farm Revolutionary Tour, Legoland, the International Printing Museum, and more! We made so many great memories together as a Compass family this year. Most recently we adventured off to the ChocXo factory, Los Angeles County Arboretum and Botanical Garden, California Science Center, Imaginology at the Orange County Fairgrounds, AstroCamp, Downtown Los Angeles walking tour, Merced Castle Air Museum, San Diego Padres Game, Tour of Arctic Station with a train ride to Olvera Street, Fresno Art Museum, Dodger Stadium Tour, Universal Studios 12th- and 8th-Grade Bash Events, the Getty Center, Project Survival Cat Haven and more! We also had quite a few engaging Virtual Scholar Workshops including an Engineering Challenge, Screening of a National Geographic film, Scholar Fitness Tips, Cooking with Compass and Survival Spanish. We look forward to exploring together during the 2018-2019 school year!



**Fresno Art Museum**



**Dodger Stadium**



**Cat Haven**

## Field Trip Spotlight

One of the many field trips that our scholars recently got to experience was adventuring off to AstroCamp in Idyllwild for a few days in April! Our President & CEO, J.J. Lewis, along with Ms. Gallagher, Ms. Larson and Ms. Kohler chaperoned as our scholars experienced hands-on learning and developed meaningful friendships!

When asked about the best part of AstroCamp, our scholars shared that they loved the ropes swing, long division, learning about the atmosphere on Mars and getting to be independent. When asked about their favorite memory from AstroCamp, scholars shared that they enjoyed playing games with their peers, hanging out with their friends, and completing the ropes course! When asked about something new that they learned at AstroCamp, our scholars shared that they were surprised to learn how much Ms. Larson loved the ropes course, that astronauts train underwater because of the similarity in gravity when underwater and in outer space. They also learned that heat causes a difference in pressure that is big enough to make a can crumble! Scholars enjoyed the pool at AstroCamp and sharing dorms with their friends! It was such a treasured experience for our fourth- to seventh-grade scholars!



## Grad Bash Celebration!

Families who attended the Universal Studios Grad Bash Events shared that they had such a wonderful time! Our scholars enjoyed buying the fluffy unicorn from Despicable Me in the gift shop, getting a giant pink doughnut from the Simpsons, staying after hours and enjoying lots of rides with friends, meeting up with other scholars and seeing the Harry Potter ride! Our learning coaches enjoyed watching their scholars have fun, going on rides together, seeing their scholars have such a special time with other scholars, and knowing that their scholars were able to celebrate a year of hard work in such a special way!





## Family Fun Day - San Diego

At the end of June, we hosted Family Fun Day, a free community event, at the Outlets at the Border in San Ysidro. Families in the San Diego area enjoyed a wonderful afternoon full of kid-friendly activities. There were so many fun things to do, including free ice cream and a variety of free giveaways. The attending families even took pictures with The Super Dentists! We look forward to next year's event!



## Scholar Clubs

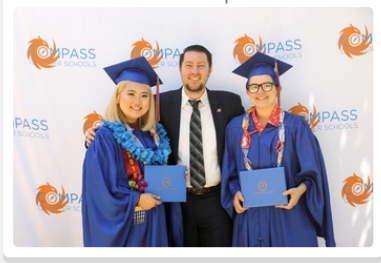


We had a wonderful time in all of our scholar clubs this year! From computer coding to chess to photography, our scholars developed their hobbies together during our club meetings. One of our scholars in our Arts and Crafts Club completed the drawing of a Phoenix and we'd love to share it with you all!

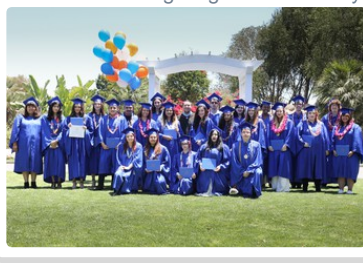


## Graduation & Promotion Ceremonies

We had a wonderful time celebrating our graduating 12th-grade and promoting 8th-grade scholars from June 11 to June 13. We had 74 graduating high school seniors and 90 promoting 8th-grade scholars this year. We celebrated our San Diego 12th- and 8th-grade scholars on Monday, June 11 followed by our Los Angeles scholars on Tuesday, June 12, and concluded with celebrations in Fresno on Wednesday, June 13. Each celebration was full of smiles, encouragement, reflection, and celebration. We captured such sweet memories and photos which are available for viewing on [Facebook](#). Congratulations to all of our scholars for their achievements and successes this school year!



**Fresno High School Graduation**



**Los Angeles High School Graduation**



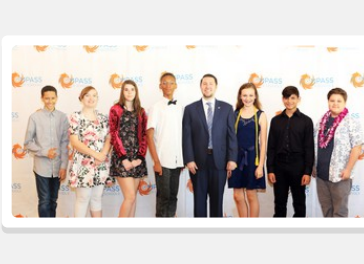
**San Diego High School Graduation**



**Fresno Promotion Ceremony**



**Los Angeles Promotion Ceremony**



**San Diego Promotion Ceremony**



## SCHOOL CONTESTS

### Scholar Fitness Challenge

In April, we challenged our scholars to get out, get up and get moving with our Scholar Fitness Challenge! All of our scholars were invited to share pictures and videos of themselves while getting some physical exercise. Many of our scholars enjoy hiking, biking, swimming and jumping on the trampoline!





## Learning Coach Recipe Challenge

Who says scholars should have all of the fun? No way! In May, we hosted our final contest of the year, a Learning Coach Recipe Challenge for parents of enrolled scholars. All of our learning coaches were invited to share their favorite, original quick and easy recipes. Our parents shared a variety of healthy meals and fun treats! Congratulations to Joy E., winner of the challenge and mother of two CCS scholars, Kristilynn and Michael. [View our CCS eCookbook!](#)



## Chipotle Reading Rewards



We challenged all of our scholars to a reading contest from May until the end of the school year! The challenge was to read 10-20 minutes every day for 30 days. We provided tracking worksheets for scholars to complete with their learning coaches as they did their daily reading. Scholars in grades TK to 6th-grade who completed this challenge were given a bookmark for a free kids meal from Chipotle. Scholars in 6th- to 12th-grade who completed this challenge were given a bookmark with a coupon for a buy-one-get-one-free entree from Chipotle! Who knew reading could taste so good!



## Our Summer 2018 Photo Contest

Do you have fun travel plans arranged for this summer? Are you planning a trip to the beach, the park or another country? Are you going to summer camp, a cruise or visiting relatives? We want our Compass scholars to take the Compass Firebird with them on all of their summer adventures, take pictures and share them with us for our "Travelling Firebird Contest"!



## SPECIAL EDUCATION

### Welcome, Summer!

Summer is upon us and I am in disbelief! This year was a whirlwind. We had so much fun working with scholars in our various special education sessions and collaborating with learning coaches and teachers to best support our scholars' needs. What is obvious to me is that there is no shortage of extremely dedicated and passionate educators at Compass! They are flexible and they are resourceful. Most importantly, they encourage children and young

We invite our families to [visit our website](#) and view a variety of resources that we have collected to help scholars succeed.



## What's New in Special Education?



This year, the addition of the Read Naturally program was instrumental in helping our scholars with reading and comprehension deficits gain new skills. Our learning coaches shared the growth that they saw in their children over the last few months. We truly enjoy hearing such great feedback and look forward to continuing with the program in the fall!

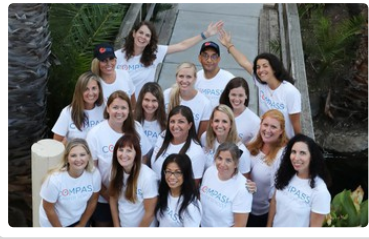
## Helpful Resources

[Regional Center](#) has so many great resources to assist parents and scholars based on the areas of need identified by an IEP. This is just a partial list:

- Adaptations/accessibility
- Behavioral support- ABA, Floortime, Behavior
- Daycare - expenses beyond regular daycare costs
- Equipment- mobility devices, communication aides
- Education (not covered by the school district)
- Family Supports - in-home respite, parent training, support groups, counseling
- Medical (not covered by insurance)
- Mental health services (not covered by insurance)
- Professional services - if a need is established as part of caring for a child as legal services, financial management.
- Therapies (if not covered by insurance)- as ABA, OT, Speech
- Trainings - for kids, teens, providers, parents.

So, in addition to the support your child receives at Compass, we encourage parents to reach out to their local Regional Center to find many different levels of support to guide them and their child through their academic journey.





[Online Elementary School](#)



[Online Middle School](#)



[Online High School](#)



[Options Homeschool Program](#)

## SHARE YOUR STORY

Comments

Are you enjoying the educational experience at Compass? Tell us! We want to hear from you. Why did you decide to join the Compass family? Or, what do you love most about being part of our community? Share your comments and all of your wonderful experiences at Compass with us! [Click here](#) to share.



### Compass Charter Schools

 Facebook  @CompassCS

Visit our [website](#) for more information about our academic programs. Or, contact Janae Smith, High School Coordinator, at [jsmith@compasscharters.org](mailto:jsmith@compasscharters.org).

 850 Hampshire Road, Suite P,...  [info@compasscharters.org](mailto:info@compasscharters.org)

 [compasscharters.org](http://compasscharters.org)



[https://www.youtube.com/watch?v=d\\_3jyxoCWVU](https://www.youtube.com/watch?v=d_3jyxoCWVU)



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# Compass Chronicle

Online High School | Summer 2018

## Happy Summer!

The 2017-18 has been a great school year! This year scholars worked hard to navigate the new StrongMind curriculum and have succeeded in mastering this curriculum and their courses. The online high school scholars and teachers have been very busy this spring! First, the online high school had its first learning lab attendance competition, March Madness. Scholars were in the race to see which My Compass class would have the highest percentage of attendance and who would be the overall attendance winner. In the end, Mrs. Ginn's My Compass scholars had the highest percentage of scholars attending their learning labs in March. Plus, Julian R. had the highest learning lab attendance percentage out of all of our scholars. Along with attending learning labs, scholars also participated in engaging learning lab sessions.



As the AVID program continues to grow, scholars have participated in AVID learning strategies in engaging learning lab sessions. Between working together in collaborative groups in Science, discussing literature with philosophical chairs in English, or completing a close reading in Social Studies, scholars and teachers took a close look at the many complex topics for each subject in their live sessions. Scholars have also taken detailed Cornell notes to help prepare them for exams and their end of the semester finals.

During the spring semester, our Biology, Chemistry, Physics scholars attended live, hands-on a-g wet labs at our Temecula, Los Angeles, and Fresno locations. Lead by a highly qualified, credentialed science teacher, scholars were able to participate in this unique experience where they worked in lab groups to solve lab inquiries and experiments. This spring, we had our highest wet lab attendance since we implemented these unique labs. Our science team is very proud of our scholars who are dedicated to their learning and their creative and innovative responses to their science labs and courses.

Along with attending science labs in person, our 11th and 12th grade scholars were able to show off all of their learning and attended the CAASPP testing during the month of April. The 11th graders participated in the SBAC test and worked hard to show their knowledge in English/Language Arts and Math. The 12th graders were able to complete the CAST testing for science. The online high school 9th graders completed the Physical Fitness test and proved their level of athleticism.

As the semester came to a close, the online high school held their first End of the Year Awards assembly where scholars were recognized by their teachers for their academic



achievement, learning lab attendance, outstanding improvement, and mastering specific subjects. The online team also recognized our Firebird of the year, Alani S., who was also voted scholar of the month this past school year and represents each of the CCS core values of Achievement, Respect, Teamwork, Integrity, and Communication.

Lastly, the semester culminated with our Compass Charter Schools' Class of 2018 commencement ceremonies held in Poway, Long Beach, and Clovis. The online high school team is very proud of our first official CCS graduating class. These scholars have been dedicated to their studies during their time at CCS, and we wish them the very best.

The team looks forward to all of our online high school scholars next year!

Sincerely,

Janae Smith, High School Coordinator

[jsmith@compasscharters.org](mailto:jsmith@compasscharters.org)

[@JSmith Compass](#)

## TABLE OF CONTENTS

- Scholar Projects & Assignments
- Scholar Spotlights
- Staff Spotlights
- Counseling
- Share Your Story

## SCHOLAR PROJECTS & ASSIGNMENTS

**Take a look at what our scholars have been working on!**

Scholars in our Retailing course created their own retail ideas and businesses.



### **T-shirt Advertising Packet**

Welcome to the advertising kick-off meeting that will showcase the marketing plan for the fall line of graphic T-shirts. The meeting today will cover the following agenda items below:

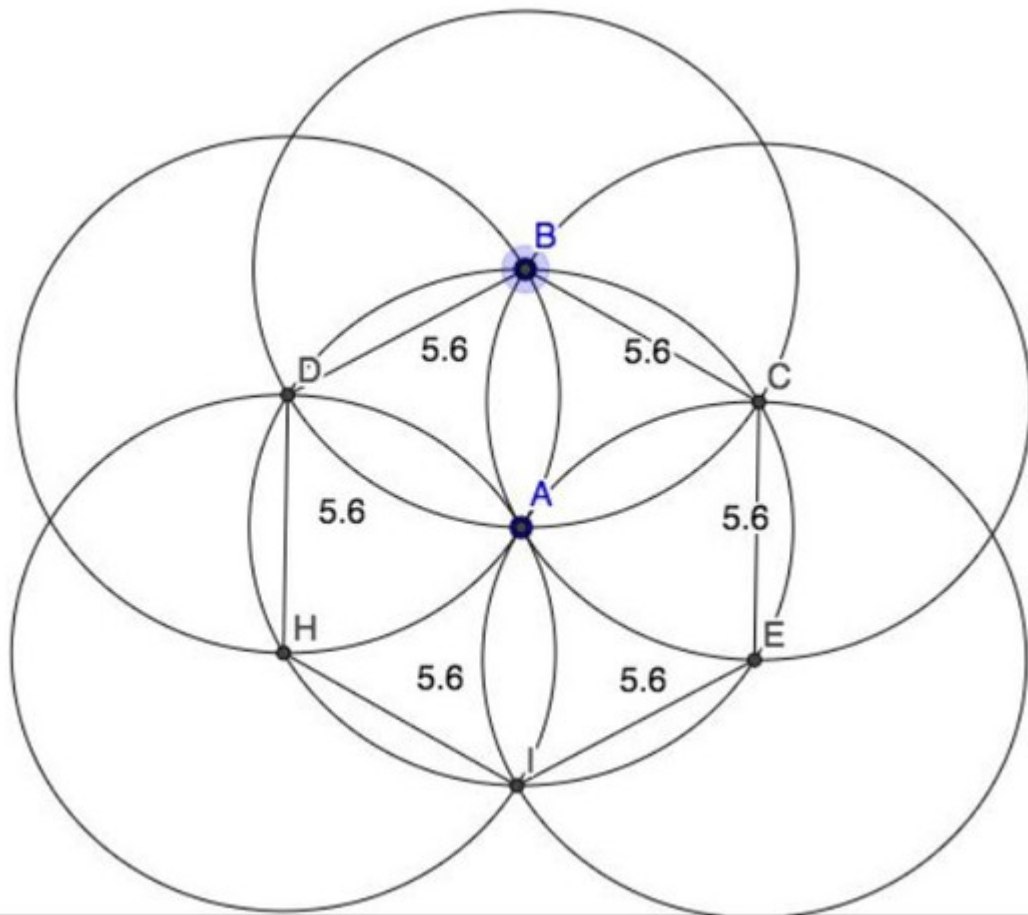
#### **Agenda**

- Chairperson's Report
- Update on Types of T-shirt Graphic Design
  - Status of Marketing Plan
  - Possible Next Meeting Dates

Art Design Categories:
Art Deco
Watercolor Retro
Bold Color Abstract
Action

Department	Ad Medium
Graphics	Website
Marketing	Online Survey
Video	TV Ad
Business	Store Posters

In Mrs. Lewer's Computer Basics course, scholars learned how to create a construction using technology.



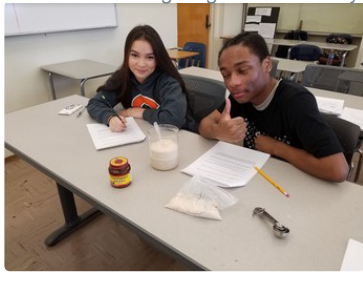
In Mr. Yip’s Government class, 12th-grader scholars analyzed the different elements of a government and then created their own government. The example below shows a scholar's outline of the domestic policy in the government he created.



## My Government Domestic Policy

- I want my government domestic policy to be inclusive and aware of the needs of the people. Health care is always a big issue and is a very complex issue but to have “universal” healthcare or something close to it would be very beneficial.
- Along with healthcare taxation and social benefits are a complex system as well. I assume if I ever wanted to provide universal healthcare my nation would need to collect very high taxes.
- Education is another essential part of my domestic policy since id like to make sure every child has equal opportunity to attend a quality school and receive a well rounded education.

In May, our scholars participated in the final science labs of the school year. They worked in groups to complete these hands-on experiments.




Scholars worked in collaborative groups during Mr. Spinks' Physical Science learning labs.

A screenshot of a virtual meeting. The main content is a diagram titled "Earth's Magnetic Field Direction" showing "Magnetic domain" structures. The diagram is split into two parts: "Unmagnetized" and "Magnetized". In the "Unmagnetized" part, the magnetic domains are shown with arrows pointing in various directions. In the "Magnetized" part, the magnetic domains are shown with arrows pointing in the same direction. A chat window is open on the left side of the screen, showing a conversation between Victoria Bell and Jennifer. The chat messages are: Victoria Bell: "Here", Jennifer: "one needs a field and the other doesn't", Victoria Bell: "yes agreed", Jennifer: "temporary", "permanent". Below the diagram, there is a text box that says "has multiple microscopic areas in its structure called domains that have a large number of electrons all in alignment. There are billions of electrons in each domain that, when aligned, give a magnetic property to the magnet." Below the text box, there is a text box that says "One difference is that a permanent magnet doesn't need".

In Mr. Ramirez's Physics class, scholars participated in Philosophical Chairs.



Philosophical Chairs  
Question: Which approach is the most efficient to solving the following problem: A football is struck with a horizontal force of 50 N and is batted down with a vertical force of 30 N. What is the net force exerted on the ball?

Diagramming	Quantifying Mathematically
<p style="color: red;">This is better because it provides clear visual</p> <p style="color: blue;">BECAUSE visual allows PT use</p>  <p style="color: green;">AGREE MATHS FINISHES X EASY</p> <p>FORCE diagram allows for clear net force direction</p>	<p style="color: yellow;">50<sup>2</sup> + 30<sup>2</sup> = x<sup>2</sup></p> <p style="color: yellow;">Math makes problem straight forward</p> <p style="color: red;">Fewer steps - more efficient</p> <p>changed my mind bc math end up being needed anyway</p>

Formulas to solve them:  
 \_\_\_\_\_/yes  
 \_\_\_\_\_: Oh, that looks a lot simpler than I thought.  
 \_\_\_\_\_: I see... Thank you very much!

Notes 15  
 14 [font icons]  
 PHYSICS LEARNING LAB  
 Ramirez

Objective: Scholars will be able to find the most efficient approach to solving problems related to Net Forces by engaging in philosophical chair discussions.

Reminders:

- (1) Do not forget Activity Logs
- (2) Pacing Update: Should be close to concluding Unit 2
- (3) Be sure to both post and reply in discussion boards
- (4) Remember next week's presentations must be submitted by Monday morning.

In Mrs. Shabaglian's English class, scholars learned how to create a "killer" essay.


Event Index

Filter Events

- Tab Change
- Chat Message
- Sharing [0:00:00]

## EXAMPLE #1

Secondhand smoke is bad and can cause heart disease and cancer; therefore, smoking should be outlawed in public places, but outlawing smoking is unfair to smokers so maybe non-smokers can just hold their breath or wear masks around smokers instead.



Video

Attendees (8)

Active Operators

- Mitch (1)
- Participant (2)
- Participant (7)
- User 1
- User 2
- User 3
- User 4
- User 6

Chat 3 (Expanded)

User 3: its too long

User 4: run on

User 2: Not only does it seem really infernal, but the examples it presents don't seem like they can be built upon. It also directly contradicts itself. I don't know what the author's opinion is. Is smoking fine or should it be outlawed?

0:28:46/1:34:43

In 12th-grade English class, scholars analyzed different poems. They had the opportunity to dive deep into poetry!

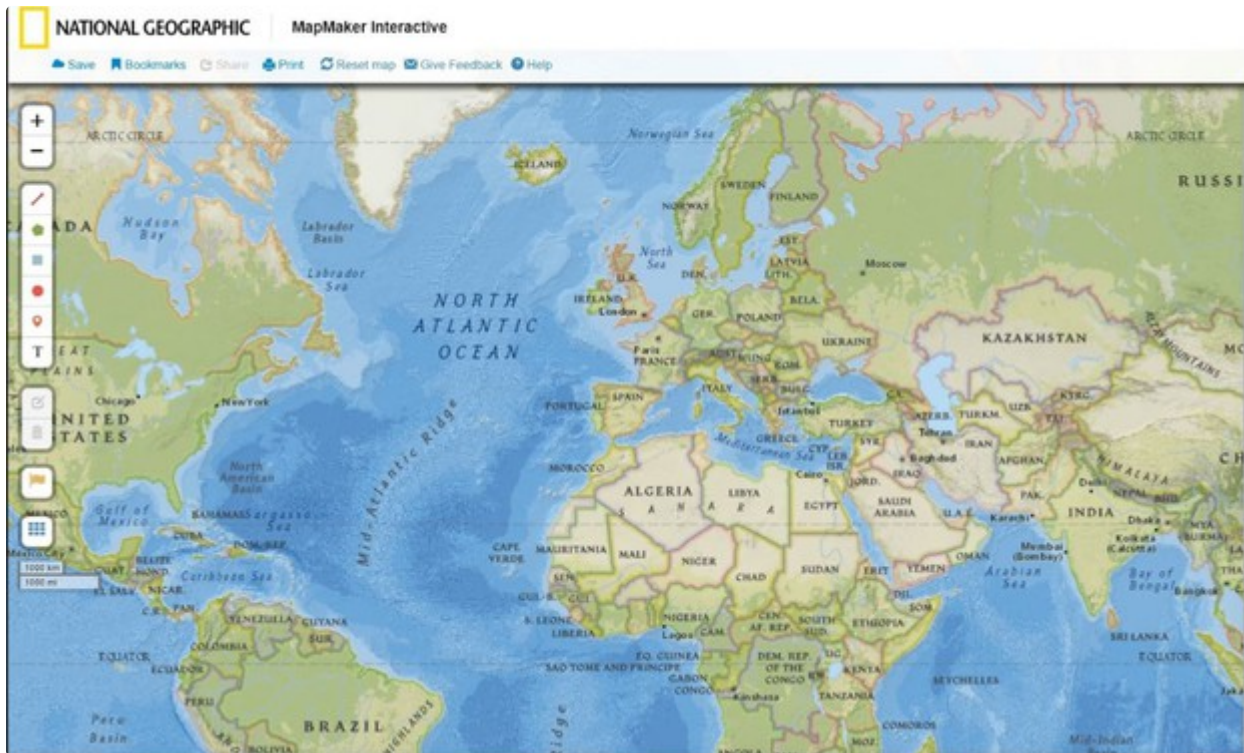
Wild men who caught and sang the sun in flight,<sup>1</sup>  
And learn, too late, they grieved it on its way,  
Do not go gentle into that good night.

Grave men, near death, who see with blinding sight<sup>2</sup>  
Blind eyes could blaze like meteors and be gay,  
Rage, rage against the dying of the light.

And you, my father, there on the sad height,<sup>3</sup>  
Curse, bless,<sup>4</sup> me now with your fierce tears, I pray.  
Do not go gentle into that good night.  
Rage, rage against the dying of the light.



In World History class, scholars used interactive maps to analyze the continents.







*Kids*, which is a ballet program for children with physical and mental disabilities. Leilani helped them during class and also helped them give performances for their parents.

For the past four years, Leilani has been involved with *Charity Water*, an organization that ensures that clean drinking water is available to everyone in remote parts of the world. The company operates by requesting their volunteers to "give up their birthday", and ask for donations instead of birthday gifts. 100% of donations go to this amazing cause.



During her free time, she enjoys cooking and experimenting with unique and healthy ingredients (she's a really great cook!) and this year she learned to eat most of her meals with chopsticks....just because it's fun!

She doesn't watch very much TV, but she loves crime and detective shows and medical surgeries...Yes, she finds those fascinating.

Leilani is very creative and loves the arts. She loves visiting museums, drawing, painting, studying fashion, and taking pictures.

As much as Leilani loves the hectic city life of New York, she is also very much connected to nature, especially the Ocean. She loves animals and they always seem to love her back. She especially misses her Russian Blue cat that she had to leave behind at home.

Our family is very grateful to have been a part of the Compass Charter Schools community. It's a very caring environment with passionate teachers and an excellent online program!

## **We're also featuring our scholar Flavia Nunez Placer!**

**Mayte Ruiz Gonzalez, Flavia's learning coach, shares her family's experience at CCS.**

**CCS: What has been your greatest joy of schooling your child at home?**



**Mayte:** The greatest joy of having my daughter at home is the feeling of security that I have. I enjoy being part of a better learning experience for her.

Compass Charter Schools - Annual Meeting - Agenda - Monday June 25, 2018 at 5:30 PM



**CCS: Can you describe a challenge that you have faced as a learning coach?**

**Mayte:** At times, it is challenging to be responsible for supporting my daughter's education. English is not her primary language, so sometimes it just takes more time to complete the activities.

Together we have managed to overcome this challenge thanks to the help from her teachers at Compass.

**CCS: Why did you decide to school your child at home with Compass Charter Schools?**

**Mayte:** I chose to school at home with Compass because of the successful experience I had with my oldest daughter, Lilimar. It offers our family a lot of flexibility and has worked for us.

**CCS: What advice can you give to a parent who is thinking about schooling their child at home?**

**Mayte:** The advice I would give to a parent who is thinking about schooling their child at home is that having your child at home is the best option! As a parent, you can support their academic growth, and above all, you know that your children are safe.

**CCS: What does your family like to do together during free time?**

**Mayte:** During our free time, when we are not focused on school, our family just takes the opportunity to spend time together and enjoy time as a family.



## STAFF SPOTLIGHTS

### Michelle Whitney, High School Math Teacher at CCS

**CCS: What is your job title, and what are a couple of the things you do at Compass Charter Schools?**

**Michelle:** I am a high school math teacher, and I have been teaching at Compass for almost three years.



**CCS: Tell us your "why" for doing what you do here at CCS?**

**Michelle:** I just love math! I love teaching teenagers and watching them develop and mature into young adults. I enjoy watching them understand new math concepts throughout the school year.

**CCS: What advice can you give to scholars and learning coaches to help them succeed in math?**

**Michelle:** I encourage my scholars to spend a little bit of time on their math studies every day so that they don't fall behind. It's better to spend an hour each day working on your math assignments than spending the entire weekend trying to catch up on the assignments!

**Michelle:** Before I got married, I was an avid swing dancer and I even taught teenagers in Germany how to swing dance at a youth conference!

**CCS: What does your family enjoy doing together during their free time?**

**Michelle:** My family and I like spending time together and with our extended family, too. We also enjoy going to fun places!

## **Alyssa Ginn, High School Social Studies Teacher at CCS**



**CCS: What is your role at Compass and what are some of the things you do to help scholars succeed?**

**Alyssa:** I am a social studies teacher, and I have worked at Compass for the past two years. I teach subjects like Art History, World Religions, and Criminology and Justice to our high school scholars. I support our scholars by teaching live learning labs and one-on-one meetings after class to ensure they understand each lesson. I love teaching and being able to support scholars who learn from home. It gives me the opportunity to share my love of history and help them succeed.

**CCS: If you could share a piece of advice with scholars and learning coaches, what would it be?**

**Alyssa:** If I could offer scholars and learning coaches a piece of advice, I would share with them that is always important to ask questions. Teachers are here to help each scholar succeed! I love it when I can explain a complicated concept or clarify any confusion about a course lesson.

**CCS: What is one thing that most people don't know about you?**

**Alyssa:** One thing most people don't know about me is that I don't like to watch movies unless they make me leave the movie theater happy. I have a history of starting and then stopping all sorts of television shows and movies that are too dark and unhappy.

**CCS: What does your family enjoy doing together during free time?**

**Alyssa:** During our free time, my family and I enjoy going on little outings including trips to the park, the farmer's market, and a local wildlife experience.

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## **COUNSELING**



## Happy Summer from the Counseling Team!

Here we are in the midst of summer break. Scholars, teachers, and counselors worked hard to conclude another great school year. The counseling services team has been gleaming with excitement as this summer marks an important milestone for us at Compass, it's the launch of our summer school program! Scholars can remediate coursework, advance, and/or recover credits that will inch them closer to high school graduation. For those whose plans don't include summer school, we invite you to use your time wisely over the next couple of months by visiting college campuses, taking on internships, participating in academic and sports camps, and volunteering in your community to help you find new interests and passions. Look for those opportunities to grow, build self-confidence, and develop important life skills. Whatever your plans, we hope you enjoy your summer! We look forward to working with you during the 2018-19 school year!

~ Counseling Services Team



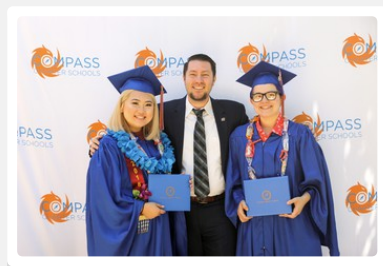


# CCS COUNSELING SERVICES DEPARTMENT



## Counseling News

Our graduating class of 2018 is enjoying their last few days in high school and are ready to embark on a new chapter in their lives. We are proud of the incredible amount of hard work each scholar has invested and the accomplishments they have achieved. They will all be missed!



As part of our farewell celebration for our seniors, our team hosted a Decision Day Virtual Assembly in May! Decision Day allowed us to celebrate the post-high school plans of our





We are thrilled to share with you several of the schools our scholars will be attending this fall:

- Alaska Pacific University
- AMDA College and Conservatory of the Performing Arts
- California Baptist University
- California State University, Northridge
- Concordia University
- California State University, Sacramento
- Vanguard University
- Whittier College
- University of California, Irvine

## Family Spotlight

Since this is our last newsletter of the school year, we want to take this opportunity to highlight a few of our graduating seniors and their families! We are pleased to introduce to you Dominic Smith, Sabella Hunter, and Damion Dillard. Before they graduated from Compass, we asked them to share a bit about their experience during their time with us!

### The Smith Family

The brick and mortar schools that Dominic attended in the past left him feeling rushed and we found it difficult to get the accommodations he needed for his disability. Luckily, we found virtual learning at CCS that allowed him to set a more suitable and comfortable pace for his learning needs and style. Sometimes it was hard for Dominic to resist the temptation to waste time distracted by other online activities, but overall this program really worked for him!

What we loved most about CCS was the open communication and availability of teachers and counselors. The staff here truly want to see each scholar succeed. They genuinely cared about Dominic's goals and did everything they could to help him reach his full potential. CCS is a school I that I trust to provide a top-notch education that prepares scholars for college and thereafter. I'm excited to say that he will be attending California State University, Northridge (CSUN) in the Fall of 2018! He will be majoring in the prestigious film program. We are so proud and elated!



## Hunter Family

We chose virtual learning because Sabella was interested in a variety of challenging academic courses offered at CCS. The courses have given her the freedom to explore each subject in as much depth as she would like. While virtual learning has its challenges, like learning to effectively manage time especially when taking AP exams and the SAT, Sabella was able to overcome the challenges with encouragement from family, self-directed research, and support from her teachers and school staff. Her only regret is wishing she participated in more school field trips and clubs.

Our biggest advice to families considering virtual learning would be to develop effective time management and planning skills to ensure that the scholar completes their work on time, and to encourage the learning coach to truly embrace their role and remain available to assist their scholars as a backup resource when challenges present themselves.





We have enjoyed interacting with Sabella's teachers and other scholars, and we feel CCS has a magnificent support structure to ensure each scholar's success. Perhaps most of all, Sabella has enjoyed working with the counseling staff. Mr. Samples, her school counselor and Ms. Cruz, her College and Career Counselor have had such a positive impact on her journey. Ms. Cruz has proven to be dynamic and holds an energetic spirit! She has been a tremendous support for Sabella and is always ready to investigate, analyze, and share her findings and perspective with us, and keep us informed of scholarship opportunities. She has ensured that our family will be forever bonded to CCS!

Our family is excited to see Sabella go off to college. This summer she will be attending the University of California, Irvine (UCI) Summer Bridge Program and will be a freshman at UCI starting in the Fall of 2018. She plans to major in Visual and Concept Art with a double minor in Game Science and Japanese. She plans to study abroad in the summer of her sophomore and junior years and has aspirations to join the UCI honors program in preparation for a Master's or advanced degree fellowship in the future.

## Dillard Family

I found virtual learning seven years ago while searching for a safe place to learn, and be myself without fear of being judged or bullied because of who I am and how I choose to identify. It gave me not only the safe space I was looking for but also a better learning experience than the one I had in a brick and mortar school. Doing my schooling online has changed me and I feel I'm a better person as a result. Virtual learning gave me the time and the space to understand who I am, what I stand for, and what I believe in. I will take these values with me for the rest of my life. While I did face some difficulties feeling a bit isolated, I took it upon myself to get involved with my local YMCA teen center to build friendships and



socialize with other kids. For me, it was important to socialize for my emotional and personal well-being, it helped me successfully learn online and it made me a responsible social citizen.

Compass Charter Schools - Annual Meeting - Agenda - Monday June 25, 2018 at 5:30 PM

My favorite thing about being part of the CCS community was being part of Book Club! It allowed me to get involved in school and it was somewhere I could turn to explore my worth and it gave me something to be proud of.



My next steps include attending my local community college, where I plan to start my course studies in a field that brings together my joy for learning, design, computers, and 3D Graphics and Animation! I'm hoping to get "my feet wet" at the community college before transferring to a 4-year university since I've been out of a physical classroom for so many years. For me, this transition represents adjusting to schedule changes, classrooms, teachers, and other scholars, but it's something I am looking forward to with excitement!

## Staff Spotlight

This month we are featuring **Karla Gonzalez, Records Technician at CCS.**



### CCS: What are your primary job responsibilities?

**Karla:** My primary job responsibilities at CCS as a Records Technician include maintaining transcript records to ensure completeness and accuracy. Specifically for our high school scholars, I request, receive, process, enter, and validate transcripts and work with various counselors to troubleshoot any problems that pertain to records. Most of my work is behind the scenes collaborating internally with other CCS staff. I also assist the records department in maintaining scholar records for all grade levels. I process and issue scholar high school graduation diplomas, once they become eligible, which is perhaps one of my favorite responsibilities!

### CCS: Can you share a little bit about your background?

**Karla:** I have 10 years of experience working in online charter schools as a registrar and enrollment secretary. I have been part of the Compass community in the records department for the past three years.

### CCS: What is your favorite thing about working at CCS?

**Karla:** My favorite thing about working at CCS is having the ability to be part of each scholars education. Even though my job is behind the scenes and I don't work directly with our scholars, seeing and witnessing the amazing things that our teachers and counselors do every day makes me proud and happy to be part of the process. I truly enjoy watching our scholars graduate, move on to the next step in their life, and succeed.

### CCS: What is your favorite thing to do when you're not working?

**Karla:** My family is a central focal point in my life so when I am not working I am spending time with them. We love nature and more often than not we can be found spending time outdoors enjoying all that nature has to offer. When we're not outdoors, we are practicing Jiu-Jitsu together, or I might be off on my own practicing yoga, reading self-improvement books, and writing.

## SHARE YOUR STORY



Are you enjoying the educational experience at Compass? Tell us! We want to hear from you. Why did you decide to join the Compass family? Or, what do you love most about being part of our community? Share your comments and all of your wonderful experiences at Compass with us! [Click here](#) to share.



### Compass Charter Schools

Facebook    @CompassCS

Visit our [website](#) for more information about our academic programs. Or, contact Janae Smith, High School Coordinator, at [jsmith@compasscharters.org](mailto:jsmith@compasscharters.org).

850 Hampshire Road, Suite P,...    [info@compasscharters.org](mailto:info@compasscharters.org)  
 [compasscharters.org](http://compasscharters.org)

[https://www.youtube.com/watch?v=d\\_3jyxoCWVU](https://www.youtube.com/watch?v=d_3jyxoCWVU)









**FOR IMMEDIATE RELEASE:**

March 2, 2018

**CONTACT:** Rayna Gamble  
(805) 405-8365

**Compass Charter Schools (CCS) to Present on Cybersecurity  
at the Girls World Expo in Fresno**

*Thousand Oaks, CA* – Compass Charter Schools (CCS) will present at the Girls World Expo this Sunday, March 4. The Girls World Expo, held in Fresno, is an event that focuses on inspiring, motivating and uplifting young girls as they strive to build healthy relationships, develop self-confidence and achieve their goals.

Rebecca MacAlpine, Scholar Engagement Coordinator, will give a presentation on cyber safety to help teen girls and their parents safely navigate today's digital world. The presentation will discuss several risks involved with online activity and how families can avoid or overcome those obstacles. The presentation will also provide advice to help teen girls make smart, safe choices online and offer encouragement to help them overcome any challenges they may face such as cyberbullying.

"Cyber safety is a necessity for all youth in today's society," said MacAlpine. "It's important for youth to know the risks involved with online activity and how to protect themselves. I believe in raising awareness of cybersecurity for everyone to ensure that today's generation is educated and prepared to interact online safely."

Girls World Expo is a day-long event created by local teen girls for local teen girls. The event invites teen girls to enjoy a day full of presentations by successful and powerful women right from their own community who can show them a path to success! Visitors will have the opportunity to attend workshops, listen to speakers, see demonstrations, science exhibits, and speak one-on-one with women who are leaders in business, government, industry, the arts, and many other realms of endeavor. It's a rare opportunity for young girls to see what their future could be, and learn what it will take to get there.

There will be fashion on display, an art show, music and dance performances by talented local artists, and the always-popular GWE Marketplace, where families can see and purchase everything from hair accessories to self-help materials, and clothing to jewelry.

CCS is a virtual independent study charter school serving grades TK-12 with a scholar enrollment of over 1,000. In 2012, CCS began with a small team of educators in Southern California committed to providing a safe, family-centered alternative to the traditional brick and mortar school for scholars throughout the state. While CCS has evolved over the years, the desire to provide excellent educational options has remained strong with our online and homeschool programs. Over the past five years, we have educated the highly gifted, the bullied, the athlete, the actor, the academically-challenged, the chronically ill, and many other scholars who sought a personalized educational experience outside traditional classroom walls.

"CCS is committed to offering families the support and guidance they need to ensure their children stay safe in today's digital world," said J.J. Lewis, CCS President & CEO. "We are proud to offer our scholars, and non-scholars alike at the Girls World Expo, a clear set of tools and resources to help them stay safe online. Thank you to Rebecca for presenting at the Girls World Expo and sharing important safety tips for teen girls and their families!"

**About Compass Charter Schools**

Compass Charter Schools (CCS) is a WASC-accredited virtual public charter school serving scholars throughout the state. Catering to TK-12 grade scholars, CCS offers the choice of either their home school or online academic program. CCS 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 CCS, visit [www.compasscharters.org](http://www.compasscharters.org).





# COMPASS

## CHARTER SCHOOLS

### **2018-19 Planning Survey Results Comparison**

**(855) 937- 4227**

**CompassCharters.org**





# Our Mission and Vision

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

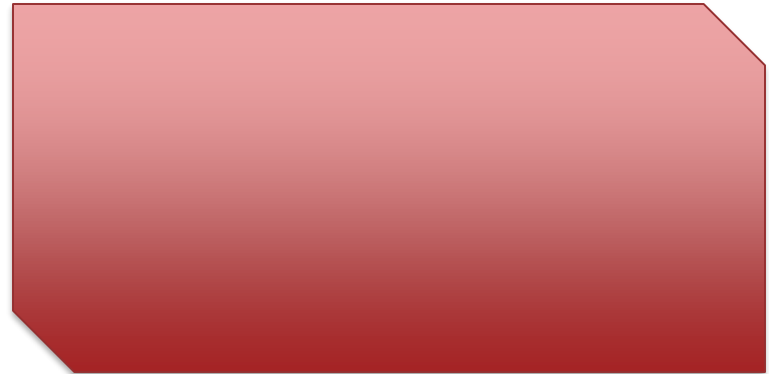
Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.



# Key



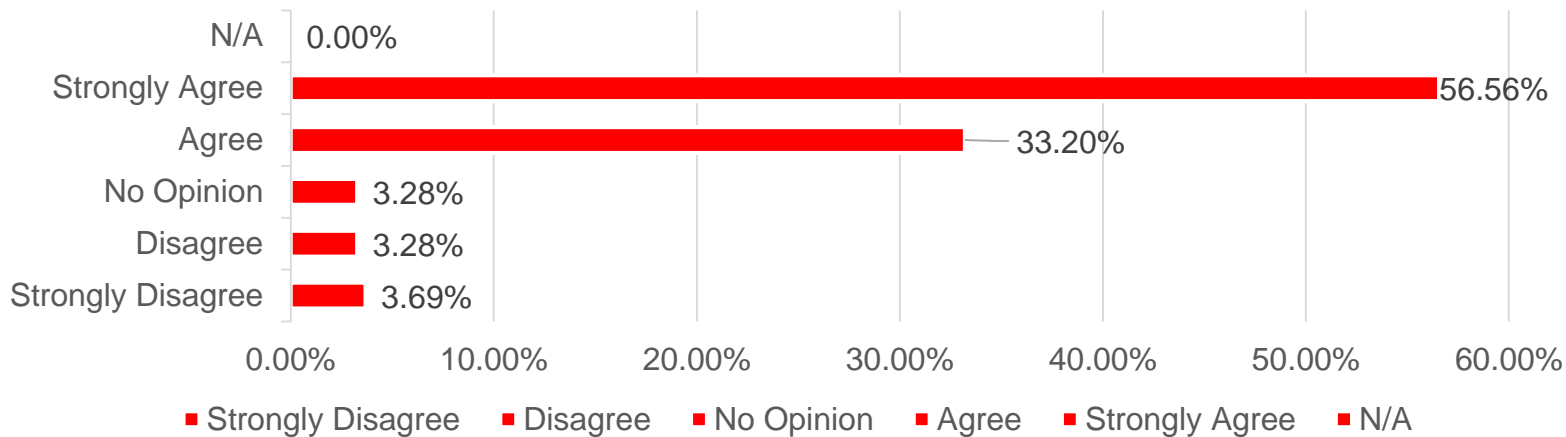
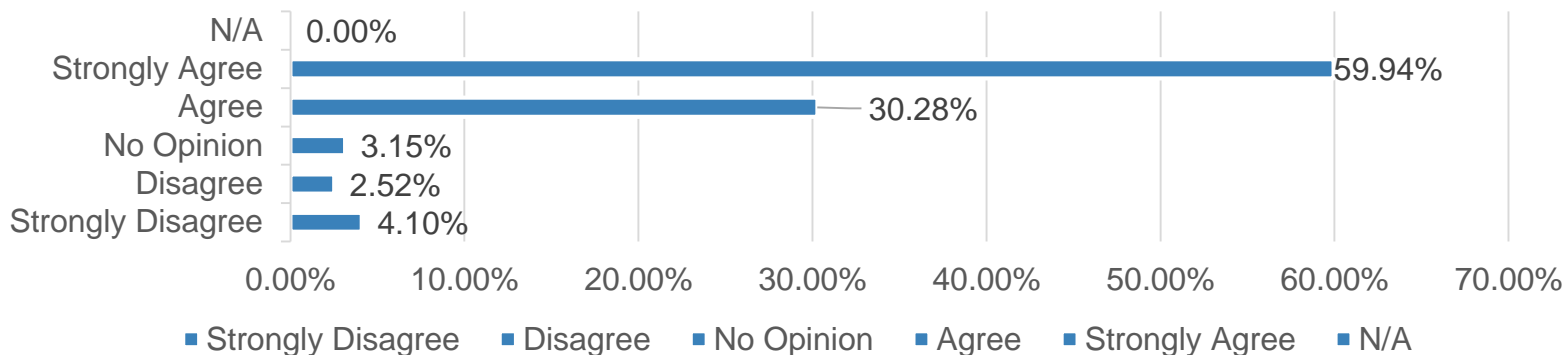
2017-18 Results



2016-17 Results

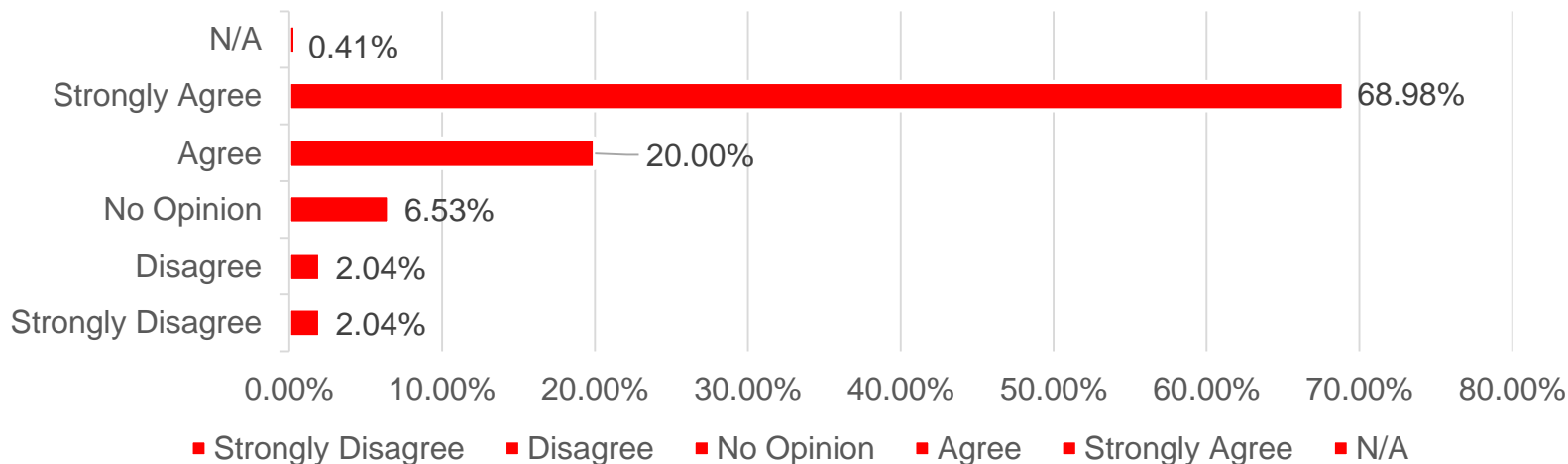
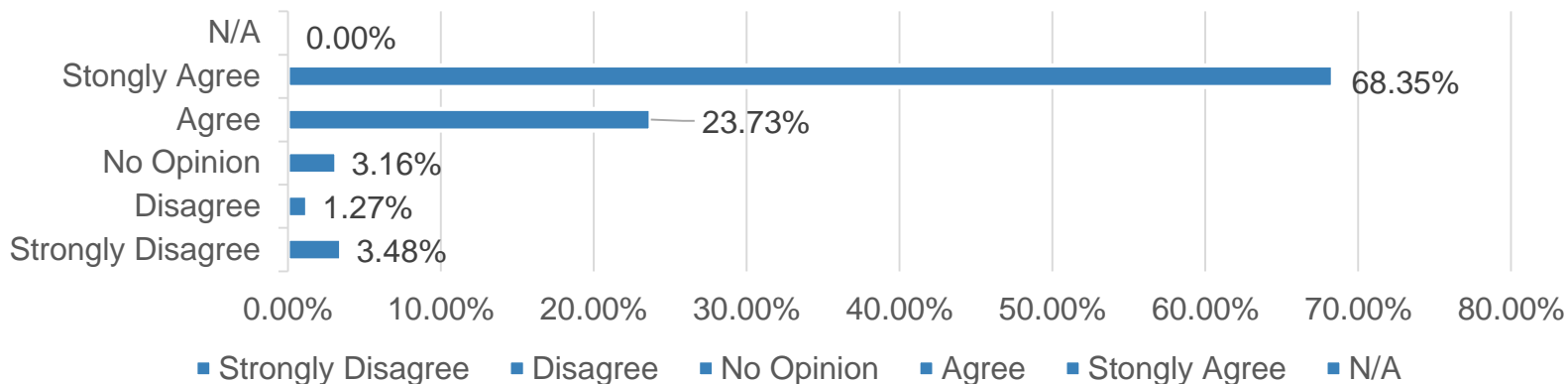


## I am satisfied with the overall program offered at CCS.



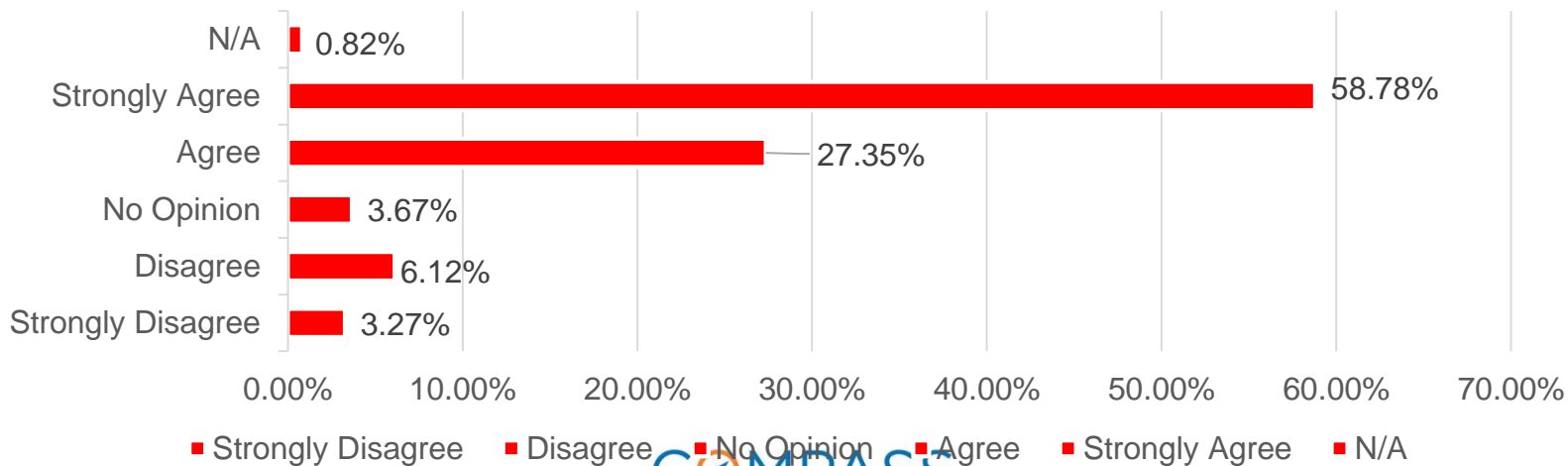
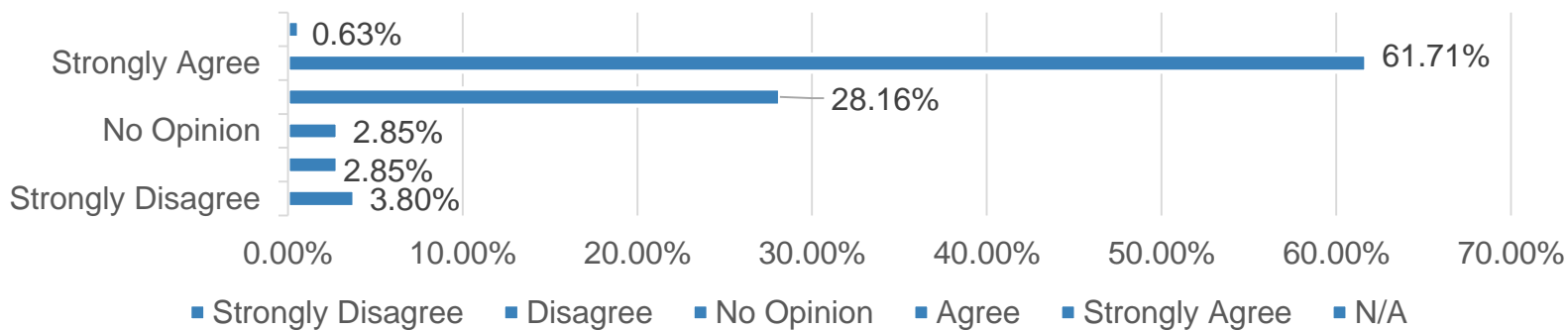


## CCS is Committed to the Success of Each Scholar



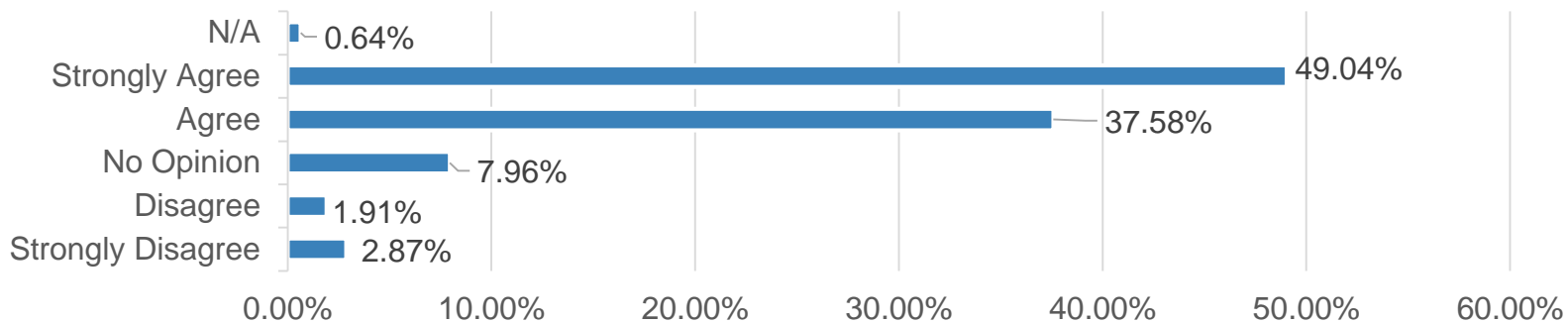


## Satisfied with the communication between staff and family.

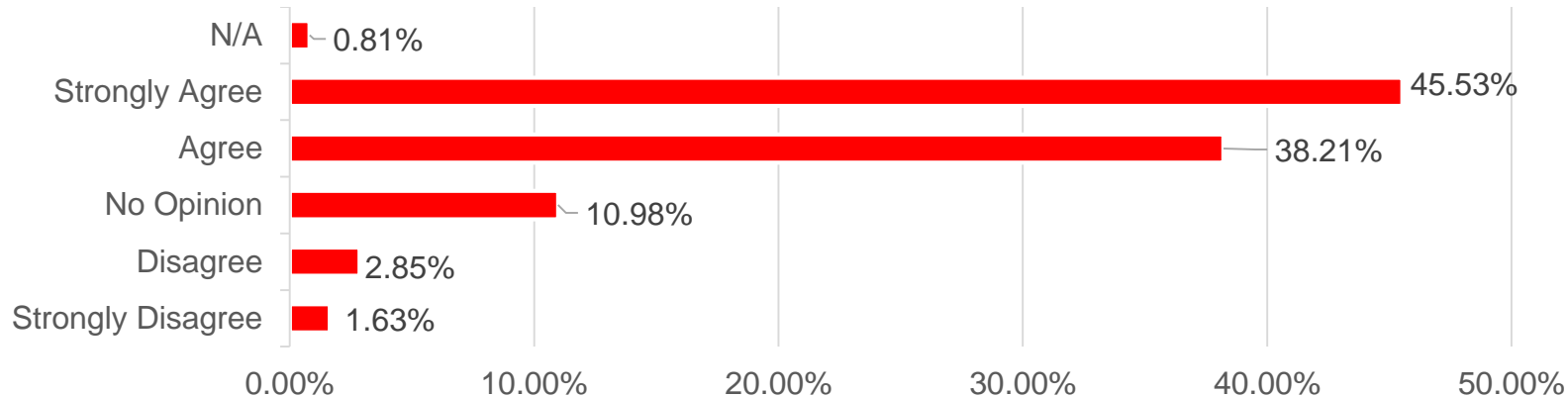




## At CCS, scholars are prepared for their future success.



■ Strongly Disagree 
 ■ Disagree 
 ■ No Opinion 
 ■ Agree 
 ■ Strongly Agree 
 ■ N/A



