



Compass Charter Schools

Board Advance - Day 1

Date and Time

Saturday July 31, 2021 at 3:00 PM PDT

Location

DoubleTree by Hilton San Diego Mission Valley - Hub Conference Room
7450 Hazard Center Drive
San Diego, CA

For questions or requests regarding accessibility, please call Josue Garcia at (805) 341-6053.

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:00 PM
Opening Items			
A. Call the Meeting to Order		Thomas Arnett	1 m
B. Record Attendance and Guests		Josue Garcia	1 m
II. Consent Items			3:02 PM
A. Consent Items	Vote	J.J. Lewis	5 m

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

	Purpose	Presenter	Time
done through consent, unless removed and voted on separately as noted above, using the same vote count.			

- Approval of the July 31 and August 1, 2021 Board Advance Agenda
- Approval of the June 27, 2021 Annual Meeting Minutes
- Approval of the July 15, 2021 Special Meeting