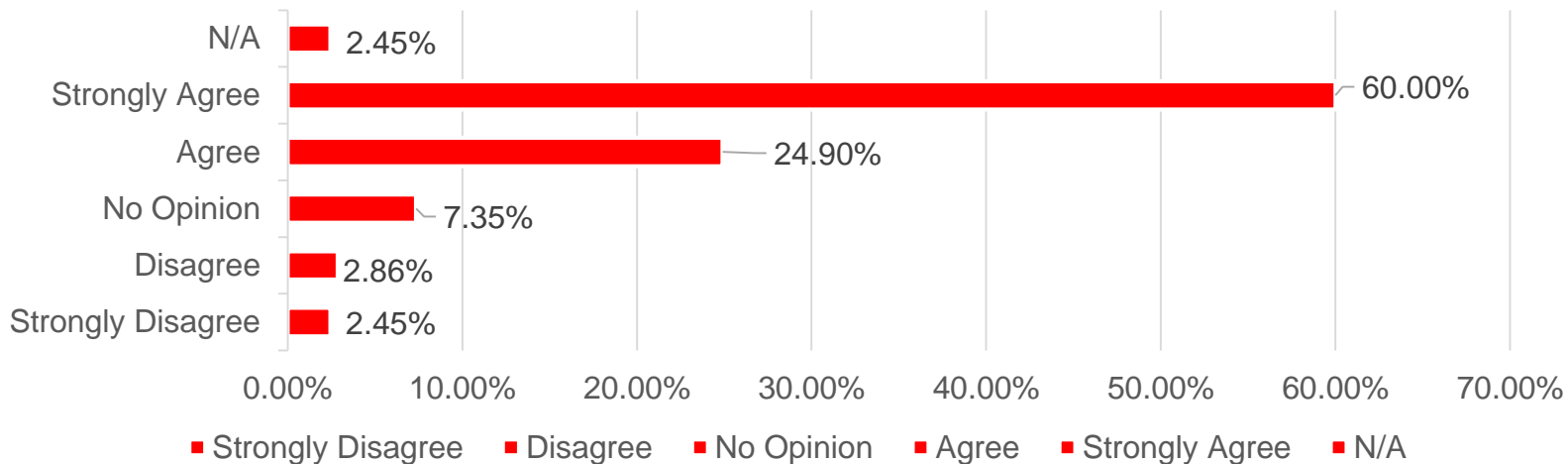
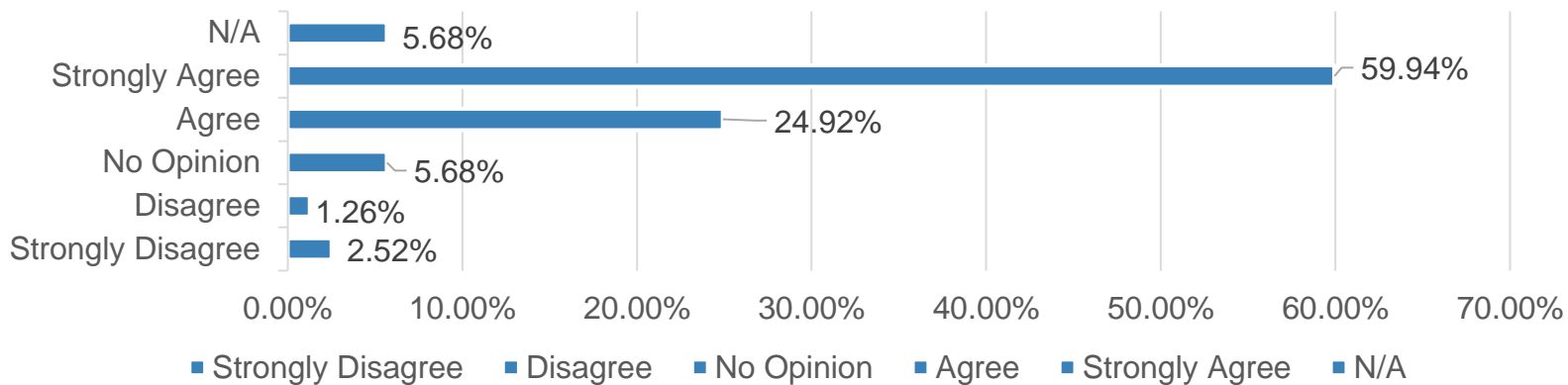
■ Strongly Disagree 
 ■ Disagree 
 ■ No Opinion 
 ■ Agree 
 ■ Strongly Agree 
 ■ N/A





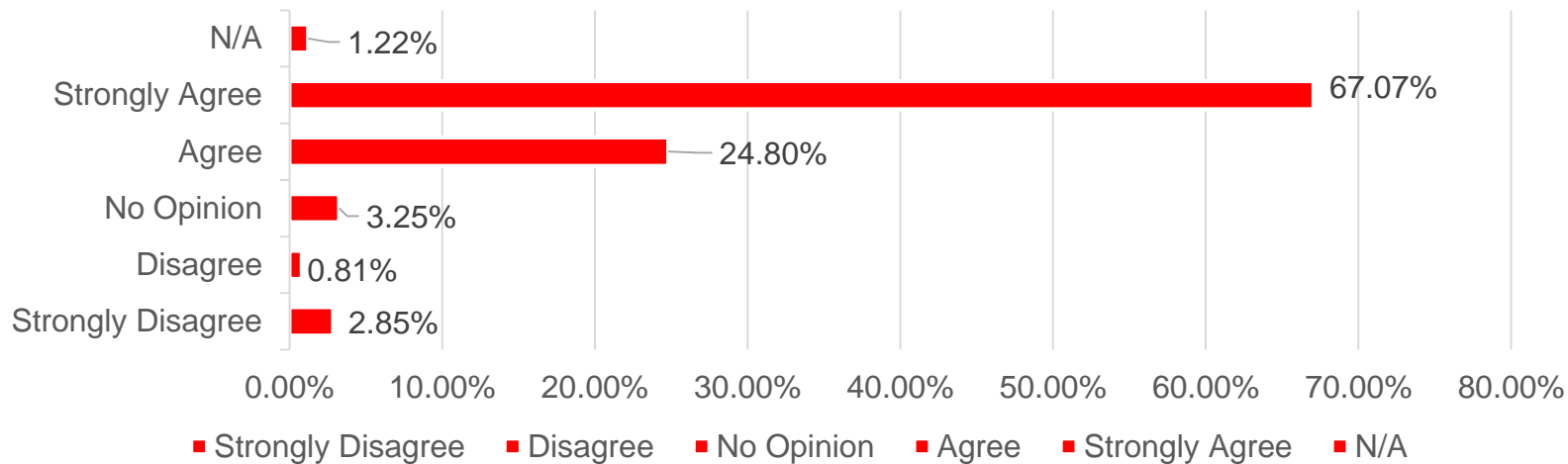
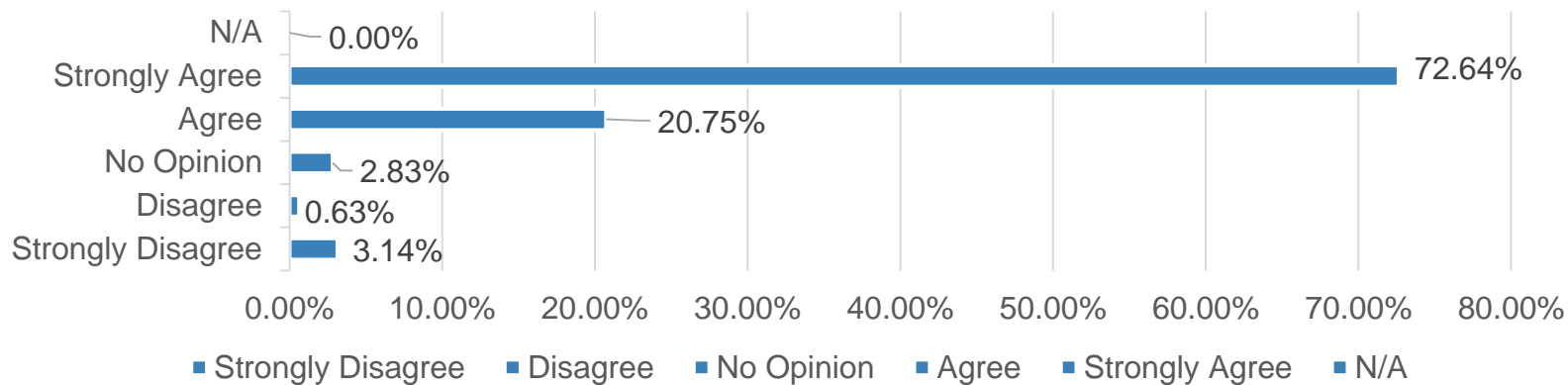


## CCS teachers are highly qualified in the fields they teach.



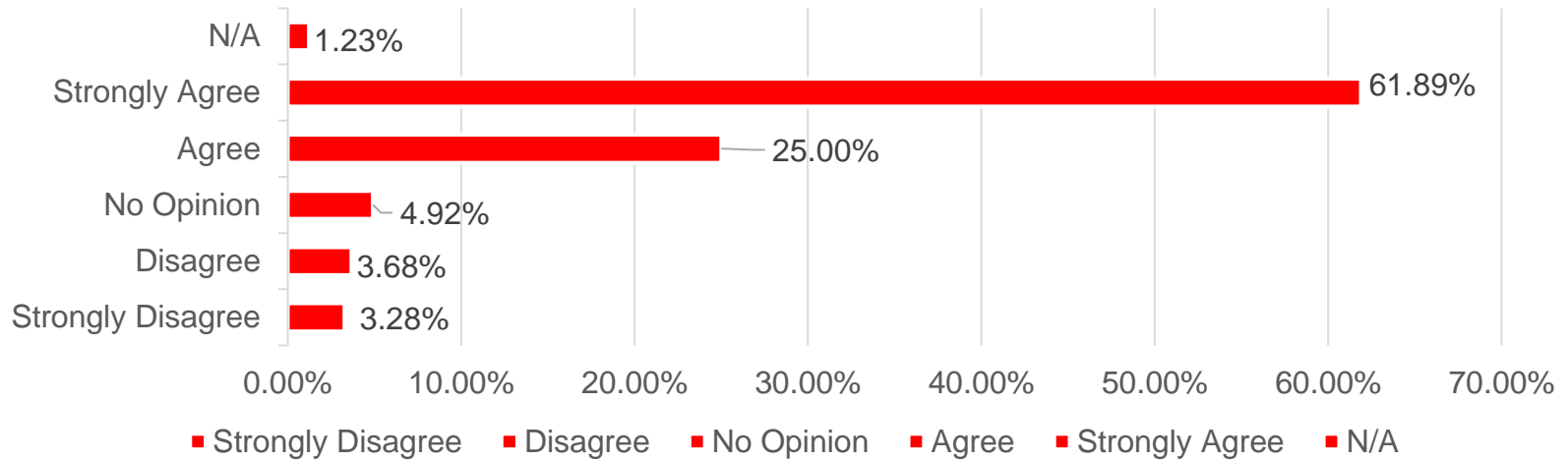
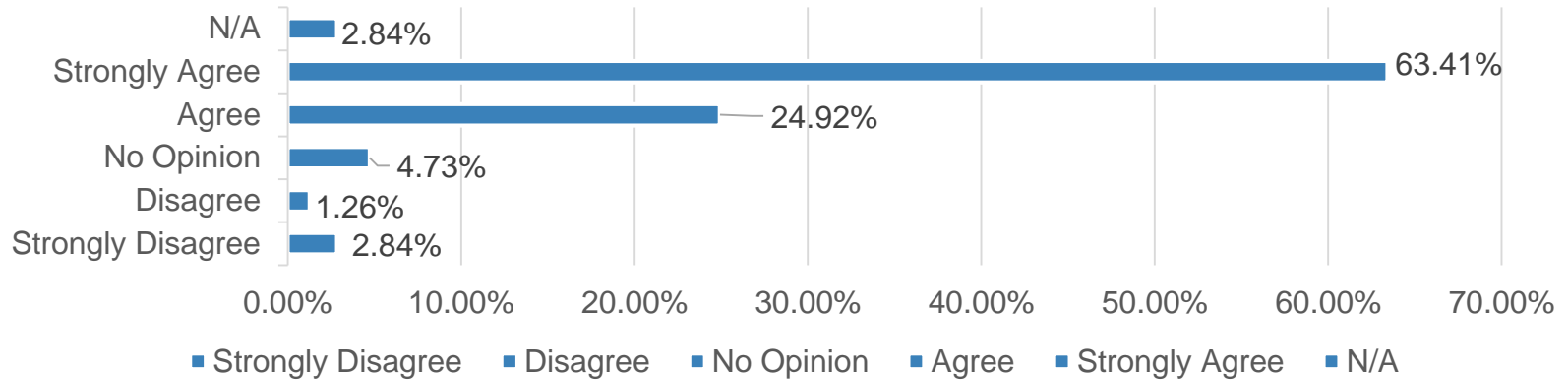


## CCS staff members are helpful and respectful.





## I believe CCS teachers are responsive to scholar needs.





# Questions?



Contact:

J.J. Lewis | President & CEO

(818) 824-6233

[jlewis@compasscharters.org](mailto:jlewis@compasscharters.org)

[@lewis1jj](#)



# Compass Chronicle

Options Program | Summer 2018

## Summertime is Here!

It's hard to believe that the 2017-2018 school year has come to a close! It has been a pleasure for our Options team to work with our families this year. It has been a year of growth - both for our scholars and our program.



As I reflect back on the year, several highlights come to mind. Families have built relationships with their EFs through their regular connections. We added our Orange County Learning Center, which has provided a wonderful experience for those scholars who participate in our Navigators' Community. Friendships have been formed on field trips and in club meetings. Staff and learning coaches had the opportunity to mingle at our several Coffee with Compass locations. A wealth of knowledge about homeschooling and curriculum options was contributed by learning coaches during our Options Roundtables. Hobby, project, and pet interests were shared at our monthly Options Hangouts. Numerous vendors were added throughout the areas Compass serves. Parents and EFs reviewed individual scholar progress during their report card conferences. And we wrapped up the school year with a celebration of our scholars who exemplify Compass' five core values (Achievement, Respect, Teamwork, Integrity, Communication) during our Options Virtual Awards Ceremony.

This quarter has allowed us to continue to witness the growth and learning that have been taking place as you guide your scholars at home. Whether it's by attending live classes at a learning center, logging into a virtual seminar, digging through a textbook, or diving into a monthly kit, your scholars have been learning amazing things! This newsletter gives us the opportunity to reflect on the school year and to highlight some of those amazing things -- such as learning animal science and care by working on a farm, building a model of the human body, and even using the scientific method to determine the best deodorant. You will also get to meet a couple of our families and Educational Facilitators, along with spotlights on some of our newest vendors.

Have a fabulous summer!

Kristy Smith, Options Learning Manager

[ksmith@compasscharters.org](mailto:ksmith@compasscharters.org)

[@CCSKristySmith](#)

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## CELEBRATING OUR SCHOLARS

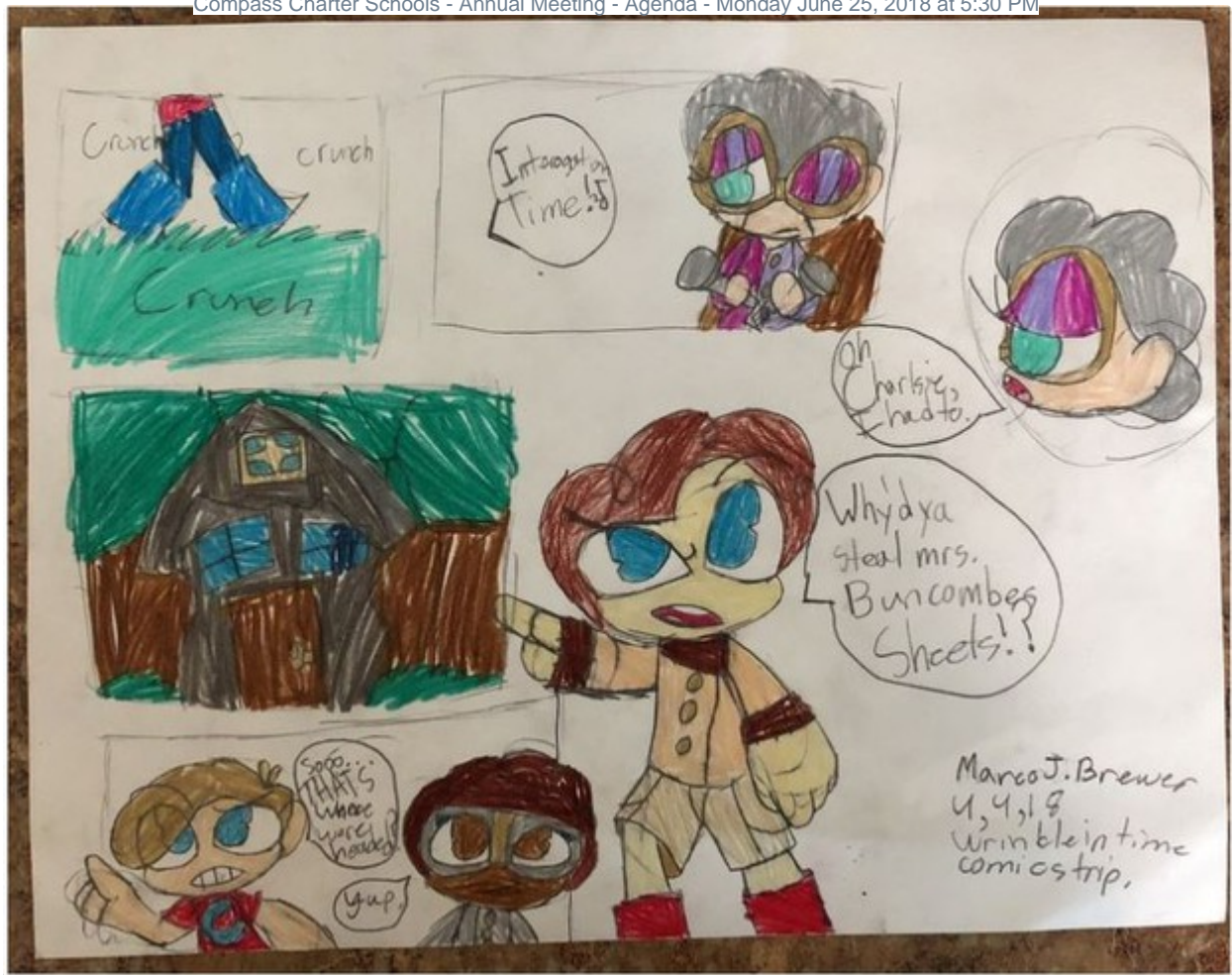
Wondering what other Options scholars are up to? Here's a glimpse!

Ramses B. enjoys eating out to practice using his money. He orders his own lunch and counts and pays with his own money.





Marco B. created this comic based on *A Wrinkle in Time*.



Ada M. is applying science to animal care. This is Ada with the rooster she is raising.



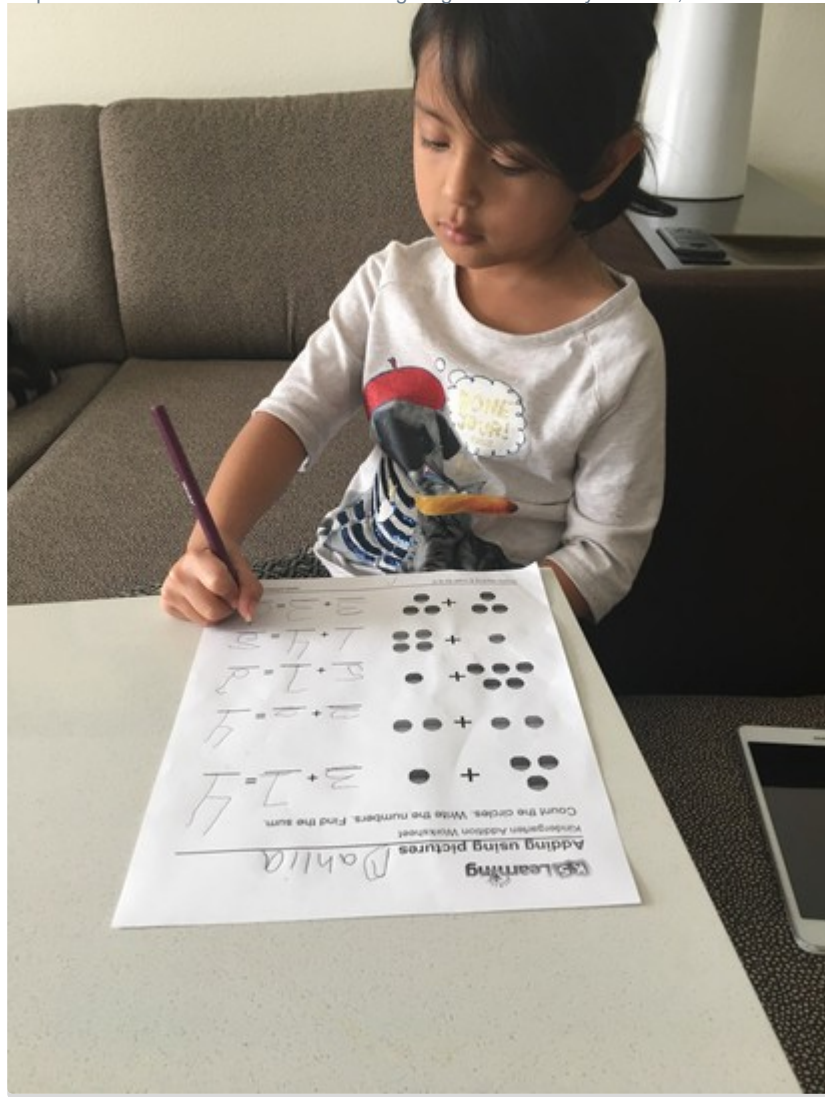


Working on the farm at a local college gives the MacLeish scholars an opportunity to use teamwork, learn science, and do physical activity.



TK scholar Dahlia C. is doing a fantastic job working on her addition skills! Here she is using pictures to add single-digit numbers!

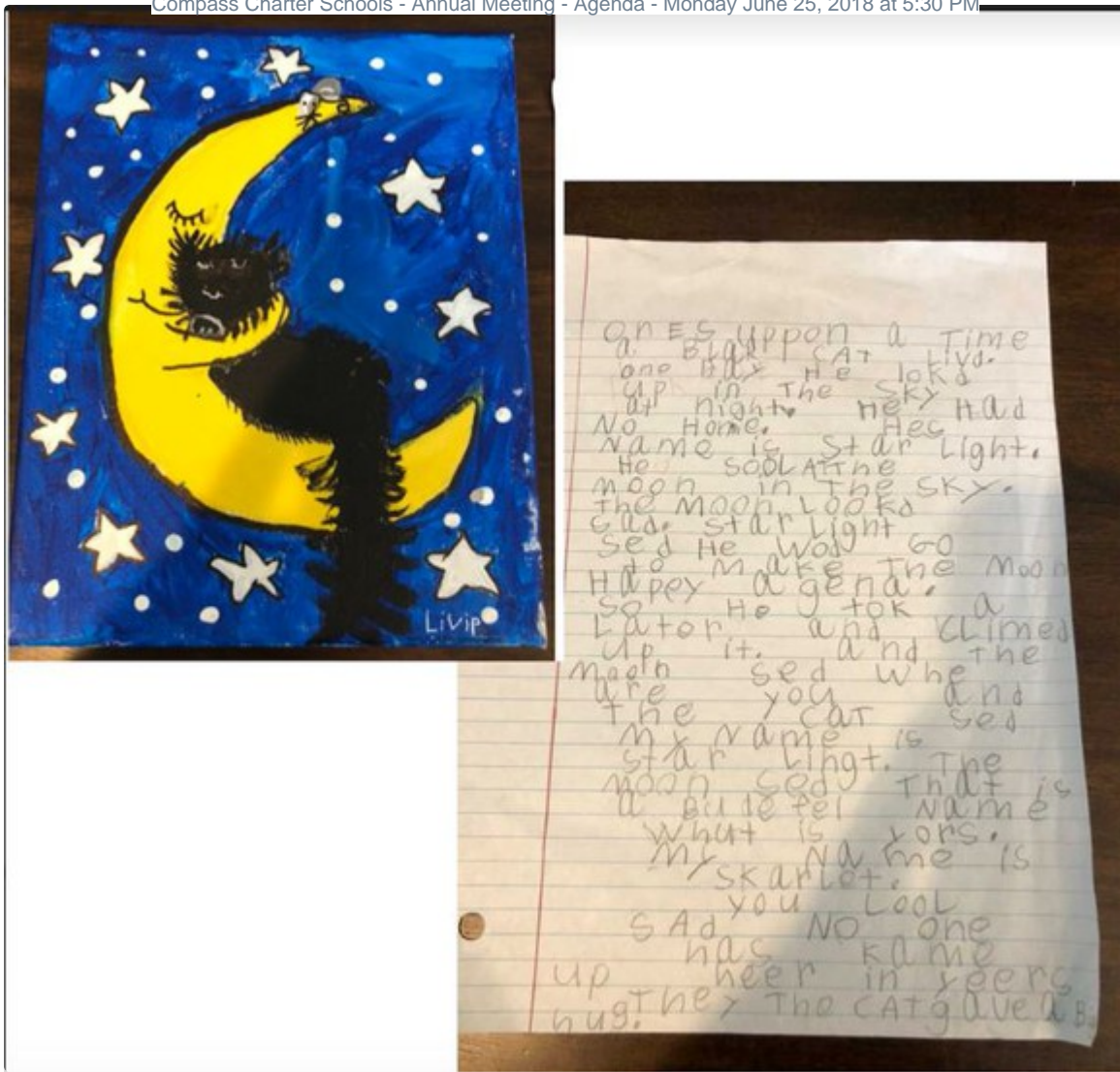




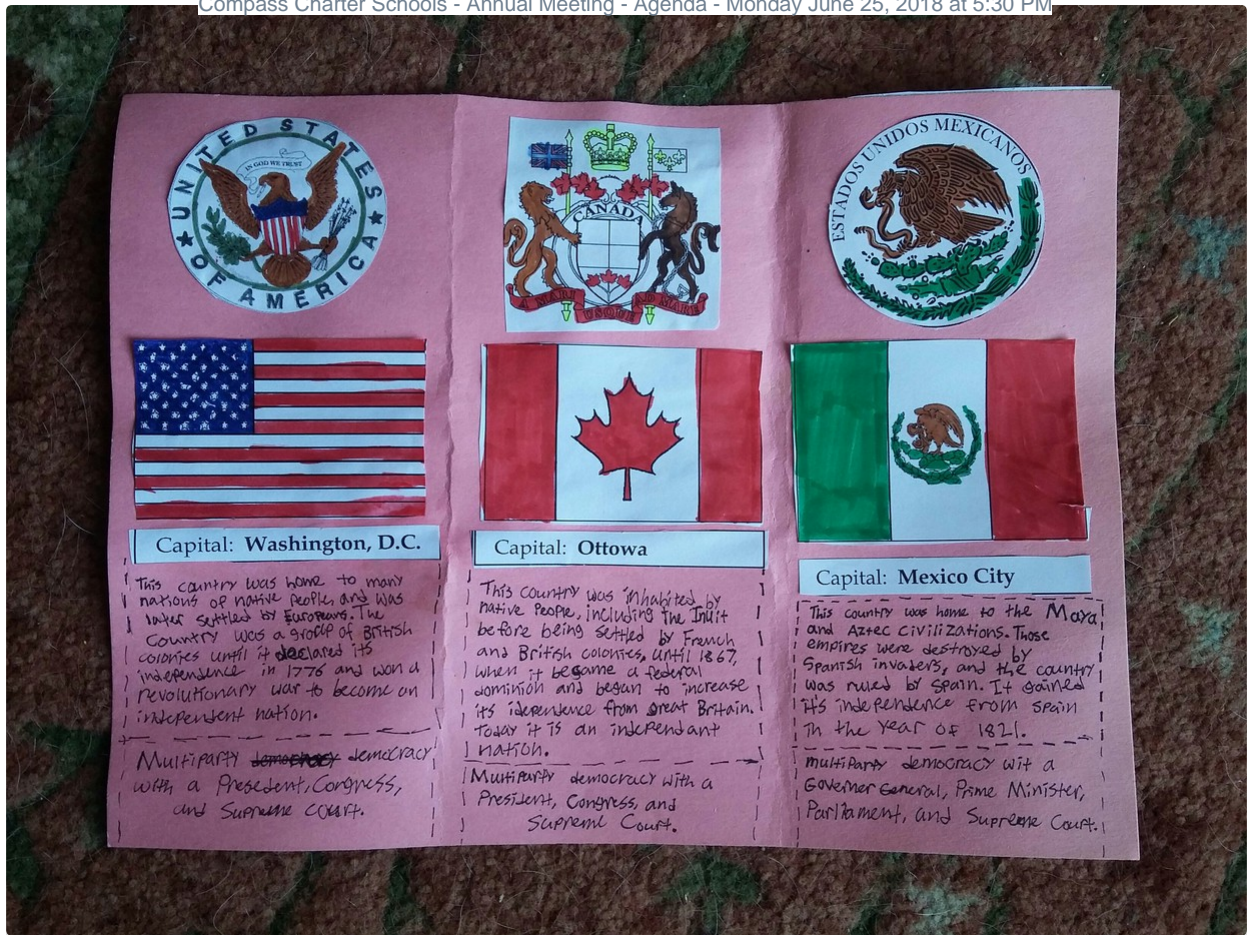
AJ P. is a 7th-grade scholar taking a technology elective this year. He recently completed this coding project where he added information to a digital wanted poster using HTML code.







The Ness family often incorporates a blending of hands-on activities and rigorous writing when it comes to their homeschooling style. Recently, Claire, an 8th-grade Options scholar, created a brochure to compare the North American governments of Mexico, United States, and Canada.



Reagan N., a 10th-grade Options scholar, wrote an informational how-to text about bleaching blue jeans.



3/8/18

#High  
Five

## How to Bleach Dip Jeans

Bleach is a highly effective way to change the color of almost any fabric. Both at once, bleach is a simple and complicated chemical to work with. Bleach is an extreme base. When applied to fabric, it breaks up the molecules in the dye and causes an extreme color change. If left too long, it will eventually eat the fabric so it is unwearable.

To bleach dip jeans, you will need:

Jeans	Old clothes to wear
A plastic container that will fit the jeans	Bleach
Water	Gloves
Vinegar	A timer
A chalk pencil	

The first thing you will need to do is find a workspace. It should have plenty of air circulation and you must not mind spilling bleach on the ground. Outside would be the best place to do this. On the jeans, mark 5in. sections with the chalk pencil, starting at the bottom of the legs and going as far up the leg as you want dyed. Put on your gloves and old clothes and begin measuring out the bleach and water. Depending on how much fabric you are bleaching, you may need to adjust the amounts. I used about 2 cups of bleach and 2 cups of water to bleach about 2/3 of the way up the legs. No matter how much of each substance you use, you must keep a 50/50 ratio of bleach to water. **DO NOT USE STRAIGHT BLEACH TO DO THIS!!!** By doing so, the pants will not resemble pants when you are done.

Once you have marked the pants and mixed the chemicals, you can begin bleaching. Before you put the pants in the bleach, set your timer for 5 minutes, then you can lower the jeans into the mixture up to the first mark, and start the timer. Once the timer dings, you can reset it and lower the pants to the next mark and start it again. Repeat this until all of the sections have been submerged in the bleach. Now take them out and let them sit while you mix the vinegar.

To do this, you will need to rinse out the container you had the bleach in. Again the ratio of water to vinegar should (like the bleach), be 50/50. Put the jeans into the mixture and let them soak for 10 minutes. The vinegar is an acid, so when it is mixed with bleach (base), it neutralizes the bleach and causes the dyeing process to stop.

*10 minutes later...*

Take the jeans out of the vinegar and let them dry.

Once the jeans are dry, hand-wash them 2-3 times before putting them in a regular load of laundry (or wearing them!). This will ensure that any bleach that may be left in the pants will not leak into the rest of the load of laundry and ruin the clothes. Bleach is one of the best things to use if you want to dramatically change the color of fabric without using dye. It can also be used to lighten hair (**DO NOT ATTEMPT AT HOME!!**). You may have to alter the amounts of bleach, water, and vinegar given depending on how much material you will be bleaching. Here are my before and after pictures of the jeans I bleached.

Adrena M. planted and tended to a garden over several weeks. It is growing!



Jansen H. wrote a creative writing piece entitled *Heat Man and Skull Man*. This is Part 1 of his intriguing story.

**Heat Man and Skull Man - Part 1**

**The A.R.T.S Convention.** It stands for the Advanced Robots and Trade Show. A convention to showcase and discuss advanced robotics.

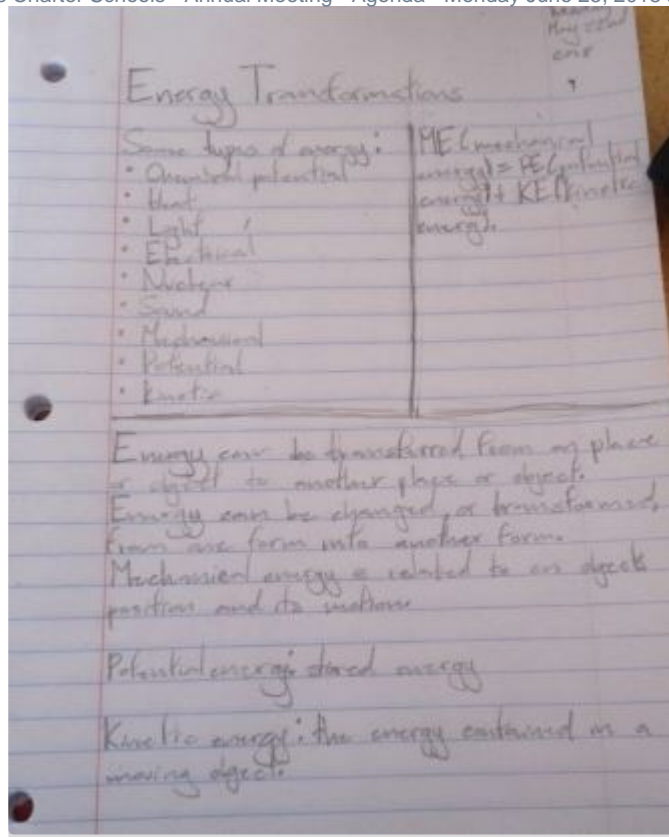
Heat Man was very much contemplating not going; it wasn't like he was interested, and the superior robot master designs would likely just remind him of his own faults. But his coworkers at the geothermal plant kept pestering him about it ("You're a robot! Shouldn't you be interested in a trades show about robots?") was just one of the annoying questions he got almost every day.) so he ended up staring at the front door of the building, about to enter the convention. Heat Man sighed and stepped through the doors. As per usual with these conventions, there was a large crowd. Humans and robots lined every crevice of the facility, leaving no room for a bulky box like him to maneuver around. Heat Man wasn't sure where he was even going; he was just wandering around, trying to find something of interest. "Excuse me, are you Heat Man?" said a Russian voice behind him. Heat Man turned around to find himself looking at Dr. Cossack. He'd heard of him before. Dr. Cossack was the victim of Willy's fourth attempt to take over the world. "Yes, that's me. You're Dr. Cossack, right?" Heat Man asked. "Yep, and I'm Kalinka!" cried the little girl beside

Dr. Cossack. Kalinka was the hostage Willy used to manipulate Dr. Cossack into sending his robots out to destroy Monsteropolis. Heat Man had never really liked kids, and Kalinka wasn't changing his mind. "Er, yes...I was hoping if I could ask a favor of you." Dr. Cossack nervously scratched the back of his neck. "You see, when I was forced to work for Dr. Willy..." Cossack began. "Dr. Willy is really mean!" interjected Kalinka. "Yes, he is. Anyways, when I was forced into working for Dr. Willy, he told me to create two more robots, specifically designed for fighting. Those robots were Ring Man and Skull Man." Cossack continued, "After Mega Man defeated Dr. Willy, those two robot masters hadn't just vanished. I needed to somehow take care of them, and let them interweave their way into society." Cossack stopped to take a breath, then continued, "First, I had to teach them the concept of feelings, and somehow get them to experience feelings for themselves. I did!" "Why couldn't you just reprogram them?" interrupted Heat Man. "Well, they were incredibly stubborn, and wouldn't allow me to reprogram them. So I had to do it the hard way. As I was saying, I already have someone to take care of Ring Man. But I need a volunteer who can teach Skull Man the concept of feelings, and I was hoping that person would be you." Before Heat Man could reply, however, a mysterious figure behind Cossack and Kalinka started talking. "Excuse me Doctor, but why do I have to have this inferior robot as my teacher?" "Skull Maooooooooooan! That's rude!" cried Kalinka. "Yes, it is rude! See, this is exactly why you need to be taught by someone infer- er, someone less...less...well designed as you!" Dr. Cossack said, trying not to hurt Heat Man's

feelings. Too bad, he'd already decided he wasn't taking the offer. After all, there was no way he could stand the presence of such a pompous prick for what was probably a month-long venture. Dr. Cossack turned towards Heat Man, "Er, anyways, are you willing to take the offer?" "No, I don't really have the time or patience for it." Heat Man replied. "Come onnnnn! Pretty pleaseeeeee?" Kalinka whined. The little Russian girl was not changing his mind in the slightest. "Sorry, but the answer is no. I hope you'll find someone else to help you." Heat Man said. Dr. Cossack sighed, "Well, if that's what you feel, I won't pester you about it. Come on Kalinka, let's search some more." "Awwwwwwww. Oh well, bye Mr. Heat Man!" Kalinka sighed and walked away with her father. Meanwhile, Skull Man had refused to move, and was still staring at Heat Man. The height difference wasn't what bothered Heat Man - he was forced to get used to being the shortest robot master around, at a height of 4 feet 6 inches - it was that menacing glare that brought fear to him. "Skull Man! We need to get going!" Dr. Cossack yelled from a distance. Skull Man inspected Heat Man for one final second before heading towards the father and daughter.

Jeremy M. has been studying energy in science and is now working on how energy transfers.

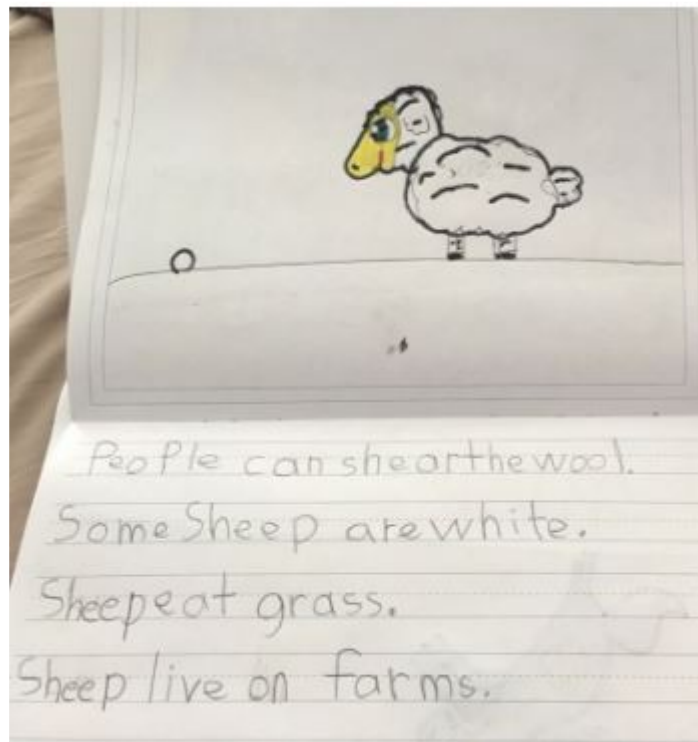




Matthew B. used detailed instructions to build this ballista. He used it to study trajectory paths and potential and kinetic energies.

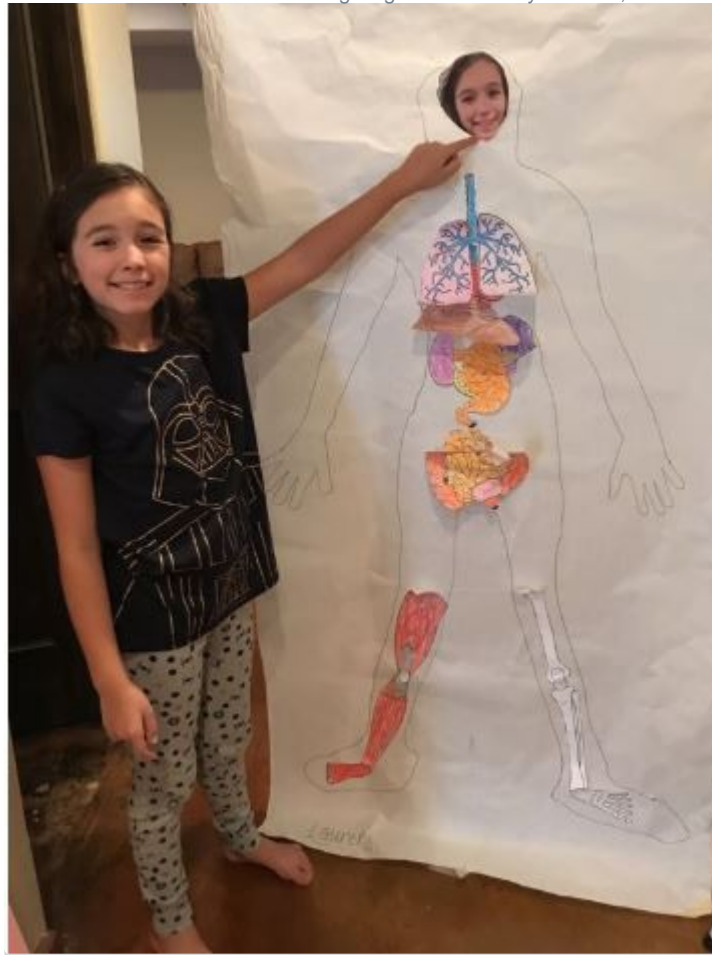


Eden L. and Gabrielle L. are working on writing their own books, beginning with writing simple factual sentences about the subject. Then they will move into creating storyline scenarios with their sentences. These pictures show the early stages of their work that will later transform into forming creative writing paragraphs.



Lauren M. built a model of her body.

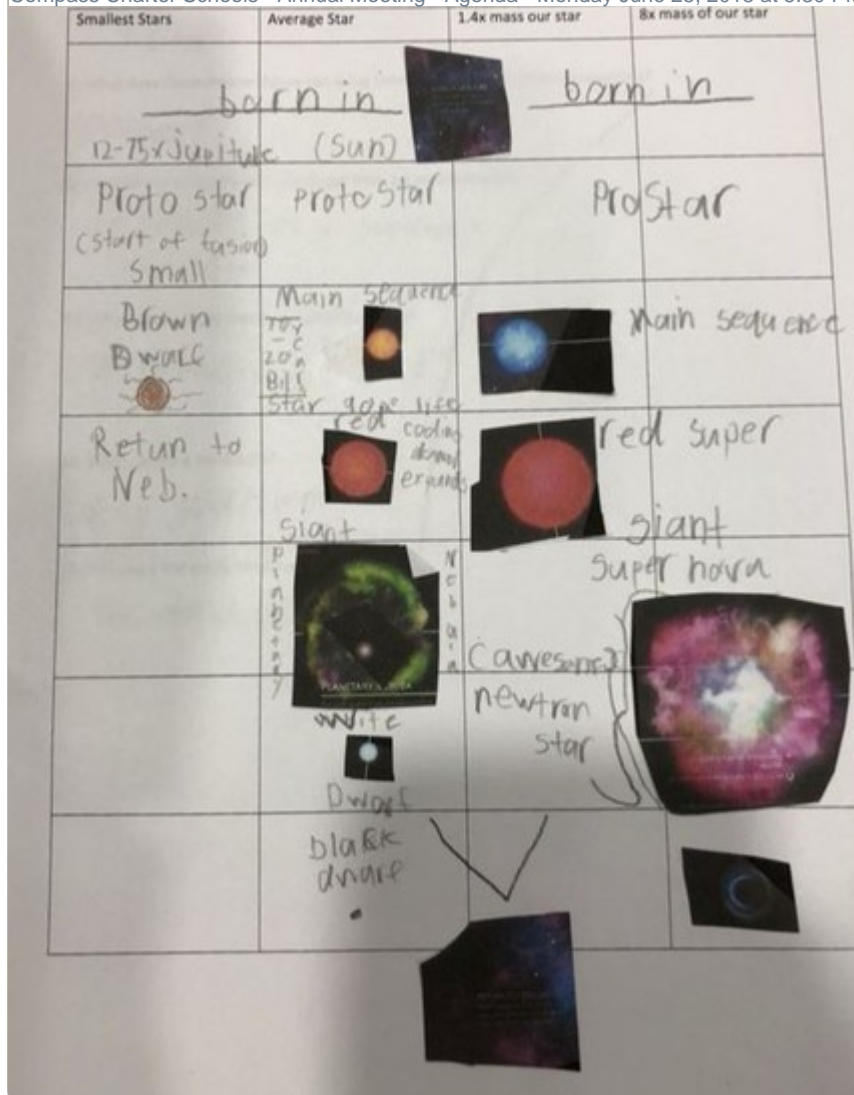




Lilian M. drew a picture to show what she is learning about the southwest and the Native American traditions.



Dean N. is studying the life cycle of stars in his Story of Science class.



## FAMILY SPOTLIGHTS

### The Barrios-Martin Family

This month, we are pleased to introduce you to the Barrios-Martin family! They live in Hemet, and this is their first year at CCS.

**CCS: What are the names and ages of your scholar(s)?**

**Learning Coach:** We have three children: Emilia (9), Moises (7), and incoming scholar Esperanza (5).

**CCS: Why did you decide to homeschool, and why do you enjoy homeschooling?**

**Learning Coach:** We always knew that we wanted to homeschool. What boosted my motivation was problems in traditional public schools that we went through and what is happening nationally, also.

**CCS: How long have you been part of Compass Charter Schools?**

**Learning Coach:** This is our first year, but we are already re-enrolled for next year including my soon-to-be five-year-old daughter.



**CCS: Can you tell us a little bit about your family?**

**Learning Coach:** Our family consists of my two daughters, one son, two Husky puppies, my husband, and myself. We love the outdoors, exploring, and trying new trails and adventures.

**CCS: What are your scholar's favorite subjects to study?**

**Learning Coach:** They all LOVE science, and math is second! They have a blast creating and building new things. They love agriculture and the excitement of creating something out of nothing.

**CCS: What do you enjoy most about being part of Compass Charter Schools?**

**Learning Coach:** The freedom we have to plan out our time together and being able to be in charge of the information my children obtain and the life lessons they learn. The field trips and support from all of the educational facilitators and school staff have been great!

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## The Forrest Family

We would also like to introduce you to the Forrest family!

**CCS: What are the names and ages of your scholar(s)?**

**Learning Coach:** Our daughter Penelope is six years old.

**CCS: Why did you decide to homeschool?**

**Learning Coach:** When the time came to enroll Penny in a brick-and-mortar school, we were met with a lot of challenges because she did not meet the cut off date. We were told that she would have to wait an extra year before she would actually be able to start school, which meant being in PreK for two years. Ten days before she turned 6, she was finally allowed to



start school. When the orientation day came, we sat through the teacher's curriculum only to find out that she would be taught things that she had already mastered, such as writing her name, learning her ABCs, and counting. My husband and I decided that she wouldn't thrive and it wouldn't be fair to her if she were to be "held back."

**CCS: Why do you enjoy homeschooling?**

**Learning Coach:** We enjoy homeschooling because Penny can move at her own speed, we can choose the curriculum, and we have the freedom to explore deeper into subjects that she has an interest in. Right now, it's her desire to become a veterinarian.

**CCS: How long have you been part of Compass Charter Schools?**

**Learning Coach:** This is our first year with Compass. We discovered them at a homeschool convention. They answered all of my questions, eased all of my concerns, and made me feel comfortable with how homeschooling would work for our family. They are extremely accessible, and our educational facilitator is helpful and knowledgeable whenever we have a question or concern.

**CCS: Can you tell us a little bit about your family?**

**Learning Coach:** We are a family of four, Penny being the oldest and natural mentor to her younger brother, who is four years old. She never misses an opportunity to teach him something new. We have a few sayings in our household. My favorite is, "Everyday is a new opportunity to learn something new."



**CCS: What are your scholar's favorite subjects to study? Can you tell us about some of the exciting projects that you have completed this year related to Penny's desire to work with animals?**

**Learning Coach:** Penny loves math and science. She meets challenges head-on and doesn't give up when a puzzle is too complicated. It's wonderful watching her figure out and master new concepts. She has been working on the human body and how it differs from animals' bodies. She has a strong desire to become a veterinarian. We recently purchased a Vet Academy book, along with a vet set, which have both fueled her goal.

**CCS: What do you enjoy most about being part of Compass Charter Schools?**

**Learning Coach:** What we enjoy most about being part of Compass is the freedom to choose our curriculum and versatility to study whenever, wherever, and whatever situation our family finds ourselves in.

**CCS: Have you ever been on a CCS field trip? If so, what was your favorite one?**

**Learning Coach:** Compass provided us the opportunity to visit the Aquarium of the Pacific in Long Beach. Penny was able to learn about penguins, sharks, the vast variety of jellyfish, and my personal favorite, the otters.

**CCS: What do you like to do outside of school? Do you have any hobbies?**

**Learning Coach:** Girl Scouts have kept Penny busy with camping, cookie sales, and other social events. When she isn't with her troop, she enjoys playing with Legos, rock collecting, playing veterinarian, riding her bike, embroidery, and collecting statues of cats in all shapes and forms (no live cats because Mom and Dad are allergic!).

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## VENDOR NEWS

It's been a busy and exciting time in the vendor department this month! Be on the lookout for several new vendors when school resumes in the fall. Here are some that will be added:

**Services:**

- [East West Ice Palace](#) - Ice skating rink offering group lessons, located in Artesia
- [Art Experience Studio](#) - Art classes, located in Torrance
- [Drivers Ed Direct](#) - Drivers Online Education Course and Behind-the-Wheel Training, located in Chatsworth
- [SpinSteam](#) - Courses in programming and science for K-12, located in Irvine
- [Asteme Math and STEM Center](#) - Learning center focused on STEM principles, located in Los Angeles
- [First Stone Community Maker Labs](#) - Maker lab where scholars build their own hand tools in order to build projects, located in Santa Clarita
- [Claire Hosterman Vocal Studio](#) - Vocal lessons in person or via Skype, located in Burbank
- [Math with Mrs. Fish](#) - sixth-grade online math class

**Materials:**

- [Edgenuity](#) - Online content, curriculum, intervention, and related services for grades K-12
- [KinderLab Robotics, Inc.](#) - Creator of KIBO, which lets 4-7 year-olds build, program, decorate, and run their own robot
- [Home Learning Company](#) - Educational product company focused on the early educational basics of colors, shapes, counting, matching, simple addition & subtraction,

## Service Vendor Map

Looking for service vendors available in your area? Check out our [service vendor map!](#)

# VENDOR SPOTLIGHT

## Ice town Carlsbad

[Ice town Carlsbad](#)



With the addition of Ice town, a new vendor in Carlsbad, your scholar can ice skate even as the weather is warming up outside! The owners of Ice town founded the business when they realized that North County San Diego needed an ice skating rink. At Ice town, all ages learn to skate while having fun and learning a lifetime sport!

The programs at Ice town are perfect for parents and families that want the best for their children and have a strong sense of family. This is a sport that the whole family can do together. Each class at Ice town is hands-on as the skaters learn valuable techniques and strategies to do their best on the ice. The classes are in a group format; however, each skater receives attention from the coach with individual evaluations and certificates. A variety of classes are offered to fit the needs of all scholars. From tot skating classes for the little ones, to basic skills classes, and even specialty classes, there is sure to be something that fits your child's ability level. Ice town offers classes year-round on Tuesdays, Thursdays, and Saturdays. They believe the more you skate, the better you become!

Ice town even offers benefits to customers, such as discounts on additional classes. When you take more than one class, the second class is half the price of the first. Also, the program includes free skate rental and free public session the day of the class. Participants additionally receive a discount to all of the other public sessions. If you live near Carlsbad, consider what Ice town has to offer!





## Cooking Round the World

[Cooking Round the World](#) will be a new vendor with Compass this fall, and we wanted to take this opportunity to introduce you to their innovative program. The goal of this vendor is to immerse children in a country and culture using food and cooking as one means to solidify understanding. Parents and children appreciate Cooking Round the World for its unique perspective. By supplying a child with international recipes -- from countries like Italy, Cuba, Thailand, Greece, Israel, Philippines, and more -- scholars are encouraged to widen their parameter of what a meal can look like in a different country. As "breaking bread" is a time for family connection, they add a fun family game about the country of the day. Families love their program as it's a way to taste new foods, learn, and connect! Their recipes are easy to follow. Directions are step-by-step, cookware needed is identified, and a list of shopping ingredients is laid out. They offer some language education and a family trivia game the whole family can play at the end of the meal.



Ms. Mindy Myers started this business because, as a former principal, she noticed how children gravitated toward hands-on learning. With cooking, the reward is immediate..... in the eating. She also noticed that many children were unaware of the world around them. Cooking Round the World became a way to broaden a child's perspective beyond California, and what better way to do that than through deliciousness!

Cooking Round the World offers subscriptions. *Family Night International* or *Family Night USA* are twice-a-month subscriptions that include recipes for a three-course meal (appetizer, main course, dessert), a folktale from the country or state of the day, and a trivia game that can be played with the family. They also have a *Cooking Theme Month* program, which is a once-a-month subscription for a five-recipe meal mailed on the first of each month. Subscribers receive five recipes and curriculum about that month's theme. Themes include: A Dish of Disney, Regions of Italy, Regions of China, Celebration Foods, Eat Your Colors, A Trip to the Mediterranean, Island Food, Peace through Food, All About Baking, All About Rachel Ray, Street Food Round the World, and All About Bobby Flay. Fun stuff!

To note: Cooking Round the World is a nut-free company. No peanuts or tree nuts are used in any of the recipes. They will also alter the recipes to accommodate any other allergies when notified.



## STAFF SPOTLIGHT

### Karle Roberts, Educational Facilitator



**This month, we would like to introduce you to Karle Roberts.**

Karle is new to Options but not new to Compass. She has been supporting Amy Wormald's scholars while Amy is out on maternity leave and will continue as an Educational Facilitator in the fall.

**CCS: What is your name, and can you share a bit about yourself?**

**Karle:** My name is Karle Roberts, and I have been married to my wonderful husband for almost 17 years. We have three adorable children: Preston (9), Peyton (6), and Presley (4). I live in Clovis (Fresno area), and we have two orange tabbies named Mike and Molly. This is my 17th year of teaching and my 14th year working in a charter school.

**CCS: What is one of your favorite parts about working at CCS?**

**Karle:** Wow, only one?! I would have to say my absolute favorite part about working for Compass is that I feel valued. Working for a school that asks for our input, learning coaches' input, and scholars' input means that the school truly wants to be strong and grow based on feedback! It takes a lot to ask the question "What can we do better?" and it's even more impressive when they listen!

**CCS: What is your favorite thing to do when you are not working?**

**Karle:** I love spending time with my family! My kids are growing up so quickly, so I want to treasure every moment possible! I also started running again in the early mornings and have started running 5k races with my oldest son, Preston.

**CCS: What is (or was) your favorite subject to study?**

**Karle:** My favorite subject was Science. I originally went to the University of California, Davis (UC Davis) to become a veterinarian!

**CCS: What is your educational background?**

**Karle:** I went to UC Davis straight out of high school to become a veterinarian. My sophomore year there I changed my plans, transferred to Fresno State, and graduated with my Bachelor's Degree in Liberal studies Summa Cum Laude and earned my multiple subject teaching credential. During my third year of teaching, I began my Master's Degree in Elementary Reading and Literacy from Walden University in their online program and graduated in 2006.

**CCS: Do you have any advice for scholars?**

**Karle:** My advice is for scholars (and learning coaches): Organization is key! Use a planner and/or your Google calendar that syncs with your mobile phone. Set reminders before a due date. As a busy mama myself, I would be lost without my reminders for important due dates, and any deadline for that matter.

**CCS: How can Options families contact you, if needed?**

**Karle:** I am available by text, phone call, or an email! 805.807.8215 or [kr Roberts@compasscharters.org](mailto:kr Roberts@compasscharters.org).

## Kristin Beasley, Educational Facilitator



### **CCS: What is your name, and can you share a bit about yourself?**

**Kristin:** My name is Kristin Beasley. I am a mama to three adult children: Joe, Laney, and Eli. I have one amazing granddaughter named Charlie Rose. I love working with scholars of all ages, but early childhood and parenting are my passion. Relationships drive learning, so my goal is always to get to know my scholars and families well enough to support their journey and educational goals.

### **CCS: What are your favorite things about Compass Charter Schools?**

**Kristin:** My favorite part about working at Compass is the ability to engage in education without walls. I love being able to work with and support families and scholars in education without the constraints and limitation of one building. In this environment, scholars can and do experience learning all the time!

I also appreciate the leadership at Compass. There is a dedication to integrity and process that I value and respect. My experience is that they want to do things right and will not compromise on the values or mission of this school. The goal is to be great at education, one scholar at a time. I love that!

### **CCS: What are your favorite things to do when you are not working?**

**Kristin:** I love to cook large amounts of food and feed people! It's weird, but I do it anyway. Also, water in any form soothes my soul. I am a kayaking/canoeing/SUP guide on the San Joaquin River in Fresno. This summer I am excited to teach my granddaughter how to swim so she can start her adventures with water, too. Last but not least, I love spending time with all my peeps: my kids, partner, pets, friends, and extended family.

### **CCS: What are your favorite subjects to study?**

**Kristin:** My favorite thing to learn about is EVERYTHING! I think this is why I am an educator -- because of my own drive to learn new things. I spent most of my formal education studying babies and the brain. I have a Ph.D. in Pediatric Clinical Psychology and a Master's in Early Childhood Education. However, I see relationships everywhere and spent four years transitioning a plum and tangerine farm to fully certified organic. Wow, that was an education. I am an advocate at heart for the underserved and underrepresented. My most current fascination is with the revolution of a new global economy, cryptocurrency. Learning about the social-political implications of this new currency and how it will pull more than half the world's population out of poverty around the globe humbles me. I love innovation!

### **CCS: What is your background in education?**

**Kristin:** I graduated from high school early and went to work. My counselor told me I was "not college material." I believed her at first, then remembered that I took college classes during high school so that I could graduate early. I started at a community college and finished my Bachelor of Science, teaching credential, and Master's in four years at California State University, Fresno (CSU Fresno). After almost two decades of teaching at a community college, I decided I wanted to pursue my Ph.D. in Pediatric Clinical Psychology -- babies and brains. I know this is the heart of resiliency, so I wanted to know everything I could about it, then find ways to live my life putting it into practice. So, I teach!

### **CCS: Do you have any advice for sch**



**Kristin:** My advice for scholars (and learning coaches) is to find your passion! Then follow it, no matter what. The journey is the destination of life, so finding ways to love every step of the way and taking someone by the hand with you is what I believe life is all about. Be courageous and be kind!

**CCS: How can Options families contact you if needed?**

**Kristin:** I am available by text, phone call, or an email! 805.407.1182 or [kbeasley@compasscharters.org](mailto:kbeasley@compasscharters.org) .



## COUNSELING



### Happy Summer from the Counseling Team!

Here we are in the midst of summer break. Scholars, teachers, and counselors worked hard to conclude another great school year. The counseling services team has been gleaming with excitement as this summer marks an important milestone for us at Compass, it's the launch of our summer school program! Scholars can remediate coursework, advance, and/or recover credits that will inch them closer to high school graduation. For those whose plans don't include summer school, we invite you to use your time wisely over the next couple of months by visiting college campuses, taking on internships, participating in academic and sports camps, and volunteering in your community to help you find new interests and passions. Look for those opportunities to grow, build self-confidence, and develop important life skills. Whatever your plans, we hope you enjoy your summer! We look forward to working with you during the 2018-19 school year!

~ Counseling Services Team



**CCS**  
**COUNSELING**  
**SERVICES**  
**DEPARTMENT**



### Counseling News

Our graduating class of 2018 is enjoying their last few days in high school and are ready to embark on a new chapter in their lives. We are proud of the incredible amount of hard work each scholar has invested and the accomplishments they have achieved. They will all be missed!

As part of our farewell celebration for our seniors, our team hosted a Decision Day Virtual Assembly in May! Decision Day allowed us to celebrate the post-high school plans of our graduating class, which included a variety of paths such as trade school, the military, gap-year, 4-year college and universities, community college, and the world of work!





We are thrilled to share with you several of the schools our scholars will be attending this fall:

- Alaska Pacific University
- AMDA College and Conservatory of the Performing Arts
- California Baptist University
- California State University, Northridge
- Concordia University
- California State University, Sacramento
- Vanguard University
- Whittier College
- University of California, Irvine

## Family Spotlight

Since this is our last newsletter of the school year, we want to take this opportunity to highlight a few of our graduating seniors and their families! We are pleased to introduce to you Dominic Smith, Sabella Hunter, and Damion Dillard. Before they graduated from Compass, we asked them to share a bit about their experience during their time with us!

### The Smith Family

The brick-and-mortar schools that Dominic attended in the past left him feeling rushed and we found it difficult to get the accommodations he needed for his disability. Luckily, we found virtual learning at CCS that allowed him to set a more suitable and comfortable pace for his learning needs and style. Sometimes it was hard for Dominic to resist the temptation to waste time distracted by other online activities, but overall this program really worked for him!

What we loved most about CCS was the open communication and availability of teachers and counselors. The staff here truly want to see each scholar succeed. They genuinely cared about Dominic's goals and did everything they could to help him reach his full potential. CCS



is a school I that I trust to provide a top-notch education that  
Compass Charter Schools - Annual Meeting - Agenda - Monday June 25, 2018 at 5:30 PM  
prepares scholars for college and thereafter. I'm excited to say  
that he will be attending California State University, Northridge  
(CSUN) in the Fall of 2018! He will be majoring in the prestigious  
film program. We are so proud and elated!



## The Hunter Family

We chose virtual learning because Sabella was interested in a variety of challenging academic courses offered at CCS. The courses have given her the freedom to explore each subject in as much depth as she would like. While virtual learning has its challenges, like learning to effectively manage time especially when taking AP exams and the SAT, Sabella was able to overcome the challenges with encouragement from family, self-directed research, and support from her teachers and school staff. Her only regret is wishing she participated in more school field trips and clubs.

Our biggest advice to families considering virtual learning would be to develop effective time management and planning skills to ensure that the scholar completes their work on time, and to encourage the learning coach to truly embrace their role and remain available to assist their scholars as a backup resource when challenges present themselves.



We have enjoyed interacting with Sabella's teachers and other scholars, and we feel CCS has a magnificent support structure to ensure each scholar's success. Perhaps most of all, Sabella has enjoyed working with the counseling staff. Mr. Samples, her school counselor and Ms. Cruz, her College and Career Counselor have had such a positive impact on her journey. Ms. Cruz has proven to be dynamic and holds an energetic spirit! She has been a tremendous support for Sabella and is always ready to investigate, analyze, and share her findings and perspective with us, and keep us informed of scholarship opportunities. She has ensured that our family will be forever bonded to CCS!

Our family is excited to see Sabella go off to college. This summer she will be attending the University of California, Irvine (UCI) Summer Bridge Program and will be a freshman at UCI starting in the Fall of 2018. She plans to major in Visual and Concept Art with a double minor in Game Science and Japanese. She plans to study abroad in the summer of her sophomore and junior years and has aspirations to join the UCI honors program in preparation for a Master's or advanced degree fellowship in the future.

## The Dillard Family

I found virtual learning seven years ago while searching for a safe place to learn, and be myself without fear of being judged or bullied because of who I am and how I choose to identify. It gave me not only the safe space I was looking for but also a better learning experience than the one I had in a brick and mortar school. Doing my schooling online has changed me and I feel I'm a better person as a result. Virtual learning gave me the time and the space to understand who I am, what I stand for, and what I believe in. I will take these values with me for the rest of my life. While I did face some difficulties feeling a bit isolated, I took it upon myself to get involved with my local YMCA teen center to build friendships and

socialize with other kids. For me, it was important to socialize for my emotional and personal well-being, it helped me successfully learn online and it made me a responsible social citizen.

Compass Charter Schools - Annual Meeting - Agenda - Monday June 25, 2018 at 5:30 PM

My favorite thing about being part of the CCS community was being part of Book Club! It allowed me to get involved in school and it was somewhere I could turn to explore my worth and it gave me something to be proud of.



My next steps include attending my local community college, where I plan to start my course studies in a field that brings together my joy for learning, design, computers, and 3D Graphics and Animation! I'm hoping to get "my feet wet" at the community college before transferring to a 4-year university since I've been out of a physical classroom for so many years. For me, this transition represents adjusting to schedule changes, classrooms, teachers, and other scholars, but it's something I am looking forward to with excitement!

## Staff Spotlight

This month we are featuring **Karla Gonzalez, Records Technician at CCS.**



### CCS: What are your primary job responsibilities?

**Karla:** My primary job responsibilities at CCS as a Records Technician include maintaining transcript records to ensure completeness and accuracy. Specifically for our high school scholars, I request, receive, process, enter, and validate transcripts and work with various counselors to troubleshoot any problems that pertain to records. Most of my work is behind the scenes collaborating internally with other CCS staff. I also assist the records department in maintaining scholar records for all grade levels. I process and issue scholar high school graduation diplomas, once they become eligible, which is perhaps one of my favorite responsibilities!

### CCS: Can you share a little bit about your background?

**Karla:** I have 10 years of experience working in online charter schools as a registrar and enrollment secretary. I have been part of the Compass community in the records department for the past three years.

### CCS: What is your favorite thing about working at CCS?

**Karla:** My favorite thing about working at CCS is having the ability to be part of each scholars education. Even though my job is behind the scenes and I don't work directly with our scholars, seeing and witnessing the amazing things that our teachers and counselors do every day makes me proud and happy to be part of the process. I truly enjoy watching our scholars graduate, move on to the next step in their life, and succeed.

### CCS: What is your favorite thing to do when you're not working?

**Karla:** My family is a central focal point in my life so when I am not working I am spending time with them. We love nature and more often than not we can be found spending time outdoors enjoying all that nature has to offer. When we're not outdoors, we are practicing Jiu-Jitsu together, or I might be off on my own practicing yoga, reading self-improvement books, and writing.



## SHARE YOUR STORY



Are you enjoying the educational experience at Compass? Tell us! We want to hear from you. Why did you decide to join the Compass family? Or, what do you love most about being part of our community? Share your comments and all of your wonderful experiences at Compass with us! [Click here](#) to share.



### Compass Charter Schools

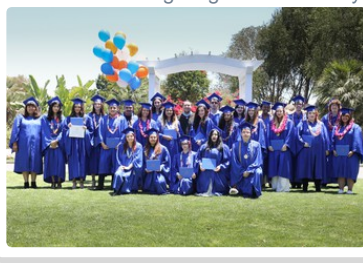
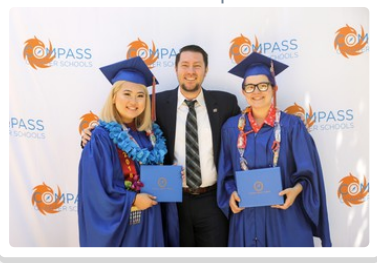
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 855-937-4227    [compasscharters.org](http://compasscharters.org)

[https://www.youtube.com/watch?v=d\\_3jyxoCWVU](https://www.youtube.com/watch?v=d_3jyxoCWVU)





# Compass Chronicle

Online Elementary School | Summer 2018

## Happy Summertime!

At the beginning of the school year, I ask myself these questions: Who are schools for? What change do I seek to make? The answer to number one is very easy. Schools are made for children. For my second question, the change I seek to make in education takes a lifetime.



I have been privileged and honored to have been able to serve our elementary school scholars and families at Compass Charter Schools. As an administrator, I have come to realize that if I am not working with scholars, then I am not fulfilling my purpose as an educator. This year, working with scholars has brought me a tremendous amount of joy. Together with you and a talented, dynamic group of teachers, we had multiple school rallies at Halloween, Thanksgiving, New Year's, and Valentine's Day. We displayed our art skills in our Virtual Art Fair, and our writing skills at our Writers Festival. Each week scholars also joined our virtual recess and showcased their leadership skills. And our wonderful team of teachers even created our own virtual curriculum, Compass Lanes, that allowed our scholars to produce first-class academic content. What each and every scholar did and accomplished is valuable!

I leave you with the following charge: Learning coaches, I value what you do, and I see you. It is challenging to go against the grain and help your child learn at home. Your decision is a tough one, but you have made a courageous choice. A choice that will pay dividends in the future. To our scholars, I give you these tips: Stay curious, read often, look for problems to solve, contribute, write daily, and choose yourself. In life, you will face people who don't believe in you, but I encourage you to pay them no mind. Find the people who will support you, and value your dreams. Look for those who will move you towards your passions, and just know that I believe in you. I value you. Thank you for a great year!

Sincerely,

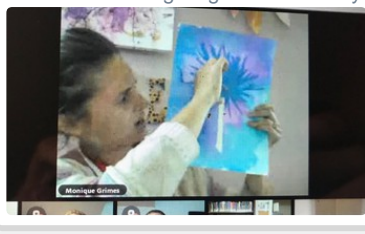
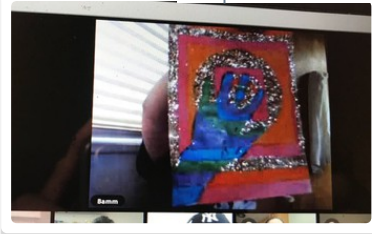
Steven Thompson, Elementary School Coordinator

[sthompson@compasscharters.org](mailto:sthompson@compasscharters.org)

[@CCSMrThompson](https://www.instagram.com/CCSMrThompson)

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education." - Martin Luther King, Jr.





## Art Rally Pictures!

### Table of Contents

- What's New
- Family Spotlights
- Scholar Projects & Assignments
- Staff Spotlight
- Share Your Story

### What's New in Elementary School?

Since our last newsletter in March, scholars in Elementary School have been producing work that matters! Highlights include our Writers Workshop Rally where our scholars met a published author and were able to share stories that they composed themselves. Our teachers in the Lanes Program and the K-12 program put together dynamic sessions to help our scholars expand their minds and help them maintain curiosity. Each day has been an adventure as our scholars continue to reach and aim for the stars.



If you missed any of our exciting activities, visit our YouTube channel to watch the *On the Road with Mr. Thompson* video series. Each week scholars were given a new learning experience that they could try at home. We also debuted *Under The Hood*, an overview of our lesson plans for learning coaches to reference. You can catch up with *Under the Hood* or *On The Road with Mr. Thompson* in previous editions of the Monday Morning Update!

### FAMILY SPOTLIGHTS

**We are featuring the Rockett Family.**



**CCS: We know that often with our scholars each day is different, but what would a typical day look like for you and your scholar?**

**Bart:** If we are on tour, they actually do school aboard our tour bus where we have a private back room with satellite wi-fi. Sometimes they learn while driving across the country, and sometimes they study while sitting near one of the theaters that they are performing in later that night. They do school work while our crew sets up the show. The rest of the time, when we are not traveling, we are usually on set working on TV projects where we have a dedicated room for our schooling. When we are at home, they are pretty much like normal kids and do their school work there.

**CCS: What has been your greatest joy in schooling your scholar at home?**

**Bart:** Getting to spend more time together as a family and having the flexibility to learn around our busy schedule is awesome!

**CCS: Share a challenge that you have experienced and how you have worked to overcome the challenge.**

**Kadan & Brooklyn:** Our greatest challenge was while we were in China doing a television show because we were blocked from the Internet for almost three weeks. We were unable to do school work. We, of course, got to see so many amazing sites and learned so many things. When we finally arrived in Germany, which was our next stop with Internet, we had a LOT of catching up to do! Occasionally when traveling, we will lose Internet access on a plane or the bus and lose all of our progress on a test or assignment and then have to start over. That's frustrating, but we deal with it!

**CCS: Why did you decide to school from home with Compass Charter Schools?**

**Bart:** Online schooling gives our family the flexibility to travel and schedule school around our unique lifestyle. We simply could not do what we do without it!



**CCS: What do you enjoy most about being part of our Compass community?**

**Kadan & Brooklyn:** Having the flexibility to do our school work regardless of whether it's a holiday, weekend, or evening.

**CCS: Share a piece of advice you'd give to a parent thinking about taking their child out of school to school at home.**

**Bart:** A LOT of time is wasted during the day at traditional brick-and-mortar schools. Waiting, changing classes, transportation to and from, etc. all add up to a lot of time that could be devoted to other things. Kids learn at different paces and are stronger in different academic subjects. Online learning allows scholars to focus longer and more heavily on a subject that might be more challenging for them and move through lessons that they have already mastered. As long as you make sure to get out of the house for activities, have good friends, and a good social life, you will never look back at traditional schooling!

**CCS: What do you, your scholar, and the family enjoy doing together during your free time?**

**Bart:** Kadan & Brooklyn are pretty normal kids when they aren't doing TV or live shows. They enjoy video games, swimming, playing with their new puppy, and making fun Youtube videos for their new channel. As a family, we love traveling together and we always make sure to put in extra time to visit cool places that are nearby.

**CCS: We know that often with our scholars each day is different, but what would a typical day look like for you and your scholar?**

**Tarah:** A typical day with our scholars begins by waking up slowly, getting dressed, washing up, and about 15 minutes of Cosmic Kids Yoga and meditation. Next, the kids help make some healthy breakfast choices as we discuss food preparation and how our choices benefit our bodies and the environment. Then, we talk about which school subjects we will be learning and gather the necessary materials. After about an hour or two of learning, we head outside to our garden for a sunshine break, play, and snack time. If the weather isn't favorable, we play board games and read a few books together. Finally, we work for another two hours or so on school subjects. Just about every day we include some sort of craft project and every night a story is read before bed.

**CCS: What has been your greatest joy in schooling your scholar at home?**

**Tarah:** My greatest joy in schooling our scholars at home has been the true quality of each day. More time is invested in family and nurturing.

**CCS: Share a challenge that you have experienced as a learning coach and how you have worked to overcome the challenge.**

**Tarah:** I faced challenges a few years ago when I was a new learning coach. Our family was new to schooling at home and our degrees are not in teaching. All of the curricula that were delivered to our home was a bit overwhelming but also exciting. Our daughter was starting Kindergarten, and it just seemed like too much for her. With a slightly panicked phone call to our assigned teacher, we were quickly reassured that we would be OK. We purchased an eight-cubby bookcase and set up a spot for each subject which is a system that we still use even after three years of schooling at home. We have been able to stay very organized this way! We worked through our challenges by communicating with the teachers through calls, texts, or emails with any questions or concerns, and they really helped boost our confidence!





**CCS: Why did you decide to school from home with Compass Charter Schools?**

**Tarah:** We started by learning about the local public schools in our area. The public schools in our community do not have the high ratings that we desire, so we toured a public brick-and-mortar charter school in the town next to ours. We weren't very impressed with the curriculum and would also have to factor in gas and commute time five days a week. I had heard about the K12 program almost everywhere. After some research, I found Compass and got started with the online application for our daughter. That was the best choice for our family!

**CCS: What do you enjoy most about being part of our Compass community?**

**Tarah:** What we enjoy most about being part of the Compass community are the field trips. There are multiple field trips to choose from each month and our daughter is able to learn so many interesting things.

**CCS: Share a piece of advice you'd give to a parent thinking about taking their child out of school to school at home.**

**Tarah:** A piece of advice I'd like to give to a parent who is thinking about schooling their child at home is to really consider how much time they would need to contribute to their children's education. It does take a lot of involvement from the parents!

**CCS: What do you, your scholar, and the family enjoy doing together during your free time?**

**Tarah:** During our free time, we visit our local library, our favorite used bookstores, Underwood Farms, Zuma Beach, Universal Studios, or we hike on one of the many trails in our community and go out to eat at one of our favorite restaurants. Schooling at home makes it easier to get out in public during less busy or crowded times.

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## SCHOLAR PROJECTS & ASSIGNMENTS

**Take a look at some of the exciting things our scholars have been working on!**

Seraiah M. and Michael M. created 3D castles as part of their final task for the Lanes program's lesson on fairy tales. They used a planning sheet, followed directions, and designed it on their own.

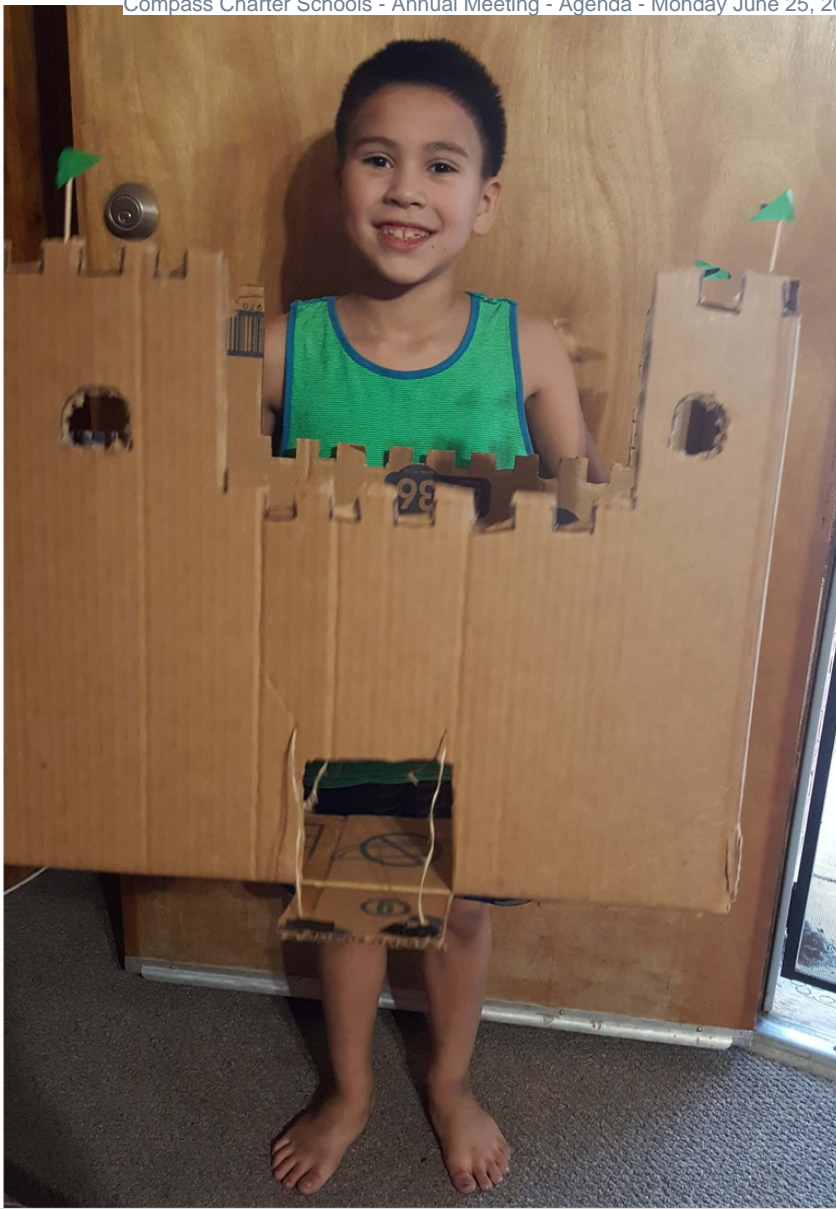


Michael McDaniel – 1<sup>st</sup> grade  
Fractured Fairytales Project





Anthony P. planned and built his own castle as a final project for the Lanes program's lesson on fairy tales.

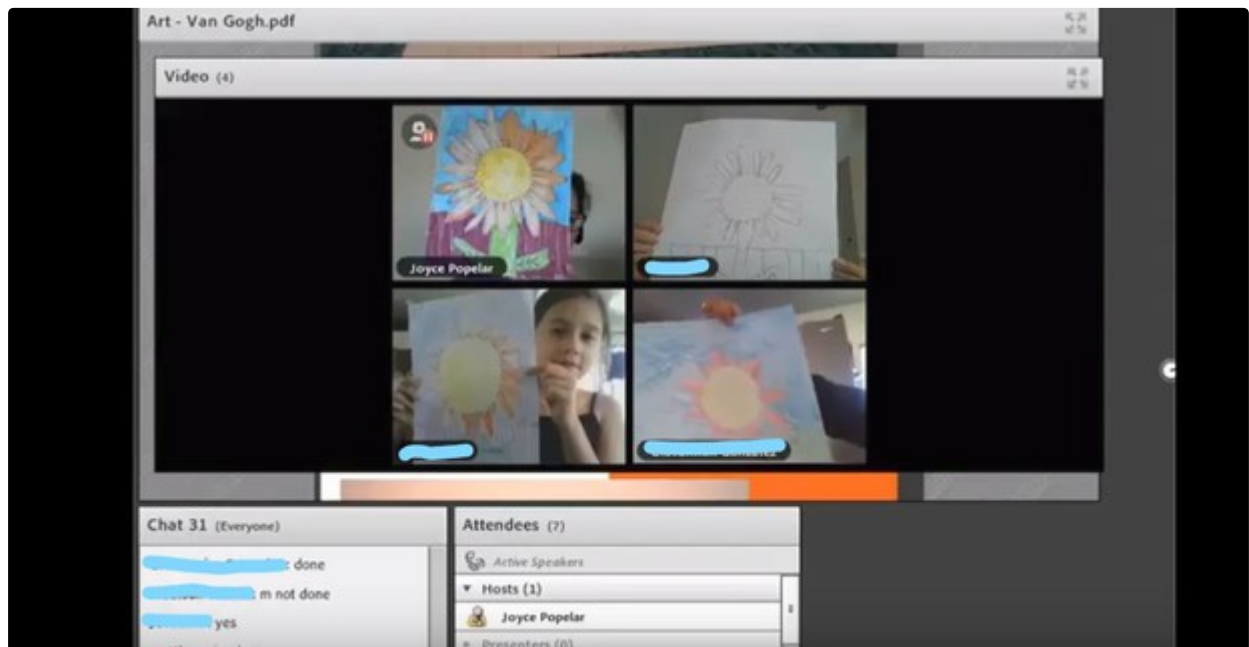


In Mrs. Fisher's second-grade class, scholars completed a Fairy Tale Stem project and a fun Life Cycle project!

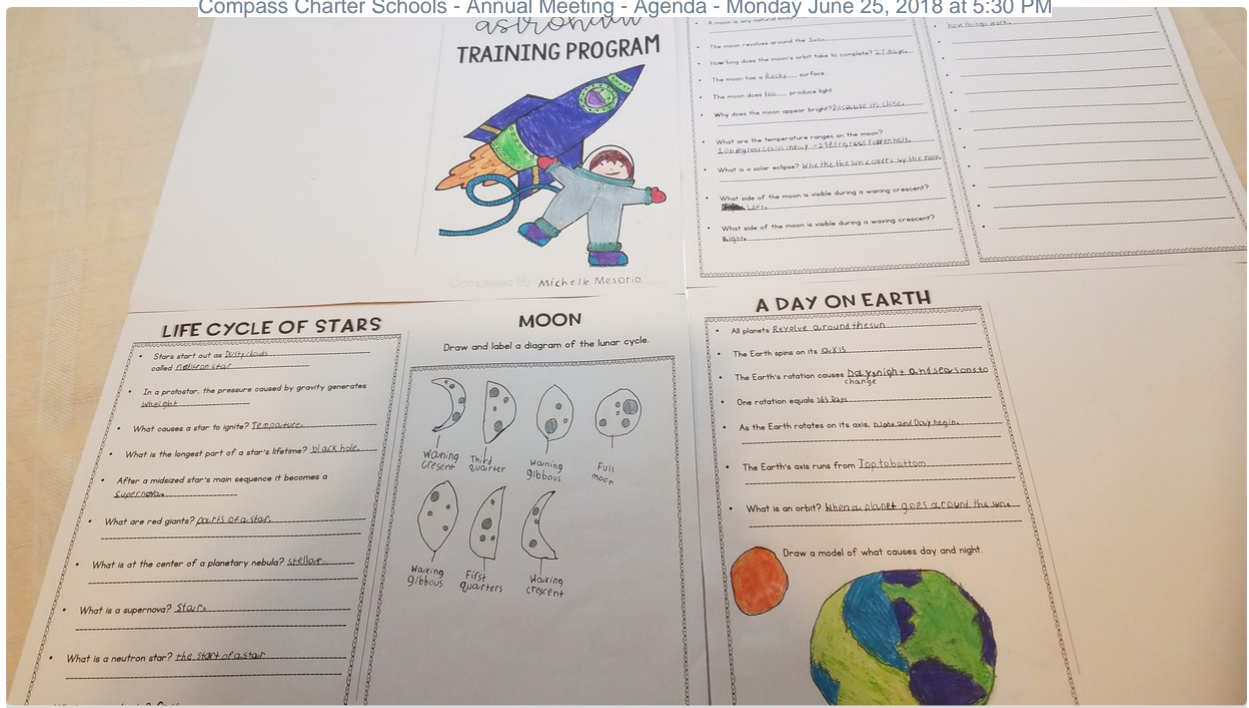




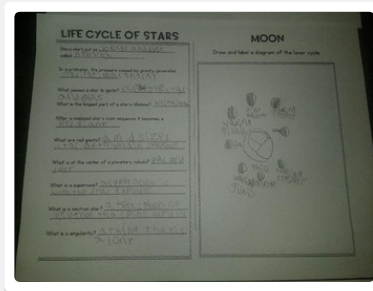
Mrs. Popelar's second and third-grade scholars learned about famous artists like Vincent van Gogh and Georgia O'Keefe. Scholars created a sunflower and close up flower drawing.



Michelle M., a scholar in Ms. Talcott's class, finished the solar system training book for the Solar System Unit.



Romas W., Rose V. and Ayden A., scholars in Ms. Talcott's class, made a scaled model of the planets in the solar system out of clay.



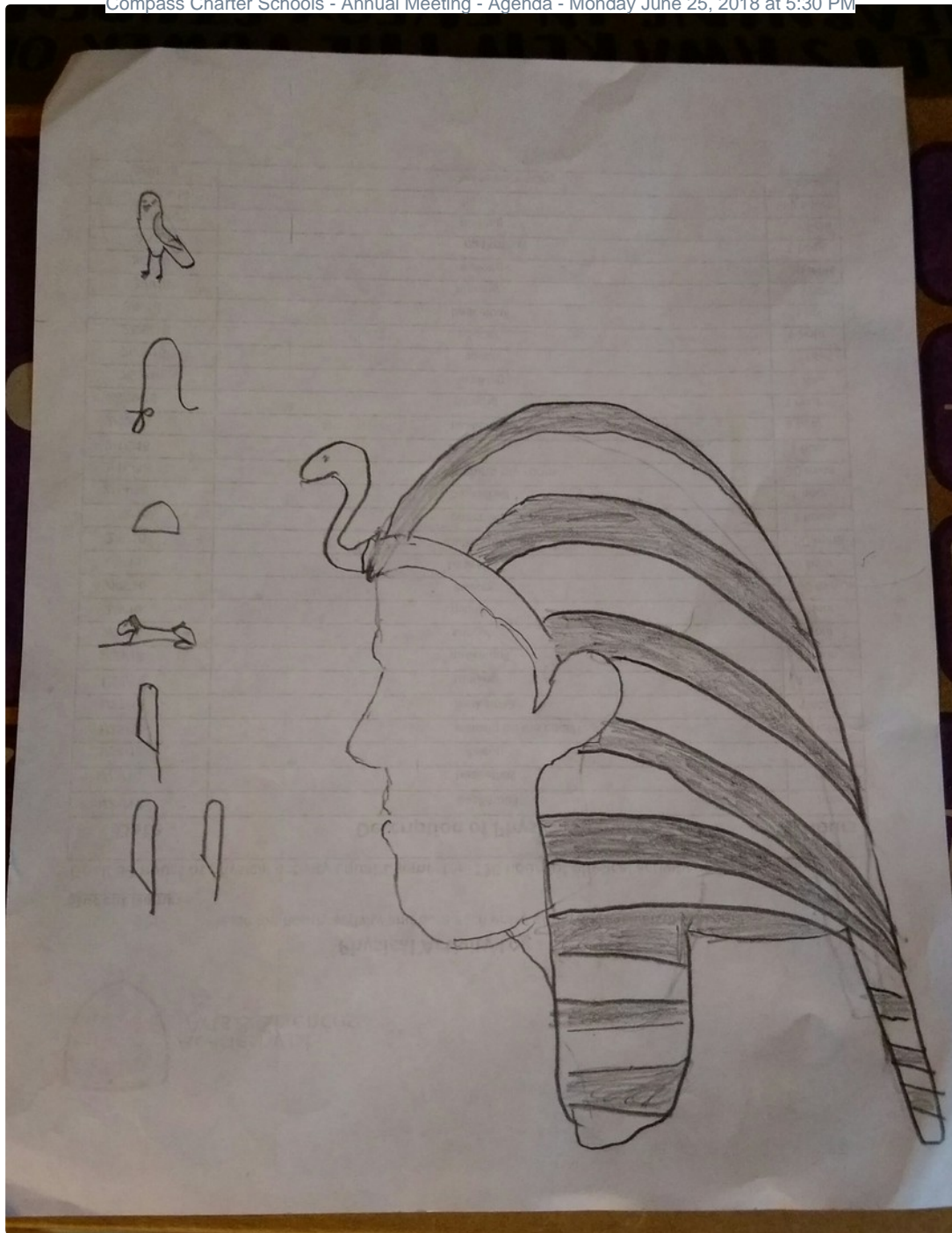
Ayden A. created a collage of the different items in our environment that impact the Earth. His project displayed the negative effects of certain gases and pollution in our environment.





Motley C., a scholar in Ms. Talcott's class, created his name in hieroglyphics and a profile of himself as a pharaoh while studying Ancient Egypt and the pyramids.





Motley C. also designed a 3D model of a tiny house while learning about area and perimeter in math class.

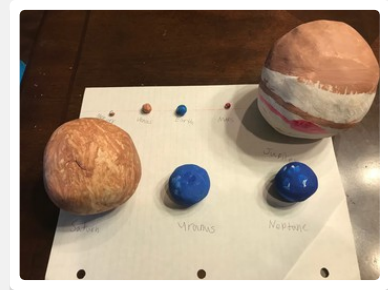


Luis C., a scholar in Mrs. Eagleton's fourth-grade science class, created a diagram of our solar system.





Olivia M. and Adrianna C., fifth-grade scholars, also created diagrams of our solar system.



Kim Noller's class had a music lesson in one of her virtual learning labs!

# The Instruments





Kim Noller

Attendees (7)

Active Speakers

Hosts (1)

Kim Noller

Presenters (0)

Participants (6)

Brayden Bereki

Dean Bustamante

James Visarraga

Chat (Everyone)

James Visarraga: you have it

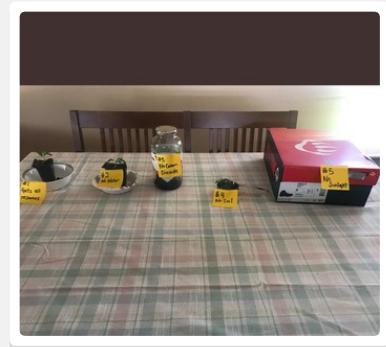
James Visarraga: is it better then the one we saw

Dean Bustamante: yes

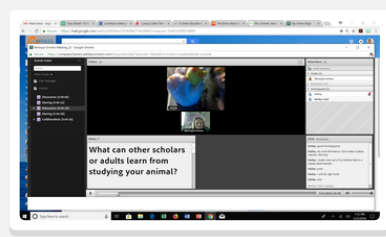
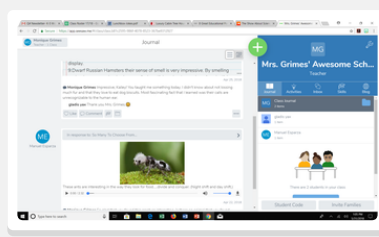
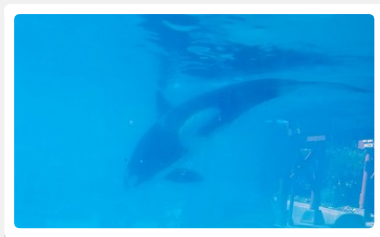
James Visarraga: me

rafael hores vanunu, Jessnia Gutierrez a...

In March, Michelle Kenbeek's fourth- and fifth-grade scholars started their science unit on plants. They set up their experiment and created a hypothesis.



Monique Grimes had one of her classes held at SeaWorld in San Diego!



## STAFF SPOTLIGHTS

**Meghan Fisher, an elementary school teacher at CCS.**



**CCS: What is your job title and what are a couple of the things you do at Compass Charter Schools? How long have you worked for this organization?**

**Mrs. Fisher:** I have been with CCS since October 2014, and I currently teach second-and third-grade scholars in our K-5 Compass Lanes Program.



**CCS: Tell us your "why" for doing what you do here at CCS?**

**Mrs. Fisher:** My role as an educator is to help scholars find their gift, then encourage them to share it with others. That is "why" I teach at CCS!

**CCS: As an educator, is there a piece of advice you'd like to share with learning coaches or scholars?**

**Mrs. Fisher:** Give yourself grace. Schooling at home is both rewarding and challenging. Enjoy the good days, and let the bad days go.

**CCS: Share one thing about you that very few people know.**

**Mrs. Fisher:** I wanted to be an actress when I was a kid. After a few years of auditions and meetings with agents, I realized it wasn't for me.

**CCS: What do you and your family like to do during your free time?**

**Mrs. Fisher:** My family and I love camping. We have gone on several road trips in our Volkswagon Vanagon. The vehicle doesn't move very fast, but we get to spend a lot of time exploring and sightseeing!

## **Katie Hooper, an elementary school teachers at CCS.**

**CCS: What is your job title and what are a couple of the things you do at Compass Charter Schools? How long have you worked for this organization?**

**Mrs. Hooper:** I have been at Compass for three years and have loved getting to know all of my amazing scholars and their families.



**CCS: Tell us your "why" for doing what you do here at CCS?**

**Mrs. Hooper:** I enjoy meeting and guiding our scholars' learning during school field trips, clubs, and other committees. I love teaching at CCS because I get to meet and talk to parents who are committed to their child's education. I also get to work with an incredible team of teachers who have become great friends of mine, proving that distance really does not matter when it comes to common goals!

**CCS: As an educator, is there a piece of advice you'd like to share with learning coaches or scholars?**

**Mrs. Hooper:** As a teacher, I encourage learning coaches to balance their time during the school day by giving lots of breaks to their scholar to help make the day run more smoothly. I also encourage learning coaches to take time for themselves; this is the time they will need to avoid feeling burned out and overwhelmed.

**CCS: Share one thing about you that very few people know.**

**Mrs. Hooper:** Something many people may not know about me is that I taught swimming for nine years in high school and college. I now enjoy watching my girls swim on their swim

**CCS: What do you and your family like to do during your free time?**

**Mrs. Hooper:** In my family, we like to watch movies, go to swim meets, and work on the yard together. I love CCS because I feel I can make a difference in my family's life.



## SHARE YOUR STORY



Are you enjoying the educational experience at Compass? Tell us! We want to hear from you. Why did you decide to join the Compass family? Or, what do you love most about being part of our community? Share your comments and all of your wonderful experiences at Compass with us! [Click here](#) to share.



### Compass Charter Schools

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Visit our [website](#) for more information about our academic programs. Or, contact Steven Thompson, Elementary School Coordinator, at [sthompson@compasscharters.org](mailto:sthompson@compasscharters.org).

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855-937-4227	compasscharters.org



[https://www.youtube.com/watch?v=d\\_3jyxoCWVU](https://www.youtube.com/watch?v=d_3jyxoCWVU)



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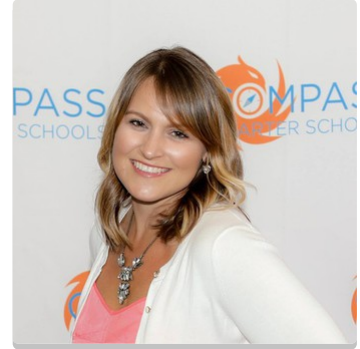


# Compass Chronicle

Online Middle School | Summer 2018

## Happy Summer, Compass Charter Schools!

It has been an exciting fourth quarter for Middle School scholars! Scholars participated in the 2nd Annual Pie Contest, where grade levels went head-to-head in the race for learning lab attendance. The eighth-grade scholars won, for the second year in a row, with an average overall attendance rate of 56%, and they got to watch their teacher get pied in the face! Way to go, eighth-grade scholars! Also, many scholars took advantage of our second round of Parent-Teacher Conferences with the goal of supporting scholars' academic and social success. Scholars worked hard in collaboration with their teachers and learning coaches to finish the year strong and do their very best!



As I look back on this school year, I reflect on all of the amazing things that have happened: We implemented the new StrongMind curriculum and Parent-Scholar Portal. We hosted weekly, live learning labs, where scholars participated in engaging lessons and hands-on labs. Scholars and learning coaches attended numerous field trips and engagement activities where they met other scholars and families in person and were able to do some really cool things. Throughout this school year, we celebrated Compass' five core values in various ways: looking at ways in which scholars demonstrate Respect, Teamwork, Achievement, Communication, and Integrity in their lives. As we look ahead to summer, it is a good time to reflect on all that you have accomplished during the 2017-18 school year and start creating your goals for next year!

Sincerely,

Melissa Blitzstein, Middle School Coordinator

[mblitzstein@compasscharters.org](mailto:mblitzstein@compasscharters.org)

[@CCSMsBlitzstein](#)

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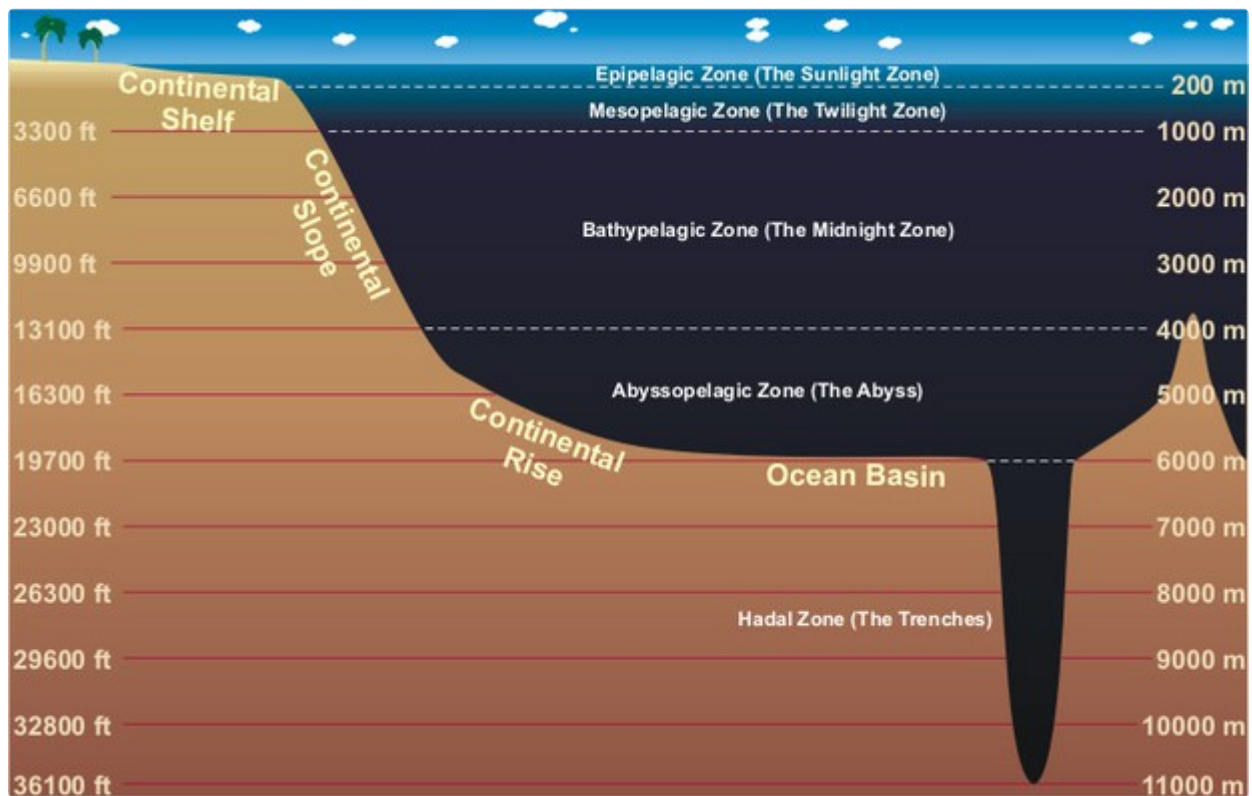
- Scholar Projects & Assignments
- Family Spotlights
- Staff Spotlight

## SCHOLAR PROJECTS & ASSIGNMENTS

Take a look at what our scholars have been up to!

### Math & Science Learning Labs

Scholars combine math and science concepts together! In Ms. Angelo's sixth-grade science class, scholars learned about the layers of the ocean starting with the Epipelagic zone all the way down to the Hadalpelagic zone. This lesson included a discussion about pressure and how it increases with depth. Then, in Ms. Thomson's sixth-grade math class, scholars continued to discuss pressure using math. In [this activity](#), scholars looked at two-minute videos of each layer of the ocean and then brainstormed organisms that would live there. This data was entered in a table on GoFormative.



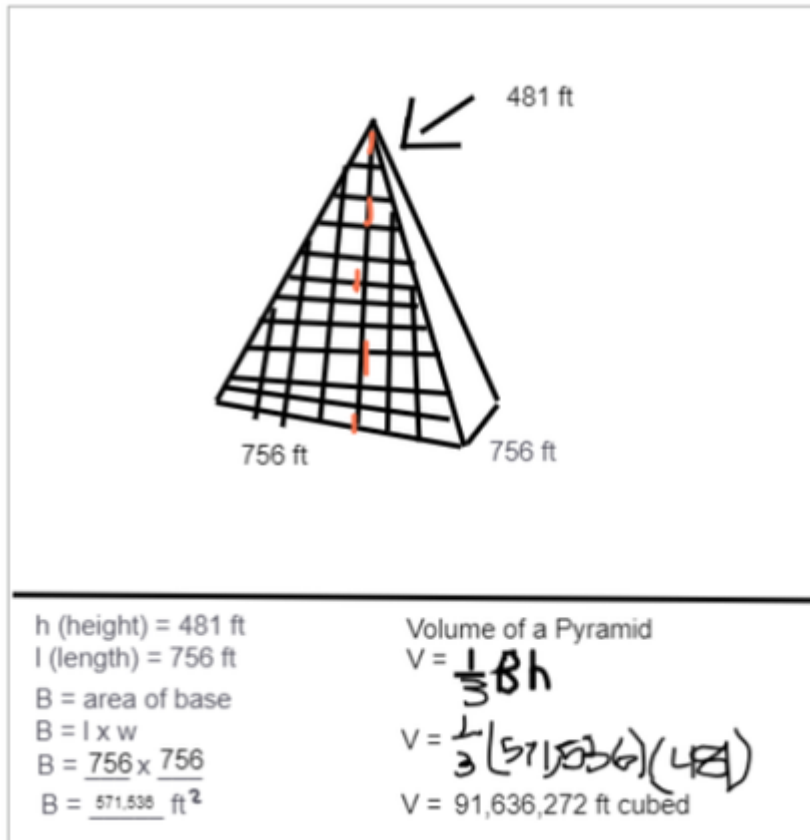
Mrs. Angelo's sixth-grade science scholars have also been learning about energy, applying their knowledge of potential and kinetic energy to [design a skate park](#). Scholars shared their designs and voted on the safest and most exciting!





Mrs. Thomson's sixth- and seventh-grade scholars completed a variety of math projects using the engaging tool called GoFormative:

- Here is an example by [Nicole C](#), where she drew a representation of the Great Pyramid of Giza in order to show her knowledge of calculating the volume of a pyramid.
- Here is an example by [Alexis G](#), where she had to draw a floor plan of a home to calculate the area of geometric figures.
- Here is an example from [Robbie C](#), where he measured three circular household objects in order to help him derive the value of pi.
- Here are two examples from [Katya I. and Michelle R](#), showing their knowledge of plotting points in all four quadrants of the coordinate plane.



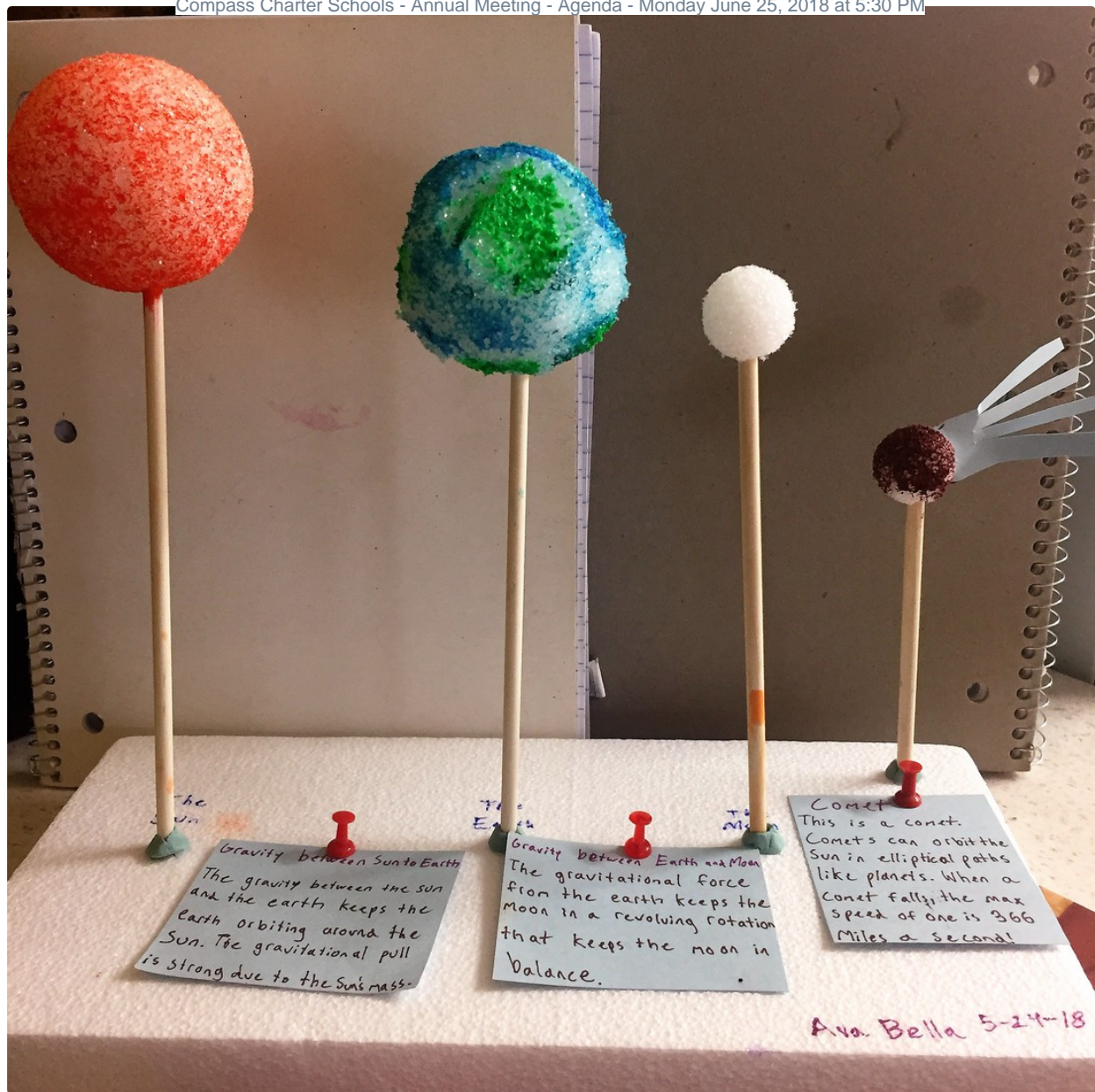
In Mrs. Ross' seventh-grade science class, scholars have been learning all about our neighborhood -- in space! Scholars modeled how solar and lunar eclipses occur, and explained why they are such rare events. Here are some [scholar examples!](#)



In Mrs. Wood's eighth-grade science class, scholars were asked to observe the moon for 15 days and record observations in a journal. They looked at patterns, made predictions for the next 15 days, and hypothesized about lunar phases. They recorded another 15 days of observations and were asked to extend patterns, revise their hypothesis, and make connections to course content about eclipses. Here is an example from [KristiLynn E.](#)

Mrs. Wood's scholars continued learning about the solar system by building a scientific model of it. They created a 3D model interactively, as a tool, to construct explanations about the forces at work in our universe and how celestial objects interact. Here is [Ava Bella A's](#) project, where she even added a comet as an additional celestial object.





In Mrs. McGuire's eighth-grade math class, scholars are required to take detailed notes to show how they solved equations, which is a necessary skill to being a successful independent study scholar. Here are some examples from scholars: [Khaleea V](#), [Khaleea V](#), [Jeannelle R](#), and [Aurora K](#).

## English Language Arts & Social Studies

In Mrs. Angelo's sixth-grade social studies class, scholars studied the Reformation by going on a virtual tour of Hampton Court, which is where Henry the VIII of England established his court and ultimately made his decisions about the reformation. Here are [Aleeha M's](#) observations and questions after the virtual tour.

In Mrs. Angelo's sixth-grade social studies class, using the six-part writing process, scholars wrote a descriptive essay as if they were Marco Polo. [Teagan H](#). was so engaged in this project, she ended up writing four paragraphs instead of three! Great work, Teagan!



DIRECTIONS: Examine the picture below and in the spaces provided list examples of each part

<p><b>NOUNS:</b></p> <p>Deserts, camels, markets</p> <p><b>PROPER NOUNS:</b></p> <p></p>	<p><b>ADJECTIVES:</b></p> <p>Dry, hot, beautiful</p> <p>crowded, exotic, traditional</p>		
<p><b>Saw:</b></p> <p>Deserts, camels, merchants, markets, colors</p>	<p><b>Heard:</b></p> <p>Languages, animals,</p>	<p><b>Feel:</b></p> <p>Silks, sand, sun,</p>	<p><b>Smell:</b></p> <p>Food, spices, camel poop</p>

Using the words above, write a three paragraph essay about three places you visit on your journey. Remember to write as if you are Marco Polo.

Student: Teagan Homen

Paragraph 1: I arrived in Arabia today. It is very hot. Right now we are resting in the desert, and the sun is beating down on us. I almost thought to myself "what did I get myself into?" But we kept going until I knew we reached the market place.

Paragraph 2: I could see colors beyond compare and people too, lots of them, and when I mean lots I mean lots. They were all pressing in on each other almost like a penguins huddling together. Anyways once we were done there we went India.

Paragraph 3: India is great! They are very kind and hospitable they make the best food lol! With spices and meats and rice! It's great. After dinner we watched them dance, it's so upbeat and loud and colorful! I love India and Arabia, but tomorrow I have to head to China!

Paragraph 4: This morning we arrived in China, there are not nearly as much people as there was in Arabia or India but still a lot, some of them are making something though, something with a foreign material they call it silk, whatever that means. They are very protective of it, they won't let me trade anything for it either. Must be very important. Anyways we got some stuff to bring back to Europe, some money too, we head back there tomorrow. Man what an adventure we had, from camels to colors, to spices to silk, I learned a lot. It was beautiful, But I also can't wait to go home.

Erica Angelo 2:07 PM May 7  
This would be a good stopping point for paragraph 1. You can start paragraph 2 with "I could see colors" Then describe the colors.

Teagan Homen 2:14 PM May 7  
thanks

Show all 6 replies

Erica Angelo 2:42 PM May 7  
It should be 3 different places. So you have Arabia in the first paragraph, then add in a place for the second paragraph, and a place for the third paragraph.

Erica Angelo 3:28 PM May 7  
It looks like you are all done. Just correct some spelling errors on the last paragraph. :)

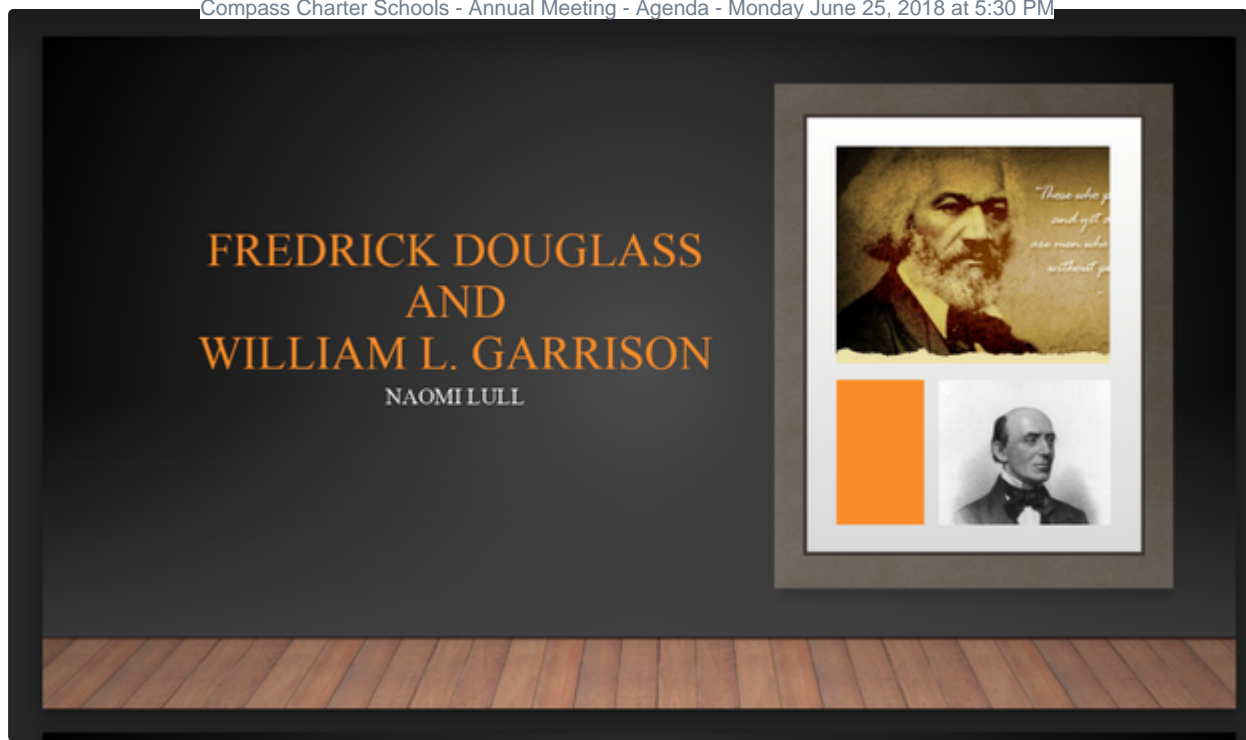
Mrs. Lomeli's sixth- and seventh-grade scholars worked on writing personal narratives, using all the essential elements of narrative essays, including characterization, conflict, and resolution. Here is an example from sixth-grader, [Helena A.](#), and seventh-grader, [Alexander I.](#)



Mrs. Lomeli's sixth-grade scholars also wrote persuasive essays on topics they were passionate about, urging their readers to take action after hearing their argument. Here is one on the topic of bullying, by [Helena A.](#)

In Mrs. Ross' seventh-grade social studies class, scholars studied the Age of Exploration by putting themselves in the explorer's shoes. Here are some [samples](#) of their journals.

Mrs. Tatum's eighth-grade social studies scholars studied the people, places, and events surrounding the Civil War. Here are two projects, one by [Naomi L.](#) and one by [Caroline C.](#)



In Mrs. Wood's eighth-grade Gaming Unlocked elective course, scholars take on the role of video game designer and work to create their own game. Here are some images created by J'Len W. for his game, which is set in an enchanted forest: [Katara, the fox](#), [Mythical Earth Fox](#), and [Sake, the fox](#). Here are two storyboards, created by [Michael S](#) and [KristiLynn E.](#), where they map out their games.



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## FAMILY SPOTLIGHTS

### **This month we're featuring scholar, Savannah Froehner**

Jennifer, a learning coach, and her scholar, Savannah, share their experience at CCS.

**CCS: How long have you been part of Compass Charter Schools?**

**Jennifer:** Savannah has been with CCS for one semester. We are brand new to Compass!

**CCS: Can you tell us a little bit about your family?**

**Jennifer:** I am a stay-at-home mom for the first time in a few years while my husband drives trucks throughout the 11 western states. We have five children: Suzanne(16), Becca (14), Savannah (12), Jackson (10), and Makenna (6).

**CCS: What is your favorite school subject?**

**Savannah:** My favorite subject is English now because we are studying Greek mythology.

**CCS: What do you enjoy most about being part of Compass Charter Schools?**





**CCS: What do you like to do outside of school? Do you have any hobbies?**

**Savannah:** I used to compete with my horse. Now I really enjoy painting.

**CCS: What is one fun fact that you would like everyone at CCS to know about you?**

**Savannah:** I can recite the movie *Phantom of the Opera* from beginning to end!

**CCS: We know that often, with our scholars, each day is different. What would a typical day look like for you and your scholar?**

**Jennifer:** We ship other kids off to school, go on a four-mile walk, make breakfast, and then she gets to work on her classes. Sometimes Savannah struggles with staying focused and has to be reminded a few times to focus and finish her work.

**CCS: What has been your greatest joy as a scholar at home?**

**Jennifer:** My greatest joy is just being able to see her happy. She was bullied very badly at her previous school. Depression and anxiety were starting to become an issue. It's great to see her happy again.

**CCS: Share a piece of advice you'd give to a parent thinking about taking their child out of school to school at home?**

**Jennifer:** Don't think about it, just do it! If your child is unhappy at their current school, make the change. I wish we had switched to schooling at home much sooner.

## **We're also featuring the Hasson Family**

**Jacques Hasson, a learning coach, and his scholar Isaac share their experience at CCS.**

**CCS: How long have you been part of Compass Charter Schools?**

**Jacques:** We have been part of the program for almost five years.

**CCS: Can you tell us a little bit about your family?**

**Jacques:** We are a family of four, composed of a father (Jacques), mother (Irene), daughter (Sarah), and son (Isaac). We enjoy artistic activities, having movie nights, and eating meals together.

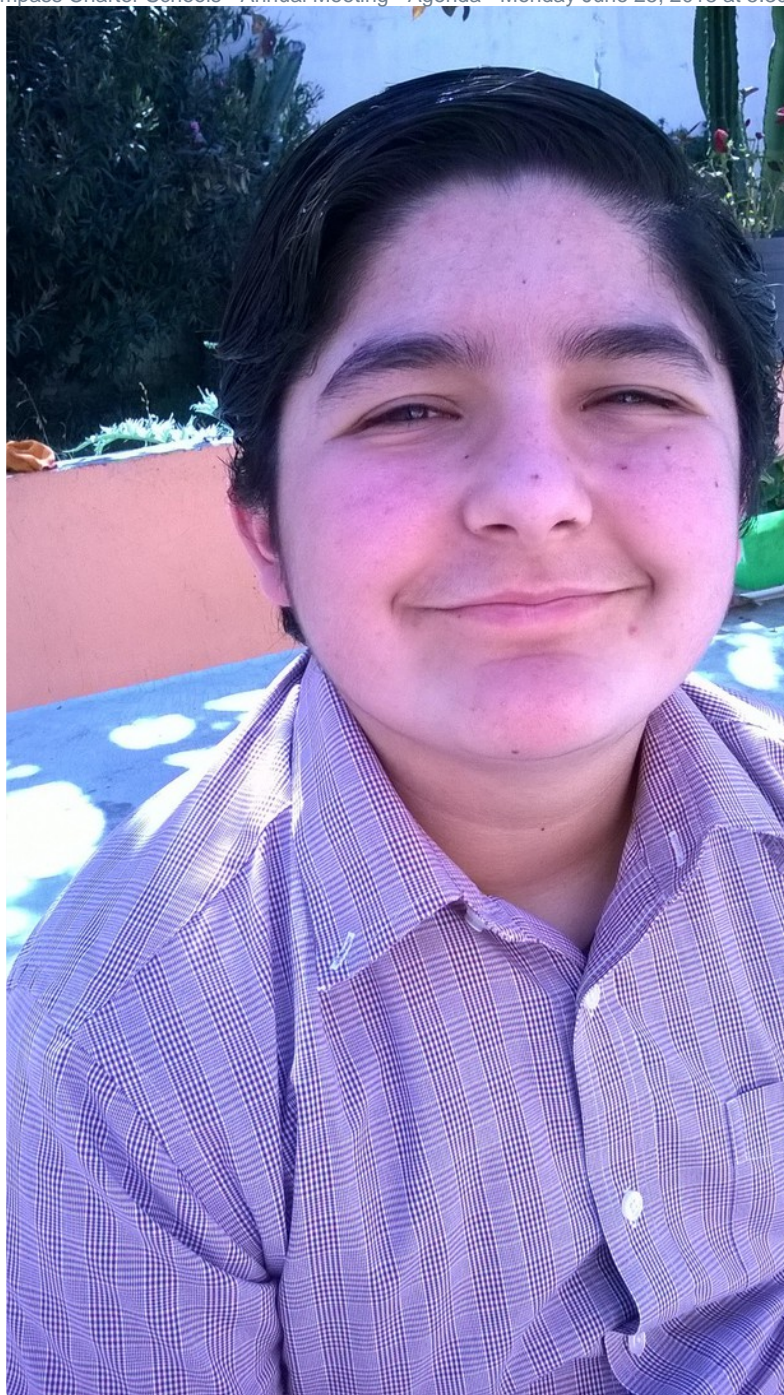
**CCS: What is your favorite school subject?**

**Isaac:** My favorite subject is science.

**CCS: What do you enjoy most about being part of Compass Charter Schools?**

**Isaac:** I enjoy getting good grades and attending my Learning Labs. I also like that I don't have to wake up early, and I enjoy watching informational videos in my classes!





**CCS: What do you like to do outside of school? Do you have any hobbies?**

**Isaac:** I like to walk in the park, and I enjoy taking drum classes.

**CCS: What is one fun fact that you would like everyone at CCS to know about you?**

**Isaac:** I like acting, and I am very creative.

**CCS: We know that often, with our scholars, each day is different. What would a typical day look like for you?**

**Isaac:** First, I eat my breakfast. Then I start my school day, which begins around 8:30 am and goes until about 1:30 pm. Then I go to my drum class, and after that, I take a walk. To finish my day, I usually play video games.

**CCS: What has been your greatest joy in schooling your scholar at home?**

**Jacques:** My greatest joy is just seeing how much he has improved academically and his discipline. I like how the classes are organized. It is easy and fun for him to study.



**Jacques:** I would advise parents to have patience, be well organized, and attend the classes and seminars for learning coaches. Remember to have fun teaching and learning together!

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## STAFF SPOTLIGHT

### **Erica Angelo, Middle School Science & Social Studies Teacher at CCS.**

**CCS: What is your role at Compass, and what are your primary responsibilities?**

**Ms. Angelo:** I work with scholars and learning coaches to help each child be successful. I strive to create a community that nurtures learning and growth in a positive, fun environment. Using a multifaceted approach, I help scholars learn about science and social studies. I focus on critical thinking skills, and I help my scholars become independent learners and team players.

**CCS: Can you tell us about your family?**

**Ms. Angelo:** My family loves being creative. My oldest daughter enjoys dancing and is on her high school dance team. Plus, my youngest daughter loves gymnastics and competed at the state level this year. They both love choreographing their routines!

**CCS: What do you and your family like to do during your free time?**

**Ms. Angelo:** As the mother of two beautiful daughters, I am fortunate to be able to experience life's joys with them. Together, we love to go on adventures! This past year we went skiing and visited Yosemite and Seattle.

**CCS: What is your favorite thing about working at CCS?**

**Ms. Angelo:** As a teacher here at CCS, I am reminded of what I love most: the community that exists here and the way parents and teachers work together. The positive school culture allowing me to witness growth within each of my scholars as they persevere throughout the year.



**CCS: What is your favorite thing about learning labs?**

**Ms. Angelo:** During my learning labs, I get to explore new pedagogical approaches, with the use of technology. My favorite part of learning labs is paring my technological skills with the scholars' skills. We are all able to learn in a safe and respectful learning environment that values and awards scholars' knowledge as well as their contributions. Some of my favorite lessons involve going on virtual field trips!

**CCS: As an educator, is there a piece of advice you would like to share with learning coaches or scholars?**

**Ms. Angelo:** Attend the learning labs live or watch the recordings, especially if you feel lost. They give you the ability to pause and take thorough notes or even re-watch parts that you didn't quite understand the first time. Plus, you can always reach out to your teachers to ask questions about the material.

**CCS: Share one thing about you that very few people know.**

**Ms. Angelo:** I like to draw!

## **Cynthia Ross, Middle School Science & Social Studies Teacher at CCS.**

**CCS: What is your role at Compass, and what are your primary responsibilities?**

**Mrs. Ross:** Agitator? Just kidding. I'm a middle school teacher. I teach seventh-grade science and social studies, and I supervise 25 awesome scholars. My role is to engage my scholars and hear their voices, then make sure I am meeting their academic needs.

**CCS: Can you tell us about your family?**

**Mrs. Ross:** My husband is an IT guy for the Department of Defense. We're a super-techy family! My son, Rex, is a sixth-grade scholar here at Compass! He had a lot of struggles at a brick-and-mortar school -- It was painful! -- but has been doing great at Compass, where all of the peer pressure has been removed. It can be tough to keep him on track, though. After all, I'm busy working with seventh-graders. Like most middle-schoolers, he has a hard time with appropriate break times and gets a bit lost on Youtube or video games. Fortunately, we've developed a good system where we set a goal in the morning -- two lessons of his choice, then check-in several times a day to evaluate progress. I also have a two-year-old daughter, Violet, who keeps me on my toes.

**CCS: What do you and your family like to do during your free time?**

**Mrs. Ross:** Free time? What's that? Just kidding. We have a family movie night. We also enjoy hiking and traveling when we have the opportunity.

**CCS: What is your favorite thing about working at CCS?**

**Mrs. Ross:** I love how much more personal the teaching experience is as an online teacher. I get to know each scholar's whole family, not just the scholar. When I taught in brick-and-mortar schools, scholars came to class with their 'persona' to impress their peers. Here, scholars don't need pretenses. It is easier to create a safe space where scholars can share their true selves without fear of peer-rejection.



**CCS: What is your favorite thing about learning labs?**



**Teacher:** I love engaging with scholars. I always found lecturing so one-sided, but in a learning lab, I can have scholars interact with the material. I do my best to put on a song-and-dance to keep them tuned in. And I love it when they use their webcams or microphones.

**CCS: As an educator, is there a piece of advice you would like to share with learning coaches or scholars?**

**Mrs. Ross:** Education is a shared responsibility. A successful scholar is the result of communication between parent and teacher and scholar; all three need to be involved. Talk to your kids about what they are learning and doing. Keep them accountable for their schoolwork. Don't be afraid to reach out to teachers and ask questions. Encourage your scholar to be a good self-advocate.

**CCS: Share one thing about you that very few people know.**

**Mrs. Ross:** Before I became a teacher, I was a production artist for a promotional toy company that made toys for clients including Burger King! Yep, I had a part in making those little toys you get with fast-food meals. I always got to see the artwork for movies a year or more before they came out -- before they were finished even. It was a fun job!

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## COUNSELING



### Happy Summer!

Here we are in the midst of summer break. Scholars, teachers, and counselors worked hard to conclude another great school year. The counseling services team has been gleaming with excitement as this summer marks an important milestone for us at Compass, it's the launch of our summer school program! Scholars can remediate coursework, advance, and/or recover credits that will inch them closer to high school graduation. For those whose plans don't include summer school, we invite you to use your time wisely over the next couple of months by visiting college campuses, taking on internships, participating in academic and sports camps, and volunteering in your community to help you find new interests and passions. Look for those opportunities to grow, build self-confidence, and develop important life skills. Whatever your plans, we hope you enjoy your summer! We look forward to working with you during the 2018-19 school year!

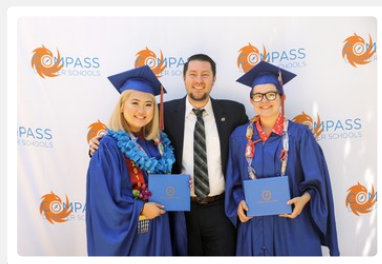


# CCS COUNSELING SERVICES DEPARTMENT



## Counseling News

Our graduating class of 2018 is enjoying their last few days in high school and are ready to embark on a new chapter in their lives. We are proud of the incredible amount of hard work each scholar has invested and the accomplishments they have achieved. They will all be missed!









What we loved most about CCS was the open communication and availability of teachers and counselors. The staff here truly want to see each scholar succeed. They genuinely cared about Dominic's goals and did everything they could to help him reach his full potential. CCS is a school I that I trust to provide a top-notch education that prepares scholars for college and thereafter. I'm excited to say that he will be attending California State University, Northridge (CSUN) in the Fall of 2018! He will be majoring in the prestigious film program. We are so proud and elated!



## The Hunter Family

We chose virtual learning because Sabella was interested in a variety of challenging academic courses offered at CCS. The courses have given her the freedom to explore each subject in as much depth as she would like. While virtual learning has its challenges, like learning to effectively manage time especially when taking AP exams and the SAT, Sabella was able to overcome the challenges with encouragement from family, self-directed research, and support from her teachers and school staff. Her only regret is wishing she participated in more school field trips and clubs.

Our biggest advice to families considering virtual learning would be to develop effective time management and planning skills to ensure that the scholar completes their work on time, and to encourage the learning coach to truly embrace their role and remain available to assist their scholars as a backup resource when challenges present themselves.



We have enjoyed interacting with Sabella's teachers and other scholars, and we feel CCS has a magnificent support structure to ensure each scholar's success. Perhaps most of all, Sabella has enjoyed working with the counseling staff. Mr. Samples, her school counselor and Ms. Cruz, her College and Career Counselor have had such a positive impact on her journey. Ms. Cruz has proven to be dynamic and holds an energetic spirit! She has been a tremendous support for Sabella and is always ready to investigate, analyze, and share her findings and perspective with us, and keep us informed of scholarship opportunities. She has ensured that our family will be forever bonded to CCS!

Our family is excited to see Sabella go off to college. This summer she will be attending the University of California, Irvine (UCI) Summer Bridge Program and will be a freshman at UCI starting in the Fall of 2018. She plans to major in Visual and Concept Art with a double minor in Game Science and Japanese. She plans to study abroad in the summer of her sophomore and junior years and has aspirations to join the UCI honors program in preparation for a Master's or advanced degree fellowship in the future.

## The Dillard Family

I found virtual learning seven years ago while searching for a safe place to learn, and be myself without fear of being judged or bullied because of who I am and how I choose to identify. It gave me not only the safe space I was looking for but also a better learning experience than the one I had in a brick and mortar school. Doing my schooling online has changed me and I feel I'm a better person as a result. Virtual learning gave me the time and the space to understand who I am, what I stand for, and what I believe in. I will take these values with me for the rest of my life. While I did face some difficulties feeling a bit isolated, I took it upon myself to get involved with my local YMCA teen center to build friendships and

socialize with other kids. For me, it was important to socialize for my emotional and personal well-being, it helped me successfully learn online and it made me a responsible social citizen.

Compass Charter Schools - Annual Meeting - Agenda - Monday June 25, 2018 at 5:30 PM



My favorite thing about being part of the CCS community was being part of Book Club! It allowed me to get involved in school and it was somewhere I could turn to explore my worth and it gave me something to be proud of.

My next steps include attending my local community college, where I plan to start my course studies in a field that brings together my joy for learning, design, computers, and 3D Graphics and Animation! I'm hoping to get "my feet wet" at the community college before transferring to a 4-year university since I've been out of a physical classroom for so many years. For me, this transition represents adjusting to schedule changes, classrooms, teachers, and other scholars, but it's something I am looking forward to with excitement!

## Staff Spotlight

This month we are featuring **Karla Gonzalez, Records Technician at CCS.**



### CCS: What are your primary job responsibilities?

**Karla:** My primary job responsibilities at CCS as a Records Technician include maintaining transcript records to ensure completeness and accuracy. Specifically for our high school scholars, I request, receive, process, enter, and validate transcripts and work with various counselors to troubleshoot any problems that pertain to records. Most of my work is behind the scenes collaborating internally with other CCS staff. I also assist the records department in maintaining scholar records for all grade levels. I process and issue scholar high school graduation diplomas, once they become eligible, which is perhaps one of my favorite responsibilities!

### CCS: Can you share a little bit about your background?

**Karla:** I have 10 years of experience working in online charter schools as a registrar and enrollment secretary. I have been part of the Compass community in the records department for the past three years.

### CCS: What is your favorite thing about working at CCS?

**Karla:** My favorite thing about working at CCS is having the ability to be part of each scholars education. Even though my job is behind the scenes and I don't work directly with our scholars, seeing and witnessing the amazing things that our teachers and counselors do every day makes me proud and happy to be part of the process. I truly enjoy watching our scholars graduate, move on to the next step in their life, and succeed.

### CCS: What is your favorite thing to do when you're not working?

**Karla:** My family is a central focal point in my life so when I am not working I am spending time with them. We love nature and more often than not we can be found spending time outdoors enjoying all that nature has to offer. When we're not outdoors, we are practicing Jiu-Jitsu together, or I might be off on my own practicing yoga, reading self-improvement books, and writing.



## SHARE YOUR STORY



Are you enjoying the educational experience at Compass? Tell us! We want to hear from you. Why did you decide to join the Compass family? Or, what do you love most about being part of our community? Share your comments and all of your wonderful experiences at Compass with us! [Click here](#) to share.



### Compass Charter Schools

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Visit our [website](#) for more information about our academic programs. Or, contact Melissa Blitzstein, Middle School Coordinator, at [mblitzstein@compasscharters.org](mailto:mblitzstein@compasscharters.org).

850 Hampshire Road, Suite P,...   [info@compasscharters.org](mailto:info@compasscharters.org)  
 [compasscharters.org](http://compasscharters.org)

[https://www.youtube.com/watch?v=d\\_3jyxoCWVU](https://www.youtube.com/watch?v=d_3jyxoCWVU)







# Coversheet

## Academic Affairs Committee Report

**Section:** III. REPORTS  
**Item:** C. Academic Affairs Committee Report  
**Purpose:** FYI  
**Submitted by:** Matthew Brown  
**Related Material:** Academic Affairs Committee Report - June.pdf

RECOMMENDATION:  
N/A - For Discussion Only



Academic Affairs Committee Report  
June 25, 2018

The Academic Affairs Committee met on Tuesday, February 20, 2018 at 3 pm. Members of the committee consist of Mr. Matthew Brown (Committee Chair) and Dr. Kathy Granger. 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 (the entire Staff Report can be found online, in our Academic Affairs Committee Meeting Packet):

California Assessment of Student Performance and Progress

The testing window for the SBAC test is April 16<sup>th</sup> through May 4<sup>th</sup>. We are in the process of securing testing locations throughout central and southern California. Teachers will provide either extra credit or participation points to scholars as an incentive to take the test.

WASC Accreditation

With the addition of our Orange County Learning Center to CCS of San Diego, we needed to submit a substantive change to WASC. Representatives from WASC visited the OCLC in the fall (it was a virtual visit) and notified us that they approved our change and addition of the learning center. They also reaffirmed the accreditation status for CCS of San Diego through June 30, 2023.

Mr. Lewis introduced Ms. Gabrielle Golan, Special Education Manager, who led the committee through a presentation of our Special Education Department.

Mr. Lewis walked the committee through the 2017-18 Fall Semester Local Control Accountability Plan Progress Update. The update featured information on the LCAP, both a high-level overview and charter-specific information.

The Academic Affairs Committee will reconvene at the start of the 2018-19 school year.

Respectfully Submitted,

Mr. Matthew Brown  
Board Member &  
Academic Affairs  
Committee Chair

# Coversheet

## External Relations Committee Report

**Section:** III. REPORTS  
**Item:** D. External Relations Committee Report  
**Purpose:** FYI  
**Submitted by:** John Vargas  
**Related Material:** External Relations Committee Report - June.pdf

RECOMMENDATION:  
N/A - For Discussion Only



External Relations Committee Report  
June 25, 2018

The External Relations Committee met on Thursday, February 22, 2018 at 4 pm. Members of the committee consist of Mr. Matthew Brown and Mr. John Vargas (Committee Chair). 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 (the entire Staff Report can be found online, in our External Relations Committee Meeting Packet):

Charter Growth

We are in conversation with Guerneville School District in Sonoma County about submitting a petition to open Compass Charter Schools of Sonoma. A draft petition is under review, based on the template that was approved by the Board of Directors in 2017.

Coffee with Compass

Our newest initiative, Compass with Compass has hit the road in 2018 to continue to build community among our learning coaches. Suggested by our Parent Advisory Council, we will be hosting Coffee with Compass at two locations each month from January through May 2018.

Mr. Lewis walked the committee through the 2018 Marketing Plan, which included information on the current 2017-18 school year and plans for the upcoming 2018-19 school year, including summer school.

The External Relations Committee will reconvene at the start of the 2018-19 school year.

Respectfully Submitted,

Mr. John Vargas  
Board Member &  
External Relations Committee Chair

# Coversheet

## Finance Committee Report

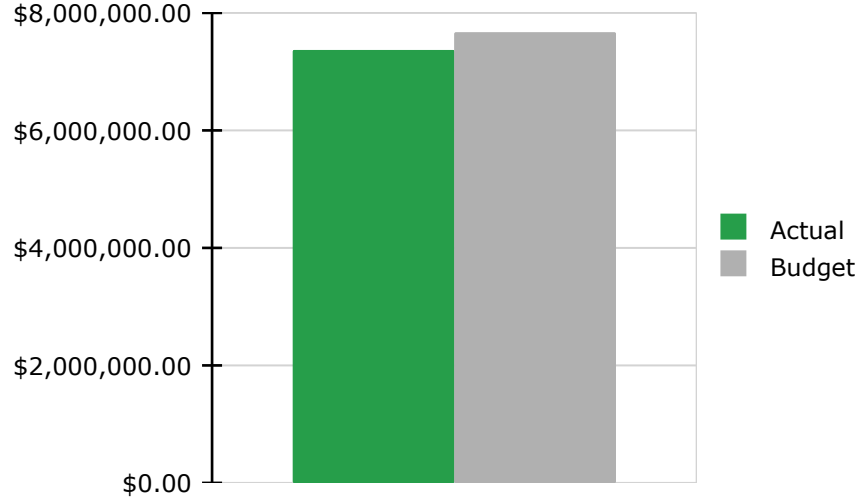
**Section:** III. REPORTS  
**Item:** E. Finance Committee Report  
**Purpose:** FYI  
**Submitted by:** Kathy Granger  
**Related Material:** B Charter Vision Board Report.pdf  
A Finance Committee Report - June.pdf

RECOMMENDATION:  
N/A - For Discussion Only

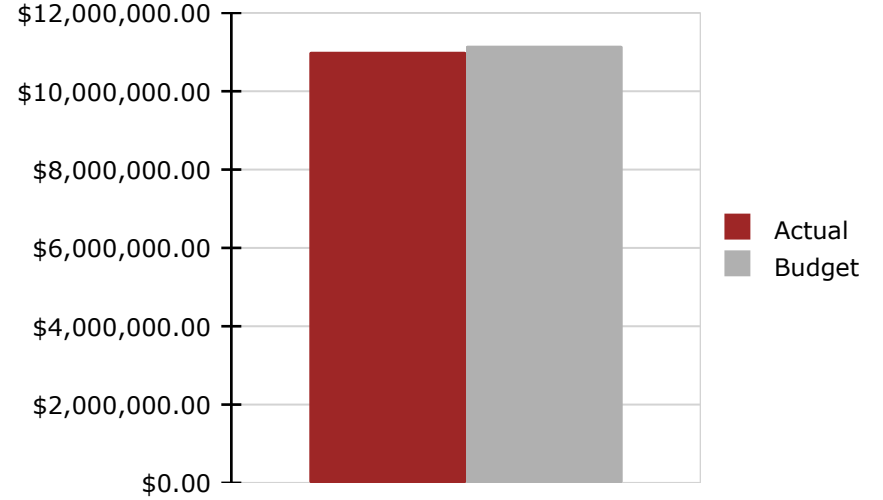


**Book Balance:** \$2,467,298

**Revenue To Date**



**Expense To Date**



**Revenue Summary**

Actual	\$7,368,859
Budget	\$7,668,155
Actual to Budget	96 %

**Expense Summary**

Actual	\$11,005,301
Budget	\$11,159,542
Actual to Budget	99 %

## Compass Charter Schools

July 2017 - May 2018

## YTD Actual to Budget Summary

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All

Account Description	July - May				2017 - 2018	
	Actual	Budget	Variance \$	Variance %	Total Budget	Remaining Budget
<b>LCFF</b>	\$6,052,421	\$6,194,415	(\$141,994)	-2.3 %	\$7,795,372	\$1,343,914
<b>Federal Revenue</b>	-	\$55,313	(\$55,313)	-100.0 %	\$110,625	\$110,625
<b>Other State Revenue</b>	\$314,596	\$269,649	\$44,947	16.7 %	\$352,117	\$37,521
<b>Local Revenue</b>	\$1,001,841	\$1,148,778	(\$146,937)	-12.8 %	\$1,348,895	\$271,766
<b>Total Revenue</b>	\$7,368,859	\$7,668,155	(\$299,296)	-3.9 %	\$9,607,009	\$1,763,826
<b>Certificated Salaries</b>	\$3,927,394	\$3,936,037	\$8,643	0.2 %	\$4,335,540	\$408,146
<b>Classified Salaries</b>	\$1,152,181	\$1,149,090	(\$3,091)	-0.3 %	\$1,252,312	\$99,970
<b>Employee Benefits</b>	\$1,386,280	\$1,413,046	\$26,766	1.9 %	\$1,492,056	\$82,692
<b>Total Personnel Expenses</b>	\$6,465,856	\$6,498,173	\$32,317	0.5 %	\$7,079,908	\$590,807
<b>Books and Supplies</b>	\$1,973,869	\$2,045,218	\$71,348	3.5 %	\$2,266,493	\$221,672
<b>Services &amp; Other Operating Expenses</b>	\$2,146,648	\$2,212,299	\$65,652	3.0 %	\$2,602,451	\$444,717
<b>Capital Outlay</b>	-	-	-	0.0 %	-	-
<b>Other Outgo</b>	\$418,929	\$403,852	(\$15,077)	-3.7 %	\$403,852	(\$15,077)
<b>Total Operational Expenses</b>	\$4,539,446	\$4,661,369	\$121,923	2.6 %	\$5,272,796	\$651,312
<b>Total Expenses</b>	\$11,005,301	\$11,159,542	\$154,240	1.4 %	\$12,352,704	\$1,242,119
<b>Net Income</b>	(\$3,636,443)	(\$3,491,387)	(\$145,056)	-4.2 %	(\$2,745,695)	\$521,706

## Compass Charter Schools

July 2017 - May 2018

## Balance Sheet Summary

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All

Liquidity Ratio	7.4
-----------------	-----

<b>Assets</b>	
<b>Current Assets</b>	
Cash	\$2,467,298
Investments	\$2,236,407
Accounts Receivables	\$123,529
Prepaid Expenses	\$18,981
Other Current Assets	\$381
<i>Total Current Assets</i>	<i>\$4,846,596</i>
<b>Fixed Assets</b>	
<i>Total Fixed Assets</i>	<i>\$0</i>
<b>Other Assets</b>	
Security Deposits	\$5,000
<i>Total Other Assets</i>	<i>\$5,000</i>
<b>Total Assets</b>	<b>\$4,851,596</b>

## Compass Charter Schools

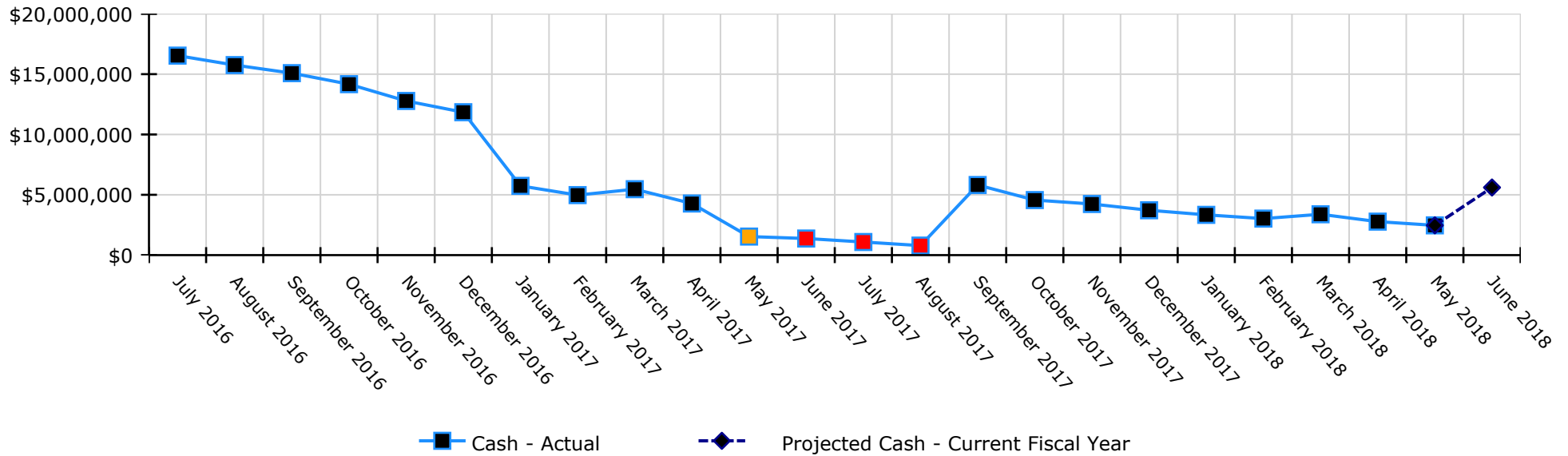
July 2017 - May 2018

<b>Liabilities and Net Assets</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$227,876
Accrued Salaries, Payroll Taxes, Postemployment Benefits	\$211,719
Deposits held on behalf of other employees	\$213,084
<i>Total Current Liabilities</i>	<i>\$652,678</i>
<b>Long Term Liabilities</b>	
Loans Payable	\$25,000
<i>Total Long Term Liabilities</i>	<i>\$25,000</i>
<b>Total Liabilities</b>	
	\$38,717,249
<b>Net Assets</b>	
Unrestricted Net Assets	\$7,810,361
Profit/Loss YTD	(\$3,636,443)
<i>Total Net Assets</i>	<i>\$4,173,918</i>
<b>Total Liabilities and Net Assets</b>	
	\$4,851,596

## Compass Charter Schools

July 2017 - May 2018

## Monthly Book Balance Over Time



	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	\$5,739,677.28	Actual
February 2017	\$4,974,874.77	Actual
March 2017	\$5,464,627.28	Actual
April 2017	\$4,277,296.99	Actual
May 2017	\$1,537,724.91	Actual
June 2017	\$1,376,306.57	Actual

	Cash Amount	Actual or Projected
July 2017	\$1,086,939.88	Actual
August 2017	\$790,093.07	Actual
September 2017	\$5,810,753.71	Actual
October 2017	\$4,563,284.43	Actual
November 2017	\$4,236,894.57	Actual
December 2017	\$3,717,913.52	Actual
January 2018	\$3,337,773.93	Actual
February 2018	\$3,027,670.99	Actual
March 2018	\$3,385,599.57	Actual
April 2018	\$2,775,549.79	Actual
May 2018	\$2,467,297.98	Actual
June 2018	\$5,605,900.00	Projected



## Compass Charter Schools

July 2017 - May 2018

## Financial Health Report

Financial Ratio	Formula	Current	Target
Current Ratio (Liquidity)	$(\text{Current Assets}) / (\text{Current Liabilities})$	7.43	> 1.00
Cash Ratio	$(\text{Cash}) / (\text{Current Liabilities})$	378.03 %	> 100.00%
Defensive Interval	$(\text{Cash} + \text{Securities} + \text{AR}) / (\text{Average Expenses past 12 months})$	6.11	> 4 months
Debt Ratio	$(\text{Total Liabilities}) / (\text{Total Assets})$	13.97 %	< 30.00%
Asset Ratio	$(\text{Current Assets}) / (\text{Total Assets})$	99.90 %	> 80.00%
Cash on Hand	(Cash)	\$2,467,297.98	>= \$0.00
Days Cash on Hand	$(\text{Cash}) / ((\text{Average Expenses past 12 months}) / (30.4))$	95.00	> 45
Cash Reserve Ratio	$(\text{Cash}) / (\text{Budgeted Annual Expenses})$	19.97 %	> 10.00%
Savings Indicator	$((\text{Last Closed Revenue}) - (\text{Last Closed Expenses})) / (\text{Last Closed Expenses})$	-0.24	> 1.00
YTD Savings Indicator	$((\text{YTD Closed Revenue}) - (\text{YTD Closed Expenses})) / (\text{YTD Closed Expenses})$	-0.33	> 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 5/31/2018

## Compass Charter Schools

July 2017 - May 2018

Cash	\$2,467,297.98
Securities	\$2,236,407.48
AR	\$123,529.00
Current Assets	\$4,846,596.34
Total Assets	\$4,851,596.34
Current Liabilities	\$652,678.41
Total Liabilities	\$677,678.41
Last Closed Revenue	\$721,796.43
Last Closed Expenses	\$951,879.23
Budgeted Annual Expenses	\$12,352,703.80
Average Expenses past 12 months	\$789,561.86
Average monthly payroll expenses	\$587,805.05
YTD Closed Revenue	\$7,368,858.59
YTD Closed Expenses	\$11,005,301.16



## Finance Committee Report June 25, 2018

The Finance Committee met on Tuesday, February 20, Tuesday, March 20, Tuesday, April 17, Tuesday, May 22 and Tuesday, June 19, 2018 at 2 pm. Members of the committee consist of Mr. Joe Cummings and Dr. Kathy Granger (Committee Chair). 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 (the entire Staff Report can be found online, in our Finance Committee Meeting Packets):

### Leases

We currently sublet two (2) properties to iLead Charter School: Bethel Church in Encino, and Friar Street in Van Nuys. These are the former locations for VIP North and VIP South, which were closed in June 2014. Our Bethel Church lease runs through August 1, 2019 and we anticipate renewing our sublease with iLead through July 31, 2019. Our Friar Street lease runs through May 31, 2024, and we are reviewing options to sublease to another charter.

### 2017-18 Audit

Christy White Associates was on-site on Friday, March 23 to begin work on our 2017-18 audit. They reviewed attendance compliance, as well as HR compliance. Once we close the books, they will return to review our financial compliance.

### 2018-19 Budget

Staff worked with CSMC on Monday, May 14 to lay the groundwork on the 2018-19 operating budget. Time was spent reviewing budget to actual for 2017-18, projections for the balance of the year, and projections for the upcoming year.

### 2018-19 Funding Update

The Advisory Commission on Charter Schools met last Tuesday, June 12 to consider our Funding Determination Forms and approved the CDE recommendation. The California Department of Education, Charter Schools Division, issued a positive recommendation of 100% funding for our three (3) of charters: CCS of Fresno, CCS of LA, and CCS of San Diego. This funding is for the next four (4) years. The next and final step is action by the State Board of Education, which is scheduled for mid-July.

Mr. Lewis and Mr. Warner walked the committee through the Balance Sheet and Year to Date Actual to Budget Detail at each meeting.

Mr. Lewis led the committee in a review of the proposed CCS Budgeting Philosophy, which is based on current operating practice. Revenue is recognized in each individual charter and expenses shared between schools and distributed to each charter based on enrollment.

The CMO will ensure each charter will have available operating funds through intercompany receivables/payables and that ending fund balances for each individual charter maintain five-percent LCFF revenues for reserves.

*The Finance Committee voted unanimously to recommend approval of the Budget Philosophy for inclusion in the Board Policy Manual to the full Board of Directors.*

Mr. Lewis and Mr. Warner walked the committee through the Second Interim Reports at the March meeting.

The Finance Committee provided guidance on FY19 budget priorities to staff at the April meeting, which was to spend the current year revenue on current scholars, keep marketing efforts intact, and main our current reserve levels.

Mr. Lewis walked the committee through the 2016 Form 990 at the May meeting.

Mr. Lewis led the committee in a formal presentation and review of the draft FY19 operating budget at the May meeting. He led the committee through a second review of the draft FY19 budget at the June meeting.

*The Finance Committee voted unanimously to recommend approval the FY19 operating budget to the full Board of Directors.*

The Finance Committee will reconvene at the start of the 2018-19 school year.

Respectfully Submitted,

Dr. Kathy Granger  
Board Treasurer &  
Finance Committee Chair

# Coversheet

## Personnel Committee Report

**Section:** III. REPORTS  
**Item:** F. Personnel Committee Report  
**Purpose:** FYI  
**Submitted by:** Joe Cummings  
**Related Material:** Personnel Committee Report - June.pdf

RECOMMENDATION:  
N/A - For Discussion Only





Personnel Committee Report  
June 25, 2018

The Personnel Committee met on Wednesday, February 21, and Wednesday, April 18, 2018 at 3 pm. Members of the committee consist of Mr. Joe Cummings (Committee Chair) and Mr. John Vargas. 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 (the entire Staff Report can be found online, in our Personnel Committee Meeting Packets):

CalSTRS Audit

We were selected to participate in an audit of CalSTRS by their external auditor, CROWE. Lisa Fishman, Director of Operations, submitted our information to CROWE prior to their December 31 deadline.

Performance Plans

Bamboo HR is our HRIS system. In addition to tracking credentials for our staff, mandatory training, and leave balances (they also request leave from the system), we have expanded it to include our Performance Planning system. From February 21 through March 7, our Self Review will be released for staff through Bamboo.

Celebrations

April 25<sup>th</sup> – Administrative Professionals Day

- CCS has two (2) administrative professionals

May 1<sup>st</sup> – School Principals Day

- CCS has the following academic leaders:
  - Erin Smith, Online Learning Manager
  - Kristy Smith, Options Learning Manager
  - Steven Thompson, Online Elementary School Coordinator
  - Melissa Blitzstein, Online Middle School Coordinator
  - Janae Smith, Online High School Coordinator

May 7<sup>th</sup> – 11<sup>th</sup> – Teacher Appreciation Week

- CCS has the following groups of teachers:
  - 19 Educational Facilitators
  - 13 Elementary School Teachers
  - 18 High School Teachers
  - Seven (7) Middle School Teachers
  - Four (4) Special Education Instructors

May 8<sup>th</sup> – National Teacher Appreciation Day

May 9<sup>th</sup> – California Day of the Teacher

May 20<sup>th</sup> - 26<sup>th</sup> – Classified School Employees Week

### Compensation Study

We are working with Edgility to conduct a CMO Compensation Study, which will include focus groups of our staff, a review of peer organizations, and ultimately lead to a salary structure and set of recommendations to consider. The goal is to understand our competitive compensation levels and benefits organizations compared to peer organizations and to have an internal salary structure that ensures internal equity and external market competitiveness. A final report will be delivered in early June.

### All-Staff Retreat

We will be hosting our annual in-person All-Staff Retreat at the DoubleTree by Hilton Hotel Golf Resort Palm Springs from Wednesday, August 8 through Saturday, August 11. The Retreat will focus on department, division, and committee collaboration and calibration for the upcoming school year, and is being planned by Lisa Fishman (logistics) and our new Professional Learning Sub-Committee (agenda).

### Leadership Book Club

We have a quarterly Leadership Book Club series for our leadership team. The summer book is *The Power of a Positive Team* by Jon Gordon.

Mr. Lewis led the committee in a review of the 2018-19 Employee Handbook at the February meeting. He led the committee through a second review at the April meeting.

*The Personnel Committee voted unanimously to recommend approval of the 2018-19 Employee Handbook to the full Board of Directors.*

The Personnel Committee will reconvene at the start of the 2018-19 school year.

Respectfully Submitted,

Mr. Joe Cummings  
Board Member &  
Personnel Committee Chair

# Coversheet

## Parent Advisory Council Report

**Section:** III. REPORTS  
**Item:** G. Parent Advisory Council Report  
**Purpose:** FYI  
**Submitted by:** Lisa Robotham  
**Related Material:** A Parent Advisory Council Report - June.pdf  
C 2018 Parent Advisory Council Survey Results - Comments.pdf  
B 2018 Parent Advisory Council Survey Results.pdf

RECOMMENDATION:  
N/A - For Discussion Only



Parent Advisory Council Report  
June 25, 2018

The Parent Advisory Council met on Friday, March 16 at 3 pm, Tuesday, April 10 at 4 pm, and Friday, May 18 at 3 pm. Members of the council consist of Ms. Mariecor Agravante, Mrs. Therese Nordstrom Christopher, Ms. Sarah Cotes, Ms. Galit Gordon, Ms. Samantha Herrod, Ms. Tiffany Vilchis-Parks, Ms. Esmeralda Rivera, Ms. Lisa Robotham (chair), Ms. Leah Smith, and Mrs. Joy Elizabeth Sterling-Effie.

Compass shared with the PAC that re-enrollment opened on March 1<sup>st</sup>, and scholars who re-enroll for the 2018-19 school year by Friday, March 16<sup>th</sup> will receive a 'Proud Scholar' t-shirt. It was also shared that the last series of the CEO Town Halls will be in early May, where year-end updates and plans for the upcoming year will be shared with parents. It was also mentioned that ParentSquare will return next year as a feature for communication and engagement between parents and staff.

The PAC reviewed the results of the PAC Scholar Survey at our March and April meetings. Please see attached PowerPoint presentations for the results.

Compass shared with the PAC that based on suggestions from scholars and learning coaches, they have opened Employee of the Year nominations for scholars and learning coaches to nominate teachers, counselors, staff, and administrators for the honor, to be awarded at the Annual Meeting in June. An invitation was also shared to attend the PublicSchoolOptions.org Parent Advocacy Boot Camp Conference in Washington, DC this summer.

The Parent Advisory Council will reconvene at the start of the 2018-19 school year.

Respectfully Submitted,

Mrs. Lisa Robotham  
Board Secretary &  
Parent Advisory Council Chair



# COMPASS

## CHARTER SCHOOLS

### **2018-19 Parent Advisory Council Survey Results**

**(855) 937- 4227**

**CompassCharters.org**





# Our Mission and Vision

## **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.



# Curriculum Experience (K-5)

Learning coaches should have access to all answer keys to teach the scholar correctly. Some subjects don't provide all in k-12.

The reasoning of the mathematics seems way beyond the scope of what a child in 3rd grade is learning. Is this true or false?

Wish k-12 gave learning coaches answers in every subject. We still love k-12 through Compass for the flexibility.

It took us all year to be able to get a loaner computer and finally received one at the end of January only to receive broken ones. Its hard to get ahold of anyone. I will say that I love Michelle Kenbeek. She has always tried to help both kids and I with any problems or forward us to someone else if she can't. She is working one on one with my daughter that needs extra help.

"I think having a new subject introduced every month for the scholars is very engaging and fun for them. We really don't like working with the Max scholar program. But Ten Marks and Iready are great. I think Iready is a program you should really stick with since it monitors scholars progress and challenges them at their level."

I think the science is getting a little difficult for my 4th grader. There will be one brief lesson about complicated things and then she's expected to memorize scientific terms in one lesson before the assessment. I've had to spend extra time helping her.



# Curriculum Experience (K-8)

Love it!

Love middle school online. She's very independent in her school, she still shares facts with us randomly what she's learned!

For my elementary student. It's a lot of work. She has a lot of learning labs then has a class work to finish and personal work in 10marks iready and other things

We had a problem with my 7th graders math asking questions at the beginning of the lesson pertaining to things she had not learned yet. We've addressed this and it has been modified. We are happy.



# Curriculum Experience (6-12)

Unnecessary steps to take pictures of the PE logs for attendance... Very frustrating...

I like that they have teachers that are so involved and helpful with the students. They are always there whenever we reach out. The learning labs are a great way for my scholar to interact with his peers and teacher as well.

"Electives, specifically PE, seem way off grade level - it is more suited for college-level individuals who are pursuing a physical education/nursing career.

Also, would love to see programming electives for 6 grade."

I think overall the school is great, but not for autistic children. My son has autism, and he can't be logged in for 5 to 6 hrs a day, as the school requires. If he does his work in 3 or 4 hrs, that's the most time that he can stay in the computer. He likes working at his own pace, and he doesn't like to be hurried up on assignments. The other things that doesn't work are the live lessons, he only attends two of them per wk, he can't sit in front of the screen for too long. Other than that, I think it's a good school.

I wish the lessons were broken into small chunks that look 40 minutes daily with some sort of graded activity at the end. Having a 3 hour lesson on one subject is a lot for a child not yet a teenager. And if you just work a little on each lesson for every class per day, there's not always something in the gradebook that my kid can show me he got done at the end of the day so I can keep him on pace. Also the PE coursework is too much and not age appropriate.



# Curriculum Experience (6-12)

I liked it, but some parts of the electives were way too easy, and I wish that you could choose your elective. I hate it. The grading system is the most discouraging, negative method of education that I have ever seen. And I'm a teacher. Whoever contrived such a system needs serious therapy.

I would love for more math help. I had to hire a tutor since she just did not understand the lessons. Although the curriculum seems appropriate, requirements, lack of communication and irregular scheduling is a huge problem. Nothing is in sync! My daughter is now truant in the first week back in the new semester, yet has attended all and all available learning labs and continues with emails as to what to do since all work seems to be due by one date without benefit of instruction. She logs in daily, looks for assignments as she was behind and looking to do better this semester but has not seen anything required before a certain date since winter break. Again, she has emailed her teachers to make sure she's on track this time but have not received any response!

She is ready and willing just needs to know what to do! What else CAN WE do but wait for instruction! Truant? Only because there has been no instruction. We await response. Thank you, Madalyn

Teachers pretty attentive





# Curriculum Experience (6-12)

The curriculum is fine, but the computers course was very frustrating for my child. For an elective she did not enjoy it at all. She liked her other classes way more, even more than math. I looked it over and it was very difficult to understand. Too many questions were very confusing and the lessons were not interesting enough. It was her hardest class. Also, your curriculum states that it allows for sick days. No way! My daughter was sick and she could only afford to be sick one day. She was so far behind and had a hard time catching up. She used entire weekends to finally catch up and was more frustrated than ever. I don't know how others do it, doing only 3 classes a day. She has to do all subjects everyday! Forget about field trips.

When a child gets behind it seems to be very hard to get caught up online along w/ the learning labs. The way th grading is done is not only confusing, but discouraging. Opening your platform at the beginning of a semester and having to look at an F letter grade Is terrible. Even though we know it's only showing the poor grade because it's the start of a new semester, it's still really discouraging. The teachers are professional and very helpful.

\*Message system isn't user friendly ... it doesn't notify parents when there's a message. \*The estimated times are way too general & not accurate for reading, watching provided videos or time to take tests/exams. As well, a final exam of 50 math questions does NOT take 60 minutes ... more like 120-180mins! The times are valuable & can be motivating, yet when incorrect, worthless & discouraging to the scholar! \*The PE course is informative but "double" the work when scholars are required to have 40 minutes daily physical activity. I feel a total of an hour a day is acceptable, therefore an additional 20 mins a day (100 minutes a wk) of coursework should satisfy ... perhaps, streamline the course to HALF of it's existing length.



# Curriculum Experience (9-12)

It would benefit the students, in my opinion, if there was a STEM program. Consider it

We left Compass Charters for negative reasons even though curriculum was good:

1. LOCKED assignments- Biggest reason we left!! I feel as the previous coach, that everyone learns by skipping around a little with work. We are all that way in everyday life! [My son failed all classes cause of assignments being locked ] (In his new school he has passing grades in all courses within the first week!! Started with a full schedule while we learned to navigate new website)

2. Teacher's not up with the newer Strong mind Curriculum. Didn't have good semester pacing guides. Some had weekly ones/even then they seemed confused somewhat. And some would say follow the gradebook; that's your pacing guide and that wasn't. There needed to be designated pacing guides for each class.

3. Ongoing glitch in grading system. So I can only figure, students were not given correct grades in their classes....that's a big problem.

Too much work to get done in one day.

With both English and World History the readings did not match up with the exams so it was very difficult to get good scores on exams.



# Curriculum Experience (9-12)

I really appreciated your program is very interesting and strong, excellent staff that work hard and shows interest in each student. Congratulations!

First music was taken off the curriculum, now art. Student is very disappointed.

"LOVE...EVERYTHING...&  
EVERBODY....GREAT...SCHOOL!!!  
GREAT...TEACHERS!!!  
GREAT...ADVISORS!!!!  
LOVE..U..ALL..!!!  
NJOY....UR...LIFE...!!!! PEACE. :)"

The lesson time estimations were rarely accurate/helpful. For example, the system would say a Spanish lesson would take 3 hours yet it only really took 1 hour, whereas it would say that a math or English lesson would also take only 3 hours, yet it took much longer.

"The online program has been a blessing for my family.

My two kids while attending regular school were for most of the time very depressed to due peer pressure and bullying. Not having to deal almost everyday with the struggles of regular school is a God's send. Thanks so much."



# Curriculum Experience (9-12)

I am very concerned because my freshman has not taken science or biology lab which is required. I am pleased he is now taking health.

Frustration with Strong Mind. When the kids take their tests they don't know what was done incorrectly and can't learn from their mistakes. Blackboard let them know that and we could refigure things to learn from that. Also the wording on the tests is hard to understand. At least that is what I am told. Look at my kids tests and see.

Very good teacher support. Especially Ms. Jennings in English. She goes out of her way to keep Luke on track: )

Some teachers haven't answered emails to the point my child had to CC her counselor in order to receive a response. Now messages are sent via the portal so the same teacher give limited information when she does respond. The past two enrollments have been horrible. Some how something always happens where I send in everything sign everything and my child still doesn't start the day she's supposed to and no one contacts me to state they are missing anything. It has taken me or my child contacting to get anything done. The worst experience ever

None



# Curriculum Experience (9-12)

Previous program was preferred as there were schedules sent from the teacher or via link to help the students with what had to be done daily/weekly. Each day/week had a lesson plan so that it was easier for the student to stay caught up.

So far we are very pleased with the great communication between staff, scholars and learning coaches! We are grateful to be a part of Compass Charter. Thank you!

- 1) all LC and scholars should be advised that teachers have up to 3 days after the close of the semester to grade work.
- 2) a broadcast call or email should have gone out notifying everyone that Semester B began on Thursday....However semester ending for sem A should be on a Friday, so scholars can relieve the stress and build up energy from semester A. Or give them a 2 day break which shows goodwill to scholars and gives teachers a morale boost and needed time for all staff to chance to catch up on grading work turned in.
- 3) A special email should be sent to LC and scholar the grade they received on assignments turned in on last day and what final grade they received in the class instead of waiting for report card in the mail. teachers can make a list that staff can work off to get this accomplished
- 4) strong-mind needs to rewrite geometry program and the program needs to advise what problem is wrong in workbooks with an explanation as to why. Teacher interaction is needed more..

their very good classes and my children loves these classes and no problems at all



# Curriculum Experience (All)

I don't feel like the coach

I'm responsible for most aspects of the learning process I wanted to help but I feel more like a teacher " I love how much more interaction there is between the students and teachers and feel my scholar is learning more and having fun doing it.

One of MyKids is in K12 and the other is in Lanes. K12 is great because the curriculum is laid out for everyone to see for the entire year, and one can work on both workbooks as well as the online portal, which is a great balance. Lanes, however, still needs numerous upgrades -- 1) not ideal for very young elementary school kids, 2) some of the lessons have errors or technical issues that hinder the performance of students, and 3) Lanes only seems to have the Language Arts and the Math down but is not so great in History or Science coverage [at least in K12 all the curriculum is there so that it ensures that the kids can study them consistently and with enthusiasm]...

Love his teacher.

The labs are great for my son. He enjoys the interaction with teacher and other students. I am very happy with the curriculum, but i wish it were easier to catch up when we get behind, especially when it's not our fault





# Curriculum Experience (All)

"Love the interaction with personal teacher. not only homeroom teacher but also p.e. classes,art. History ext. My children have gotten closer with students also, making classroom friends they can talk to and ask questions with. My daughter's teacher Michelle Kenbeek is doing individual math lessons. (Like a tutor) I'm amazed how much of her personal time she has been devoting to the children in 4/5th grade. I'm very impressed and please with her. My son's teacher Kari Watt always has fun homeroom classroom activities that my son really gets excited about doing. He gets the whole family evolved and we love that we can see what he is learning and enjoying while doing it. I'm very happy using the Lanes program this year. It is my first year not using the original k12 online but I am pleasantly surprised.

My experience with K12 has been great. The teachers are always helpful but most importantly understandable.

I have issues with the way the information is delivered in some of the lessons. Pertinent information is left out, which requires the child to speculate about information or people. The facts that are left out of these stories that are about real people/events make the stories fiction, but they are delivered in the manner of nonfiction. We are still painting George Washington as this figure who never told a lie, which is utterly false, and we speak of Columbus discovering America, which he never set foot on. I removed my child from public schooling for this reason, I don't believe in painting fairy tales when the truth will suffice. I end up having to stop in the midst of many of the lessons to give my child factual information, this makes each lesson much longer.



# Curriculum Experience (All)

It's great and my son love's it

None

We are very happy with the overall experience

I would like to see and hear more sounds with the testing

Very helpful was able to find out my childs learning disabilities and am now on the right path to help him exceed

Don't have issues love CCS always quick to help with any issues.

I find history to be lacking and leaving much to be desired in the way of not only information but historical accuracy.

The program is fantastic and fits my child perfectly however the Maxscholar doesn't fit her at all. It defeats her and she doesn't enjoy it or have any interest in using it. It would be great if there was another program to choose from.

The History curriculum is far, far too focused on religion. While religious forces were important in how the world was shaped, there is WAY too much of it. I end up having to modify those lessons so that my child's actually informed about what was going on around all that. History is far more than what church wanted to kill the members of which other church.



# Learning Lab Feedback

I like this and then I can guide but the labs are a good thing to help the kids with time organization and commitment

I love that my scholar can learn and have fun at the same time. She loves her teachers and has made friends that help study with each other which was something she didnt do before.

Sometimes there's a danger of "groupthink" in Learning Labs, where everyone ends up performing like everyone else and thinking like everyone else because no one wants to outshine anyone else. Instead, we would prefer Learning Labs to be like "academic summits" where the best of everything is always showcased so that everyone learns from what everyone contributes. Groupthink makes people remain in their comfort zones so there's no innovation. But with an "academic summit" there's genuine exchange of real, actual knowledge so that actual learning takes place... Also, don't treat Learning Labs like a remedial tutorial session -- because then it gets boring and ineffective in promoting learning at all and ends up like a waste of time... Instead, if you want "remedial tutorial sessions" have videos on those that folks can access in their own time.

Then have the actual meeting time be the "academic summit"...



# Learning Lab Feedback

"\*It was hard to answer the lab part. My son was struggling so much with wondering what to do and how much in school work, he didn't attend learning labs. \*Cause of reasons I listed in the start of survey. PLEASE TAKE THIS into consideration: In his new school, the class connects, similar to labs, are a big part of the program. They focus on teaching the lesson for the day, help students sometimes do one assignment due that day, the student's interact with the teacher on the virtual board with tools answering questions/ answer questions in chat box. And the students can chat a little about work while on class connect helping each other.

They receive credit for attending by doing an attendance quiz.

The answer is given. (This REALLY helps him learn. They combine a few learning tools in one class connect, and even do an assignment for the day during this time. This all helps condense lots of things together. \*Their labs in Compass, should definitely count as part of their grades. (The class connects are so awesome, I love watching them with him and seeing him learn well!!!!!!) All online learning for school til 12th grade should be this way!!!!!!

"

My son enjoys it and he learns from it.

She is working at the Learning Labs, so she never can not do it.

It should not be mandatory



# Learning Lab Feedback

My student would like more interaction with teacher and students

It's always nice to be able to see my scholar's teacher online but it would be better if my scholar could also interact with other children during the learning labs. Also, there needs to be more encouragement by the parents for children to log in to the learning labs.

I would find it completely unacceptable for Learning Labs to be required and/or part of my child's grade.

"LOVE...EM!!!!

It's usually a bad time for us we get up at 4:30 am so 10 am is too late for us to do labs on to something else. It's always nice to see the teachers' faces - it makes the experience more personal and real.

I think these are a great tool for online scholars. They have helped my son tremendously. While I do believe they should be mostly academic I truly appreciate when the teachers encourage the scholars to stick around after the lab to just talk and interact with each other.

Teachers are great, but the LL takes way too much time. We do appreciate the level of interaction with the teacher and like the fact that it's not just strict curriculum that is boring and stiff. We enjoy the gameplay and videos and experiments in class.

Although I think learning labs are great for the scholars, there are many times that my scholar cannot attend due to him working on set. We chose online homeschooling so that he could work at his pace, and work around filming. This has been a great experience for him and this is working well, but I do not feel it should be a part of his grade if he attends or not.





# Learning Lab Feedback

They should be short, 30 minutes

45 min with 15 social min. No LLs before 9:30am please!

My kids are so independent that they really don't like them. Sometimes they help but the pace can be more than one scholar can handle.

"Learning Labs (LL) are very beneficial to my scholar as it helps to better understand the courses. It is also a good experience and builds a healthy teacher-scholar and classmate relationship.

I don't agree that LL's should be mandatory. Nonetheless, it most certainly should be encouraged by the learning coach/parent to attend.

I do strongly agree that LL's should be extra-credit and rated on attendance and/or participation.

The only thing I don't see of a great benefit with LL's is the ""Exit Ticket"" (where a writing is required) because scholars view this as another assignment to complete, causing some stress.

I strongly suggest that a short quiz (no more than 5 questions) at the end of each LL would be more beneficial for both scholars and teachers. Or, even better yet, during the LL, teachers can have a Q&A, where one question per student is given.

With either short quiz or Q&A, scholars are participating and given extra credit on the spot. This avoids creating additional grading to do for teachers and avoids stress on scholars in having an additional assignment. All is done during the learning lab.





# Learning Lab Feedback

For scholars that are not able to make the live-Leaning Lab session, as my scholar has missed a few due to doctor appointments, their opportunity to get extra credit would be to watch the taped learning lab, complete short quiz within 2 days and send it in to their teacher, respectively.

Hope this helps. My purpose is to help our scholars and support our awesome teachers. Thank you :)"  
I think the teachers should remind the scholars to ask questions if they don't understand something and make sure before leaving the lab that everyone understands what they are learning/doing.

Great time to interact with other scholars.

More student interaction is more than welcome.

Make them fun  
We think that they are helpful.

L.L. help my daughter's understand what the lab is above

We Love them! Love they are different times, everyday.

I think they are great especially for my 8th grade student I do think they should be required at her grade level but I do feel if she can't make it to one that she should still get the participation for watching the recording later.

None



# Learning Lab Feedback

My child has not attended a learning lab due to the time it's held, it doesn't coincide with our schedule this school year.

My kids look forward to LL's & appreciate the flexibility of attending if they have an audition or filming. Them being recorded is great in case missed, so they can watch & write a summary to the teacher for credit. LL's motivate my kids to attend when a lesson is taught & like receiving credit for attending! It's also a great time to acknowledge scholars performance & TEACH!

Learning labs are great my scholar asked me if one day they could have show and tell because he wanted to show a souvenir he bought at a museum so maybe some days they can have a structured lab but more to get to know each other than just about curriculum

Don't have a lot of experience in this arena but my rating is based on what I know

Most teachers would state that it would count as part of their participation grade! So we always felt OBLIGATED. It should be optional (If they have questions). Or if there is a "special" lesson. It tacks on a whole other hour to their day! Sometimes it's just not possible!



# Learning Lab Feedback

I find that sometimes the teachers are just scheduling busy work. I would rather see more unplanned activities where she can go over the material being covered that week in the lessons and go over any important parts. She could also answer any questions the students have during that time.

I think learning labs are beneficial to my students and help them to learn better in more of a teacher school setting. But I don't think they should be mandatory because there are some days where we have appointments and can't make a lab or like right now where we can't get into them because of a broken computer provided by CCS

Perhaps a corner or cafe chat room can be designed as time designated spots for students to meet up with classmates to chat. Students can share their creative writing, art drawings, multi media creations. But this outlet would be early morning so as not to interfere with Learning labs or clubs.



# Q&A Sessions

Great tool

I'm unaware of Q&A sessions

They are beneficial to understand courses and also helpful to even a learning coach if there are any difficulties with helping the scholar with a course.

Let Q&A be fun, not boring and tedious...

\*My answers above are irrelevant to Q & A. He didn't attend these.  
I'm not aware of this sessions.

Q&A Sessions should be available but the scholars should only have to attend on a "need basis". My son already spends a lot of time in lessons plus LL's. Q&A's are unnecessary when he understands the lessons.

We have never seen Q&A as an option

NOTHING...I...TRUST...HIS...TEACHERS...TO...DO...THEIR...BEST...!!!

We haven't tried Q & A before, so far not needed but appreciate it's available



# Q&A Sessions

It's great that they are available when needed.

Q&A should only be used for getting answers to questions that a scholar might have.

No Q&A immediately after LL please! After an hour kids need a break.

My kids prefer to ask specific teachers help on specific topics outside of Q&A

My scholar has not had many Q&A's. It has helped but Learning Labs have been more beneficial and a better experience. I strongly suggest implementing Q&A's during Learning Labs.

If you start with a FAILING GRADE, who cares?

Are children rarely attend the Q&A sessions because if they had questions that they needed answered, they would just ask their teacher.

We don't have much experience about Q & A but I'd like her to join.

None



# Q&A Sessions

We think of them as OFFICE HOURS to get help. A window of time that scholars know the teacher is available to provide individual help.

I thought the q and a sessions are for learning coaches

Only if student have a question. Time could be better spent on doing the lesson if there are no questions!

No

Should not be mandatory, but should contain something to benefit student.

I don't think that Q&A sessions should be mandatory, but they are certainly helpful when my student has questions. Usually, it is more about the computer program than a actual question regarding subject matter.

I'm not extremely familiar with Q&A sessions yet. We just started.

some classes only have Q & A with no Learning Lab when it should be the other way around. The teacher should lecture.





# Parent/Teacher Conf. Feedback

It depends on the teacher

It's great to interact with the teachers and see how my scholar is doing.

Parent/Teacher conference were very good.

My son's teacher informs us on a timely manner regarding my son's progress.

I have not had a parent/teacher conference, and hope my answers to this portion can be excluded.

NOTHING

Mrs Grimes is on top of it

It would be nice to see the other teachers as well.

I was only able to schedule a few P/T Conferences, no fault of the teachers, but the ones I did have were beneficial and outstanding. Thank you :)

Again the system doesn't even show her as logged in

I think both our teachers we have are great. wouldnt change a thing

If they could email info they want parents to know.

None

Above ratings were based on the FEW that I spoke to. MOST teachers NEVER contacted me! I feel ALL teachers should reach out if only to say, "Hello" & "WELL DONE."

Mrs. Angelo was extremely professional, encouraging and informative.

Not held enough.

The praises that her teacher gave her, only encouraged her to do her best.

It never happened



# MMU Feedback

Upcoming field trips and a list of all the new vendors added for the month of, each week.

Keep parents informed of deadlines so we don't feel like we're failing our kids as we work raise and teach our kids. It's a lot of responsibility

The current updates are too broad and not necessarily applicable to my child's needs.

Newsletter and School Newspaper

I like what's included.

I think it gives enough information.

None

Cultural Awareness

All vendors added that week

HAPPY. ...AS...IS



# MMU Feedback

Great as it is!

Very informative and amount of info is reasonable. Thank you :)

I want a targeted Update for my students, Middle Schoolers, not K-12 info which is too lengthy. Vendors should be shown by location instead of me having to click on each and every link to see if it applies to my students.

Testing dates and links for ordering products and services would be great to be in the Update for ease of parent use.

Upcoming events in the world - ahead of time, not just "right" after, as some of us are out of touch for a day or so etc.

How my scholar is fairing.

It's perfect! Love the field trip pics & comments.

Didnt know it was there

Attach school holiday calendars in pdf



# MMU Feedback

Any plans the school has for the present/future educational app suggestions for the homeschool community

How my child is doing and why she is failing at something.  
all field trip options

Helpful if we had a separate one for options program

It pretty much covers the important things

The Monday Morning Update has more valuable information to me as a parent of 3 scholars and save me time.

NA

I think the MMU covers all the bases

I receive all of the information that I need from my EF, in addition to on-campus events that are relevant to my family. The MMU feels redundant.



# MMU Feedback

More about field trips. It will help with socializing the option program students.

New vendors that have been added, calendar events with date of last day to sign up.

Mostly reminders about if there is no school on a certain day.

I'm pretty happy with it the way it is

Tips from parents



# Scholar Clubs

Art (16)

Cooking (9)

Dance (6)

Music (6)

Lego (5)

Minecraft(5)

Gaming (3)

Drama (2)

Drawing (2)

Game Programming (2)

Gym club (2)





# Scholar Clubs

4H or something with animals

adventure or film making

animee club and a cosplay club

Any performing arts or book clubs.

Anything so as long as it's available, music, drama etc.

Book club

Business club

chemistry, mechanics

Chess (2)

Cinema

Coding, Minecraft games, Lego, other computer interest





# Questions?



Contact:

J.J. Lewis | President & CEO

(818) 824-6233

[jlewis@compasscharters.org](mailto:jlewis@compasscharters.org)

[@lewis1jj](#)





# COMPASS

## CHARTER SCHOOLS

### 2018 Parent Advisory Council Survey

**(855) 937- 4227**

**CompassCharters.org**



# Agenda

- ❑ Mission and Vision
- ❑ Demographics
- ❑ Learning Labs
- ❑ Teacher Q&A Sessions
- ❑ Coaches' Corner
- ❑ Monday Morning Update
- ❑ Field Trips
- ❑ Clubs
- ❑ Q&A Session



# Our Mission and Vision

## **MISSION STATEMENT**

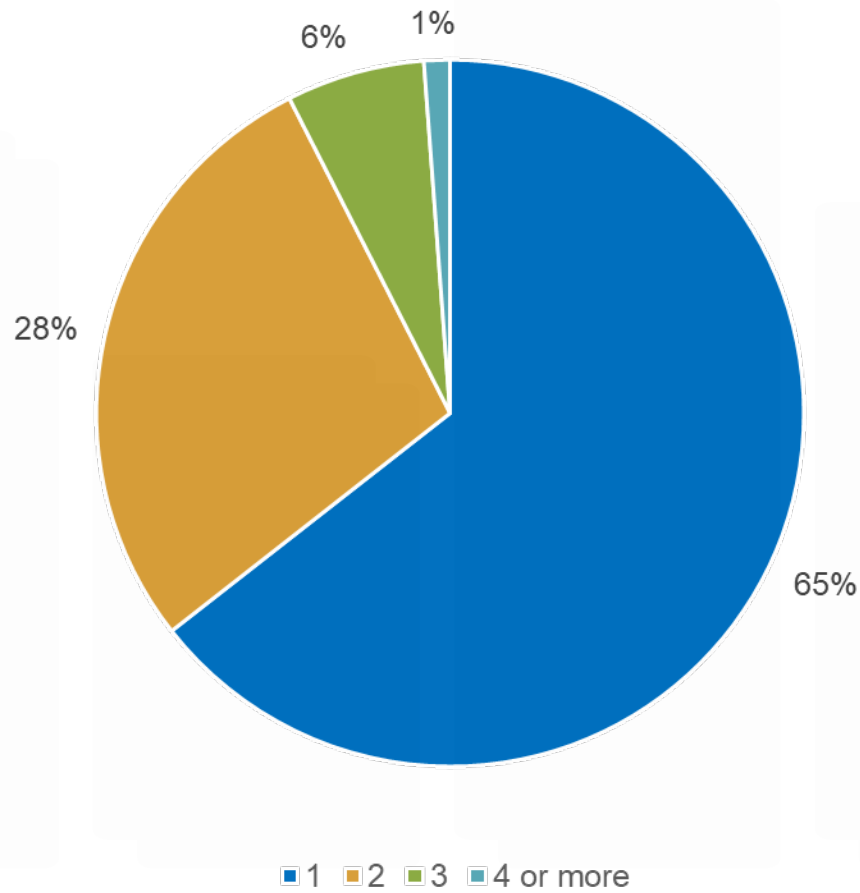
Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

## **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.



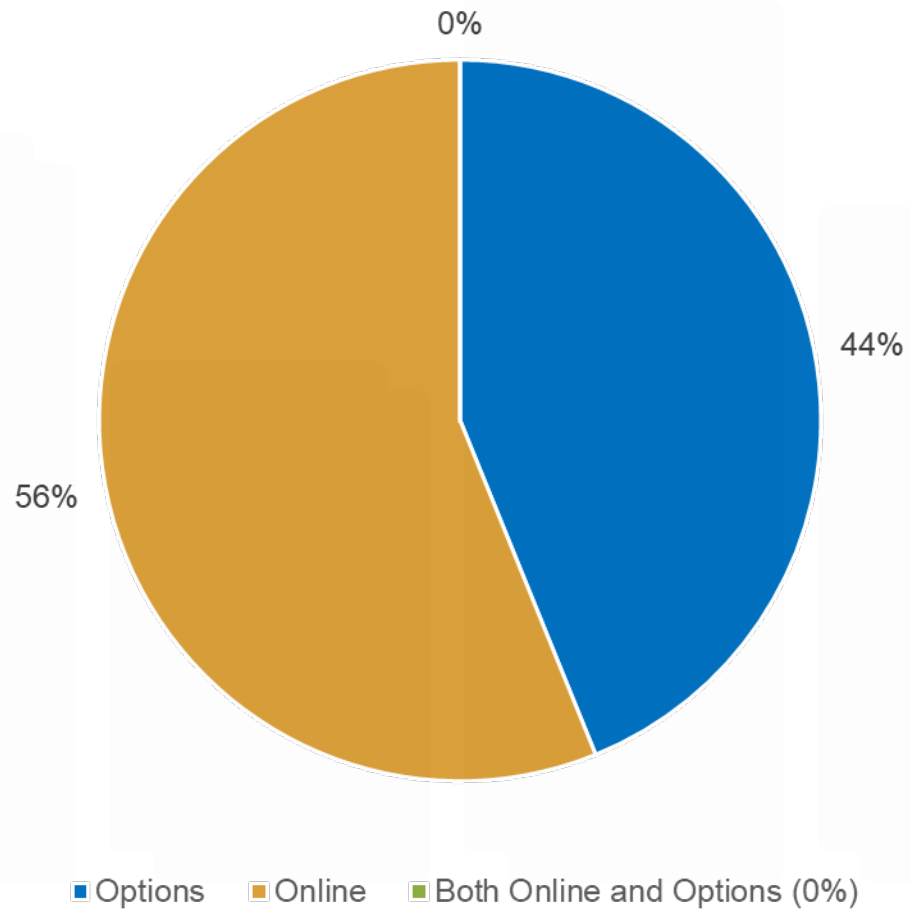
## How many scholars do you have enrolled at Compass?





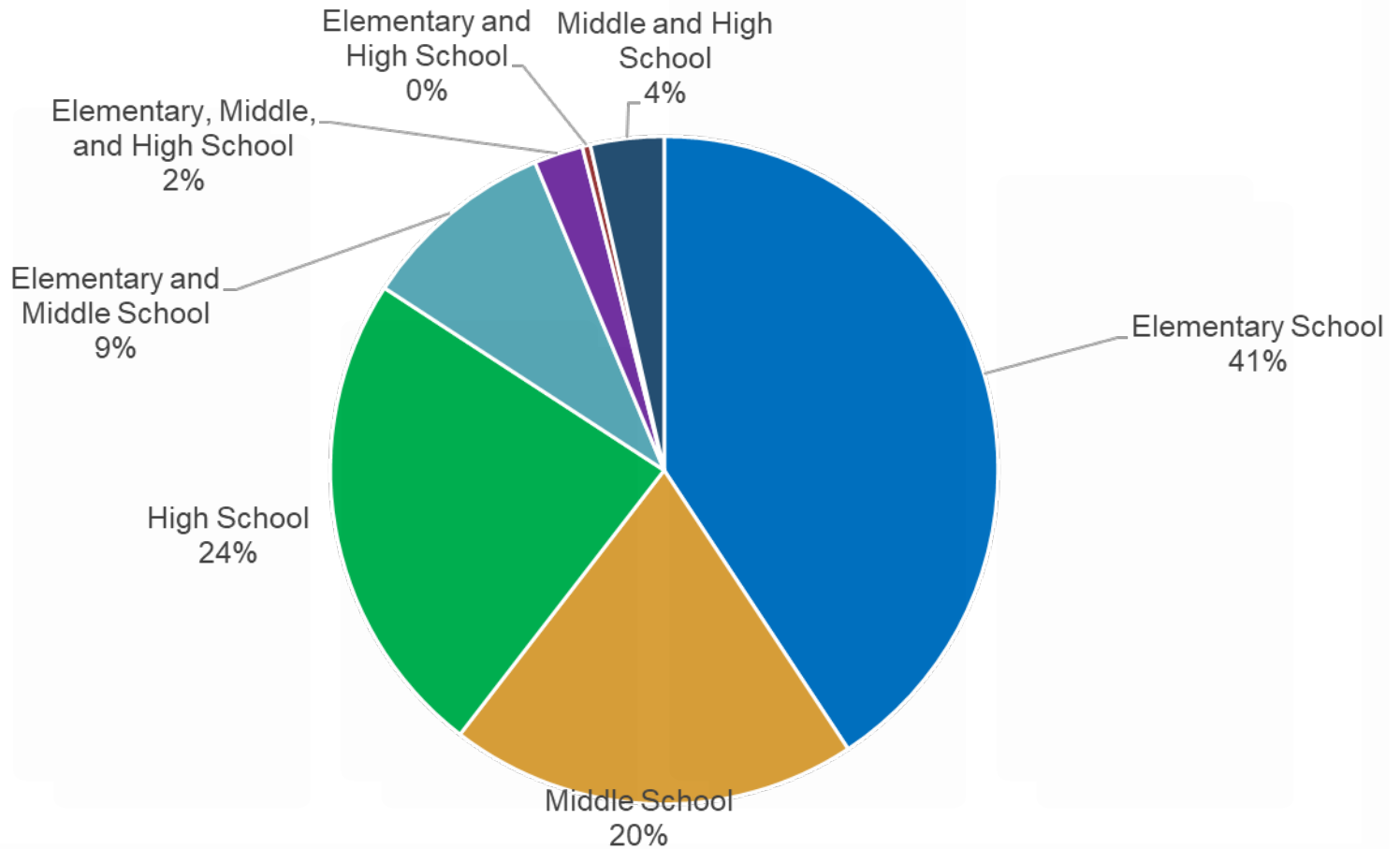


## In which program is/are your scholar(s) enrolled?





## What is the current grade level of your scholar(s)?

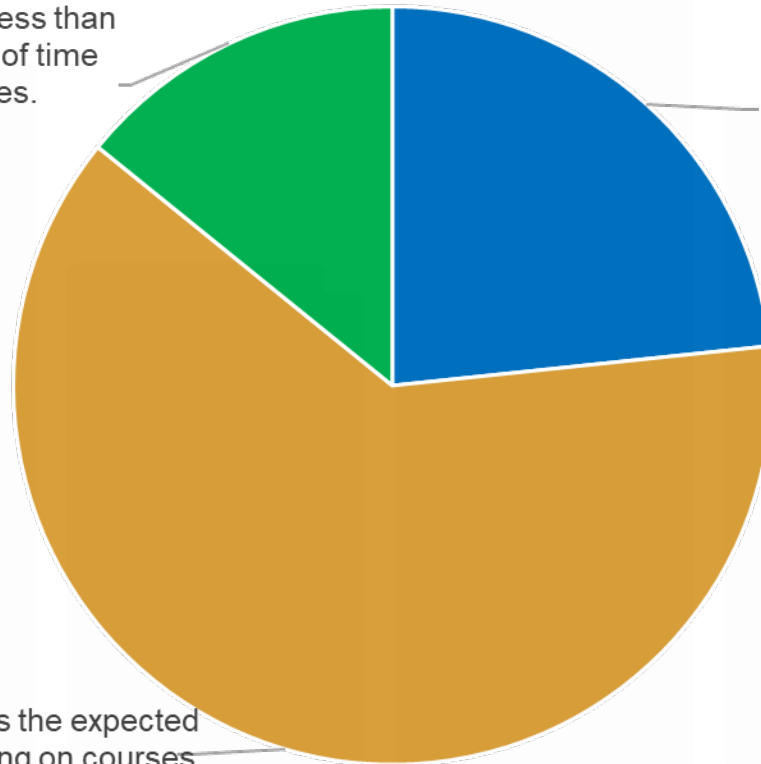




## Choose the response that best describes your scholar's/scholars' experience(s) with coursework.

My scholar(s) spends less than the expected amount of time working on courses.  
14%

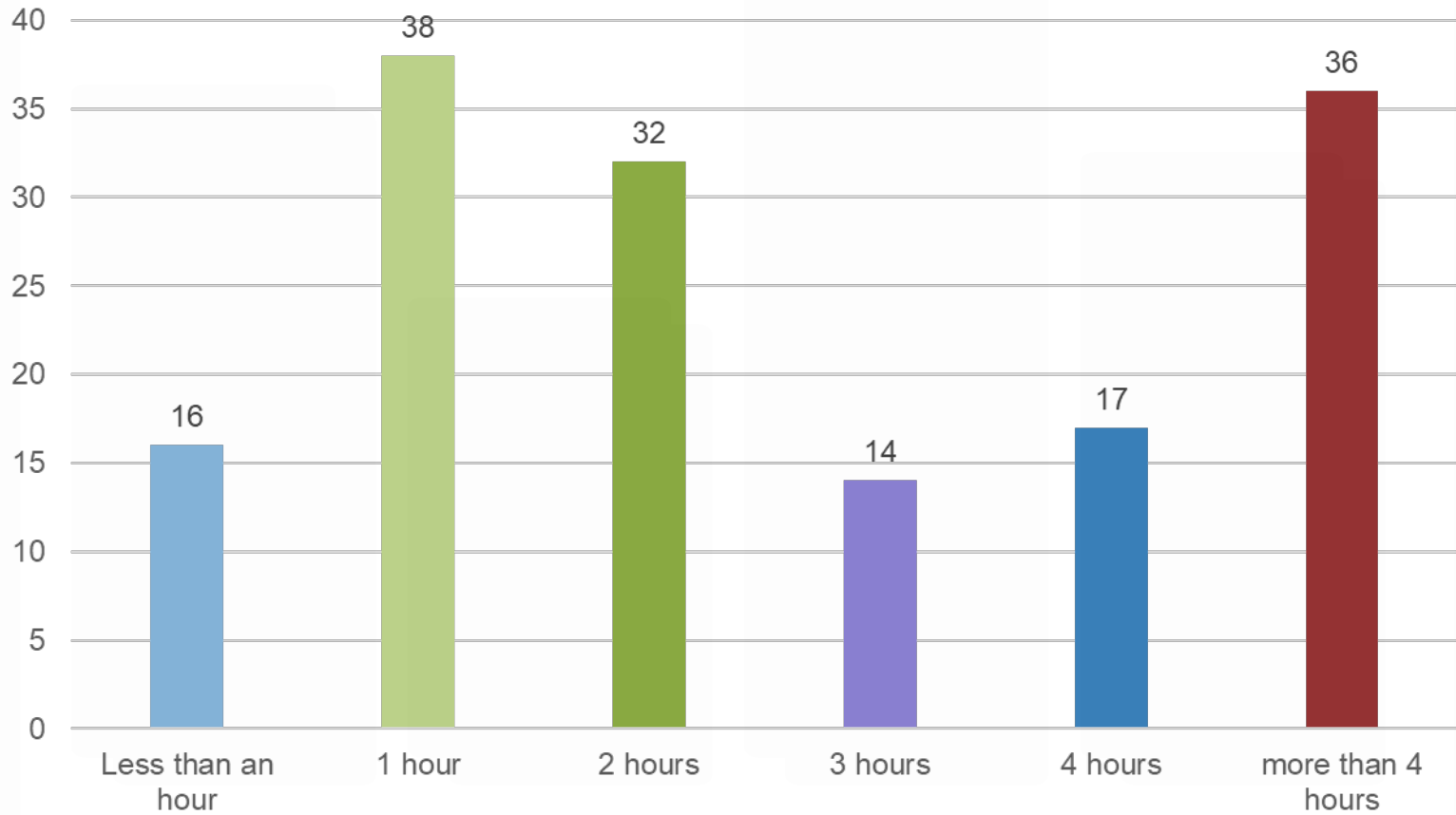
My scholar(s) spends too much time working on courses.  
23%



My scholar(s) spends the expected amount of time working on courses.  
63%



## Approximately how many hours per day does/do your scholar(s) spend working on a lesson?



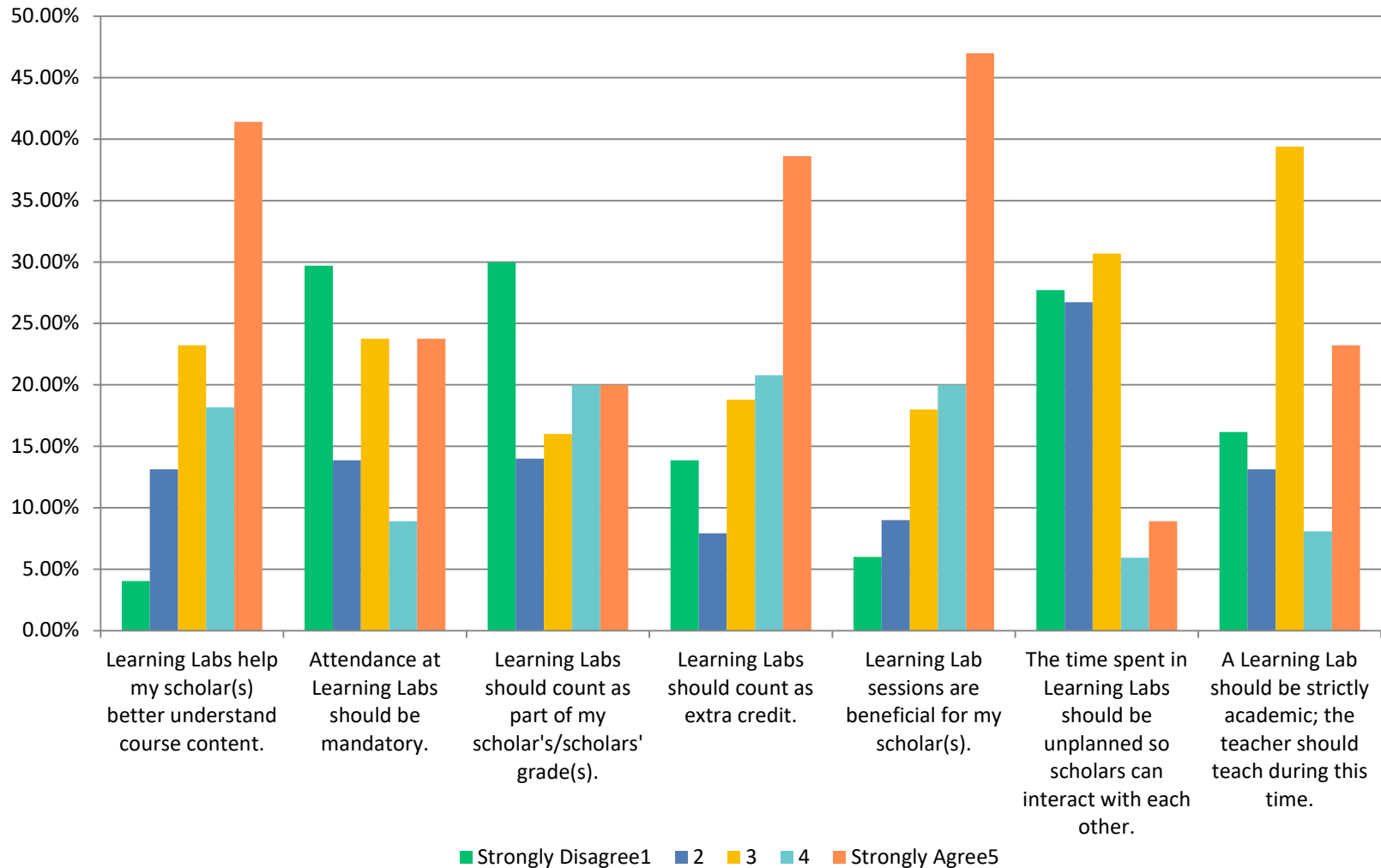


How often do you encourage your scholar(s) to attend live Learning Labs?

Never	Rarely	Sometimes	Often	Always	Required
4	7	9	23	40	17



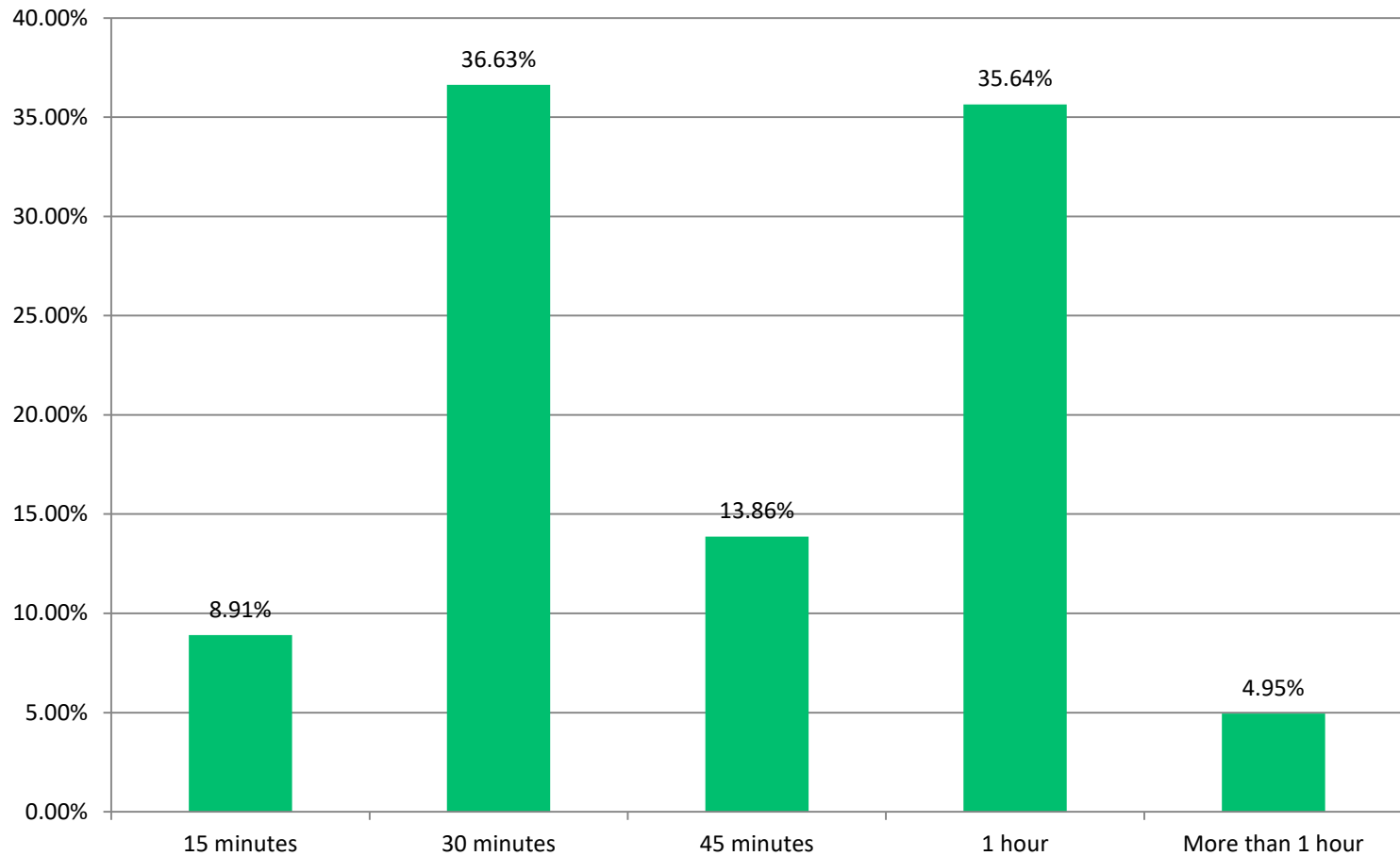
# Learning Labs







## What is the appropriate length of time for your scholar(s) to spend in a Learning Lab?



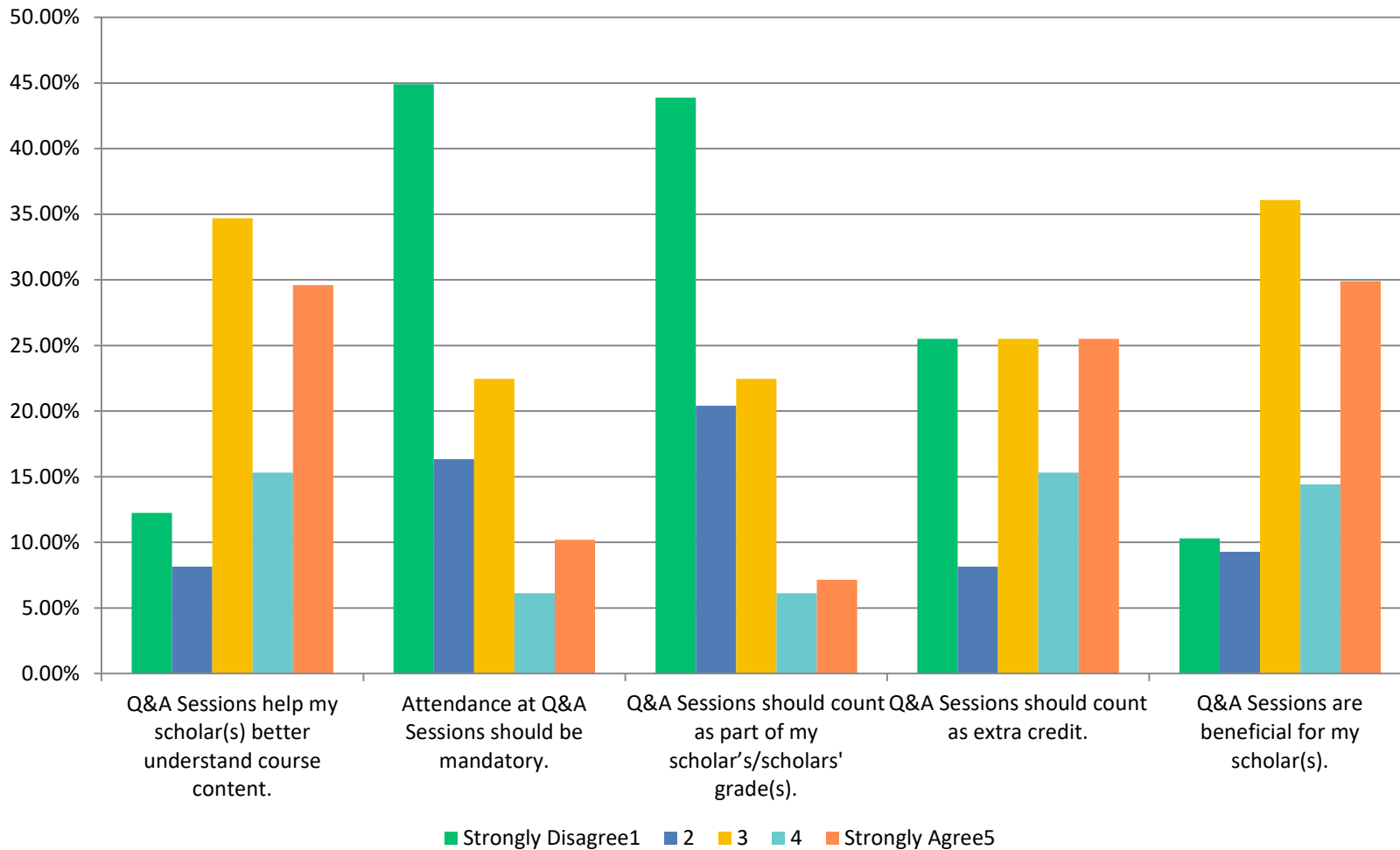


How often do you encourage your scholar(s) to attend Q&A Sessions?

Never	Rarely	Sometimes	Often	Always	Required
13%	19%	21%	27%	14%	7%

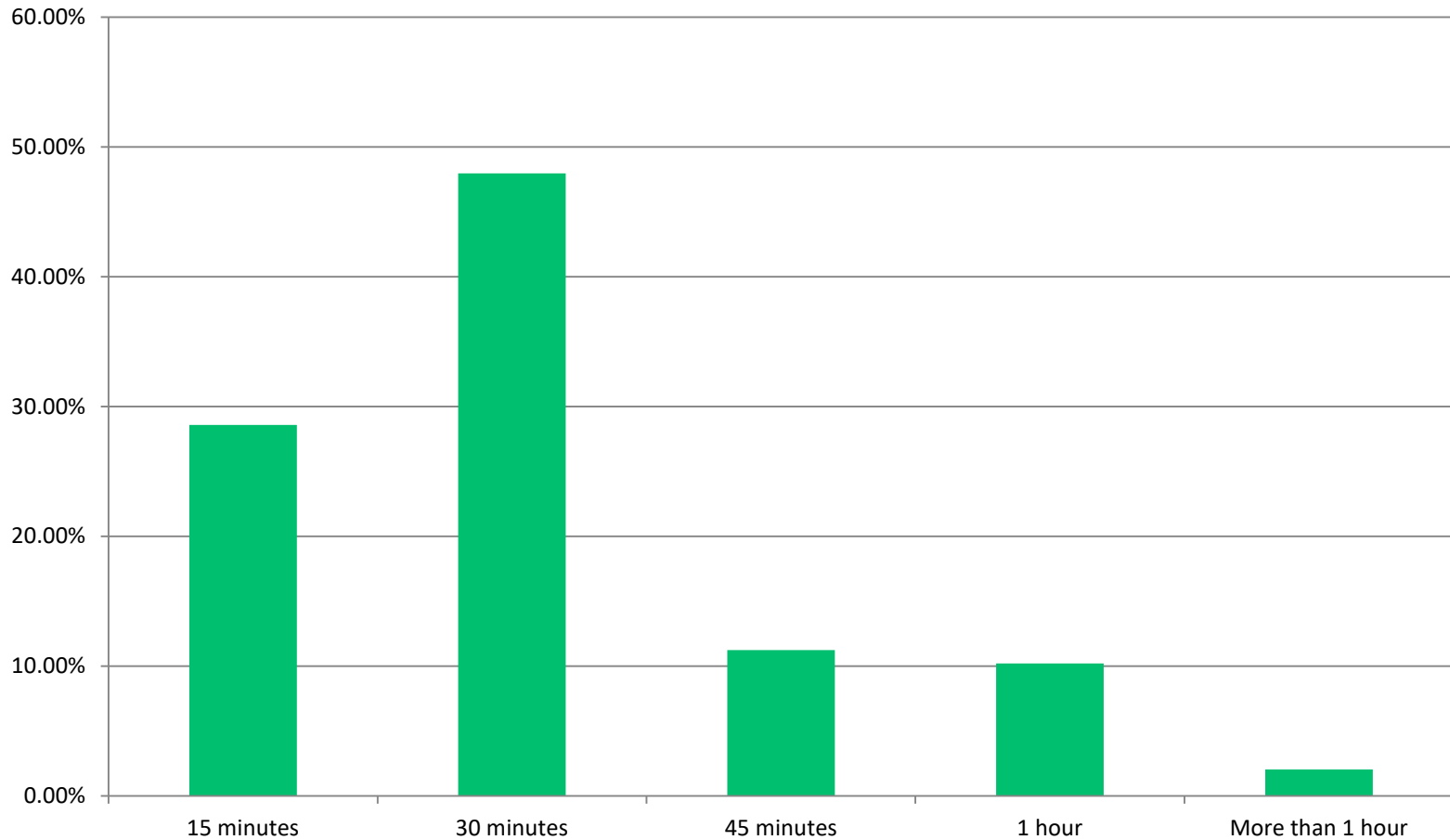


## Q&A Sessions



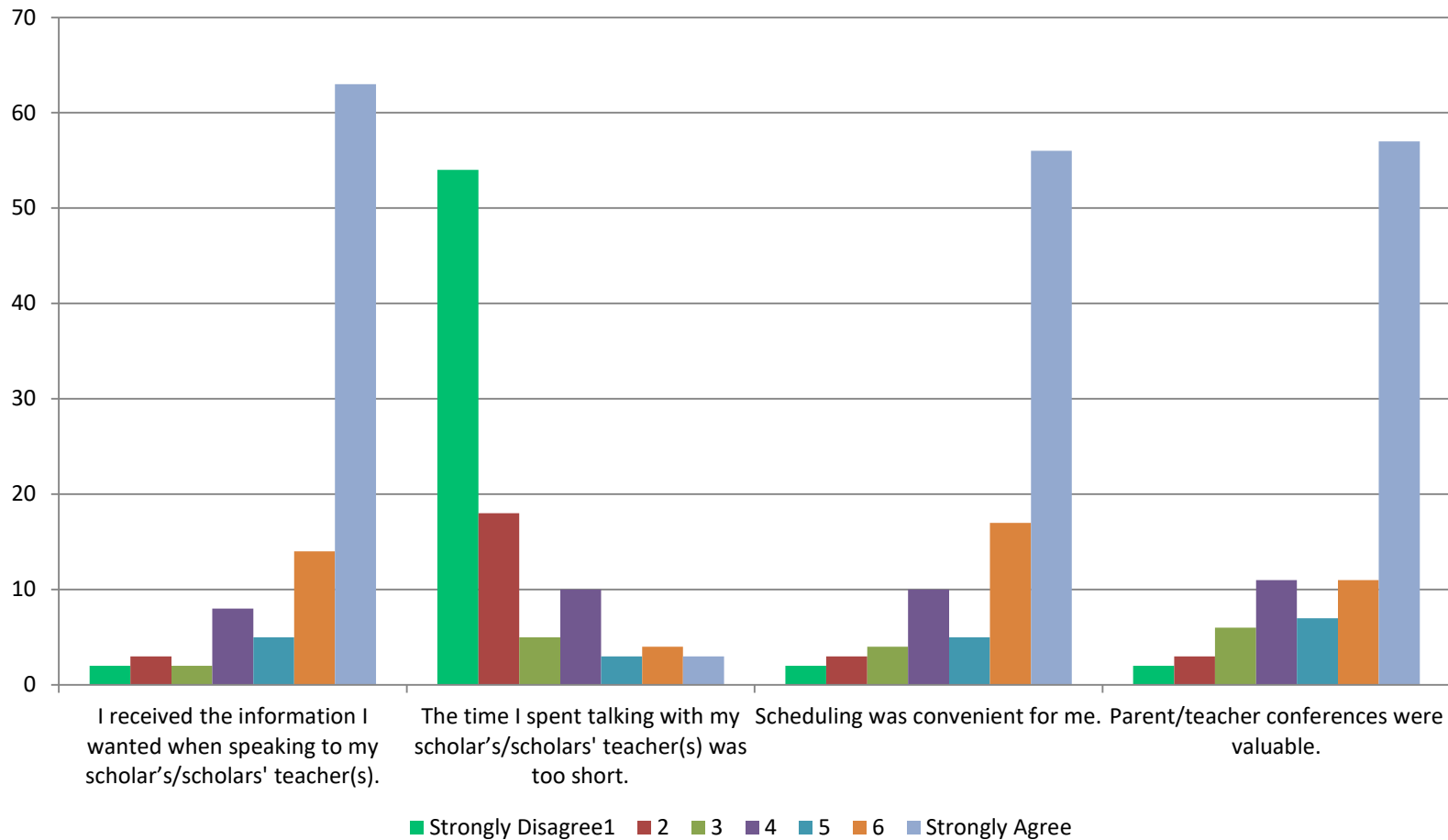


## What is the appropriate length of time for your scholar(s) to spend in a Q&A Session?



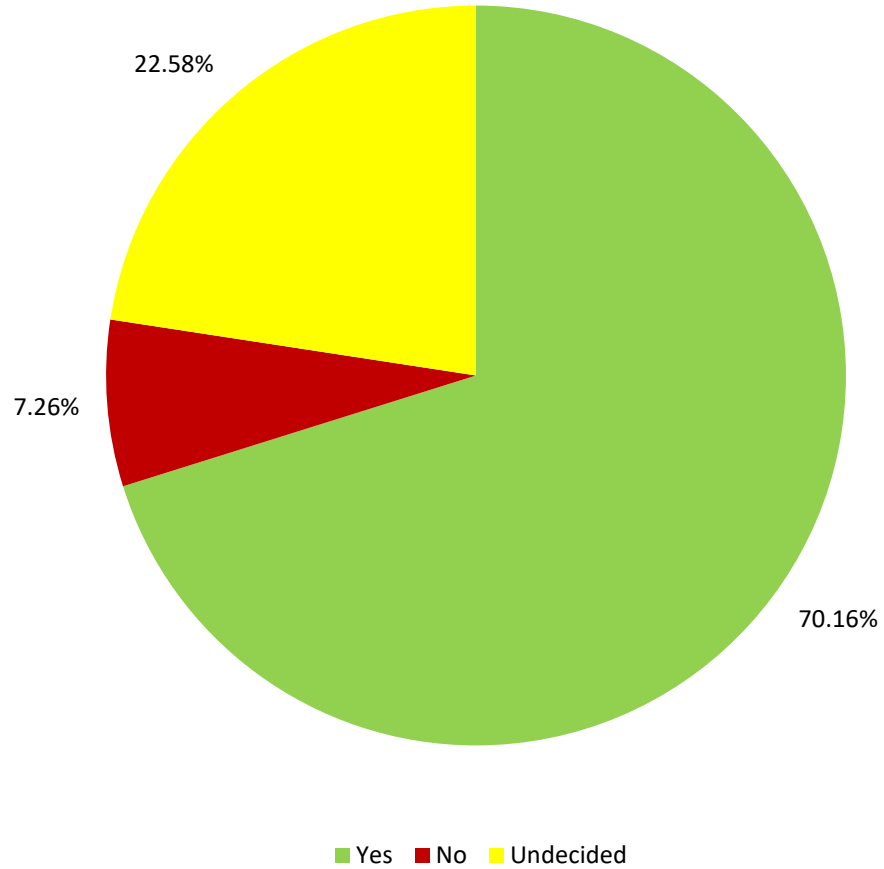


## Please select your level of agreement with the following statements.





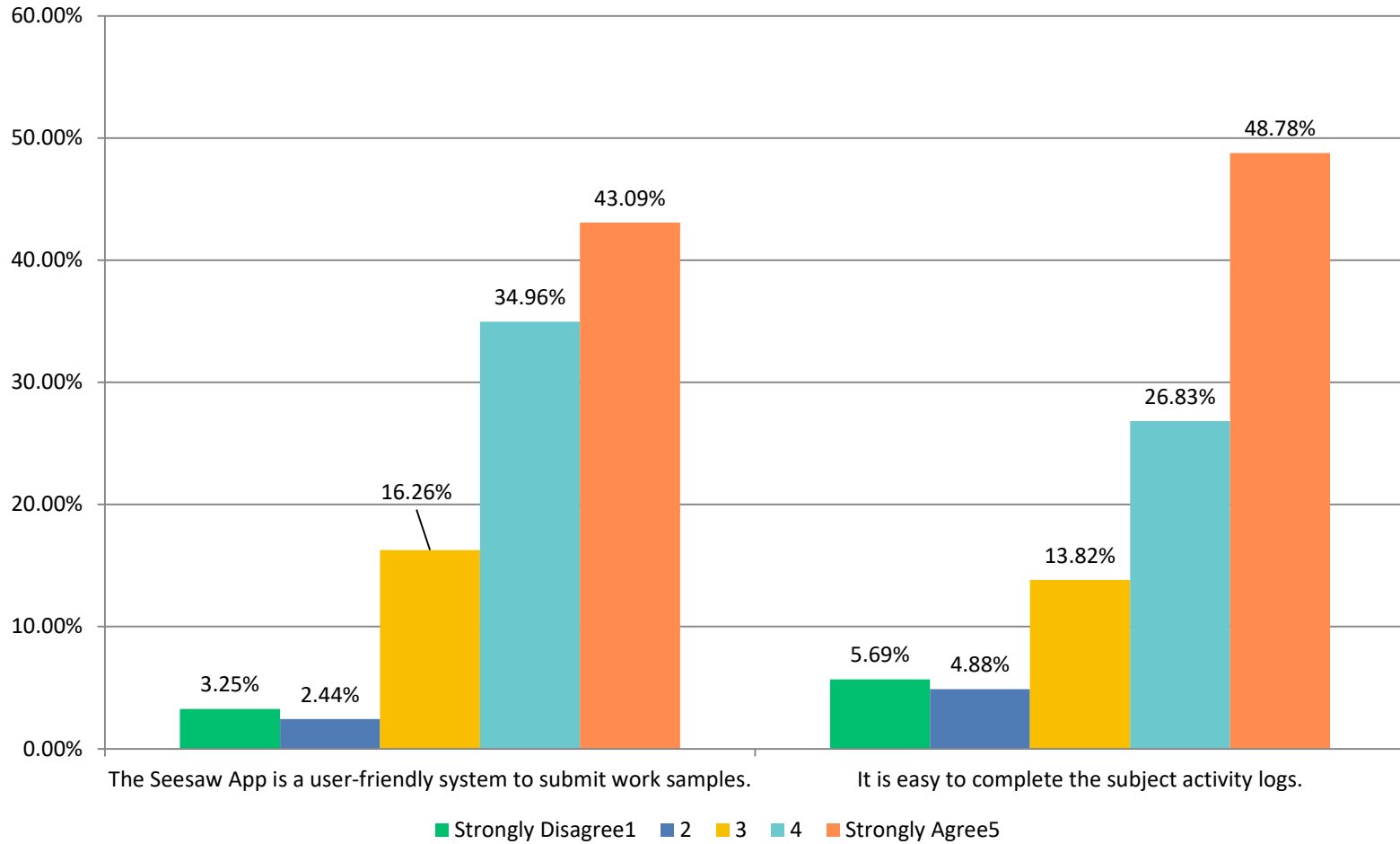
## Are you happy with the list of approved vendors?





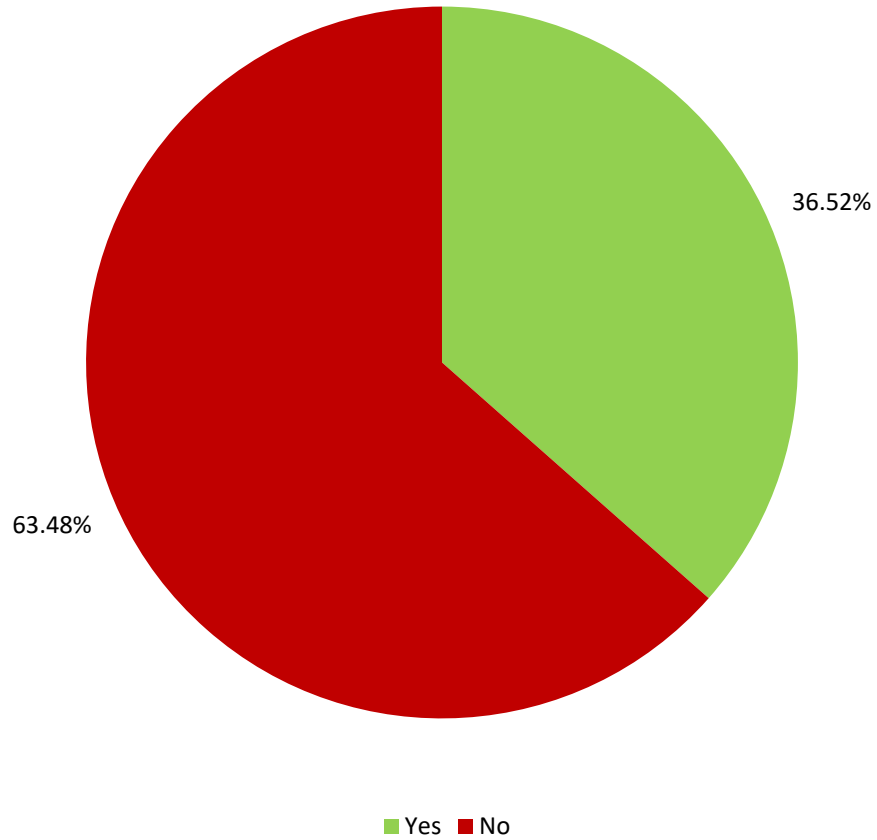


## Options





## Are you aware of the resource Coaches' Corner?



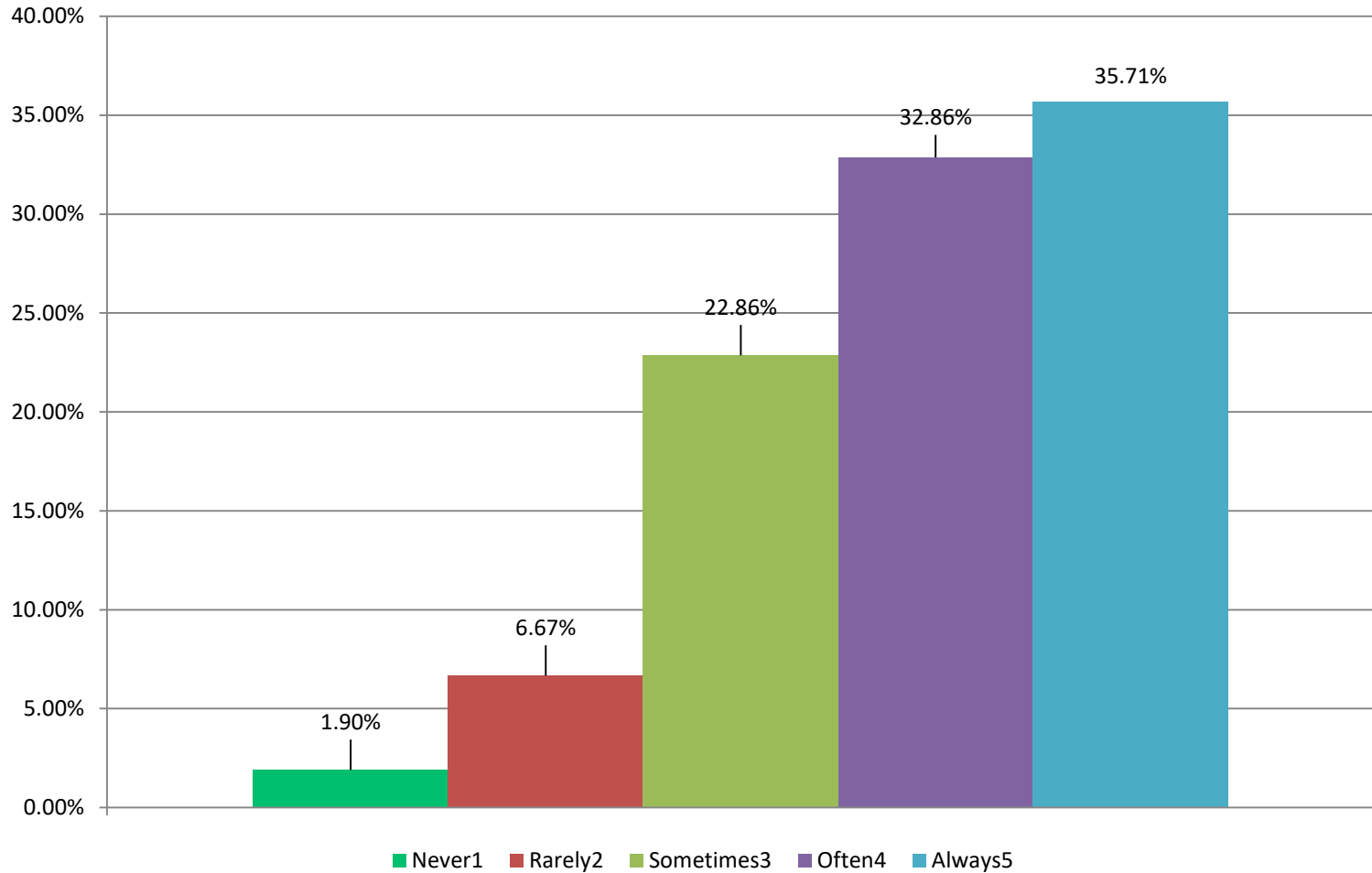


I am satisfied with Coaches' Corner sessions at Compass.

Strongly Disagree (1)	2	3	4	Strongly Agree (5)
7.25%	1.45%	33.33%	28.99%	28.99%

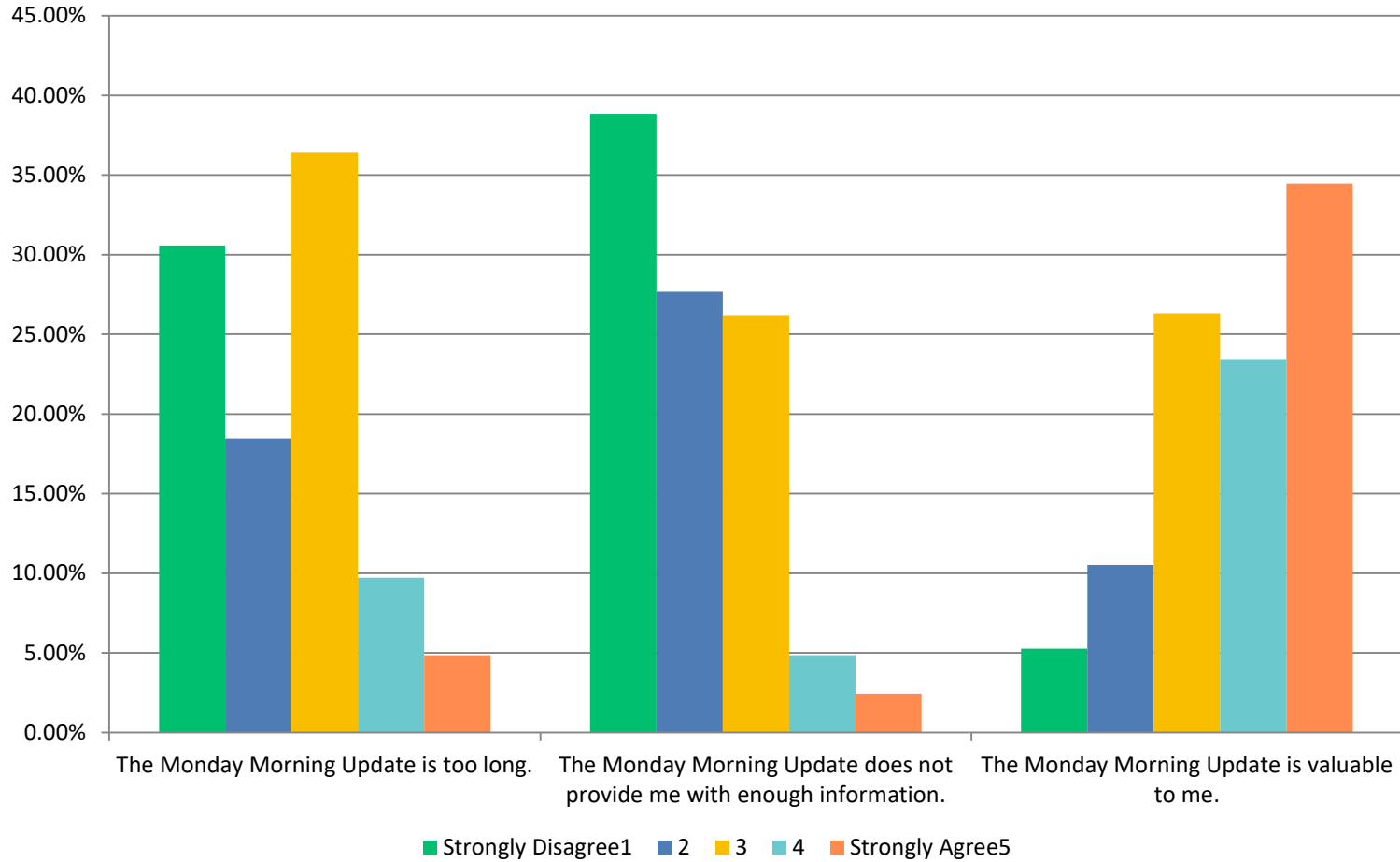


## How often do you read the Monday Morning Update?



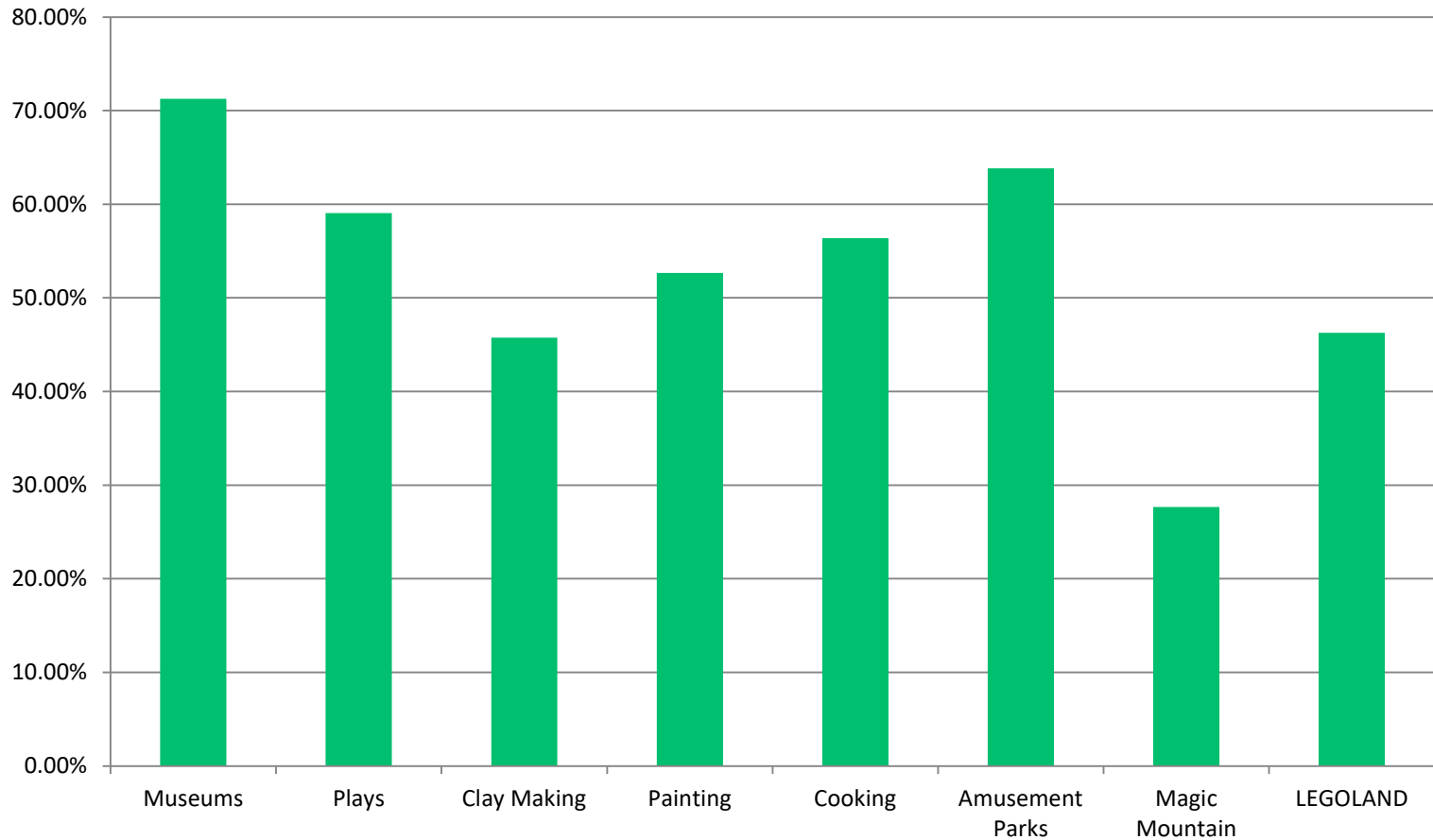


## Level of agreement with the following statements.





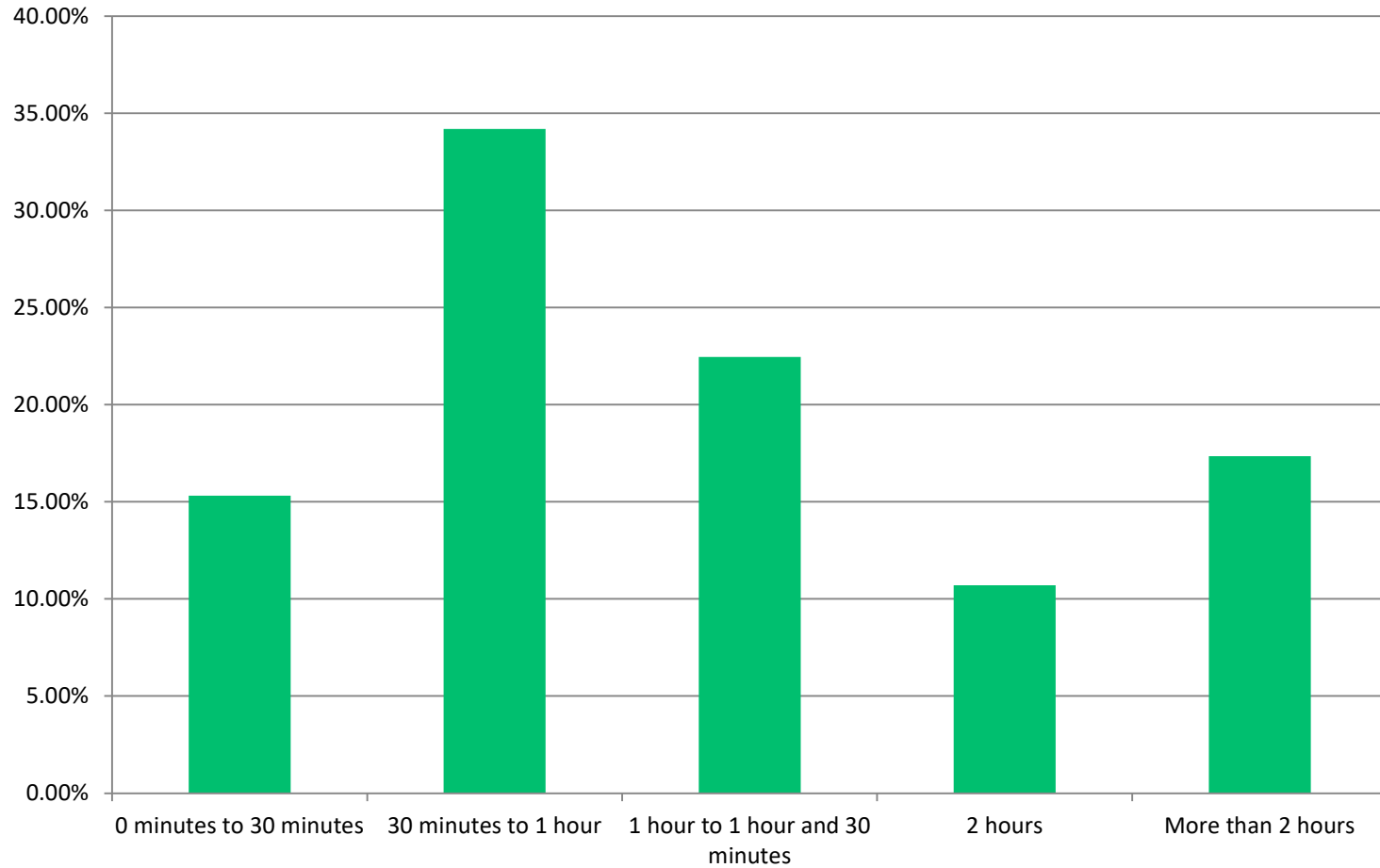
## 3-5 field trips your scholar would be interested in attending.







## How much time are you and your scholar willing to spend on travel to attend a field trip?





How likely are you and your scholar to attend a field trip on a **weekend**?

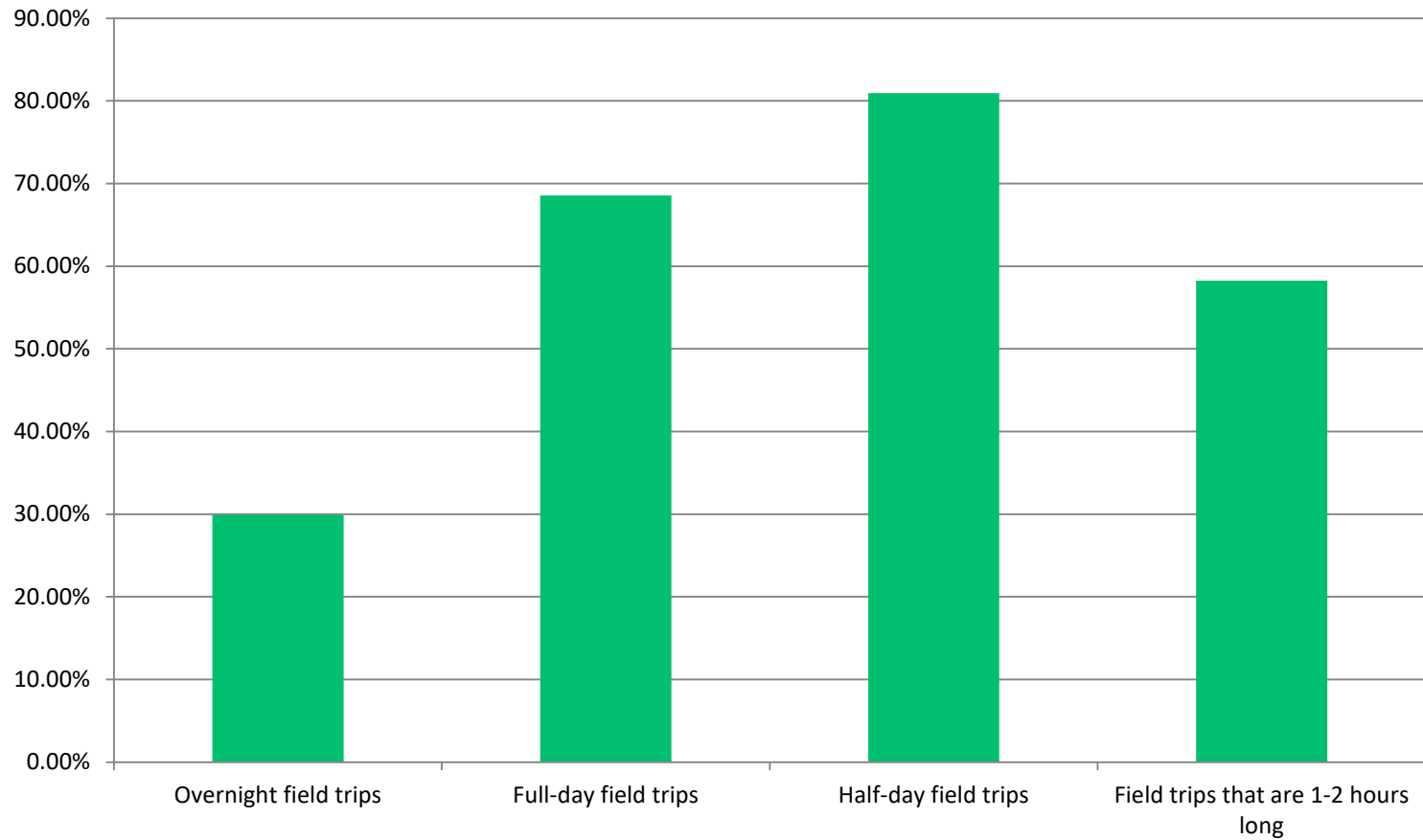
Not at all likely 1	2	3	4	Very Likely
13.43%	13.93%	16.92%	18.41%	37.31%

How likely are you and your scholar to attend a field trip on a **weekday**?

Not at all likely 1	2	3	4	Very Likely
11.94%	10.95%	19.90%	20.90%	36.32%

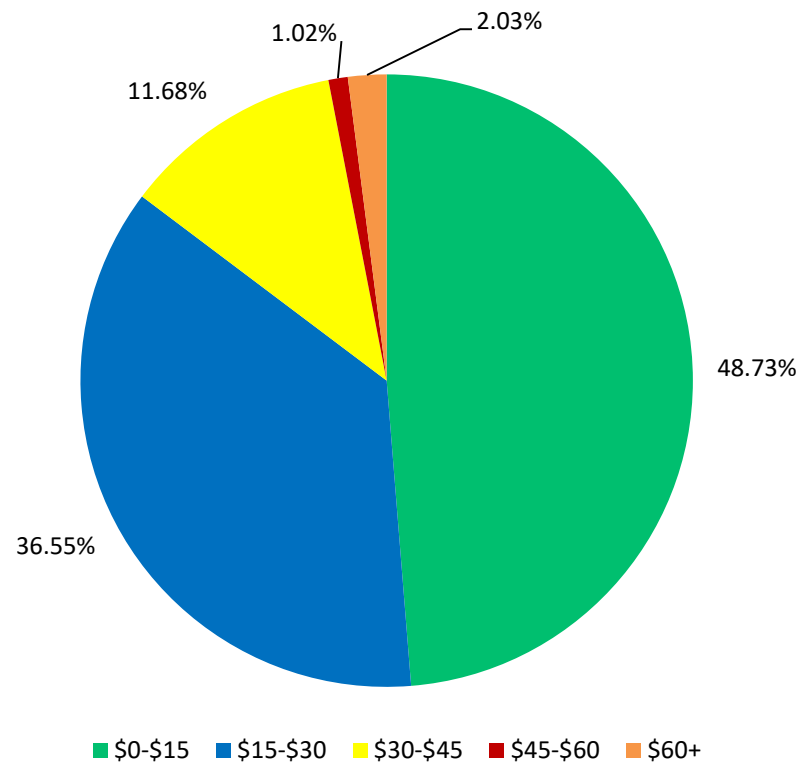


## What length of field trips is your scholar interested in attending?



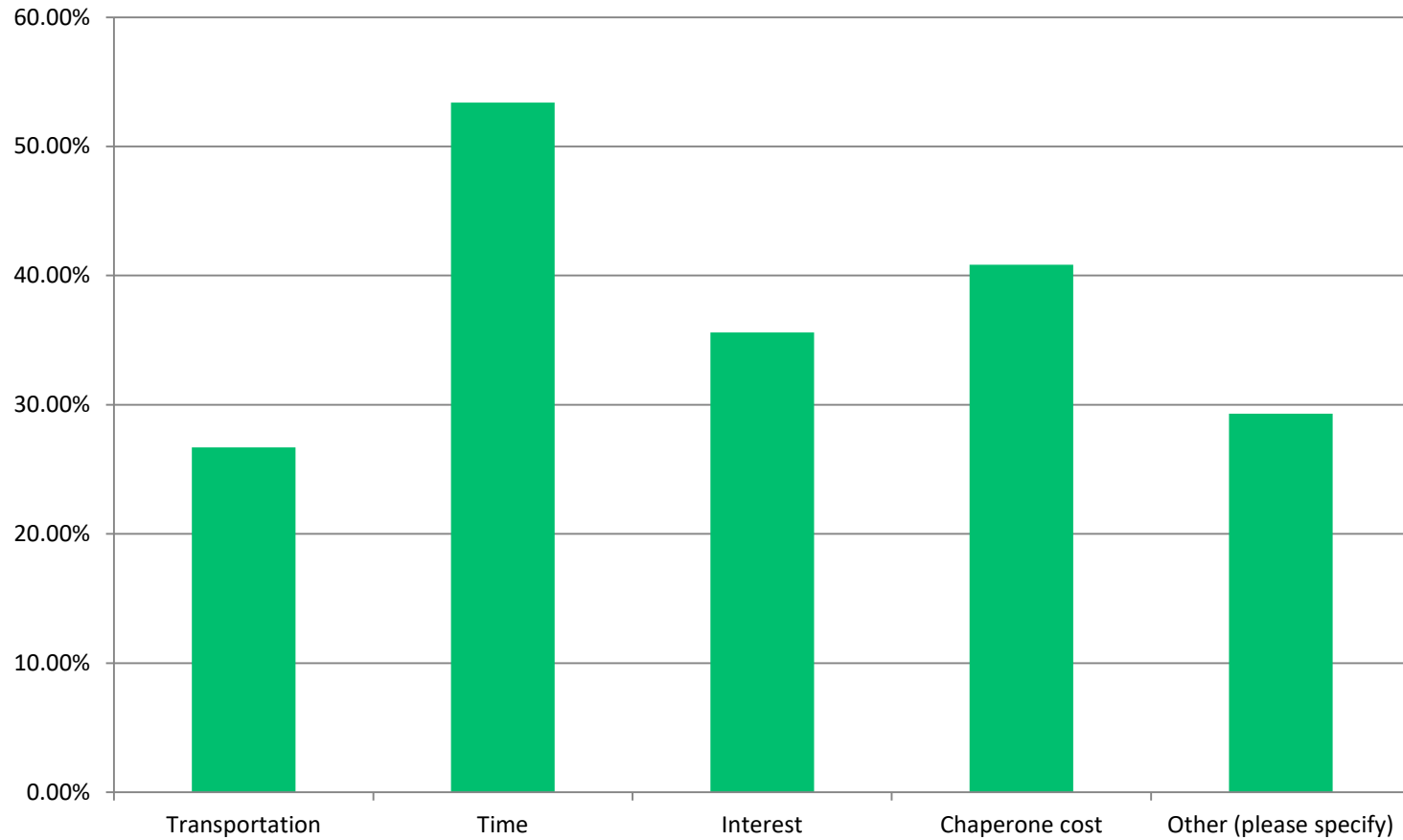


Scholars are required to have a chaperone during a field trip. While field trips are free for scholars, chaperones are required to pay for their attendance. What is a reasonable price for chaperones to pay to attend a half-day field trip?



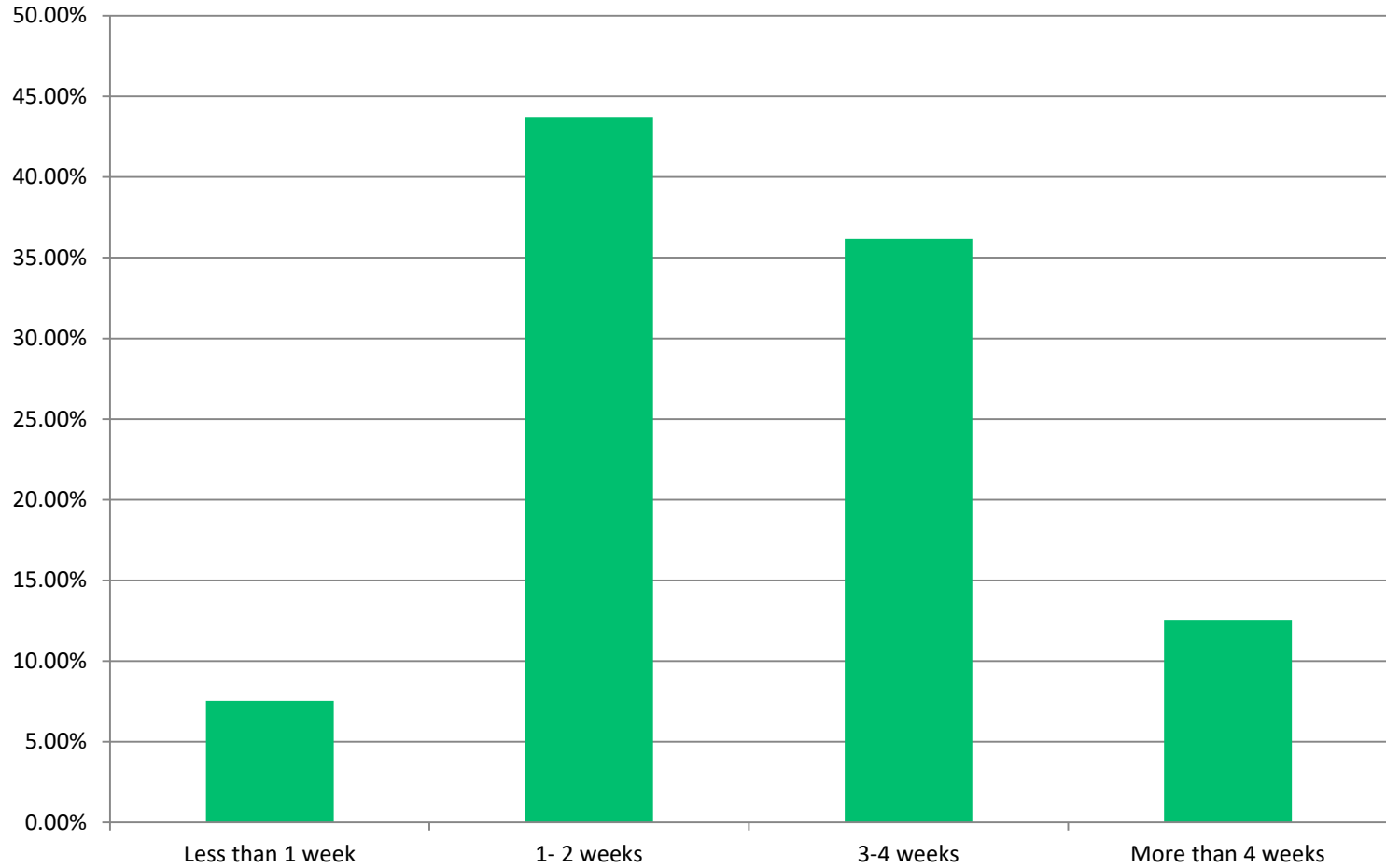


## Which of the following options are barriers to attending a field trip?





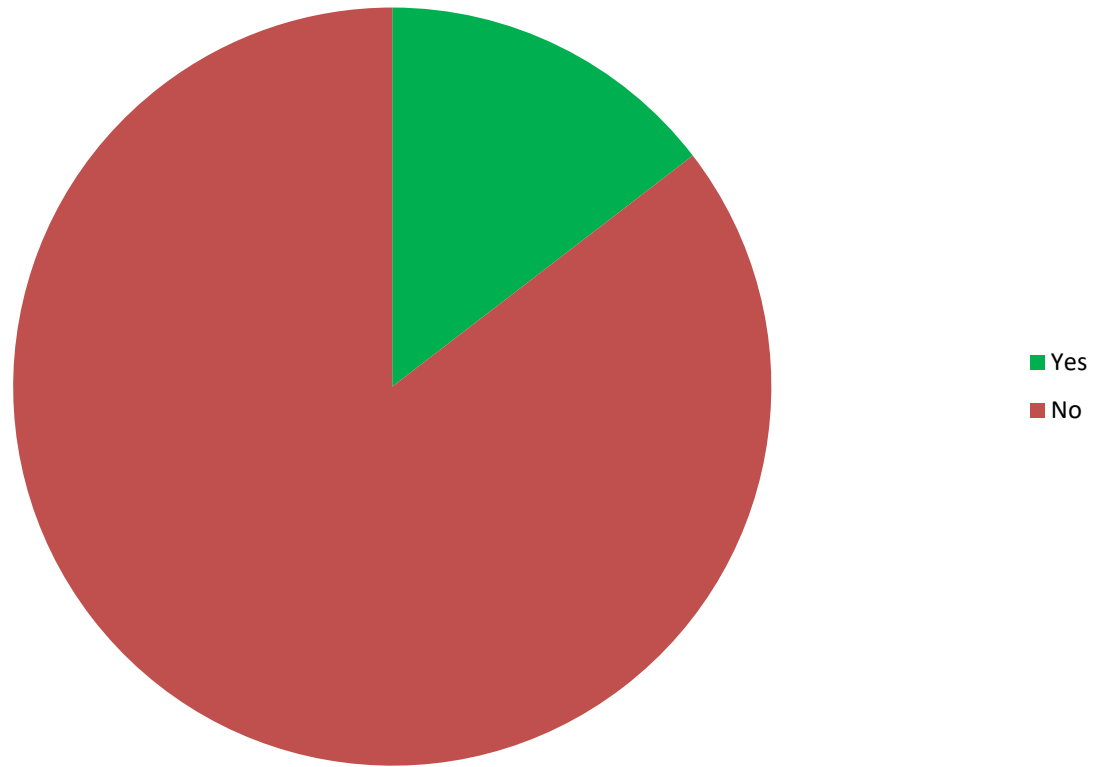
## Field Trip Notice





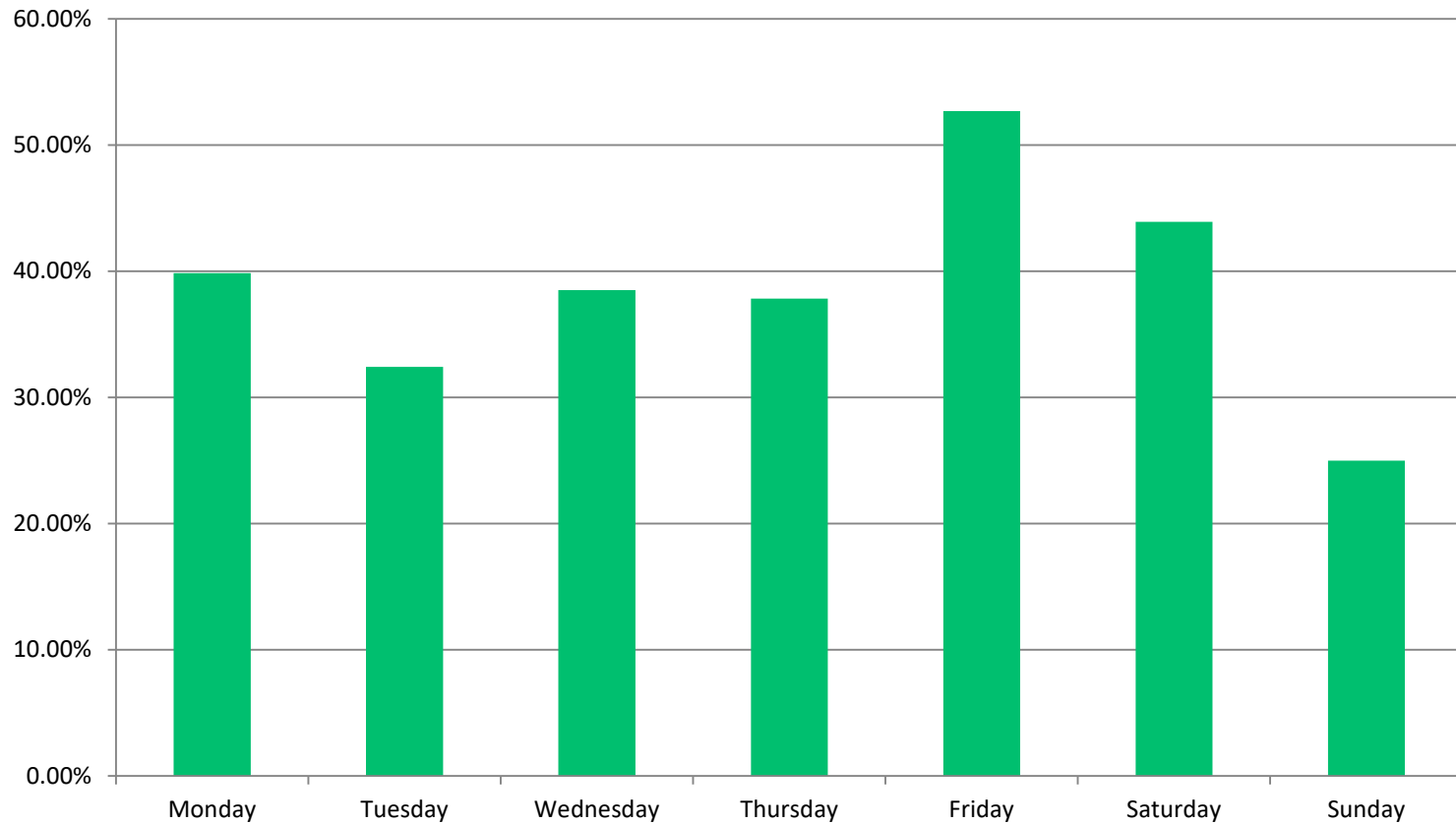


Is/are your scholar(s) currently enrolled in a club?



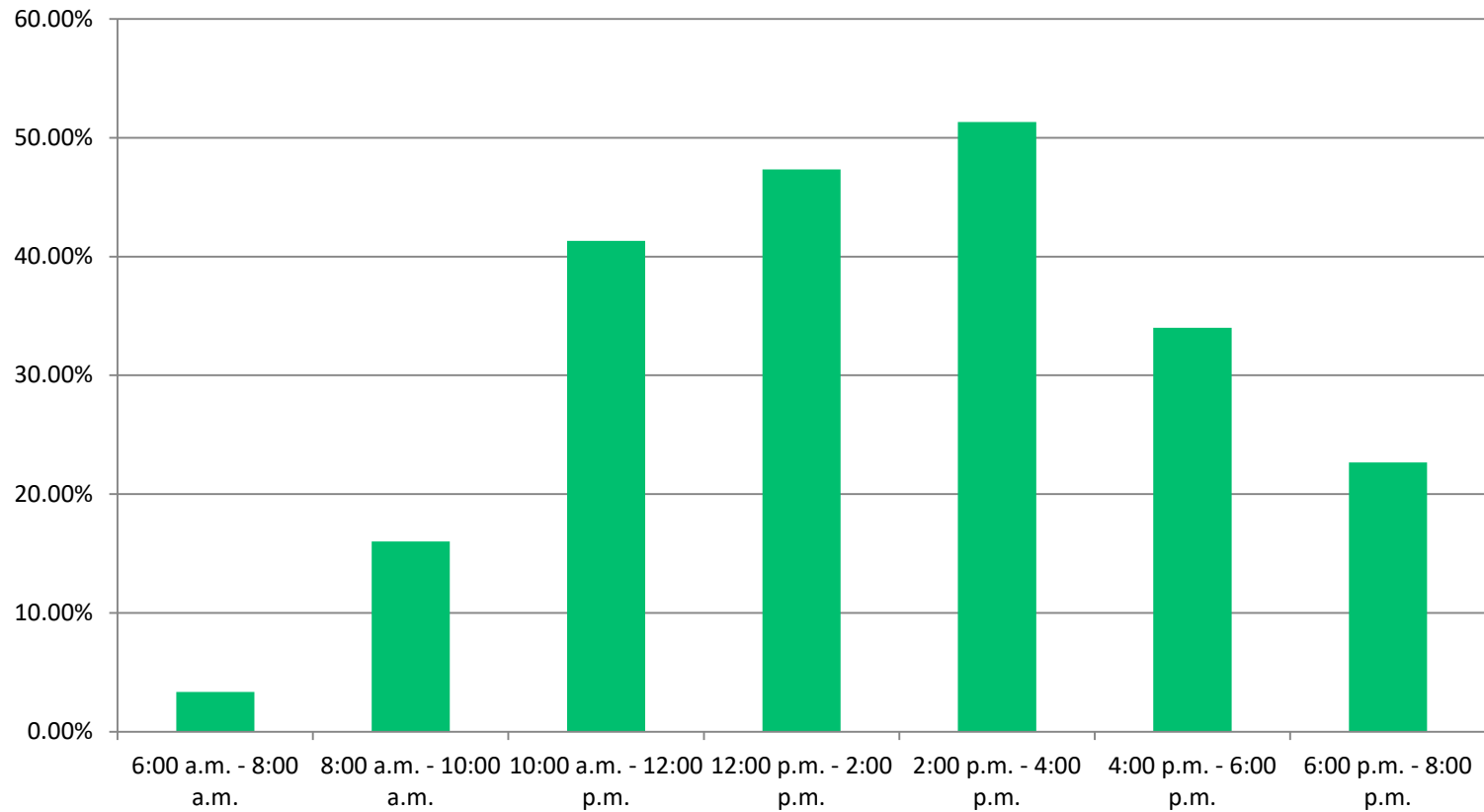


## Thinking about your scholar's/scholars' schedule(s), what days would your scholar(s) most likely be able to attend a club meeting?





## Thinking about your scholar's/scholars' schedule, during what times would your scholar(s) most likely be able to attend a club meeting?





# Questions?



Contact:

J.J. Lewis | President & CEO

(818) 824-6233

[jlewis@compasscharters.org](mailto:jlewis@compasscharters.org)

[@lewis1jj](#)



# Coversheet

## Scholar Leadership Council Report

**Section:** III. REPORTS  
**Item:** H. Scholar Leadership Council Report  
**Purpose:** FYI  
**Submitted by:** Vania Linares  
**Related Material:** Scholar Leadership Council Report - June.pdf

RECOMMENDATION:  
N/A - For Discussion Only



Scholar Leadership Council Report  
June 25, 2018

The Scholar Leadership Council met on Wednesday, February 14, Wednesday, March 14, and Wednesday, May 9 at 3 pm. Members of the council consist of Ms. Elizabeth Christopher, Ms. Alexis Gordon, Ms. Vania Linares (chair), Ms. Audrey Millaris, Ms. Elizabeth Perez, Mr. Zephaniah Senior, Mr. Avery Stansbury, and Ms. Maryam Zorba (vice chair).

Compass shared with the SLC that re-enrollment opened on March 1<sup>st</sup>, and scholars who re-enroll for the 2018-19 school year by Friday, March 16<sup>th</sup> will receive a 'Proud Scholar' t-shirt. Compass is also offering new supports for scholars: Adventure to Fitness for fitness resources for online elementary and options program scholars, and ThinkingStorm for tutoring resources for online middle and high school scholars.

Compass also shared with the SLC that based on suggestions from scholars and learning coaches, they have opened Employee of the Year nominations for scholars and learning coaches to nominate teachers, counselors, staff, and administrators for the honor, to be awarded at the Annual Meeting in June.

In its inaugural year, the Scholar Leadership Council shared valuable feedback with Compass staff and had an opportunity to share a reflection of the year at our May meeting. It has been an honor to lead the SLC and serve my peer scholars this school year!

The Scholar Leadership Council will reconvene at the start of the 2018-19 school year.

Respectfully Submitted,

Ms. Vania Linares  
Scholar Leadership  
Council Chair



# Coversheet

## Review and Discussion of 9th Grade Math Placement Policy Final Report

**Section:** IX. NEW BUSINESS  
**Item:** A. Review and Discussion of 9th Grade Math Placement Policy Final Report  
**Purpose:** Discuss  
**Submitted by:** Debra Stephan  
**Related Material:** 2017-2018 Math Placement Year End Policy Review.pdf

### BACKGROUND:

The Counseling Services Department performed a 30-day checkpoint for our 9th grade scholars per our 9th Grade Math Placement Policy. Due to lack of course level change options, counselors made no scholar schedule changes. Scholar support was provided by content teachers and enrollment in the AVID elective course.

### RECOMMENDATION:

For information only.



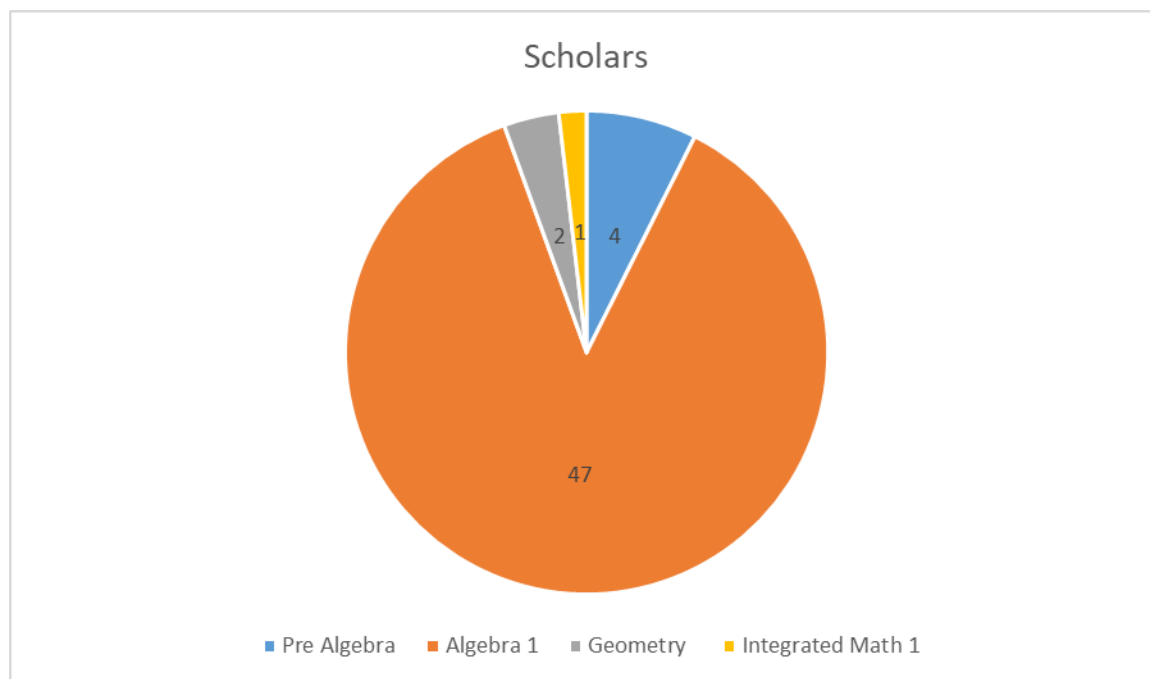
To: J.J. Lewis, President & CEO  
 From: Debra Stephan, Counseling Services Manager  
 Date: June 20, 2018  
 RE: **9<sup>th</sup> Grade Math Placement – 2017/18 Final Report**

The Counseling Services Department performed a 30-day checkpoint for our 9<sup>th</sup> grade scholars per our 9<sup>th</sup> Grade Math Placement Policy, based on the following indicators:

- i-Ready math diagnostic test
- Course progress/performance evaluation
- Response to Intervention

Due to lack of course level change options, counselors made no scholar schedule changes. Scholar support was provided by content teachers and enrollment in the AVID elective course.

**Course Placement of Scholars Across Math Course Content – 54 Scholars**



**Action Requested:**  
 None. Informational only.

## Coversheet

### Adoption of the 2018-19 Local Control Accountability Plans (LCAP)

**Section:** IX. NEW BUSINESS  
**Item:** B. Adoption of the 2018-19 Local Control Accountability Plans (LCAP)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** A CCS of Fresno 2018-19 LCAP.pdf  
B CCS of LA 2018-19 LCAP.pdf  
C CCS of San Diego 2018-19 LCAP.pdf

# Local Control Accountability Plan and Annual Update (LCAP) Template

2019

LEA Name

Contact Name and Title

Email and Phone

Compass Charter Schools  
of FresnoJ.J. Lewis  
President & CEOjlewis@compasscharters.org  
818-824-6233

## 2018-19 Plan Summary

### The Story

Briefly describe the students and community and how the LEA serves them.

Compass Charter Schools (CCS) of Fresno is an exclusively virtual independent study charter school, serving scholars who reside in Fresno County and its adjacent counties. The mission of CCS is to inspire and develop innovative, creative, self-directed learners, one scholar at a time, and 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. We support our scholars, learning coaches, staff and community through our core values of Achievement, Respect, Teamwork, Integrity, and Communication (ARTIC).

CCS serves over 100 scholars. Based on Census Day, our scholar population consists of 59% socioeconomically disadvantaged, 5% homeless, 2% English language learners, and 10% special education.

### LCAP Highlights

Identify and briefly summarize the key features of this year's LCAP.

Compass Charter Schools continues to evolve and grow, focused on its singular purpose - to support scholars on their educational journey. Our 2018-19 LCAP continues to focus on two critical areas: increasing scholar academic achievement and increasing scholar and parent engagement.

## Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

### Greatest Progress

There is much to be proud of at Compass Charter Schools this year. We brought on additional staff in key areas to support our scholars: two Scholar Success Coordinators to provide an academic intervention program to ensure supports were available for all scholars (one for scholars in grades K-5, the other for grades 6-12); and a Family Engagement Coordinator to manage and promote parent engagement opportunities with the school.

We also continue to enhance and expand our communication and outreach efforts, in and out of the classroom, as well as opportunities for scholar support, such as a partnership with a national online tutoring company. We are extremely proud of the virtual program we offer scholars and the various supports they receive along their educational journey with us.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

### Greatest Needs

Based on the California School Dashboard, Compass Charter Schools does not have any state indicator or local performance indicator where our overall performance is in the 'Red' or 'Orange,' nor a 'Not Met' or 'Not Met for Two or More Years' rating. We do not believe there are any areas that are in need of significant improvement based on our local performance indicators.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

### Performance Gaps

Based on the California School Dashboard, Compass Charter Schools does not have any performance gaps reported for any scholar group.

### Increased or Improved Services

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

Compass Charter Schools will enhance our supports for scholars who are identified as low-income, English language learners, and/or foster youth through greater tracking within our integrated SIS. Every staff member has access to the SIS and the various flags and alerts on each scholar record, and we will continue to build out workflows and reports to help track scholars as they progress on their educational journey at CCS. We are also creating several staff committees, including MTSS, Engagement, and a few others, to involve a greater number of staff in sharing ideas and opportunities to increase our supports and services for our scholars.

### Budget Summary

Total General Fund Budget Expenditures for LCAP Year

\$1,634,685.00

Total funds budgeted for planned actions/services to meet the goals in the LCAP for the 2018-2019 LCAP year

\$619,806.00

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

There are general operating needs within the operating budget, including dues and memberships, insurance, lease expenses, professional and consulting services, legal fees, and more. This accounts for roughly 17-percent of our overall general fund expenditures.

Total Projected LCFF Revenues for LCAP Year

\$1,423,118.00

# Annual Update

LCAP Year Reviewed: 2017-18

## Goal 1

Increase academic achievement at Compass Charter Schools of Fresno

### State and/or Local Priorities addressed by this goal:

State Priorities	1,2,3,4,6,7,8
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### Annual Measurable Outcomes

Expected	Actual
1. Create a baseline for SBAC ELA grades 3-8, 11 (Standards Exceeded or Met)	1. Baseline for SBAC ELA grades 3-8, 11 (Standards Exceeded or Met) is set at 49%, based on 2016-17 results
2. Create a baseline for SBAC Math grades 3-8, 11 (Standards Exceeded or Met)	2. Baseline for SBAC Math grades 3-8, 11 (Standards Exceeded or Met) is set at 18.5%, based on 2016-17 results
3. Create a baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	3. Baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met) will be set during the 2018-19 year, as 2016-17 was a pilot year and 2017-18 was the field test, neither of which provided scores
4. Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments	4. Baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments will be set once we have final 2017-18 results
5. Create a baseline for for the percent of K-12 scholars at/above grade level on i-Ready Math assessments	5. Baseline for the percent of K-12 scholars at/above grade level on i-Ready Math assessments will be set once we have final 2017-18 results
6. 43% percent of K-12 scholars will be eligible for Honor Roll	6. Data not yet available
7. Create a baseline for ELL Reclassification Rate	7. Baseline for ELL Reclassification Rate is set at 50%, based on 2016-17 results
8. 41% of seniors will be eligible for Graduation	8. 86% of seniors were eligible for Graduation, exceeding our goal by 43%
9. Increase attendance rate to 97%	9. Our attendance rate was 97.07%, exceeding our goal by 0.07%

### Actions/Services



Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
<p><b>Action 1 - Communication</b> Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.</p>	<p>Teachers provided scholars with timely, specific feedback within 72 hours of work submission. While some of the assignments were graded immediately through the learning management system (LMS), teachers ensured all scholars in their courses received timely feedback on every assignment. Feedback was provided in the LMS, as well as email, text, or meeting, as appropriate.</p> <p>Teachers also conducted parent/teacher conferences, once in the fall semester for all of their scholars, and again in the spring for those scholars in need of additional support.</p>	<p>\$470,133.00</p>	<p>\$420,972.00</p>
<p><b>Action 2 - Response to Intervention</b> Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.</p>	<p>Teachers, with support from our Scholar Success Coordinators, utilized our i-Ready initial and mid-year diagnostic test results to target scholars who were in need of additional supports. These supports included additional instructional resources, tutoring support, and more. The Scholar Success Coordinators, in collaboration with the teachers, monitored success through our RTI model.</p>	<p>\$11,393.00</p>	<p>\$11,393.00</p>

<p><b>Action 3 - Professional Development</b>                  Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.</p>	<p>Numerous professional development opportunities were provided to teachers and staff throughout the school year. Starting with our in-person All-Staff Retreat, all staff received a week-long training on the new StrongMind Scholar Information System, Learning Management System, and Parent Scholar Portal. Follow-up trainings were hosted throughout August, prior to the start of classes.</p> <p>Professional development opportunities were shared with all staff, on curriculum, instruction, LCAP, ESSA, LCFF, mindfulness, and more throughout the year. In addition, our Counseling Services Team hosted two internal professional development workshops, one on suicide prevention awareness and the other on LGBTQI awareness; and our Information Services Team hosted a workshop on FERPA awareness.</p> <p>Teams also hosted workshops during team meetings, to understand data from our new system, data from i-Ready results, as well as instructional opportunities through our new partnership with AVID.</p>	<p style="text-align: center;">\$26,584.00</p>	<p style="text-align: center;">\$23,725.00</p>
<p><b>Action 4 - Educational Planning</b>                  Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as Naviance and concurrent enrollment options for high school scholars.</p>	<p>In addition to individualized planning from the Counseling Services Team, scholars had access to 39 presentations/workshops on topics within the academic (10), social emotional (6), and college and career readiness (23) realms.</p> <p>AVID was successfully implemented, both as an elective course for online 9th grade scholars, as well as a series of instructional strategies throughout our entire online high school program. Within the entire high school program, one scholar participated in concurrent enrollment, and another four in our accelerated course options program.</p>	<p style="text-align: center;">\$89,581.00</p>	<p style="text-align: center;">\$91,886.00</p>

**Action 5 - Attendance Rates**

CCS will collect data to set a baseline for attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also set a baseline for course completion rates in grades 9-12 as a way to work towards improvement in future years.

Data has been collected throughout the year to better support scholars. In terms of attendance, at P-2, CCS had a 97.07% attendance rate. 86% of our scholars were eligible to graduate, 1 earning the Golden State Seal of Merit Diploma Award.

At the time of this LCAP, data was still being finalized on dropout rates, as well as course completion rates.

\$417,754.00

\$451,522.00

**Goal Analysis**

Overall implementation of the actions/services to achieve goal.

We successfully implemented our proposed actions and services to achieve our goal of increasing academic achievement, as noted in our actions and services update. We increased our level of communication, both in type and frequency, provided individual supports to scholars through our RTI model, provided ample professional development opportunities for our staff, both internally and externally, assisted scholars along their educational journey with supports through our counseling, instructional, engagement and special education team, and enhanced our data-driven culture.

Overall effectiveness of the actions/services to achieve the goal as measured by the LEA.

We were effective with our implementation of our proposed actions and services to meet our goal of increasing scholar achievement. We saw a sharp increase in two-way communication in our independent study program, with expanded supports to scholars to facilitate their learning, and saw a sharp increase in both attendance and scholars eligible for graduation.

Material differences between budgeted expenditures and estimated actual expenditures

N/A

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We are not making changes to our goal of increasing academic achievement. As the 2018-19 year will be the second year using our new systems, we are not making changes to our expected outcomes, metrics, or actions and services in order to build two years of data in which to make informed decisions on the effectiveness of this goal and its expected outcomes.

## Goal 2

Increase scholar and parent engagement at Compass Charter Schools of Fresno

### State and/or Local Priorities addressed by this goal:

State Priorities	3,5,6
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### Annual Measurable Outcomes

Expected	Actual
<ol style="list-style-type: none"> <li>1. Increase attendance rate by 97%</li> <li>2. Create a baseline for the number of scholar clubs offered</li> <li>3. Parent Advisory Council will meet at least quarterly and share feedback with the Board of Directors</li> <li>4. Create a baseline for the number of Scholar Leadership Council meetings</li> <li>5. Create a baseline for participation in Parent/Teacher Conferences</li> <li>6. At least 50% of our scholars and parents will participate in our satisfaction survey opportunities</li> </ol>	<ol style="list-style-type: none"> <li>1. Attendance rate, as reported at P-2, was 97.07%</li> <li>2. Baseline for the number of scholar clubs offered set to 14 based on 2017-18 year</li> <li>3. The Parent Advisory Council met five times and shared a formal report at each Board of Directors meeting</li> <li>4. Baseline for the number of Scholar Leadership Council meetings set to at least quarterly based on the 2017-18 year, where they met six times and shared a formal report at each Board of Directors meeting</li> <li>5. Baseline for participation in Parent/Teacher Conferences set to 66% based on the 2017-18 year</li> <li>6. At least 50% of our scholars and parents participated in our satisfaction survey opportunities</li> </ol>

### Actions/Services

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
<p><b>Action 1 - Extracurricular Activities</b>                      There will be a variety of extracurricular activities offered throughout the school year including community service opportunities, field trips, enrichment activities, scholar-led clubs and National Honor Society. Scholars will be invited to attend informational workshops, and provided test prep resources throughout the year.</p>	<p>Numerous extracurricular activities were offered throughout the fall and spring semester to scholars, including 20 field trips across the Fresno region. Scholars also had the opportunity to participate in 14 scholar-led clubs, including National Honor Society, Scholar Leadership Council, Chess Club, Cooking Club, Performing Arts Club, and more.</p> <p>In addition, scholars had the opportunity to participate in 14 virtual contests and 15 virtual workshops.</p>	<p>\$11,393.00</p>	<p>\$27,236.00</p>

<p><b>Action 2 - Social Enrichment</b> Scholars will be provided with many social enrichment opportunities including clubs and field trips throughout the state (both virtually and physically).</p>	<p>Many opportunities were provided to scholars to engage in enrichment opportunities, both across the Fresno region, and across the state. Scholars were invited to participate in engagement opportunities offered across the Compass Charter Schools community, including opportunities in the LA and San Diego regions.</p>	<p>\$0.00</p>	<p>\$0.00</p>
<p><b>Action 3 - Scholar Recognition</b> Graduating seniors and 5th and 8th grade scholars will be recognized at Graduation and Promotion Ceremonies, respectively. There, scholars will be given awards recognizing academic and social success. CCS will also recognize one High School, Middle School, Elementary School, and Options scholar monthly as "Scholar of the Month." CCS will also recognize one High School, Middle School, Elementary School, and Options Learning Coach at the end of the year as "Learning Coach of the Year."</p>	<p>While this year was a year of change, it could also be viewed as a year of celebration. We held our Graduation and 8th Grade Promotion Ceremony on Wednesday, June 13 in Clovis, where 86% of our seniors were eligible to graduate. One of those seniors also earned the Golden State Seal of Merit Diploma. We also awarded the Silver Presidential Award to a deserving scholar.</p> <p>In June, we also celebrated our scholars at various Virtual Awards Assemblies, where teachers recognized scholars for their hard work in and out of the classroom. Throughout the year, scholars were recognized as Scholar of the Month, and in June, one of these scholars (per grade span) was recognized as the Firebird of the Year.</p> <p>Based on scholar feedback, we created the Scholars' Choice Employee of the Year, where scholars and learning coaches nominated staff, and our Scholar Leadership Council selected the winner, who will be announced at our Annual Meeting on June 25. Also at our Annual Meeting, we will present our Learning Coaches of the Year.</p>	<p>\$0.00</p>	<p>\$0.00</p>

**Action 4 - Learning Coach Involvement**

Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

The Parent Advisory Council was active this year, meeting five times. They also sent a survey to all parents, with assistance from StrongMind, to share additional feedback with staff and the Board of Directors on ways to enhance and expand the educational experiences offered at Compass. Welcome Back Nights were hosted the week prior to classes, as well as quarterly Parent Town Halls with the CEO.

In addition, a new program called Coaches' Corner was started, which provided resources for learning coaches on our YouTube channel. There are 16 videos currently available for our learning coaches, and the public. We also hosted a total of nine Coffee With Compass events, where we invited our learning coaches and staff to gather in an informal setting to discuss ideas, successes, and suggestions in various coffee shops in our higher enrollment areas.

\$0.00

\$0.00

**Goal Analysis**

Overall implementation of the actions/services to achieve goal.

We successfully implemented our proposed actions and services to achieve our goal of increasing scholar and parent engagement, as noted in our actions and services update. We increased the number and types of extracurricular activities, such as field trips, virtual sessions, contests and clubs, enhanced our social enrichment opportunities, increased the amount of scholar recognition, both monthly and at the end of the school year, and increased the opportunities for learning coaches to be involved through workshops and trainings.

Overall effectiveness of the actions/services to achieve the goal as measured by the LEA.

We were effective with our implementation of our proposed actions and services to meet our goal of increasing scholar and parent engagement. We saw a vast increase in the number of engagement opportunities offered to scholars, and a high level of participation in these opportunities. Scholars and their families were engaged, through events, workshops, and celebratory events. This was the second year of our Parent Advisory Council, and inaugural year of our Scholar Leadership Council, both of which met on a consistent basis and provided updates to staff and our Board of Directors.

Material differences between budgeted expenditures and estimated actual expenditures

N/A

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.



We are not making changes to our goal of increasing scholar and parent engagement. As the 2018-19 year will be the second year using our new systems, we are not making changes to our expected outcomes, metrics, or actions and services in order to build two years of data in which to make informed decisions on the effectiveness of this goal and its expected outcomes.

# Stakeholder Engagement

LCAP Year 2019-20

## Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Compass Charter Schools of Fresno involved all of our stakeholders to plan our LCAP. The first opportunity for feedback was through our 2018-19 Planning Survey, which was administered through SurveyMonkey and sent to our scholars, learning coaches, staff, board and authorizer. The survey was open for a month. The second opportunity for feedback was through our Leadership Team, which consists of our managers and directors. This group spent several days at our Central Office discussing 2017-18 results, reviewing survey data, and planning the 2018-19 year. The Board of Directors, along with our entire community, had one final opportunity to provide feedback during our Public Hearing.

## Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

These consultations with all of our stakeholders informed all of our goals and actions for the upcoming year.

# Goals, Actions, & Services

Strategic Planning Details and Accountability

New

## Goal 1

Increase academic achievement at Compass Charter Schools of Fresno

**State and/or Local Priorities addressed by this goal:**

State Priorities	1,2,3,4,6,7,8
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### Identified Need

Based on feedback from all of our stakeholders, and this being the second year operating with the changes to our curriculum and structure, CCS needs to continue with its previous goal and actions to ensure we have two years of data in order to make informed decisions on the effectiveness of this goal and its expected outcomes.

### Expected Annual Measurable Outcomes

Metric/Indicators	Baseline	2018-19	2019-20	2020-21
SBAC ELA grades 3-8, 11 (Standards Exceeded or Met)	49%	Increase by 3% the number of scholars who exceed or meet standards	-	-
SBAC Math grades 3-8, 11 (Standards Exceeded or Met)	18.5%	Increase by 3% the number of scholars who exceed or meet standards	-	-
CAST grades 5 & 8 and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	-	Create a baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	-	-
Percent of K-12 scholars at/above grade level on i-Ready ELA assessments	-	Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments	-	-
Percent of K-12 scholars at/above grade level on i-Ready Math assessments	-	Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready Math assessments	-	-
Percent of K-12 scholars eligible for Honor Roll	40%	Increase by 3% the number of scholars eligible for Honor Roll	-	-
ELL Reclassification Rate	50%	Maintain or increase ELL Reclassification Rate	-	-
Percent of High School Seniors eligible for Graduation	86%	Increase by 3% the number of High School Seniors eligible for Graduation	-	-
Attendance Rates	97.07%	Maintain or increase Attendance Rates	-	-

## Planned Actions / Services

## Action 1

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Communication Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.

## Budgeted Expenditures

### 2018-19

**Amount** \$453,026.00

### Sources

General Fund	\$453,026.00
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### Budget Reference

1100	Teachers' Salaries
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## Action 2

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Response to Intervention Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.

## Budgeted Expenditures

### 2018-19

**Amount** \$50,548.00

### Sources

General Fund	\$50,548.00
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### Budget Reference

1300	Certificated Pupil Support Salaries
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### Action 3

This action contributes to meeting the Increased or Improved Services Requirement

#### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

#### Scope of Services:

LEA-Wide

#### Location(s):

All Schools

#### Actions/Services

New

Professional Development Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.

### Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$22,425.00
<b>Sources</b>	
General Fund	\$22,425.00
<b>Budget Reference</b>	
5200	Travel and Conferences
5210	Training and Development Expense

## Action 4

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Educational Planning Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as concurrent enrollment options for high school scholars.

## Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$82,595.00
<b>Sources</b>	
General Fund	\$82,595.00
<b>Budget Reference</b>	
1200	Certificated Pupil Support Salaries

## Action 5

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Attendance Rates CCS will collect data to monitor attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also monitor course completion rates in grades 9-12 as a way to work towards improvement in future years.

## Budgeted Expenditures

2018-19

Amount \$0.00

Sources

Budget Reference

New

## Goal 2

Increase scholar and parent engagement at Compass Charter Schools of Fresno

### State and/or Local Priorities addressed by this goal:

State Priorities 3,5,6

### Identified Need

Based on feedback from all of our stakeholders, and this being the second year operating with the changes to our systems and structure, CCS needs to continue with its previous goal and actions to ensure we have two years of data in order to make informed decisions on the effectiveness of this goal and its expected outcomes.

### Expected Annual Measurable Outcomes

Metric/Indicators	Baseline	2018-19	2019-20	2020-21
Attendance Rates	97.07%	Maintain or increase Attendance Rates	-	-
Number of scholar clubs	14	Increase the number of scholar clubs to 17	-	-
Parent Advisory Council	Parent Advisory Council meets on a quarterly basis	Parent Advisory Council will meet at least quarterly and share feedback with the Board of Directors	-	-
Scholar Leadership Council	Scholar Leadership Council meets 6 times	Scholar Leadership Council will meet at least quarterly and share feedback with the Board of Directors	-	-
Participation in Parent/Teacher Conferences	66%	Increase participation in Parent/Teacher Conferences by 4%	-	-
Satisfaction Surveys	50% of parents participate in satisfaction surveys	At least 50% of our scholars and parents will participate in our satisfaction survey opportunities	-	-

## Planned Actions / Services

## Action 1

This action does not contribute to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students

### Location(s):

All Schools

### Actions/Services

New

Extracurricular Activities There will be a variety of extracurricular activities offered throughout the school year including community service opportunities, field trips, enrichment activities, scholar-led clubs and National Honor Society. Scholars will be invited to attend informational workshops, and provided test prep resources throughout the year.

## Budgeted Expenditures

### 2018-19

**Amount** \$11,212.00

### Sources

General Fund	\$11,212.00
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### Budget Reference

5811	Student Transportation
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## Action 2

This action does not contribute to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students

### Location(s):

All Schools

### Actions/Services

New

Social Enrichment Scholars will be provided with many social enrichment opportunities including clubs and field trips throughout the state (both virtually and physically).

## Budgeted Expenditures

**2018-19**

**Amount** \$0.00

**Sources**

**Budget Reference**



### Action 3

This action does not contribute to meeting the Increased or Improved Services Requirement

**Students to be Served:**

All Students

**Location(s):**

All Schools

**Actions/Services**

New

Scholar Recognition Graduating seniors and 8th grade scholars will be recognized at Graduation and Promotion Ceremonies, respectively. There, scholars will be given awards recognizing academic and social success.

CCS will recognize one High School, Middle School, Elementary School, and Options scholar monthly as "Scholar of the Month." CCS will also recognize one High School, Middle School, Elementary School, and Options scholar at the end of the year as "Firebird of the Year". CCS will also recognize one High School, Middle School, Elementary School, and Options Learning Coach at the end of the year as "Learning Coach of the Year."

### Budgeted Expenditures

<b>2018-19</b>	
<b>Sources</b>	<b>Amount</b> \$0.00
<b>Budget Reference</b>	

## Action 4

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Learning Coach Involvement Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

## Budgeted Expenditures

### 2018-19

Amount \$0.00

Sources

Budget Reference

# Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year 2018-19

Estimated Supplemental and Concentration Grant Funds

Percentage to Increase or Improve Services

\$211,351.00

16.40%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Our supplemental and concentration grant funds will be targeted to increase our supports for our scholars who are socioeconomically disadvantaged, English language learners, and foster youth. We will continue to use our integrated SIS/LMS to track, monitor and support our scholars. We will also continue to identify and provide targeted supports to our scholars. In addition, professional development and training will be offered to our staff to increase the personalization of academic supports for scholars.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEAwide use of funds

## **1.1** Communication

Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.

## **1.2** Response to Intervention

Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.

## **1.3** Professional Development

Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.

## **1.4** Educational Planning

Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as concurrent enrollment options for high school scholars.

## **1.5** Attendance Rates

CCS will collect data to monitor attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also monitor course completion rates in grades 9-12 as a way to work towards improvement in future years.

## **2.4** Learning Coach Involvement

Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

# Local Control Accountability Plan and Annual Update (LCAP) Template

2019

LEA Name

Contact Name and Title

Email and Phone

Compass Charter Schools  
of Los Angeles

J.J. Lewis  
President & CEO

jlewis@compasscharters.org  
818-824-6233

## 2018-19 Plan Summary

### The Story

Briefly describe the students and community and how the LEA serves them.

Compass Charter Schools (CCS) of Los Angeles is an exclusively virtual independent study charter school, serving scholars who reside in Los Angeles County and its adjacent counties. The mission of CCS is to inspire and develop innovative, creative, self-directed learners, one scholar at a time, and 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. We support our scholars, learning coaches, staff and community through our core values of Achievement, Respect, Teamwork, Integrity, and Communication (ARTIC).

CCS serves close to 500 scholars. Based on Census Day, our scholar population consists of 59% socioeconomically disadvantaged, 3% homeless, 2% English language learners, and 9% special education.

### LCAP Highlights

Identify and briefly summarize the key features of this year's LCAP.

Compass Charter Schools continues to evolve and grow, focused on its singular purpose - to support scholars on their educational journey. Our 2018-19 LCAP continues to focus on two critical areas: increasing scholar academic achievement and increasing scholar and parent engagement.

## Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

### Greatest Progress

There is much to be proud of at Compass Charter Schools this year. We brought on additional staff in key areas to support our scholars: two Scholar Success Coordinators to provide an academic intervention program to ensure supports were available for all scholars (one for scholars in grades K-5, the other for grades 6-12); and a Family Engagement Coordinator to manage and promote parent engagement opportunities with the school.

We also continue to enhance and expand our communication and outreach efforts, in and out of the classroom, as well as opportunities for scholar support, such as a partnership with a national online tutoring company. We are extremely proud of the virtual program we offer scholars and the various supports they receive along their educational journey with us.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

### Greatest Needs

Based on the California School Dashboard, Compass Charter Schools does not have any state indicator or local performance indicator where our overall performance is in the 'Red' or 'Orange,' nor a 'Not Met' or 'Not Met for Two or More Years' rating. We do not believe there are any areas that are in need of significant improvement based on our local performance indicators.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

### Performance Gaps

Based on the California School Dashboard, Compass Charter Schools does not have any performance gaps reported for any scholar group.

### Increased or Improved Services

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

Compass Charter Schools will enhance our supports for scholars who are identified as low-income, English language learners, and/or foster youth through greater tracking within our integrated SIS. Every staff member has access to the SIS and the various flags and alerts on each scholar record, and we will continue to build out workflows and reports to help track scholars as they progress on their educational journey at CCS. We are also creating several staff committees, including MTSS, Engagement, and a few others, to involve a greater number of staff in sharing ideas and opportunities to increase our supports and services for our scholars.

### Budget Summary

Total General Fund Budget Expenditures for LCAP Year

\$5,336,605.00

Total funds budgeted for planned actions/services to meet the goals in the LCAP for the 2018-2019 LCAP year

\$1,977,949.00

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

There are general operating needs within the operating budget, including dues and memberships, insurance, lease expenses, professional and consulting services, legal fees, and more. This accounts for roughly 18-percent of our overall general fund expenditures.

Total Projected LCFF Revenues for LCAP Year

\$4,603,770.00

# Annual Update

LCAP Year Reviewed: 2017-18

## Goal 1

Increase academic achievement at Compass Charter Schools of Los Angeles

### State and/or Local Priorities addressed by this goal:

State Priorities	1,2,3,4,6,7,8
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### Annual Measurable Outcomes

Expected	Actual
1. Create a baseline for SBAC ELA grades 3-8, 11 (Standards Exceeded or Met)	1. Baseline for SBAC ELA grades 3-8, 11 (Standards Exceeded or Met) is set at 45%, based on 2016-17 results
2. Create a baseline for SBAC Math grades 3-8, 11 (Standards Exceeded or Met)	2. Baseline for SBAC Math grades 3-8, 11 (Standards Exceeded or Met) is set at 17%, based on 2016-17 results
3. Create a baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	3. Baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met) will be set during the 2018-19 year, as 2016-17 was a pilot year and 2017-18 was the field test, neither of which provided scores
4. Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments	4. Baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments will be set once we have final 2017-18 results
5. Create a baseline for for the percent of K-12 scholars at/above grade level on i-Ready Math assessments	5. Baseline for the percent of K-12 scholars at/above grade level on i-Ready Math assessments will be set once we have final 2017-18 results
6. 43% percent of K-12 scholars will be eligible for Honor Roll	6. Data not yet available
7. Create a baseline for ELL Reclassification Rate	7. Baseline for ELL Reclassification Rate is set at 0%, based on 2016-17 results
8. 41% of seniors will be eligible for Graduation	8. 78% of seniors were eligible for Graduation, exceeding our goal by 37%
9. Increase attendance rate to 97%	9. Our attendance rate was 93.57%, short of our goal by 3.43%

### Actions/Services



Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
<p><b>Action 1 - Communication</b>                      Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.</p>	<p>Teachers provided scholars with timely, specific feedback within 72 hours of work submission. While some of the assignments were graded immediately through the learning management system (LMS), teachers ensured all scholars in their courses received timely feedback on every assignment. Feedback was provided in the LMS, as well as email, text, or meeting, as appropriate.</p> <p>Teachers also conducted parent/teacher conferences, once in the fall semester for all of their scholars, and again in the spring for those scholars in need of additional support.</p>	<p>\$1,556,355.00</p>	<p>\$1,433,606.00</p>
<p><b>Action 2 - Response to Intervention</b>                      Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.</p>	<p>Teachers, with support from our Scholar Success Coordinators, utilized our i-Ready initial and mid-year diagnostic test results to target scholars who were in need of additional supports. These supports included additional instructional resources, tutoring support, and more. The Scholar Success Coordinators, in collaboration with the teachers, monitored success through our RTI model.</p>	<p>\$0.00</p>	<p>\$0.00</p>

<p><b>Action 3 - Professional Development</b>                  Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.</p>	<p>Numerous professional development opportunities were provided to teachers and staff throughout the school year. Starting with our in-person All-Staff Retreat, all staff received a week-long training on the new StrongMind Scholar Information System, Learning Management System, and Parent Scholar Portal. Follow-up trainings were hosted throughout August, prior to the start of classes. Professional development opportunities were shared with all staff, on curriculum, instruction, LCAP, ESSA, LCFF, mindfulness, and more throughout the year. In addition, our Counseling Services Team hosted two internal professional development workshops, one on suicide prevention awareness and the other on LGBTQI awareness; and our Information Services Team hosted a workshop on FERPA awareness. Teams also hosted workshops during team meetings, to understand data from our new system, data from i-Ready results, as well as instructional opportunities through our new partnership with AVID.</p>	<p>\$88,006.00</p>	<p>\$82,498.00</p>
<p><b>Action 4 - Educational Planning</b>                  Scholars will receive individualized planning from Counseling Services in meeting A-G requirements. CCS will be implementing AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as Naviance and concurrent enrollment options for high school scholars.</p>	<p>In addition to individualized planning from the Counseling Services Team, scholars had access to 39 presentations/workshops on topics within the academic (10), social emotional (6), and college and career readiness (23) realms. AVID was successfully implemented, both an elective course for online 9th grade scholars, as well as a series of instructional strategies throughout our entire online high school program. 15 scholars participated in concurrent enrollment, and another 20 in our accelerated course options program.</p>	<p>\$296,555.00</p>	<p>\$313,101.00</p>

**Action 5 - Attendance Rates**

CCS will collect data to set a baseline for attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also set a baseline for course completion rates in grades 9-12 as a way to work towards improvement in future years.

Data has been collected throughout the year to better support scholars. In terms of attendance, at P-2, CCS had a 97.07% attendance rate. 78% of our scholars were eligible to graduate, 15 earning the Golden State Seal of Merit Diploma Award. At the time of this LCAP, data was still being finalized on dropout rates, as well as course completion rates.

\$1,382,955.00

\$647,450.00

**Goal Analysis**

Overall implementation of the actions/services to achieve goal.

We successfully implemented our proposed actions and services to achieve our goal of increasing academic achievement, as noted in our actions and services update. We increased our level of communication, both in type and frequency, provided individual supports to scholars through our RTI model, provided ample professional development opportunities for our staff, both internally and externally, assisted scholars along their educational journey with supports through our counseling, instructional, engagement and special education team, and enhanced our data-driven culture.

Overall effectiveness of the actions/services to achieve the goal as measured by the LEA.

We were effective with our implementation of our proposed actions and services to meet our goal of increasing scholar achievement. We saw a sharp increase in two-way communication in our independent study program, with expanded supports to scholars to facilitate their learning, and saw a sharp increase in both attendance and scholars eligible for graduation.

Material differences between budgeted expenditures and estimated actual expenditures

N/A

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We are not making changes to our goal of increasing academic achievement. As the 2018-19 year will be the second year using our new systems, we are not making changes to our expected outcomes, metrics, or actions and services in order to build two years of data in which to make informed decisions on the effectiveness of this goal and its expected outcomes.

## Goal 2

Increase scholar and parent engagement at Compass Charter Schools of LA

### State and/or Local Priorities addressed by this goal:

State Priorities	3,5,6
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### Annual Measurable Outcomes

Expected	Actual
<ol style="list-style-type: none"> <li>Increase attendance rate by 97%</li> <li>Create a baseline for the number of scholar clubs offered</li> <li>Parent Advisory Council will meet at least quarterly and share feedback with the Board of Directors</li> <li>Create a baseline for the number of Scholar Leadership Council meetings</li> <li>Create a baseline for participation in Parent/Teacher Conferences</li> <li>At least 50% of our scholars and parents will participate in our satisfaction survey opportunities</li> </ol>	<ol style="list-style-type: none"> <li>Attendance rate, as reported at P-2, was 93.57%</li> <li>Baseline for the number of scholar clubs offered set to 14 based on 2017-18 year</li> <li>The Parent Advisory Council met five times and shared a formal report at each Board of Directors meeting</li> <li>Baseline for the number of Scholar Leadership Council meetings set to at least quarterly based on the 2017-18 year, where they met six times and shared a formal report at each Board of Directors meeting</li> <li>Baseline for participation in Parent/Teacher Conferences set to 66% based o the 2017-18 year</li> <li>At least 50% of our scholars and parents will participate in our satisfaction survey opportunities</li> </ol>

### Actions/Services

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
<p><b>Action 1 - Extracurricular Activities</b>                      There will be a variety of extracurricular activities offered throughout the school year including community service opportunities, field trips, enrichment activities, scholar-led clubs and National Honor Society. Scholars will be invited to attend informational workshops, and provided test prep resources throughout the year.</p>	<p>Numerous extracurricular activities were offered throughout the fall and spring semester to scholars, including 20 field trips across the Fresno region. Scholars also had the opportunity to participate in 14 scholar-led clubs, including National Honor Society, Scholar Leadership Council, Chess Club, Cooking Club, Performing Arts Club, and more. In addition, scholars had the opportunity to participate in 14 virtual contests and 15 virtual workshops.</p>	<p>\$37,717.00</p>	<p>\$12,234.00</p>

<p><b>Action 2 - Social Enrichment</b> Scholars will be provided with many social enrichment opportunities including clubs and field trips throughout the state (both virtually and physically).</p>	<p>Many opportunities were provided to scholars to engage in enrichment opportunities, both across the Fresno region, and across the state. Scholars were invited to participate in engagement opportunities offered across the Compass Charter Schools community, including opportunities in the LA and San Diego regions.</p>	<p>\$0.00</p>	<p>\$0.00</p>
<p><b>Action 3 - Scholar Recognition</b> Graduating seniors and 5th and 8th grade scholars will be recognized at Graduation and Promotion Ceremonies, respectively. There, scholars will be given awards recognizing academic and social success. CCS will also recognize one High School, Middle School, Elementary School, and Options scholar monthly as "Scholar of the Month." CCS will also recognize one High School, Middle School, Elementary School, and Options Learning Coach at the end of the year as "Learning Coach of the Year."</p>	<p>While this year was a year of change, it could also be viewed as a year of celebration. We held our Graduation and 8th Grade Promotion Ceremony on Wednesday, June 12 in Long Beach, where 78% of our seniors were eligible to graduate. 15 of those seniors also earned the Golden State Seal of Merit Diploma, and two received the State Seal of Biliteracy. We also awarded both the gold and silver Presidential Awards to deserving scholars.</p> <p>In June, we also celebrated our scholars at various Virtual Awards Assemblies, where teachers recognized scholars for their hard work in and out of the classroom. Throughout the year, scholars were recognized as Scholar of the Month, and in June, one of these scholars (per grade span) was recognized as the Firebird of the Year. Based on scholar feedback, we created the Scholars' Choice Employee of the Year, where scholars and learning coaches nominated staff, and our Scholar Leadership Council selected the winner, who will be announced at our Annual Meeting on June 25. Also at our Annual Meeting, we will present our Learning Coaches of the Year.</p>	<p>\$0.00</p>	<p>\$0.00</p>

<p><b>Action 4 - Learning Coach Involvement</b>                  Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.</p>	<p>Graduating seniors and 5th and 8th grade scholars will be recognized at Graduation and Promotion Ceremonies, respectively. There, scholars will be given awards recognizing academic and social success. CCS will also recognize one High School, Middle School, Elementary School, and Options scholar monthly as "Scholar of the Month." CCS will also recognize one High School, Middle School, Elementary School, and Options Learning Coach at the end of the year as "Learning Coach of the Year."</p>	<p>\$0.00</p>	<p>\$0.00</p>
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**Goal Analysis**

Overall implementation of the actions/services to achieve goal.

We successfully implemented our proposed actions and services to achieve our goal of increasing scholar and parent engagement, as noted in our actions and services update. We increased the number and types of extracurricular activities, such as field trips, virtual sessions, contests and clubs, enhanced our social enrichment opportunities, increased the amount of scholar recognition, both monthly and at the end of the school year, and increased the opportunities for learning coaches to be involved through workshops and trainings.

Overall effectiveness of the actions/services to achieve the goal as measured by the LEA.

We were effective with our implementation of our proposed actions and services to meet our goal of increasing scholar and parent engagement. We saw a vast increase in the number of engagement opportunities offered to scholars, and a high level of participation in these opportunities. Scholars and their families were engaged, through events, workshops, and celebratory events. This was the second year of our Parent Advisory Council, and inaugural year of our Scholar Leadership Council, both of which met on a consistent basis and provided updates to staff and our Board of Directors.

Material differences between budgeted expenditures and estimated actual expenditures

N/A

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We are not making changes to our goal of increasing scholar and parent engagement. As the 2018-19 year will be the second year using our new systems, we are not making changes to our expected outcomes, metrics, or actions and services in order to build two years of data in which to make informed decisions on the effectiveness of this goal and its expected outcomes.



# Stakeholder Engagement

LCAP Year 2019-20

## Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Compass Charter Schools of Los Angeles involved all of our stakeholders to plan our LCAP. The first opportunity for feedback was through our 2018-19 Planning Survey, which was administered through SurveyMonkey and sent to our scholars, learning coaches, staff, board and authorizer. The survey was open for a month. The second opportunity for feedback was through our Leadership Team, which consists of our managers and directors. This group spent several days at our Central Office discussing 2017-18 results, reviewing survey data, and planning the 2018-19 year. The Board of Directors, along with our entire community, had one final opportunity to provide feedback during our Public Hearing.

## Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

These consultations with all of our stakeholders informed all of our goals and actions for the upcoming year.

# Goals, Actions, & Services

Strategic Planning Details and Accountability

New

## Goal 1

Increase academic achievement at Compass Charter Schools of LA

**State and/or Local Priorities addressed by this goal:**

State Priorities	1,2,3,4,6,7,8
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### Identified Need

Based on feedback from all of our stakeholders, and this being the second year operating with the changes to our curriculum and structure, CCS needs to continue with its previous goal and actions to ensure we have two years of data in order to make informed decisions on the effectiveness of this goal and its expected outcomes.

### Expected Annual Measurable Outcomes

Metric/Indicators	Baseline	2018-19	2019-20	2020-21
SBAC ELA grades 3-8, 11 (Standards Exceeded or Met)	45%	Increase by 3% the number of scholars who exceed or meet standards	-	-
SBAC Math grades 3-8, 11 (Standards Exceeded or Met)	17%	Increase by 3% the number of scholars who exceed or meet standards	-	-
CAST grades 5 & 8 and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	-	Create a baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	-	-
Percent of K-12 scholars at/above grade level on i-Ready ELA assessments	-	Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments	-	-
Percent of K-12 scholars at/above grade level on i-Ready Math assessments	-	Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready Math assessments	-	-
Percent of K-12 scholars eligible for Honor Roll	40%	Increase by 3% the number of scholars eligible for Honor Roll	-	-
ELL Reclassification Rate	0%	Maintain or increase ELL Reclassification Rate	-	-
Percent of High School Seniors eligible for Graduation	78%	Increase by 3% the number of High School Seniors eligible for Graduation	-	-
Attendance Rates	93.57%	97%	-	-

## Planned Actions / Services

## Action 1

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Communication Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.

## Budgeted Expenditures

### 2018-19

**Amount** \$1,445,714.00

### Sources

General Fund	\$1,445,714.00
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### Budget Reference

1100	Teachers' Salaries
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## Action 2

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Response to Intervention Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.

## Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$161,312.00
<b>Sources</b>	
General Fund	\$161,312.00
<b>Budget Reference</b>	
1300	Certificated Pupil Support Salaries

### Action 3

This action contributes to meeting the Increased or Improved Services Requirement

#### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

#### Scope of Services:

LEA-Wide

#### Location(s):

All Schools

#### Actions/Services

New

Professional Development Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.

### Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$71,563.00
<b>Sources</b>	
General Fund	\$71,563.00
<b>Budget Reference</b>	
5200	Travel and Conferences
5210	Training and Development Expense



## Action 4

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Educational Planning Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as concurrent enrollment options for high school scholars.

## Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$263,579.00
<b>Sources</b>	
General Fund	\$263,579.00
<b>Budget Reference</b>	
1200	Certificated Pupil Support Salaries

## Action 5

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Attendance Rates CCS will collect data to monitor attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also monitor course completion rates in grades 9-12 as a way to work towards improvement in future years.

## Budgeted Expenditures

2018-19

Amount \$0.00

Sources

Budget Reference

New

## Goal 2

Increase scholar and parent engagement at Compass Charter Schools of LA

### State and/or Local Priorities addressed by this goal:

State Priorities 3,4,6

### Identified Need

Based on feedback from all of our stakeholders, and this being the second year operating with the changes to our systems and structure, CCS needs to continue with its previous goal and actions to ensure we have two years of data in order to make informed decisions on the effectiveness of this goal and its expected outcomes.

### Expected Annual Measurable Outcomes

Metric/Indicators	Baseline	2018-19	2019-20	2020-21
Attendance Rates	93.57%	Increase Attendance Rates to 97%	-	-
Number of scholar clubs	14	Increase the number of scholar clubs to 17	-	-
Parent Advisory Council	Parent Advisory Council meets on a quarterly basis	Parent Advisory Council will meet at least quarterly and share feedback with the Board of Directors	-	-
Scholar Leadership Council	Scholar Leadership Council meets 6 times	Scholar Leadership Council will meet at least quarterly and share feedback with the Board of Directors	-	-
Participation in Parent/Teacher Conferences	66%	Increase participation in Parent/Teacher Conferences by 4%	-	-
Satisfaction Surveys	20% of parents participated in satisfaction surveys	At least 50% of our scholars and parents will participate in our satisfaction survey opportunities	-	-

## Planned Actions / Services

## Action 1

This action does not contribute to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students

### Location(s):

All Schools

### Actions/Services

New

Extracurricular Activities There will be a variety of extracurricular activities offered throughout the school year including community service opportunities, field trips, enrichment activities, scholar-led clubs and National Honor Society. Scholars will be invited to attend informational workshops, and provided test prep resources throughout the year.

## Budgeted Expenditures

### 2018-19

**Amount** \$35,781.00

### Sources

General Fund	\$35,781.00
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### Budget Reference

5811	Student Transportation
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## Action 2

This action does not contribute to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students

### Location(s):

All Schools

### Actions/Services

New

Social Enrichment Scholars will be provided with many social enrichment opportunities including clubs and field trips throughout the state (both virtually and physically).

## Budgeted Expenditures

**2018-19**

**Amount** \$0.00

**Sources**

**Budget Reference**

### Action 3

This action does not contribute to meeting the Increased or Improved Services Requirement

**Students to be Served:**

All Students

**Location(s):**

All Schools

**Actions/Services**

New

Scholar Recognition Graduating seniors and 8th grade scholars will be recognized at Graduation and Promotion Ceremonies, respectively. There, scholars will be given awards recognizing academic and social success.

CCS will recognize one High School, Middle School, Elementary School, and Options scholar monthly as "Scholar of the Month." CCS will also recognize one High School, Middle School, Elementary School, and Options scholar at the end of the year as "Firebird of the Year". CCS will also recognize one High School, Middle School, Elementary School, and Options Learning Coach at the end of the year as "Learning Coach of the Year."

### Budgeted Expenditures

<b>2018-19</b>	
<b>Sources</b>	<b>Amount</b> <input type="text" value="\$0.00"/>
<b>Budget Reference</b>	



## Action 4

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Learning Coach Involvement Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

## Budgeted Expenditures

### 2018-19

Amount \$0.00

Sources

Budget Reference

# Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year 2018-19

Estimated Supplemental and Concentration Grant Funds

Percentage to Increase or Improve Services

\$543,037.00

12.96%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Our supplemental and concentration grant funds will be targeted to increase our supports for our scholars who are socioeconomically disadvantaged, English language learners, and foster youth. We will continue to use our integrated SIS/LMS to track, monitor and support our scholars. We will also continue to identify and provide targeted supports to our scholars. In addition, professional development and training will be offered to our staff to increase the personalization of academic supports for scholars.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEAwide use of funds

## **1.1** Communication

Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.

## **1.2** Response to Intervention

Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.

## **1.3** Professional Development

Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.

## **1.4** Educational Planning

Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as concurrent enrollment options for high school scholars.

## **1.5** Attendance Rates

CCS will collect data to monitor attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also monitor course completion rates in grades 9-12 as a way to work towards improvement in future years.

## **2.4** Learning Coach Involvement

Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

# Local Control Accountability Plan and Annual Update (LCAP) Template

2019

LEA Name

Contact Name and Title

Email and Phone

Compass Charter Schools  
of San Diego

J.J. Lewis  
President & CEO

jlewis@compasscharters.org  
818-824-6233

## 2018-19 Plan Summary

### The Story

Briefly describe the students and community and how the LEA serves them.

Compass Charter Schools (CCS) of San Diego is an exclusively virtual independent study charter school, serving scholars who reside in San Diego County and its adjacent counties. The mission of CCS is to inspire and develop innovative, creative, self-directed learners, one scholar at a time, and 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. We support our scholars, learning coaches, staff and community through our core values of Achievement, Respect, Teamwork, Integrity, and Communication (ARTIC).

CCS serves close to 400 scholars. Based on Census Day, our scholar population consists of 40% socioeconomically disadvantaged, 5% homeless, 3% English language learners, and 9% special education.

### LCAP Highlights

Identify and briefly summarize the key features of this year's LCAP.

Compass Charter Schools continues to evolve and grow, focused on its singular purpose - to support scholars on their educational journey. Our 2018-19 LCAP continues to focus on two critical areas: increasing scholar academic achievement and increasing scholar and parent engagement.

## Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

### Greatest Progress

There is much to be proud of at Compass Charter Schools this year. We brought on additional staff in key areas to support our scholars: two Scholar Success Coordinators to provide an academic intervention program to ensure supports were available for all scholars (one for scholars in grades K-5, the other for grades 6-12); and a Family Engagement Coordinator to manage and promote parent engagement opportunities with the school.

We also continue to enhance and expand our communication and outreach efforts, in and out of the classroom, as well as opportunities for scholar support, such as a partnership with a national online tutoring company. We are extremely proud of the virtual program we offer scholars and the various supports they receive along their educational journey with us.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

**Greatest Needs**

Based on the California School Dashboard, Compass Charter Schools has one state indicator where our overall performance is in the 'Red' - Graduation Rate. We do not believe there are any areas that are in need of significant improvement based on our local performance indicators.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

**Performance Gaps**

Based on the California School Dashboard, Compass Charter Schools has a performance gap reported for our socioeconomically disadvantaged scholar group for Graduation Rate. While the Dashboard is reporting an increase of 1.1%, we need to see larger gains for this population, and all scholars. Our Counseling Services Team, including counselors and our College & Career Readiness Counselor, will continue to develop targeted programs and workshops to assist our scholars as they work towards graduating.

**Increased or Improved Services**

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

Compass Charter Schools will enhance our supports for scholars who are identified as low-income, English language learners, and/or foster youth through greater tracking within our integrated SIS. Every staff member has access to the SIS and the various flags and alerts on each scholar record, and we will continue to build out workflows and reports to help track scholars as they progress on their educational journey at CCS. We are also creating several staff committees, including MTSS, Engagement, and a few others, to involve a greater number of staff in sharing ideas and opportunities to increase our supports and services for our scholars.

**Budget Summary**

Total General Fund Budget Expenditures for LCAP Year

\$4,162,293.00

Total funds budgeted for planned actions/services to meet the goals in the LCAP for the 2018-2019 LCAP year

\$1,542,705.00

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

There are general operating needs within the operating budget, including dues and memberships, insurance, lease expenses, professional and consulting services, legal fees, and more. This accounts for roughly 17-percent of our overall general fund expenditures.

Total Projected LCFF Revenues for LCAP Year

\$2,839,281.00

# Annual Update

LCAP Year Reviewed: 2017-18

## Goal 1

Increase academic achievement at Compass Charter Schools of San Diego

### State and/or Local Priorities addressed by this goal:

State Priorities	1,2,4,5,6,7,8
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### Annual Measurable Outcomes

Expected	Actual
1. Create a baseline for SBAC ELA grades 3-8, 11 (Standards Exceeded or Met)	1. Baseline for SBAC ELA grades 3-8, 11 (Standards Exceeded or Met) is set at 38%, based on 2016-17 results
2. Create a baseline for SBAC Math grades 3-8, 11 (Standards Exceeded or Met)	2. Baseline for SBAC Math grades 3-8, 11 (Standards Exceeded or Met) is set at 17%, based on 2016-17 results
3. Create a baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	3. Baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met) will be set during the 2018-19 year, as 2016-17 was a pilot year and 2017-18 was the field test, neither of which provided scores
4. Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments	4. Baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments will be set once we have final 2017-18 results
5. Create a baseline for for the percent of K-12 scholars at/above grade level on i-Ready Math assessments	5. Baseline for the percent of K-12 scholars at/above grade level on i-Ready Math assessments will be set once we have final 2017-18 results
6. 43% percent of K-12 scholars will be eligible for Honor Roll	6. Data not yet available
7. Create a baseline for ELL Reclassification Rate	7. Baseline for ELL Reclassification Rate is set at 20%, based on 2016-17 results
8. 53% of seniors will be eligible for Graduation	8. 83% of seniors were eligible for Graduation, exceeding our goal by 30%
9. Increase attendance rate to 97%	9. Our attendance rate was 96.63%, short of our goal by 0.37%

### Actions/Services

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
<p><b>Action 1 - Communication</b> Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.</p>	<p>Teachers provided scholars with timely, specific feedback within 72 hours of work submission. While some of the assignments were graded immediately through the learning management system (LMS), teachers ensured all scholars in their courses received timely feedback on every assignment. Feedback was provided in the LMS, as well as email, text, or meeting, as appropriate. Teachers also conducted parent/teacher conferences, once in the fall semester for all of their scholars, and again in the spring for those scholars in need of additional support.</p>	<p>\$1,068,316.00</p>	<p>\$1,187,232.00</p>
<p><b>Action 2 - Response to Intervention</b> Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.</p>	<p>Teachers, with support from our Scholar Success Coordinators, utilized our i-Ready initial and mid-year diagnostic test results to target scholars who were in need of additional supports. These supports included additional instructional resources, tutoring support, and more. The Scholar Success Coordinators, in collaboration with the teachers, monitored success through our RTI model.</p>	<p>\$25,800.00</p>	<p>\$86,329.00</p>



<p><b>Action 3 - Professional Development</b>                  Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.</p>	<p>Numerous professional development opportunities were provided to teachers and staff throughout the school year. Starting with our in-person All-Staff Retreat, all staff received a week-long training on the new StrongMind Scholar Information System, Learning Management System, and Parent Scholar Portal. Follow-up trainings were hosted throughout August, prior to the start of classes. Professional development opportunities were shared with all staff, on curriculum, instruction, LCAP, ESSA, LCFF, mindfulness, and more throughout the year. In addition, our Counseling Services Team hosted two internal professional development workshops, one on suicide prevention awareness and the other on LGBTQI awareness; and our Information Services Team hosted a workshop on FERPA awareness. Teams also hosted workshops during team meetings, to understand data from our new system, data from i-Ready results, as well as instructional opportunities through our new partnership with AVID.</p>	<p>\$60,409.00</p>	<p>\$69,101.00</p>
<p><b>Action 4 - Educational Planning</b>                  Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as Naviance and concurrent enrollment options for high school scholars.</p>	<p>In addition to individualized planning from the Counseling Services Team, scholars had access to 39 presentations/workshops on topics within the academic (10), social emotional (6), and college and career readiness (23) realms. AVID was successfully implemented, both an elective course for online 9th grade scholars, as well as a series of instructional strategies throughout our entire online high school program. 5 scholars participated in concurrent enrollment, and another 6 in our accelerated course options program.</p>	<p>\$203,562.00</p>	<p>\$259,490.00</p>

**Action 5 - Attendance Rates**  
 CCS will collect data to set a baseline for attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also set a baseline for course completion rates in grades 9-12 as a way to work towards improvement in future years.

Data has been collected throughout the year to better support scholars. In terms of attendance, at P-2, CCS had a 97.07% attendance rate. 83% of our scholars were eligible to graduate, 7 earning the Golden State Seal of Merit Diploma Award. At the time of this LCAP, data was still being finalized on dropout rates, as well as course completion rates.

\$949,291.00

\$0.00

**Goal Analysis**

Overall implementation of the actions/services to achieve goal.

We successfully implemented our proposed actions and services to achieve our goal of increasing academic achievement, as noted in our actions and services update. We increased our level of communication, both in type and frequency, provided individual supports to scholars through our RTI model, provided ample professional development opportunities for our staff, both internally and externally, assisted scholars along their educational journey with supports through our counseling, instructional, engagement and special education team, and enhanced our data-driven culture.

Overall effectiveness of the actions/services to achieve the goal as measured by the LEA.

We were effective with our implementation of our proposed actions and services to meet our goal of increasing scholar achievement. We saw a sharp increase in two-way communication in our independent study program, with expanded supports to scholars to facilitate their learning, and saw a sharp increase in both attendance and scholars eligible for graduation.

Material differences between budgeted expenditures and estimated actual expenditures

N/A

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We are not making changes to our goal of increasing academic achievement. As the 2018-19 year will be the second year using our new systems, we are not making changes to our expected outcomes, metrics, or actions and services in order to build two years of data in which to make informed decisions on the effectiveness of this goal and its expected outcomes.

## Goal 2

Increase scholar and parent engagement at Compass Charter Schools of San Diego

### State and/or Local Priorities addressed by this goal:

State Priorities	3,5,6
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### Annual Measurable Outcomes

Expected	Actual
<ol style="list-style-type: none"> <li>Increase attendance rate by 97%</li> <li>Create a baseline for the number of scholar clubs offered</li> <li>Parent Advisory Council will meet at least quarterly and share feedback with the Board of Directors</li> <li>Create a baseline for the number of Scholar Leadership Council meetings</li> <li>Create a baseline for participation in Parent/Teacher Conferences</li> <li>At least 50% of our scholars and parents will participate in our satisfaction survey opportunities</li> </ol>	<ol style="list-style-type: none"> <li>Attendance rate, as reported at P-2, was 96.63%</li> <li>Baseline for the number of scholar clubs offered set to 14 based on 2017-18 year</li> <li>The Parent Advisory Council met five times and shared a formal report at each Board of Directors meeting</li> <li>Baseline for the number of Scholar Leadership Council meetings set to at least quarterly based on the 2017-18 year, where they met six times and shared a formal report at each Board of Directors meeting</li> <li>Baseline for participation in Parent/Teacher Conferences set to 66% based on the 2017-18 year</li> <li>At least 50% of our scholars and parents will participate in our satisfaction survey opportunities</li> </ol>

### Actions/Services

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
<p><b>Action 1 - Extracurricular Activities</b>                      There will be a variety of extracurricular activities offered throughout the school year including community service opportunities, field trips, enrichment activities, scholar-led clubs and National Honor Society. Scholars will be invited to attend informational workshops, and provided test prep resources throughout the year.</p>	<p>Numerous extracurricular activities were offered throughout the fall and spring semester to scholars, including 20 field trips across the Fresno region. Scholars also had the opportunity to participate in 14 scholar-led clubs, including National Honor Society, Scholar Leadership Council, Chess Club, Cooking Club, Performing Arts Club, and more. In addition, scholars had the opportunity to participate in 14 virtual contests and 15 virtual workshops.</p>	<p>\$25,890.00</p>	<p>\$10,073.00</p>

<p><b>Action 2 - Social Enrichment</b> Scholars will be provided with many social enrichment opportunities including clubs and field trips throughout the state (both virtually and physically).</p>	<p>Many opportunities were provided to scholars to engage in enrichment opportunities, both across the Fresno region, and across the state. Scholars were invited to participate in engagement opportunities offered across the Compass Charter Schools community, including opportunities in the LA and San Diego regions.</p>	<p>\$0.00</p>	<p>\$0.00</p>
<p><b>Action 3 - Scholar Recognition</b> Graduating seniors and 5th and 8th grade scholars will be recognized at Graduation and Promotion Ceremonies, respectively. There, scholars will be given awards recognizing academic and social success. CCS will also recognize one High School, Middle School, Elementary School, and Options scholar monthly as "Scholar of the Month." CCS will also recognize one High School, Middle School, Elementary School, and Options Learning Coach at the end of the year as "Learning Coach of the Year."</p>	<p>While this year was a year of change, it could also be viewed as a year of celebration. We held our Graduation and 8th Grade Promotion Ceremony on Wednesday, June 11 in San Diego, where 83% of our seniors were eligible to graduate. Seven of those seniors also earned the Golden State Seal of Merit Diploma. We also awarded both the gold and silver Presidential Awards to deserving scholars.</p> <p>In June, we also celebrated our scholars at various Virtual Awards Assemblies, where teachers recognized scholars for their hard work in and out of the classroom. Throughout the year, scholars were recognized as Scholar of the Month, and in June, one of these scholars (per grade span) was recognized as the Firebird of the Year. Based on scholar feedback, we created the Scholars' Choice Employee of the Year, where scholars and learning coaches nominated staff, and our Scholar Leadership Council selected the winner, who will be announced at our Annual Meeting on June 25. Also at our Annual Meeting, we will present our Learning Coaches of the Year.</p>	<p>\$0.00</p>	<p>\$0.00</p>

**Action 4 - Learning Coach Involvement**

Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

The Parent Advisory Council was active this year, meeting X times. They also sent a survey to all parents, with assistance from StrongMind, to share additional feedback with staff and the Board of Directors on ways to enhance and expand the educational experiences offered at Compass. Welcome Back Nights were hosted the week prior to classes, as well as quarterly Parent Town Halls with the CEO. In addition, a new program called Coaches Corner was started, which provided resources for learning coaches on our YouTube channel. There are 16 videos currently available for our learning coaches, and the public.

\$0.00

\$0.00

**Goal Analysis**

Overall implementation of the actions/services to achieve goal.

We successfully implemented our proposed actions and services to achieve our goal of increasing scholar and parent engagement, as noted in our actions and services update. We increased the number and types of extracurricular activities, such as field trips, virtual sessions, contests and clubs, enhanced our social enrichment opportunities, increased the amount of scholar recognition, both monthly and at the end of the school year, and increased the opportunities for learning coaches to be involved through workshops and trainings.

Overall effectiveness of the actions/services to achieve the goal as measured by the LEA.

We were effective with our implementation of our proposed actions and services to meet our goal of increasing scholar and parent engagement. We saw a vast increase in the number of engagement opportunities offered to scholars, and a high level of participation in these opportunities. Scholars and their families were engaged, through events, workshops, and celebratory events. This was the second year of our Parent Advisory Council, and inaugural year of our Scholar Leadership Council, both of which met on a consistent basis and provided updates to staff and our Board of Directors.

Material differences between budgeted expenditures and estimated actual expenditures

N/A

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We are not making changes to our goal of increasing scholar and parent engagement. As the 2018-19 year will be the second year using our new systems, we are not making changes to our expected outcomes, metrics, or actions and services in order to build two years of data in which to make informed decisions on the effectiveness of this goal and its expected outcomes.

# Stakeholder Engagement

LCAP Year 2019-20

## Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Compass Charter Schools of Fresno involved all of our stakeholders to plan our LCAP. The first opportunity for feedback was through our 2018-19 Planning Survey, which was administered through SurveyMonkey and sent to our scholars, learning coaches, staff, board and authorizer. The survey was open for a month. The second opportunity for feedback was through our Leadership Team, which consists of our managers and directors. This group spent several days at our Central Office discussing 2017-18 results, reviewing survey data, and planning the 2018-19 year. The Board of Directors, along with our entire community, had one final opportunity to provide feedback during our Public Hearing.

## Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

These consultations with all of our stakeholders informed all of our goals and actions for the upcoming year.



# Goals, Actions, & Services

Strategic Planning Details and Accountability

New

## Goal 1

Increase academic achievement at Compass Charter Schools of San Diego

**State and/or Local Priorities addressed by this goal:**

State Priorities	1,2,3,4,5,6,7,8
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### Identified Need

Based on feedback from all of our stakeholders, and this being the second year operating with the changes to our curriculum and structure, CCS needs to continue with its previous goal and actions to ensure we have two years of data in order to make informed decisions on the effectiveness of this goal and its expected outcomes.

### Expected Annual Measurable Outcomes

Metric/Indicators	Baseline	2018-19	2019-20	2020-21
SBAC ELA grades 3-8, 11 (Standards Exceeded or Met)	38%	Increase by 3% the number of scholars who exceed or meet standards	-	-
SBAC Math grades 3-8, 11 (Standards Exceeded or Met)	17%	Increase by 3% the number of scholars who exceed or meet standards	-	-
CAST grades 5 & 8 and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	-	Create a baseline for CAST grades 5 & 8, and LEA eligible 10, 11, or 12 high school scholars (Standards Exceeded or Met)	-	-
Percent of K-12 scholars at/above grade level on i-Ready ELA assessments	-	Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready ELA assessments	-	-
Percent of K-12 scholars at/above grade level on i-Ready Math assessments	-	Create a baseline for the percent of K-12 scholars at/above grade level on i-Ready Math assessments	-	-
Percent of K-12 scholars eligible for Honor Roll	40%	Increase by 3% the number of scholars eligible for Honor Roll	-	-
ELL Reclassification Rate	20%	Maintain or increase ELL Reclassification Rate	-	-
Percent of High School Seniors eligible for Graduation	83%	Increase by 3% the number of High School Seniors eligible for Graduation	-	-
Attendance Rates	96.63	Increase Attendance Rates to 97%	-	-

## Planned Actions / Services

## Action 1

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Communication Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.

## Budgeted Expenditures

### 2018-19

**Amount** \$1,127,587.00

### Sources

General Fund	\$1,127,587.00
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### Budget Reference

1100	Teachers' Salaries
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## Action 2

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Response to Intervention Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.

## Budgeted Expenditures

### 2018-19

**Amount** \$125,815.00

### Sources

General Fund	\$125,815.00
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### Budget Reference

1300	Certificated Pupil Support Salaries
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### Action 3

This action contributes to meeting the Increased or Improved Services Requirement

#### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

#### Scope of Services:

LEA-Wide

#### Location(s):

All Schools

#### Actions/Services

New

Professional Development Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.

### Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$55,816.00
<b>Sources</b>	
General Fund	\$55,816.00
<b>Budget Reference</b>	
5200	Travel and Conferences
5210	Training and Development Expense

## Action 4

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Educational Planning Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as Naviance and concurrent enrollment options for high school scholars.

## Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$205,579.00
<b>Sources</b>	
General Fund	\$205,579.00
<b>Budget Reference</b>	
1200	Certificated Pupil Support Salaries



## Action 5

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
English Learners  
Foster Youth  
Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Attendance Rates CCS will collect data to monitor attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also monitor course completion rates in grades 9-12 as a way to work towards improvement in future years.

## Budgeted Expenditures

2018-19

Amount \$0.00

Sources

Budget Reference

New

## Goal 2

Increase scholar and parent engagement at Compass Charter Schools of San Diego

### State and/or Local Priorities addressed by this goal:

State Priorities 3,5,6

### Identified Need

Based on feedback from all of our stakeholders, and this being the second year operating with the changes to our systems and structure, CCS needs to continue with its previous goal and actions to ensure we have two years of data in order to make informed decisions on the effectiveness of this goal and its expected outcomes.

### Expected Annual Measurable Outcomes

Metric/Indicators	Baseline	2018-19	2019-20	2020-21
Attendance Rates	96.63%	Increase Attendance Rates to 97%	-	-
Number of scholar clubs	14	Increase the number of scholar clubs to 17	-	-
Parent Advisory Council	Parent Advisory Council meets on a quarterly basis	Parent Advisory Council will meet at least quarterly and share feedback with the Board of Directors	-	-
Scholar Leadership Council	Scholar Leadership Council meets 6 times	Scholar Leadership Council will meet at least quarterly and share feedback with the Board of Directors	-	-
Participation in Parent/Teacher Conferences	66%	Increase participation in Parent/Teacher Conferences by 4%	-	-
Satisfaction Surveys	50% of parents participate in satisfaction surveys	At least 50% of our scholars and parents will participate in our satisfaction survey opportunities	-	-

## Planned Actions / Services

## Action 1

This action does not contribute to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students

### Location(s):

All Schools

### Actions/Services

New

Extracurricular Activities There will be a variety of extracurricular activities offered throughout the school year including community service opportunities, field trips, enrichment activities, scholar-led clubs and National Honor Society. Scholars will be invited to attend informational workshops, and provided test prep resources throughout the year.

## Budgeted Expenditures

### 2018-19

**Amount** \$27,908.00

### Sources

General Fund	\$27,908.00
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### Budget Reference

5811	Student Transportation
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## Action 2

This action does not contribute to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students

### Location(s):

All Schools

### Actions/Services

New

Social Enrichment Scholars will be provided with many social enrichment opportunities including clubs and field trips throughout the state (both virtually and physically).

## Budgeted Expenditures

**2018-19**

Amount

Sources

Budget Reference

### Action 3

This action does not contribute to meeting the Increased or Improved Services Requirement

**Students to be Served:**

All Students

**Location(s):**

All Schools

**Actions/Services**

New

Scholar Recognition Graduating seniors and 8th grade scholars will be recognized at Graduation and Promotion Ceremonies, respectively. There, scholars will be given awards recognizing academic and social success.

CCS will recognize one High School, Middle School, Elementary School, and Options scholar monthly as "Scholar of the Month." CCS will also recognize one High School, Middle School, Elementary School, and Options scholar at the end of the year as "Firebird of the Year". CCS will also recognize one High School, Middle School, Elementary School, and Options Learning Coach at the end of the year as "Learning Coach of the Year."

### Budgeted Expenditures

<b>2018-19</b>	
<b>Amount</b>	\$0.00
<b>Sources</b>	
<b>Budget Reference</b>	

## Action 4

This action contributes to meeting the Increased or Improved Services Requirement

### Students to be Served:

All Students  
 English Learners  
 Foster Youth  
 Low Income

### Scope of Services:

LEA-Wide

### Location(s):

All Schools

### Actions/Services

New

Learning Coach Involvement Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

## Budgeted Expenditures

### 2018-19

Amount \$0.00

Sources

Budget Reference



# Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year 2018-19

Estimated Supplemental and Concentration Grant Funds

Percentage to Increase or Improve Services

\$330,562.00

9.89%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Our supplemental and concentration grant funds will be targeted to increase our supports for our scholars who are socioeconomically disadvantaged, English language learners, and foster youth. We will continue to use our integrated SIS/LMS to track, monitor and support our scholars. We will also continue to identify and provide targeted supports to our scholars. In addition, professional development and training will be offered to our staff to increase the personalization of academic supports for scholars.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEAwide use of funds

## **1.1** Communication

Teachers will provide scholars with timely, specific feedback within 72 hours of work submission. Teachers will conduct parent/teacher conferences at allotted times throughout the school year.

## **1.2** Response to Intervention

Teachers and coordinators will use the results from the i-Ready Diagnostic Test to provide additional and targeted supports to scholars per their i-Ready results.

## **1.3** Professional Development

Teachers will receive professional development to ensure strong implementation of the new StrongMind curriculum at various points during the school year. Scholars and learning coaches will also receive training and supports throughout the year. Teachers will receive professional development on how to identify scholar support and utilize intervention strategies to support those scholars so they are successful in our virtual program. Teachers will receive professional development on how to analyze and utilize data from i-Ready, SBAC and the LMS to drive instruction and intervention. The goal is to build a data-driven culture throughout the school to best support the educational needs of our scholars. Professional development will be mapped out in a timeline from the beginning of the year and continually assessed throughout the school year.

## **1.4** Educational Planning

Scholars will receive individualized planning from counseling services in meeting A-G requirements. Implementation of AVID at the high school level to increase college and career readiness. College and career readiness curriculum will be implemented through multiple modalities. The high school program will also include support programs such as Naviance and concurrent enrollment options for high school scholars.

## **1.5** Attendance Rates

CCS will collect data to monitor attendance, graduation, and dropout rates as a way to work towards improvement. CCS will also monitor course completion rates in grades 9-12 as a way to work towards improvement in future years.

## **2.4** Learning Coach Involvement

Parents will be invited to serve on our Parent Advisory Council, which provides meaningful feedback to senior staff and the Board of Directors on ways to improve the educational experience. Parents will also be given opportunities to attend training for the new StrongMind LMS to ensure successful Learning Coach training of the new system. Parents, Learning Coaches, and scholars will also be invited to a "Welcome Back Night" before the school year begins. Here, they will be given information on our new LMS, introduced to their teachers, and given an overview of our school year.

# Coversheet

## Adoption of the 2018-19 Annual Budget

**Section:** IX. NEW BUSINESS  
**Item:** C. Adoption of the 2018-19 Annual Budget  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** CCS - Budget FDF 18-19 - 6-20-18.pdf

### BACKGROUND:

The FY19 Operating Budget has been created with the assistance of our back office provider, CSMC. We are projecting revenue at \$11,185,826 and expenses at \$11,093,547, with an ending balance of \$92,279 and overall ending fund balance of \$5,158,839. This budget is based on a combined enrollment of 1,100 scholars across our three (3) charters, and a daily attendance rate of 97%. There are no major increases in expenses, while we are projecting 100% funding for Compass Charter Schools of Fresno, Compass Charter Schools of Los Angeles, and Compass Charter Schools of San Diego. We will monitor and track our budget carefully and provide regular updates to the Board of Directors throughout the year.

### RECOMMENDATION:

A motion to adopt the 2018-19 Annual Budget for Compass Charters Schools.

Budget Summary

**Compass Charter Schools**  
**Budget Summary**  
**2018-19 Home Office Budget**

SACS Code Description	San Diego	Los Angeles	Fresno	Home Office	Total
<b>Revenue</b>					
State	4,104,597	5,265,035	1,664,665		11,034,298
Federal	49,004	60,295	18,740		128,040
Local	8,691	11,274	3,523		23,488
<b>Total Revenue</b>	<b>\$ 4,162,292</b>	<b>\$ 5,336,605</b>	<b>\$ 1,686,929</b>	<b>\$ -</b>	<b>\$ 11,185,826</b>

**Expenses**

1000	Certificated Salaries	1,458,981	36%	1,870,605	36%	591,308	36%			3,920,894	35%
2000	Classified Salaries	446,537	11%	572,518	11%	180,976	11%			1,200,031	11%
3000	Benefits	528,327	13%	677,385	13%	214,125	13%			1,419,837	13%
	<i>Total Personnel Expenses</i>	<i>2,433,845</i>	<i>59.6%</i>	<i>3,120,508</i>	<i>59.3%</i>	<i>986,409</i>	<i>59.8%</i>	<i>-</i>		<i>6,540,762</i>	<i>59.0%</i>
4000	Books and Supplies	949,662	23%	1,217,591	23%	384,887	23%			2,552,140	23%
5000	Services and Other Operating Expenses	702,326	17%	924,861	18%	277,458	17%	96,000		2,000,646	18%
6000	Capital Outlay										
7000	Other Outgoing										
<b>Total Expenses</b>		<b>\$ 4,085,833</b>		<b>\$ 5,262,961</b>		<b>\$ 1,648,754</b>		<b>\$ 96,000</b>		<b>\$ 11,093,547</b>	

<b>Surplus / (Deficit)</b>	<b>\$ 76,459</b>	<b>\$ 73,644</b>	<b>\$ 38,175</b>	<b>\$ (96,000)</b>	<b>\$ 92,279</b>
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As a % of LCFF revenue	2.08%	1.56%	2.55%		0.93%
As a % of Total expenses	1.87%	1.40%	2.32%	%	0.83%

<b>Beginning Balance</b>	<b>\$ 135,183</b>	<b>\$ 193,176</b>	<b>\$ 55,994</b>	<b>\$ 4,682,207</b>	<b>\$ 5,066,560</b>
<b>CMO Contribution</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Balance</b>	<b>\$ 211,642</b>	<b>\$ 266,820</b>	<b>\$ 94,169</b>	<b>\$ 4,586,207</b>	<b>\$ 5,158,839</b>

<b>Sb-740 Funding Determination Test:</b>					
Certificated Salaries (40% req.):	55.39%	55.11%	55.00%		54.78%
Instructional Costs (80% req.):	83.34%	82.21%	82.21%		82.99%
Cert Salaries Met/Not Met:	Met	Met	Met		Met
Instr. Costs Met/Not Met	Met	Met	Met		Met

## Student Info

## Compass Charter Schools

## Student Input

## 2018-19 Home Office Budget

	San Diego	Los Angeles	Fresno	Home Office	Total
<b>Enrollment By Grade</b>					
Kindergarten	40	30	10		80
Grade 1	26	34	5		65
Grade 2	40	33	17		90
Grade 3	38	39	8		85
Grade 4	34	38	17		89
Grade 5	44	38	16		98
Grade 6	27	43	14		84
Grade 7	34	38	10		82
Grade 8	37	36	13		86
Grade 9	20	24	16		60
Grade 10	23	43	9		75
Grade 11	24	39	13		76
Grade 12	34	83	13		130
Other Enrollment (Grade 12+, etc.)	-	-	-	-	-
<b>Total Enrollment</b>	<b>421</b>	<b>518</b>	<b>161</b>		<b>1,100</b>
	38.3%	47.1%	14.6%		

## Daily Attendance Rate

Kindergarten	97.0%	97.0%	97.0%	97.0%	
Grade 1	97.0%	97.0%	97.0%	97.0%	
Grade 2	97.0%	97.0%	97.0%	97.0%	
Grade 3	97.0%	97.0%	97.0%	97.0%	
Grade 4	97.0%	97.0%	97.0%	97.0%	
Grade 5	97.0%	97.0%	97.0%	97.0%	
Grade 6	97.0%	97.0%	97.0%	97.0%	
Grade 7	97.0%	97.0%	97.0%	97.0%	
Grade 8	97.0%	97.0%	97.0%	97.0%	
Grade 9	97.0%	97.0%	97.0%	97.0%	
Grade 10	97.0%	97.0%	97.0%	97.0%	

## Student Info

Grade 11	97.0%	97.0%	97.0%	97.0%	
Grade 12	97.0%	97.0%	97.0%	97.0%	
Other Enrollment (Grade 12+, etc.)	97.0%	97.0%	97.0%	97.0%	
<b>Average Daily Attendance Rate</b>	<b>97.0%</b>	<b>97.0%</b>	<b>97.0%</b>	<b>97.0%</b>	

## Average Daily Attendance by Grade

Kindergarten	38.8	29.1	9.7		77.6
Grade 1	25.2	33.0	4.9		63.1
Grade 2	38.8	32.0	16.5		87.3
Grade 3	36.9	37.8	7.8		82.5
Grade 4	33.0	36.9	16.5		86.3
Grade 5	42.7	36.9	15.5		95.1
Grade 6	26.2	41.7	13.6		81.5
Grade 7	33.0	36.9	9.7		79.5
Grade 8	35.9	34.9	12.6		83.4
Grade 9	19.4	23.3	15.5		58.2
Grade 10	22.3	41.7	8.7		72.8
Grade 11	23.3	37.8	12.6		73.7
Grade 12	33.0	80.5	12.6		126.1
Other Enrollment (Grade 12+, etc.)					
<b>Average Overall Daily Attendance</b>	<b>408.4</b>	<b>502.5</b>	<b>156.2</b>		<b>1,067.0</b>

## Average Daily Attendance by Grade Range

ADA Grades K-3	139.68	131.92	38.80		310.40
ADA Grades 4-6	101.85	115.43	45.59		262.87
ADA Grades 7-8	68.87	71.78	22.31		162.96
ADA Grades 9-12	97.97	183.33	49.47		330.77
<b>Average Overall Daily Attendance</b>	<b>408.37</b>	<b>502.46</b>	<b>156.17</b>		<b>1,067.00</b>

Unduplicated Pupil Percent	45.84%	63.92%	59.09%		56.28%
Unduplicated Pupil Count	192.99	331.11	95.13		619.23

Prior Year P2 ADA	374.83	426.11	128.39		
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Total PTR Neded	16	20	6		
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**Compass Charter Schools**  
**Expenses Summary**  
**2018-19 Home Office Budget**

COLA

SACS OI Code Description		San Diego	Los Angeles	Fresno	Home Office	Total
<b>Certificated Salaries</b>						
1100	Teachers' Salaries	1,127,587	1,445,714	456,998		3,030,298
1105	Teachers' Stipends	-	-	-		-
1120	Substitute Expense	-	-	-		-
1200	Certificated Pupil Support Salaries	205,579	263,579	83,319		552,478
1300	Certificated Supervisor and Administrator Salaries	125,815	161,312	50,991		338,118
1305	Certificated Supervisor and Administrator Bonuses	-	-	-		-
1900	Other Certificated Salaries	-	-	-		-
<b>1000</b>	<b>Subtotal</b>	<b>1,458,981</b>	<b>1,870,605</b>	<b>591,308</b>		<b>3,920,894</b>
<b>Classified Salaries</b>						
2100	Instructional Aide Salaries	-	-	-		-
2105	Instructional Aide Stipends	-	-	-		-
2200	Classified Support Salaries	85,209	109,249	34,534		228,991
2210	Classified Support Overtime	-	-	-		-
2300	Classified Supervisor and Administrator Salaries	187,852	240,851	76,134		504,838
2400	Clerical, Technical, and Office Staff Salaries	166,510	213,487	67,484		447,482
2410	Clerical, Technical, and Office Staff Overtime	-	-	-		-
2900	Other Classified Salaries	6,966	8,931	2,823		18,720
<b>2000</b>	<b>Subtotal</b>	<b>446,537</b>	<b>572,518</b>	<b>180,976</b>		<b>1,200,031</b>
<b>Employee Benefits</b>						
3101	State Teachers' Retirement System, certificated positions	237,522	304,534	96,265		638,322
3202	Public Employees' Retirement System, classified positions	-	-	-		-
3313	OASDI	27,685	35,496	11,221		74,402
3323	Medicare	27,630	35,425	11,198		74,253
3403	Health & Welfare Benefits	167,270	214,463	67,793		449,526
3503	State Unemployment Insurance	23,703	30,390	9,607		63,700
3603	Worker Compensation Insurance	27,249	34,937	11,044		73,229
3903	Other Benefits	17,267	22,139	6,998		46,405
<b>3000</b>	<b>Subtotal</b>	<b>528,327</b>	<b>677,385</b>	<b>214,125</b>		<b>1,419,837</b>
<b>Total Personnel Expenses</b>		<b>2,433,845</b>	<b>3,120,508</b>	<b>986,409</b>		<b>6,540,762</b>

**Books and Supplies**

4100	Approved Textbooks and Core Curricula Materials	895,000	1,147,507	362,733		2,405,240
4200	Books and Other Reference Materials	18,196	23,330	7,375		48,900
4300	Materials and Supplies	10,233	13,120	4,147		27,500
4315	Classroom Materials and Supplies	5,768	7,395	2,338		15,500
4381	Materials for Plant Maint	-	-	-		-
4400	Noncapitalized Equipment	1,861	2,385	754		5,000
4430	Noncapitalized Student Equipment	18,605	23,854	7,540		50,000
4700	Food and Food Supplies	-	-	-		-
<b>4000</b>	<b>Subtotal</b>	<b>949,662</b>	<b>1,217,591</b>	<b>384,887</b>		<b>2,552,140</b>

**Services and Other Operating Expenses**

5200	Travel and Conferences	18,605	23,854	7,540		50,000
5210	Training and Development Expense	37,210	47,709	15,081		100,000
5300	Dues and Memberships	13,024	16,698	5,278		35,000
5400	Insurance	11,163	14,313	4,524		30,000
5500	Operation and Housekeeping Services	2,233	2,863	905		6,000
5501	Utilities	1,116	1,431	452		3,000
5600	Space Rental/Leases Expense	92,593	48,199	15,236	96,000	252,028
5601	Building Maintenance	372	477	151		1,000
5602	Other Space Rental	14,884	19,083	6,032		40,000
5605	Equipment Rental/Leasing Expense	9,303	11,927	3,770		25,000
5610	Equipment Repair	186	239	75		500
5800	Professional/Consulting Services and Operating Expenses	11,163	14,313	4,524		30,000
5803	Banking and Payroll Fees	2,605	3,340	1,056		7,000
5805	Legal Fees	37,210	47,709	15,081		100,000
5806	Audit Services	14,140	18,129	5,731		38,000
5807	Legal Settlements					-
5809	Employee Tuition	1,861	2,385	754		5,000
5810	Educational Consultants	120,004	153,860	48,636		322,500
5811	Student Transportation/Field Trips/Activities	27,908	35,781	11,311		75,000
5815	Advertising/Recruiting	111,631	143,126	45,243		300,000
5820	Fundraising Expense	-	-	-		-
5873	Financial Services	95,581	122,547	38,738		256,866
5874	Personnel Services	3,721	4,771	1,508		10,000
5875	District Oversight Fees	36,743	142,013	29,995		208,752

Expenses Summary

5877	IT Services	5,582	7,156	2,262		15,000
5890	Interest Expense / Misc. Fees	5,582	7,156	2,262		15,000
5891	Loan Mangement and Interest Fee	-	-	-		-
5899	CMO Management Fee	-	-	-		-
5900	Communications	27,908	35,781	11,311		75,000
5999	Expenses Suspense	-	-	-		-
		-				
<b>5000</b>	<b>Subtotal</b>	<b>702,326</b>	<b>924,861</b>	<b>277,458</b>	<b>96,000</b>	<b>2,000,646</b>

**Capital Outlay**

6900	Depreciation Expense	-	-	-		-
<b>6000</b>	<b>Subtotal</b>					

**Other Outgoing**

7999	Repayment of Revenue	-	-	-		-
7141	Special Education Encroachment	-	-	-		-
7438	Debt Service - Interest	-	-	-		-
7500	District Oversight Fee	-	-	-		-
<b>7000</b>	<b>Subtotal</b>					

**Total Non-Personnel Expenses**

**1,651,988      2,142,453      662,345      96,000      4,552,786**

**Total Expenses**

**4,085,833      5,262,961      1,648,754      96,000      11,093,547**

Instructional Related:	1,336,557.20	1,713,641.64	541,691.16		3,591,890.00
Facilities	91,671.83	57,595.68	18,206.30	81,600.00	249,073.80
	<b>1,428,229.02</b>	<b>1,771,237.32</b>	<b>559,897.46</b>	<b>81,600.00</b>	<b>3,840,963.80</b>

## Coversheet

### Review and Approval of the 2018-2021 At-Will Employment Agreement Amendment for the Superintendent

**Section:** IX. NEW BUSINESS  
**Item:** D. Review and Approval of the 2018-2021 At-Will Employment Agreement Amendment for the Superintendent  
**Purpose:** Vote  
**Submitted by:** Joe Cummings  
**Related Material:**  
Draft At-Will Administrator Employment Agreement Amendment 2018-2021.pdf

**RECOMMENDATION:**

A motion to approve the 2018-21 At-Will Employment Agreement Amendment for the Superintendent & CEO.

**AT-WILL EMPLOYMENT AGREEMENT AMENDMENT  
Between  
COMPASS CHARTER SCHOOLS AND J.J. LEWIS**

This Employment Agreement Amendment (“Amendment”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Compass Charter Schools (“Compass”). This Amendment does not constitute a new contract for employment; it only modifies the following:

**A. Term**

Board hereby employs Employee for a period of three (3) years, beginning July 1, 2018 and terminating on June 30, 2021.

**B. Duties**

Employee shall work in the position of Superintendent & CEO. Employee will perform such duties as Compass may reasonably assign and Employee will abide by all Compass’ policies and procedures as adopted and amended from time to time. Employee further agrees to abide by Compass’ charters.

**C. Compensation**

The annual compensation for this position shall be \$\_\_\_, subject to all regular withholdings, which shall be paid in 24 bi-monthly installments of \$\_\_\_. Employee’s compensation may be prorated depending on whether he/she remains employed, or in active work status, for the entire year. As an exempt employee, Employee shall not be eligible to earn overtime.

**D. ACCEPTANCE OF EMPLOYMENT**

By signing below, the Employee declares as follows:

1. I have read this Amendment and accept employment with Compass on the terms specified herein.
2. All information I have provided to Compass related to my employment is true and accurate.
3. This is the entire amendment between Compass and me regarding the terms and conditions of my employment. This is a final and complete amendment and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Amendment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Compass Approval:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Matt Koblick, Board Chair

# Coversheet

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

**Section:** IX. NEW BUSINESS  
**Item:** E. Review and Approval of the Revised Board By-Laws  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** CCS Bylaws - Revised.pdf

**BACKGROUND:**

The Board By-Laws have been revised with the assistance of our legal counsel. Changes include ensuring consistency between the Articles of Incorporation, charter petitions and updated laws.

**RECOMMENDATION:**

A motion to approve the revised Board By-Laws, to go into effect on July 1, 2018.



**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, provided 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 Superintendent & 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 Superintendent & 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 Superintendent & 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 two (2) 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 two (2) 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.

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### 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 Superintendent & 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 President, who shall be known as the Superintendent, Chair of the Board, a Secretary, and a Treasurer. The Superintendent & CEO 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 the Chair of the Board or Superintendent.

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### 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.

Without prejudice to the rights of any officer under an employment contract, 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 of the Board, 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. SUPERINTENDENT & CHIEF EXECUTIVE OFFICER.

The Superintendent & Chief Executive Officer, subject to the control of the Board, and subject to the Superintendent & 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; the notice given; the names of persons present at Board of Directors and committee

## CCS Bylaws

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.

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

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

## ARTICLE IX CONTRACTS WITH DIRECTORS 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.

## 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.



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### 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.

### 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.

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### 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:

- (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

## CCS Bylaws

- (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.

## 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.

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### 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 June 25, 2018; and that these bylaws have not been amended or modified since that date.

Executed on June 25, 2018 in Thousand Oaks, California.

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

# Coversheet

## Review and Approval of the Revised Board Policy Manual

**Section:** IX. NEW BUSINESS  
**Item:** F. Review and Approval of the Revised Board Policy Manual  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis

**RECOMMENDATION:**

A motion to approve the revised Board Policy Manual, to go into effect on July 1, 2018.

# Coversheet

## Review and Approval of the Revised Conflict of Interest Code

**Section:** IX. NEW BUSINESS  
**Item:** G. Review and Approval of the Revised Conflict of Interest Code  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** CCS Conflict of Interest Code Final Draft.pdf

### BACKGROUND:

The Conflict of Interest Code have been restated to reflect the new staff titles. It was drafted with the assistance of our legal counsel. Once approved, we will open a 45-day public comment process for input on the proposed code. Following 45 days, we will submit the code to the FPPC along with any of the written comment received for final approval.

### 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., Superintendent/President, CFO/Treasurer, Secretary)	1, 2
Assistant Superintendent of Business Services	1, 2
Assistant Superintendent of Personalized Learning	1, 2
Director of IT	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 Superintendent 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 Superintendent 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.

# Coversheet

## Review and Approval of Charter Petition Template

**Section:** IX. NEW BUSINESS  
**Item:** H. Review and Approval of Charter Petition Template  
**Purpose:** Vote  
**Submitted by:** J.J. Lewis  
**Related Material:** Compass Charter Schools Petition Template.pdf

### BACKGROUND:

A charter petition template for Compass Charter Schools has been drafted, using our recently approved CCS of San Diego charter as a guide. The template was reviewed and revised with guidance from legal counsel. 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.

### RECOMMENDATION:

A motion to approve the charter petition template and direct the CEO to submit as appropriate to potential authorizers.



Compass Charter Schools of  
Sonoma  
**Charter Petition**  
DATES

Submitted to the DISTRICT

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## i. Affirmations and Declaration

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 of Sonoma (“CCS” or the “Charter School”), and to be authorized by the DISTRICT (the “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 Education Code (“EC”) Section 60605 and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. [Ref. 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. [Ref. EC Section 47605(b)(6).]
3. CCS shall be nonsectarian in its programs, admission policies, employment practices and all other operations. [Ref. EC Section 47605(d)(1).]
4. CCS shall not charge tuition. [Ref. EC Section 47605(d)(1).]
5. CCS shall not discriminate against any student on the basis 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, including immigration status, or association with an individual who has any of the aforementioned characteristics). [Ref. 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 it will hold a public random drawing to determine admission. 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)(i)-(iv). 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). [Ref. 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. [Ref. EC Section 47612(b).]
8. CCS shall not require any child to attend CCS or any employee to work at CCS. [Ref. EC Section 47605(e)-(f).]



9. If a pupil is expelled or leaves CCS without graduating 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 report cards or a transcript of grades, and health information. If the pupil is subsequently expelled or leaves the school district without graduating or completing the school year for any reason, the school district shall provide this information to the Charter School within 30 days if the Charter School demonstrates that the pupil had been enrolled in the Charter School. [Ref. 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. [Ref. 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 non core, non-college preparatory teachers. [Ref. 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 may encourage parental involvement, but shall notify the parents and guardians of applicant pupils and currently enrolled pupils that parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School. [Ref. EC Section 47605(n).]
16. CCS shall maintain accurate and contemporaneous written records that document all pupil attendance and make these records available for audit and inspection. [Ref. EC Section 47612.5(a)(2).]
17. CCS shall, on a regular basis, consult with its parents and teachers regarding CCS' educational programs. [Ref. EC Section 47605(c).]
18. CCS shall comply with any applicable jurisdictional limitations to the locations of its facilities. [Ref. EC Sections 47605 and 47605.1.]
19. CCS shall comply with all laws establishing the minimum and maximum age for public school enrollment. [Ref. EC Sections 47612(b) and 47610.]
20. 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”).

21. CCS shall comply with the Public Records Act.
22. CCS shall comply with the Family Educational Rights and Privacy Act.
23. CCS shall comply with the Ralph M. Brown Act.
24. CCS shall meet or exceed the legally required minimum number of school days. [Ref. Title 5, California Code of Regulations, Section 11960.]

Submitted by: \_\_\_\_\_  
Mr. J.J. Lewis, Superintendent

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 Sonoma and adjacent counties.

### **Founding Group**

The petitioners for CCS are committed to fulfill every scholar's individual potential. Below, please find a summary of our founders' backgrounds and areas of expertise.

#### **Meet the Founders:**

##### **Matthew Brown, Board Member**

Matt Brown is the Chief Operating Officer of TEACH Public Schools, a charter management organization in Los Angeles. Matt believes that education inequality is the civil rights issue of our time. He strives to close the educational gap by developing & leading high performing charter schools that serve the historically disadvantaged and those that traditional schools failed to educate. Matt's schools produce learners that are equipped with the knowledge, skills, and fortitude to advocate for themselves and their community through leadership and action.

Matt brings a breadth of professional expertise in both law and the education realm including positions at The University of Michigan Law School, Southern Minnesota Regional Legal Services, Alliance College Ready Public Schools and Public Policy Charter School. Matt holds a Bachelors of Arts degree from St. Cloud State University and a law degree from the University of Michigan Law School, and Master's degrees in Teaching and Charter & Autonomous School

Leadership (“CASLA”) from the University of Southern California and California State University Dominguez Hills, respectively.

#### 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.

Joe expanded the company operations internationally with clients in Dublin, Ireland. He trains the staff on recruiting methods, interviewing, establishing compensation 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 Chair

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 nonprofits such as the Guardians, Laurel Palms HOA, Toastmasters and the Harmony Project.

Matt, his wife and two young children live in Studio City, CA.

Lisa Robotham, Board Secretary & Parent Representative

Lisa Robotham has four kids. Two are grown and college graduates and two are attending CCS of Los Angeles. She has been on numerous athletic boards and has worked six years at elementary brick and mortar schools. She was a Dance Teacher early in life for 10 years and that is where she developed her desire to work with children and parents. She also worked in the home mortgage industry for over 10 years and had various jobs in the manufacturing industry. She finally finished her education in 2009, earning her much-desired associates degree by taking classes online at Ashford University. She sells Avon and lives in Palmdale, CA.

John Vargas, Board Member

For nearly a decade, John Vargas has held key leadership positions in public education since co-founding Global Education Academy, a successful public charter school serving disadvantaged youth in South Los Angeles. He has served as lead administrator for numerous charter schools and continues to support scholar achievement in his new role as CEO of EdVantage Education Group, a newly formed nonprofit organization, focused on supporting and improving charter schools through a partnership model of collaboration.

John has served in public office since 2009, when he was elected to the Hawthorne School District Board of Trustees. Here John focused on creating policy to ensuring the academic and social success of the District's 9,000 scholars. Currently, John serves on the El Camino Community College District Board of Trustees (since 2013), holding the distinction of being the first Latino to ever serve on the Board. John focuses on fiscal stability and increasing access to the District's successful program for all scholars.

John's life of service has extended to numerous nonprofit boards, including the National Association of Latino Elected and Appointed Officials ("NALEO"), where he currently serves as Board Vice-President, working to increase the level of Latino civic engagement nationwide at all levels.

John holds a Bachelor's Degree in Political Science from UCLA and a Master's Degree in Linguistics from Cal State University Long Beach.

**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

CSMC is the nation's premier business back-office provider to charter schools. CSMC is committed to helping charter schools overcome the challenges they face by offering its expertise and solutions at an affordable price. CSMC's charter school services include charter development, payroll, governance, finance, back-office, and a full range of business services. It is CSMC's mission to attack the number one cause of charter school failure, namely, poor business planning and execution. CSMC manages charter school business, so the charter school can focus on high-level student achievement through the medium of community-centered public charter schools. CSMC has more than 70 employees serving over 160 schools.



## I. Education Program

*Governing Law: The educational program of the charter school, designed, among other things, to identify those whom the charter 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 of Sonoma 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 school. 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 the California content standards, which include the Common Core State Standards ("CCSS"), Next Generation Science Standards ("NGSS"), History-Social Science Standards, English Language Development ("ELD") Standards, and any other applicable state content standards (hereinafter, collectively "State Standards"). Enrollment in CCS is contingent on the 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 State 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 (“SLOs”), 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 an Online 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 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 Learning Lab and Q&A sessions. Every teacher holds weekly online sessions, using real time web conferencing software. Scholars may also schedule appointments with teachers to obtain help on coursework. Scholars can also communicate with their teachers by logging into 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 at least one, 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 two 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 plan that will allow them to complete all courses by the end of the semester. Some scholars may spend an entire week concentrating on math or history; others work on all their courses throughout the week.

Each and every day is unique for an online CCS scholar – the flexibility we offer allows our scholars to, as our mission states, inspire and develop into innovative, creative, and self-directed learners.

## A Day in the Life of a Home School CCS Scholar

We encourage scholars to set a schedule for their day with the help of both their Learning Coach and Educational Facilitator (EF), 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 and learning coaches work with the EF to ensure that they are pacing themselves to complete each course within the semester. This generally means scholars need to make daily progress in their courses to finish by the end of the semester. . However, some scholars may spend an entire week concentrating on math or history; others work on all their courses throughout the week.

Scholars may seek support and answers to questions either through email or telephone. Scholars may also schedule appointments with EFs to obtain help on coursework. Scholars can also communicate with their EFs through Seesaw, an app used to provide feedback on their work samples. Scholars and Learning Coaches check in with their EFs on a consistent basis. There is the expectation that meetings with EFs will be kept and that work will be completed each day.

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.

Each and every day is unique for a home school CCS scholar – the flexibility we offer allows our scholars to, as our mission states, inspire and develop into innovative, creative, and self-directed learners.

## 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 Sonoma 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 school 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 homeschool 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 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



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 of 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 homeschool 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 develop performance goals that are tied to their job description, teaching practice, and CCS's 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 on a regular basis 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 supervisor and school leaders 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 weekly, for online scholars to participate in synchronous sessions in front of their computers with their teachers. Teachers also host regularly scheduled "Q&A" sessions for 1:1 or group tutoring through their virtual classrooms. Teachers will utilize a variety of teaching techniques, including Universal Design for Learning ("UDL") and Advancement Via Individual Determination ("AVID") strategies 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 has several scholar-led clubs, such as a Scholar Leadership Council and National Honor Society, that are 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

Coaches' Corner where we address difference issues Learning Coaches might face when working with their scholars. These sessions will be hosted by CCS staff and viewed by learning coaches. The goal is to increase scholar success in a virtual environment by providing their learning coaches resources such as these.

### 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' courses have been designed to meet today's rigorous academic environment and follow an objective-based learning structure in accordance with the State Standards.

### 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.
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' 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' 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 online 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 school 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's 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 Q&As, 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, inquiry-based instruction, 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 breakout 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.

Scholars grades Kindergarten through 5th grade in our online program will each receive online delivery of our curriculum along with a physical box of materials 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.

## Online Instructional Methods

### *Web-based Virtual Classrooms*

Our teachers will host live synchronous web-based classroom instruction, or Learning Labs, up to one hour a week for each subject to conduct State 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 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 open office hours, or Q&A sessions, for each course once 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 Charter 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 embed content into the LMS using a variety of web 2.0 tools and scholars will submit their classwork through the LMS. Every scholar in grades 6-12 will be assigned a Gmail account and be taught how to use the Google Suite during his/her My Compass orientation class. The use of these skills is an important part of 21<sup>st</sup> century learning and a part of the 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:

- 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 to their emails each Monday
- Every teacher has a school-provided cell phone. Scholars and parents can get specific feedback by calling or emailing their teacher directly or using the messaging center in the LMS

### *Flexible Course Scheduling*

All online courses have built in pacing plans with due dates that help guide the scholar in submitting their course work and assignments. Although scholars may work at their own pace, work ahead, etc., these due dates will ensure scholars complete the course 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 gradebook 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 Compass/Start Up Orientation*

All scholars in grades Transitional Kindergarten through 12th who are enrolling in CCS for the first will time take My Compass, an orientation course designed to prepare scholars on how to be successful in independent study and/or online learning. This course will help scholars familiarize



themselves with the CCS program, show them how to submit course work using their accounts in the Charter School's LMS, and more. 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 Compass is how to prevent plagiarism. Scholars are exposed to plagiarism prevention during their core courses as well and teachers use a plagiarism detection program to keep scholars accountable. Scholars also take the Charter School's benchmark test for math and reading in order to establish a baseline for where they are academically. Throughout their time at CCS, scholars will have access to My Compass to review the orientation materials and presentations.

### 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. Our mission is to inspire and develop innovative and creative learners. CCS believes that the arts nurture a curiosity for lifelong learning. In grades TK-5, our program may partner with Technology Enhanced Arts Learning Project ("TEAL") ([www.tealarts.org](http://www.tealarts.org)), or another similar program.

### Sciences

CCS 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" and are known as "Learning Labs" because of the investigative and inquiry-based teaching practices that CCS teachers emphasize throughout its curriculum. Additionally, CCS offer a science club in the middle school and in person wet labs at the high school for our lab science courses.

### Blended Learning Wet Labs

CCS is one of the few independent study virtual charter schools to have its biology, chemistry, and physics labs A-G accredited. As a result, our biology, chemistry, and physics courses offer a blended learning component. Scholars will complete their course work for their biology, chemistry, and physics 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 in-person. 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.

### Scholar Engagement

As reflected in our LCAP goals, increasing scholar engagement is a priority for CCS. Our Engagement Coordinator is responsible for overseeing all aspects of Scholar Engagement. From monthly Scholar Awards to our Coaches' Corner, the Engagement Coordinator 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, 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 school wide 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.

## 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, homeschool, 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 in our online program host two live synchronous sessions per course; one Learning Lab and one Q&A. Learning Labs focus on standards based live instruction taught by content area teachers. These sessions allow scholars to interact with their teachers and fellow classmates in real time. All scholars are expected to participate in the sessions for each of their classes. Attendance in Learning Lab sessions are a part of the scholar's participation grade for their classes. Q&A sessions are also live and hosted by content area teachers. These sessions are scheduled for 1:1 support, tutoring, intervention, enrichment or group tutoring.

## 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 they fail to complete five assignments during any period of ten school days.

### 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) and concurrent enrollment at community colleges.

### 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, previous academic history will be reviewed, and parents will be asked to provide information on their scholar’s academic history.

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 Charter 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 Scholar Success Team (“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, reclassification 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, to assure proper placement, evaluation, and communication regarding ELs and the rights of scholars and parents.

### Home Language Survey

The Charter School will administer the home language survey upon a scholar's initial enrollment into the Charter School (on enrollment forms).

### English Language Proficiency Assessment

All scholars who indicate that their home language is other than English will be tested with the English Language Proficiency Assessments for California ("ELPAC"). The ELPAC has four proficiency levels (Level 4: well developed; Level 3: moderately developed; Level 2: somewhat developed; and Level 1: minimally developed) and is aligned with the 2012 California ELD Standards.

The ELPAC consists of two separate assessments:

- Initial Assessment ("IA")

The ELPAC IA is used to identify students as either an English Learner, or as fluent in English. The IA is administered only once during a scholar's time in the California public school system based upon the results of the home language survey. The locally scored IA will be the official score. The IA is given to scholars in grades K–12 whose primary language is not English to determine their English proficiency status.

- Summative Assessment (“SA”)

ELs will take the SA every year until they are reclassified as fluent English proficient. The ELPAC SA is only given to scholars who have previously been identified as an EL based upon the IA results, in order to measure how well they are progressing with English development in each of the four domains. The results are used as one of four criteria to determine if the scholar is ready to be reclassified as fluent English proficient, to help inform proper educational placement, and to report progress for accountability.

Both the ELPAC SA and IA are paper–pencil assessments administered in seventh grade spans—K, 1, 2, 3–5, 6–8, 9–10, and 11–12. In kindergarten and grade 1, all domains are administered individually. In grades 2–12, the test is administered in groups, exclusive of speaking, which is administered individually.

Testing times will vary depending upon the grade level, domain, and individual scholar. Both the ELPAC IA and SA are given in two separate testing windows through the school year.

The IA testing window will be year-round (July 1–June 30). Any scholar whose primary language is other than English as determined by the home language survey and who has not previously been identified as an English Learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be assessed for English language proficiency within 30 calendar days after the date of first enrollment in a California public school, or within 60 calendar days before the date of first enrollment, but not before July 1 of that school year.

The SA testing window will be a four-month window after January 1 (February 1–May 31). The English language proficiency of all currently enrolled English Learners shall be assessed by administering the test during the annual assessment window.

CCS will notify all parents of its responsibility for ELPAC testing and of ELPAC results within thirty days of receiving results from publisher. The ELPAC shall be used to fulfill the requirements under the Every Student Succeeds Act for annual English proficiency testing.

### Reclassification Procedure

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:

- Assessment of language proficiency using an objective assessment instrument including, but not limited to, the ELPAC.

- Participation of the pupil’s classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil’s curriculum mastery.
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents’ opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.

Comparison of the pupil’s performance in basic skills against an empirically established range of performance in basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.

### Strategies for English Learner Instruction and Intervention

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 and implemented AVID (Advancement Via Individual Determination) with use of WICOR strategies to help further support instruction.

### Monitoring and Evaluation of Program Effectiveness

The Charter School evaluates the effectiveness of its education program for ELs by:

- Adhering to Charter School-adopted academic benchmarks by language proficiency level and years in program to determine annual progress.
- Monitoring teacher qualifications and the use of appropriate instructional strategies based on program design.
- Monitoring scholar identification and placement.
- Monitoring parental program choice options.
- Monitoring availability of adequate resources.

### 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 claiming it 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 Charter 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 Compass 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. Scholars in grades 6-12 complete a lesson on plagiarism during their first unit of a core course.
  4. Teachers will use “Turnitin,” a program embedded into the LMS 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 the Charter School’s mission and vision. Each scholar is assigned grade level specific math, language arts, social science, science, and physical education courses. The curriculum is aligned with the State Standards.

Our homeschool TK-5 grade scholars are assigned to their EF by family. The EF works collaboratively with the learning coach of the scholars in the family to choose an appropriate standards-based curriculum for each of their courses, taking into account the scholar’s learning style, interests, and needs. The EF and learning coach communicate on a regular basis to discuss progress. Additional needs based off learning coach input, assessments within curriculum, and i-Ready results are also addressed collaboratively.

Our online K-5 grade classes are taught in self-contained, virtual groupings by grade level. 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 iReady data to inform instruction. The K-5 teachers incorporate virtual “reading circles” and teacher-directed reading regularly throughout the year. Instruction is self-paced, and scholars can work ahead. 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. These 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 studies 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.

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.



## High School Course Placements and Graduation Requirements

### *High School Course Scheduling*

Course selection for online scholars 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.

Course selection for homeschool scholars is done collaboratively with the scholar, learning coach, counselor, and EF. The scholar start date is taken into account when determining the number of courses and credits a scholar is eligible to enroll in.

### *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*

<b>Subject Requirements</b>	<b>Total Credits</b>
English (4 years required)	40
Science (2 years required: Life Science & Physical Science)	20
Mathematics (3 years required minimum, through Geometry)	30
History/Social Science (3 years required)	30
Foreign Language (1 year required)	10
Visual and Performing Arts (1 year required)	10
Physical Education (2 years required)	20
Health (1 semester required)	5
Electives	55
<b>Total</b>	<b>220</b>

CCS' graduation requirements comply with the California Education Code. CCS offers the following two paths to graduation:

The Compass Plan: 220 credits

### 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 scholars 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 of courses 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 ("IDEA").

The Charter School shall be its own local educational agency ("LEA") and shall apply directly for membership in the El Dorado Charter Special Education Local Plan Area ("SELPA") in conformity with Education Code Section 47641(a). Upon acceptance in a SELPA, the Charter School shall provide the District evidence of membership. The Charter School's application and acceptance as an independent LEA member of a SELPA shall not be considered a material revision to this charter. As an LEA member of the SELPA, the Charter School shall receive state and federal revenues directly, in accordance with the SELPA allocation plan.

CCS shall comply with all state and federal laws related to the provision of special education instruction and related services and all SELPA policies and procedures; and shall utilize appropriate SELPA forms.

The Charter School may seek resources and services (e.g. Speech, Occupational Therapy, Adapted P.E., Nursing, and Transportation) from the SELPA, subject to SELPA approval and availability. The Charter School may also provide related services by hiring credentialed or licensed providers through private agencies or independent contractors.

It is understood and agreed that all children will have access 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 Charter School shall be accessible for all scholars with disabilities.

### *Services for Scholars under the "IDEA"*

*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 Charter SELPA in accordance with Education Code Section 47641(a). As an LEA, CCS shall be solely responsible for IDEA 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 IDEA. 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 scholars 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 IDEA, 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 President & CEO and/or the CCS designated representative with appropriate administrative authority as required by the IDEA; 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 IDEA, 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 nonpublic 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. A student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment, is eligible for protections under Section 504.

A 504 team will be assembled by the Superintendent, or designee, 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 intelligence 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' 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 entirely 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 charter school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the charter 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).*

### Goals, Actions and Measurable Outcomes Aligned with the Eight State Priorities

Pursuant to Education Code Sections 47605(b)(5)(A)(ii) and 47605(b)(5)(B), CCS’ annual goals, actions and measurable outcomes, both school wide 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. These goals, actions and outcomes as listed shall be reviewed and revised, as needed, on an annual basis as part of the LCAP process and as dictated by the state-adopted LCAP template. This annual update will specifically include “a description of any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCCFF Evaluation Rubrics” in alignment with the LCAP process and state mandated LCAP template. Revisions to the goals, outcomes, metrics, or actions and services stated above that are necessary to implement the LCAP and to maintain alignment with the California School Dashboard as it evolves shall not be considered a material revision to the charter, shall be submitted to the authorizer on an annual basis in accordance with Education Code Sections 47604.33 and 47606.5.

### 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 Sonoma County Superintendent of Schools annually on or before July 1, as required by Education Code Section 47604.33.

### Goals, Actions and Measurable Outcomes

CCS’ annual 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 academic achievement at Compass Charter Schools.

**Goal #2-** Increase scholar and parent engagement at Compass Charter Schools.

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>100% 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>
Credential Review	Credential Audit
Advertise for open positions in an educationally focused environment	Annually review advertising options
Observation of Live class Sessions	Written observations

<b><u>ACHIEVEMENT GOAL #2— IMPLEMENTATION OF COMMON CORE STATE STANDARDS</u></b>	
<b>100% of our courses will be aligned with Common Core State Standards and we will see a 5% increase in scholars on task with course completion. (change to this?) Increase scholar achievement in ELA and math by providing &amp; monitoring appropriate instructional materials, supports and resources to all scholars.</b>	
<b>Action Items:</b>	
<b>Implement CCSS and NGSS via PD, curriculum training and staff check-ins and monitoring.</b>	
<b>Place EL scholars with bi-lingual supervising teacher</b>	
<b>Ensure EL students have full access to rigorous academic content w/supports to help scaffold language learning.</b>	
<b>Provide PD from LA/SD/Fresno County offices of Education, WestEd</b>	
<b>School Action</b>	<b>Method of Assessment</b>
Tracking of Standard Mastery	Universal Assessments SBAC Interim Assessments
EL Intervention	Placement with bi-lingual Supervising teacher, when available Formative and Summative Assessments i-Ready instruction for grades K-8 Support with ACOP to recover credits and meet a-g requirements ELD Summer School Support
Administration of SBAC Interim Assessment	Interim assessment reports
Monitoring of RFEP Scholars	i-Ready diagnostic assessments (initial, mid-year, final) Course completion rates Final course grades
Review of course offerings	Review of course catalogs
Teacher observation	Bi Annual observations
Train Science teachers on NGSS	Teacher observations; Professional Development

Alignment of Curriculum Maps to CCSS	Completion of Curriculum Maps
CCSS implementation	Teacher observations

### **ACHIEVEMENT GOAL #3— PARENTAL INVOLVEMENT**

#### **Action Plans:**

**Promote and involve parents in the LCAP planning.**

**Get parent feedback by conducting survey surveys**

**Collect data on parent involvement**

<b>School Action</b>	<b>Method of Assessment</b>
Bi-annual surveys	Number/percentage of completed surveys
Tracking of parent attendance at various events/activities	Sign in sheets
Implementation of Parent Square Notification System	Tracking of number of opened/read messages
Offering Parent Information sessions	Track attendance via sign in sheets and webinar log ins
Parent Advisory Committee	Advisory Committee meeting notes

### **ACHIEVEMENT GOAL #4— SCHOLAR ACHIEVEMENT**

**CCS has set a goal of an annual 5% increase in ELA and Math scores on the SBAC.**

**Increase scholar ELA and Math scores on the SBAC by 5%**

**Increase by ?% EL scholars who make progress toward English language proficiency as measured by the California English Language Development Test (CELDT) and/or English Language Proficiency Assessment for California (ELPAC)**

**Increase by ?% scholars who participate in and demonstrate college preparedness pursuant to the Early Assessment Program**

<b>School Action</b>	<b>Method of Assessment</b>
Reclassification of EL scholars	% of scholars Reclassified by the ELPAC scores and our Tracking Rubric
College and Career Readiness Report	SIS report of Scholars meeting/met A-G requirements and EAP program
Take part in professional development regarding ESSA	Survey
Multi-tiered intervention system	SBAC Scores California School Dashboard Report cards
1 <sup>st</sup> 30 day review of math progress	SBAC Scores Math Placement Policy
Increase scholar benchmarking scores by assessing them 2 times a year	i-Ready Assessments
Tracking of online synchronous attendance	Review logins
Concurrent enrollment in Community Colleges	Number of scholars concurrently enrolled during each session
Participation in EAP test for 11 <sup>th</sup>	EAP status results from SBAC Math/ELA

graders	
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**ACHIEVEMENT GOAL #5— SCHOLAR ENGAGEMENT**

**CCS will establish a system for monitoring and resolving truancy and absenteeism to increase engagement rates and decrease:**

- A. Chronic absenteeism rates
- B. Middle school dropout rates (EC §52052.1(a)(3))
- C. High school dropout rates
- D. High School graduation rates

School Action	Method of Assessment
Meeting of attendance goals	Monthly attendance reports
Decrease in dropout rate	Monthly review of dropout rates, monitoring credit deficiency scholars each semester
Enforce Truancy Policy	Monthly truancy reports
Support scholar led clubs	End of year survey
Continue with Scholar of the Month awards	Coordinator and staff feedback
Hold College and Career Information Events	Documentation of process data
Assign every 6-12 <sup>th</sup> grade scholar a counselor and college/career counselor	Counselor to scholar ratio 250:1

**ACHIEVEMENT GOAL #6— SCHOOL CLIMATE**

**CCS will have a positive school climate with active parents and effective communications.**

School Action	Method of Assessment
Survey families on safety and school connectedness	Annual survey results
Maintain our 0% suspension and expulsion rate	Monthly reports
Scholar Leadership Council	Meeting minutes
Counsel scholars with chronic behaviors such as truancy	Monitor habitual truancy scholars' work progress
<b>Continue</b> Quarterly Newsletter	Number of participants in Parent Square

**ACHIEVEMENT GOAL #7— COURSE ACCESS**

**CCS will meet the same standards DISTRICT 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))**

School Action	Method of Assessment
Offer CCSS-aligned courses	Audit course offerings
<b>Make computers accessible</b> when requested	Review of Computer Requests
A-G accreditation of courses	Acceptance by UC Doorways, maintaining the CMP portal, monitoring a-g submissions of phases 1-3
Concurrent Enrollment to meet a-g and/or electives not offered by CCS	Number of scholars enrolled in community college

<b># 8 OTHER STUDENT OUTCOMES</b>	
<b>CCS will</b>	
<b>School Action</b>	<b>Method of Assessment</b>
Universally assess all scholars twice a year	i-Ready
Monitor assessment scores to create small group instruction	i-Ready
Allow for flexible grouping	i-Ready curriculum completion rates
Create individual plans for each 9-12 scholar outlining courses needed to graduate. Prepare academic/credit checks twice yearly	Review of plans with LC and scholars
IEP Present levels of Performance	Annual IEPs
Entertainment and Work Permits	Number of entertainment and work permits issued

### 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.

<b>ASSESSMENT</b>	<b>DESCRIPTION</b>	<b>ASSESSMENT SCHEDULE</b>
<b>State Required Tests</b>	CAASPP, PFT, ELPAC	Annually, as available
<b>Placement Exams</b>	i-Ready, ELPAC, Placement	Annually, semester
<b>School Designed Assessment</b>	Tests, quizzes, Writing Prompts	As determined by Pacing Plans
<b>Local Control Accountability Plan</b>	SBE template & requirements per EC 47606.5 and LCFF regulations	Annually
<b>Summative Assessments</b>	CCSS-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 Education Code Sections 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 ELPAC and the Physical Fitness Test.

### Other Assessments

CCS will have all new scholars take a diagnostic assessment during the beginning of My Compass. 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 for additional tools and resources for scholars.

### Curriculum Assessments

Throughout the online curriculum, there are quizzes after each section and tests after each unit. These curricula-based exams allow teachers to monitor for understanding and reteach 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 will be a directly funded independent charter school, and will be operated by Compass Charter Schools, a California Nonprofit Public Benefit Corporation, pursuant to California law upon approval of this charter. Compass Charter Schools currently operates and governs three charter schools: Compass Charter Schools of Fresno, which is authorized by the governing board of the Orange Center School District, Compass Charter Schools of Los Angeles, which is authorized by the governing board of the Acton-Agua Dulce Unified School District, and Compass Charter Schools of San Diego, which is authorized by the governing board of the Mountain Empire Unified School District. Upon approval of this charter for CCS of Sonoma, Compass Charter Schools will operate as a charter management organization (“CMO”) organized as a single nonprofit corporation, as described herein. The Board may also operate and govern additional charter schools as authorized by the Compass Charter Schools Board of Directors.

CCS will operate autonomously from the DISTRICT, with the exception of the supervisory oversight as required by statute and other contracted services as negotiated between the DISTRICT and CCS. Pursuant to Education Code Section 47604(c), DISTRICT 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 the DISTRICT has complied with all oversight responsibilities required by law.

### Board of Directors

The Charter School will be governed by the Compass Charter Schools Board of Directors (“Board”), 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.

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. Directors shall be chosen at the Board’s annual meeting.

The directors may include (a) parent representatives and/or (b) community representatives.

In accordance with Education Code Section 47604(b), DISTRICT may appoint a representative to serve on the Board of Directors. If the District chooses to do so, the Charter School shall appoint another member to ensure that the Board is maintained with an odd number of directors.

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 for Charter School operation
- Approval of all changes to the charter to be submitted to the DISTRICT 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 the District of any changes to 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.

If more than one charter school is operated and governed by Compass Charter Schools, all meetings of the Board shall conduct business for each charter school separately. The Board recognizes that each charter school will have individual scholar demographics and will view each school as a separate entity and will govern each school according to the identified needs and scholar composition of each school governed by Compass Charter Schools.

Compass Charter Schools will operate with a Central Office to support each independent school under the Board's governance. The Central Office will house all cumulative files, special education files, as well as all files maintained by the Superintendent, and Administrative Team. Offices will also be maintained at the Central Office for use by the Superintendent and other Compass Charter Schools staff. (See additional information below, and in the Miscellaneous Provisions section of the charter, under "Administrative Services.")

As a CMO organized as a single nonprofit corporation, Compass Charter Schools has developed appropriate accounting and budgeting policies and procedures to ensure that it remains in compliance with key federal and state laws and Generally Accepted Accounting Principles ("GAAP"). The Charter School and its non-profit CMO, Compass Charter Schools, will use GAAP to recognize revenues (state, federal and local) and expenditures directly through the School. CCS, as well as its CMO, will generate legally compliant, GAAP-aligned financial statements. While a complete treatment of these issues is beyond the scope of this document, the accounting practices

we implement will permit the network to accomplish the following:

- Recognize, track, and expend revenues generated by “unduplicated” pupils under the Local Control Funding Formula at the school level, based on our specific demographic and attendance data. This will permit us to ensure that our budget and Local Control Accountability Plan demonstrates that the increase in the quality or quantity of services for unduplicated pupils grows commensurately with the growth in funding such scholars generate.
- Generate financial statements at the school level that enable us to submit GAAP-aligned forms to request a “determination of funding” under the laws governing nonclassroom-based schools (SB 740).
- Recognize, track, and expend restricted grant revenues, if and as required by the terms of each specific grant, to ensure restricted funds are recognized and expended in alignment with the terms of applicable law and grant restrictions.

Based on discussions with our independent auditor, Compass Charter Schools will use the above data to generate financial statements and budgets that are specific to CCS, as well as a consolidated statement for CMO purposes. Doing so will allow us to meet both state and federal requirements.

### 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 has adopted a Conflict of Interest Code that complies 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

## Superintendent

The Superintendent will be the leader of CCS. The Superintendent 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 DISTRICT as requested by the District and stay in direct contact with the District to assist the District 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 DISTRICT
- 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 DISTRICT Board meetings
- Foster an amicable relationship between the District 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 DISTRICT Board and the DISTRICT Superintendent

## Parent Involvement in Governance

CCS will ensure parents have an opportunity to participate in governance of CCS through involvement in the Board of Directors, as noted above, and 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 Superintendent 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).*

### Superintendent

#### *Requirements, Qualifications, Responsibilities*

- Minimum master'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 oriented strategic plan that will move this Charter School 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.

### Assistant Superintendent of Business Services

#### *Requirements, Qualifications, Responsibilities*

- Minimum bachelor's degree.
- Charter Business Officer certification.
- Minimum seven (7) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.

### Assistant Superintendent of Personalized Learning

#### *Requirements, Qualifications, Responsibilities*

- Minimum master's degree.
- Valid California Multiple or Single Subject Teacher Credential.
- Minimum seven (7) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.

### Director of Exceptional Scholar Services

#### *Requirements, Qualifications, Responsibilities*

- Minimum master's degree.
- Clear California Mild/Moderate and/or Moderate/Severe Special Education Teaching Credential.
- California English Language Learner Authorization.
- Minimum five (5) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.



## Director of HR

### *Requirements, Qualifications, Responsibilities*

- Minimum of a bachelor's degree.
- Minimum five (5) years relevant experience.
- HR Certification preferred.
- Must be able to travel throughout the State of California for school-related activities.

## Director of IT

### *Requirements, Qualifications, Responsibilities*

- Minimum of a bachelor's degree.
- Minimum five (5) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.

## Director of Online Learning

### *Requirements, Qualifications, Responsibilities*

- Minimum master's degree.
- Valid California Multiple or Single Subject Teacher Credential.
- California English Language Learner Authorization.
- Online teaching experience and/or Online Teaching & Learning Certificate.
- Minimum five (5) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.

## Director of Operations

### *Requirements, Qualifications, Responsibilities*

- Minimum of a bachelor's degree.
- Minimum five (5) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.

## Director of Options Learning

### *Requirements, Qualifications, Responsibilities*

- Minimum master's degree.
- Valid California Multiple or Single Subject Teacher Credential.
- California English Language Learner Authorization.
- Minimum five (5) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.

## Director of Scholar Support Services

### *Requirements, Qualifications, Responsibilities*

- Master's degree in related field.
- California Pupil Personnel Services Credential.
- Minimum five (5) years relevant experience.
- Must be able to travel throughout the State of California for school-related activities.

## Educational Facilitator

### *Requirements, Qualifications, Responsibilities*

- Minimum bachelor's degree.
- Valid California Multiple or Single Subject Teacher Credential.
- California English Language Learner Authorization.
- Familiarity with homeschooling and homeschool teaching approaches preferred.
- Must be able to travel throughout the State of California for school-related activities.

## Teacher

### *Requirements, Qualifications, Responsibilities*

- Minimum bachelor's degree.
- Valid California Multiple and/or Single Subject Teacher Credential.
- California English Language Learner Authorization.
- Online teaching experience and/or Online Teaching & Learning Certificate preferred.
- Must be able to travel throughout the State of California for school-related activities.

In accordance with Education Code Section 47605(l), 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 non-charter 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 Education Code Section 47605(l), CCS shall have flexibility regarding the qualifications needed for teachers in non-core, non-college preparatory subject areas.

In accordance with Education Code Section 48000(g), CCS shall ensure that credentialed teachers who are first assigned to a transitional kindergarten classroom after July 1, 2015, have, by August 1, 2020, one of the following:

- 1) At least 24 units in early childhood education, or childhood development, or both.
- 2) As determined by Compass Charter Schools, professional experience in a classroom setting with preschool age children that is comparable to the 24 units of education described in paragraph (1).
- 3) A child development teacher permit issued by the Commission on Teacher Credentialing.

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's 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 the charter school 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, Compass Charter Schools maintains 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 HR, Assistant Superintendent of Business Services and Superintendent.

All non-certificated and certificated staff shall receive online compliance training annually on Child Abuse Reporting, Blood Borne Pathogens and Anti-Harassment. CCS shall ensure that staff is trained annually on its health and safety policies. A complete copy of the Charter 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 Education Code Sections 44237 and 45125.1. 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 Charter School shall not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony, except as otherwise provided by law, pursuant to Education Code Sections 44830.1 and 45122.1. The Director of HR of CCS shall monitor compliance with this policy and report to the Charter School Superintendent on a regular basis. The Superintendent shall monitor the fingerprinting and background clearance of the Director of HR. 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 scholars, will be assessed and examined (if necessary) for tuberculosis prior to commencing employment and working with students, and for employees at least once each four years thereafter, as required by Education Code

Section 49406.

### **Drug Free/Alcohol Free/Smoke Free Environment**

CCS shall function as a drug-, alcohol-, and smoke-free environment.

### **Immunizations**

All enrolled scholars who receive classroom-based instruction 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 scholars 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. The Charter School will adhere to Education Code Section 49414 regarding epinephrine auto-injectors and training for staff members.

### **Vision, Hearing, and Scoliosis**

Scholars 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 scholars, 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.

### **Suicide Prevention Policy**

The Charter School shall maintain a policy on scholar suicide prevention in accordance with Education Code Section 215.

### **Feminine Hygiene Products**

The Charter School will stock at least 50% of its restrooms with feminine hygiene products, and shall not charge students for these products, pursuant to Education Code Section 35292.6.

## **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 workplace. 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**

If CCS utilizes facilities in its program, 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, sex and pregnancy, physical or mental disability, childbirth or related medical conditions, military and veteran status, denial of family and medical care leave, 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 charter 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 a public charter school, open to all children with in grades TK-12 that live within Sonoma 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 students of diverse cultures and ethnicities. CCS will participate in community events and activities to reach students of various cultures and ethnicities, including but not limited to local 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 CCS and its program option. CCS will work towards creating community partnerships that will allow the Charter School to reach scholars in the areas that we serve. Additionally, CCS' enrollment team will consist of a bilingual staff to allow for the answering of questions from prospective 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 the DISTRICT:

- 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 the DISTRICT.
- 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 the DISTRICT.

## VIII. Admission Policies and Procedures

*Governing Law: Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (d). 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 against any student 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, including immigration status, or association with an individual who has any of the aforementioned characteristics).

The Charter School shall admit all pupils who wish to attend the Charter School. No test or assessment shall be administered to scholars prior to acceptance and enrollment into the Charter School. CCS shall comply with all applicable legally required minimum and maximum age requirements. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state, unless required by Education Code Section 51747.3. Admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

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.

To complete enrollment at the Charter School, scholars must submit a completed CCS Enrollment Packet, signed Master Agreement, and applicable compliance documents. In accordance with Education Code Section 51747.3, scholars must reside within Sonoma County, or a contiguous county, and provide proof of residency. 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 Charter School will provide each scholar 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
- Completion of Technology Use and Parent Permission Forms

All scholars who wish to attend CCS shall be admitted, subject only to capacity.

### **Public Random Drawing**

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 Charter School exceeds the Charter School's capacity, admission, except for existing scholars of CCS who are guaranteed admission in the following school year, shall be determined by a public random drawing ("lottery"). In the case of a public random drawing, the following students will be given preference for admission to the Charter School in the following order:

1. Siblings of scholars admitted to or attending CCS
2. Children of Charter School staff
3. Residents of DISTRICT
4. All other applicants

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).

The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Superintendent). Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference group until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

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.

If a lottery is needed, the Charter School will conduct the lottery in the spring for enrollment in fall of that year.

## IX. Annual 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 Charter 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 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.

The annual audit will be completed and forwarded to DISTRICT, the County Superintendent of Schools, the State Controller, and to the CDE by the 15th of December of each year. The Superintendent, 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 DISTRICT describing how the exceptions and deficiencies have been or will be resolved to the satisfaction of the District 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 a 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 from the charter school for disciplinary reasons or otherwise involuntarily removed from the charter school for any reason. These procedures, at a minimum, shall include an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:*

*(i) For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present his or her side of the story.*

*(ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:*

*(I) Provide timely, written notice of the charges against the pupil and an explanation of the pupil's basic rights.*

*(II) Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.*

*(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii). 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 non-charter 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.

Charter School 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. The notice shall state that this Policy and Procedures are available in the Scholar Handbook.

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 ("IDEA") 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, but not limited to, the IDEA, Section 504, the California Education Code, and their implementing 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.

No scholar shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the scholar has been provided written notice of intent to remove the scholar no less than five (5) schooldays before the effective date of the action. The written notice shall be in the native language of the scholar or the scholar's parent or guardian or, if the scholar is a foster child or youth or a homeless child or youth, the scholar's educational rights holder, and shall inform him or her of the right to initiate the procedures specified below for suspensions, before the effective date of the action. If the scholar's parent, guardian, or educational rights holder initiates the procedures specified below for suspensions, the scholar shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the suspension and expulsion procedures described below.

#### **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, which includes, but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
- 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. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- l) Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- 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, which includes, but is not limited to, electronic files and databases. 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, which includes, but is not limited to, electronic files and databases, 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 school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) 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 school site, 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 Superintendent 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 Superintendent 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, which includes, but is not limited to, electronic files and databases.
  - g) Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
  - 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, which includes, but is not limited to, electronic files and databases.
  - 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, which includes, but is not limited to, electronic files and databases. 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, which includes, but is not limited to, electronic files and databases, 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 school personnel or volunteers and/or a student or group of students to the extent of having the actual and

reasonably expected effect of materially disrupting classwork, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) 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 school site, 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 Superintendent 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 Superintendent or designee’s concurrence.

If it is determined by the Administrative Panel and/or Board of Directors that a scholar has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code,

onto 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 Superintendent or designee with the scholar and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the scholar to the President & CEO or designee.

The conference may be omitted if the Superintendent 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 Charter 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, in accordance with Education Code Section 47605(b)(5)(J)(i). 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 Charter 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 the suspension, the Superintendent 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 Charter 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 Superintendent 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 Superintendent 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**

As required by Education Code Section 47605(b)(5)(J)(ii), scholars recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the scholar should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A scholar may be expelled either by the neutral and impartial Charter School Board of Directors following a hearing before it or by the Charter School Board of Directors upon the recommendation of a neutral and impartial Administrative Panel to be assigned by the Board of Directors as needed. The Administrative Panel shall consist of at least three members who are certificated and neither a teacher of the pupil nor a member of the Charter School Board of Directors. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any scholar found to have committed an expellable offense, and the Board of Directors shall make the final determination.

## **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 Superintendent 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 in open session 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 and/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 Charter School 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 (5) 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 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 Education Code 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 Board of Directors, which will make a final determination regarding the expulsion. The final decision by the Board of Directors shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors 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 Superintendent 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 scholar or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the scholar; and (b) Notice of the scholar's or parent/guardian's obligation to inform any new district in which the scholar seeks to enroll of the scholar's status with the Charter School.

The Superintendent 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 scholar's name; and (b) The specific expellable offense committed by the scholar.

## **J. Disciplinary Records**

CCS shall maintain records of all scholar 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**

Scholars 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 admission.

#### **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 Superintendent 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 Superintendent 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/guardian, 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/guardian, 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/guardian, 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/guardian and CCS agree to a change of placement as part of the modification of the behavioral intervention plan.

If CCS, the parent/guardian, 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/guardian 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/guardian 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 U.S.C. 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/guardian and CCS agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

#### 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 Superintendent 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 U.S.C. Section 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 U.S.C. Section 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 IDEA 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/guardian 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 IDEA-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 parent/guardian; 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/guardian 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 California's State Teachers' Retirement System ("STRS"), and non-certificated staff shall participate in federal 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 federal 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 Superintendent shall be responsible for ensuring that appropriate arrangements for retirement coverage are made for all CCS employees.

## 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 scholar enrolled in CCS will be informed on admissions forms that scholars 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 Compass Charter Schools and not of the District. 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 DISTRICT 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 DISTRICT, CCS staff, employees and Board members of the Charter School and the District agree to first frame the issue in written format (“dispute statement”) and refer the issue to the District Superintendent and Superintendent of CCS, or their respective designees. In the event that the District Board of Trustees believes that the dispute relates to an issue that could lead to revocation of the charter in accordance with Education Code Section 47607, the Charter School requests that this shall be noted in the written dispute statement, although it recognizes it cannot legally bind the District to do so. However, participation in the dispute resolution procedures outlined in this section shall not be interpreted to impede or act as a prerequisite to the District’s ability to proceed with revocation in accordance with Education Code Section 47607 and its implementing regulations.

The CCS Superintendent and the District 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. In the event that this informal meeting fails to resolve the dispute, both parties shall identify two Board members from their respective boards who shall jointly meet with the District Superintendent and CCS Superintendent, or their respective designees, and attempt to resolve the dispute within fifteen (15) business days from receipt of the dispute statement.

If this joint meeting fails to resolve the dispute, the District Superintendent and the CCS Superintendent, 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 District Superintendent and CCS Superintendent, 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 DISTRICT and CCS. All timelines and procedures in this dispute resolution procedure may be revised if mutually agreed upon by DISTRICT and CCS.

If the dispute remains unresolved after mediation, both CCS and DISTRICT may 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, scholars, 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 charter school to determine the disposition of all assets and liabilities of the charter 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, DISTRICT, the Sonoma County Office of Education, the Charter School's SELPA, the retirement systems in which CCS's 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 DISTRICT 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 DISTRICT to store original records of CCS scholars. All scholar records of CCS shall be transferred to DISTRICT upon school closure. If DISTRICT will not or cannot store the records, CCS shall work with the Sonoma 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 DISTRICT 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 Education Code 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 Compass Charter Schools non-profit public benefit corporation and, upon dissolution of the non-profit public benefit corporation, shall be distributed in accordance with the Articles of Incorporation. Any assets acquired from the DISTRICT or DISTRICT property will be promptly returned upon school closure to DISTRICT. 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 Charter School.

As CCS is operated by a non-profit public benefit corporation, should the corporation dissolve with the closure of the Charter 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 Appendix J, 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 also shall 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, as Appendix J, 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

These documents are based upon the best data available to the petitioners at this time.

CCS will annually prepare and submit to the DISTRICT and the County Superintendent of Schools the following reports in accordance with Education Code Section 47604.33, and shall provide additional fiscal reports as requested by the District:

- By 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.
- By July 1st, a LCAP and an annual update to the LCAP required pursuant to Education Code Section 47606.5.
- By December 15th, an interim financial report for the current fiscal year, which reflects changes to the final budget through October 31st. Additionally, on December 15, a copy of 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.
- By March 15th, a second interim financial report for the current fiscal year, which reflects changes to the final budget through January 31st.
- By 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's 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' insurance company. The DISTRICT Board of Trustees shall be named as an additional insured on all policies of CCS. Prior to opening, CCS shall provide evidence of the above insurance coverage to DISTRICT.

CCS shall hold harmless, defend, and indemnify DISTRICT, 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.

#### 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 charter 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.

Compass Charter Schools shall manage the business aspects on behalf of the Charter School on a percentage basis of all services and support rendered to the Charter School. This support includes back office, academic, special education, business and executive management, technology, and administrative services from Compass Charter Schools at its Central Office located at 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361. Such services shall be carried out by Compass Charter Schools staff with oversight and monitoring by the Compass Charter Schools Board of Directors. Any additional contracts will be vetted for conflicts of interest, quality and expertise pursuant to policies adopted by the Board of Directors.

#### E. Facilities

*Governing Law: The facilities to be utilized by the charter school. The description of the facilities to be used by the charter school shall specify where the charter 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 facilities or resource center locations to implement the program described in this charter. In the future, should CCS wish to add, change, or remove resource center locations, it will enter into and/or revise a separately-executed memorandum of understanding with the DISTRICT.

#### F. Potential Civil Liability Effects

*Governing Law: Potential civil liability effects, if any, upon the charter school and upon the school 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 the DISTRICT in meeting any and all oversight obligations under the law, including monthly meetings, reporting, or other requested protocol to ensure the DISTRICT shall not be liable for the operation of CCS.

Further, CCS intends to enter into a memorandum of understanding with the DISTRICT, wherein CCS shall indemnify DISTRICT for the actions of CCS under this charter.

The bylaws of Compass Charter Schools shall provide for indemnification of CCS' 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. The DISTRICT 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 and the DISTRICT for schools of similar size, location, and scholar population.

The Board of Directors of Compass Charter Schools shall maintain appropriate risk management practices, including screening of employees, establishing codes of conduct for scholars, and dispute resolution.

## Appendices

Appendix A 2018-19 School Calendar

Appendix B Master Agreement

Appendix C Scholar Handbook

Appendix D Articles of Incorporation

Appendix E Board By-Laws

Appendix F Board Policy Manual

Appendix G Staff Handbook

Appendix H Middle School Course Catalog

Appendix I High School Course Catalog

Appendix J Budget Report

Appendix K Organization Chart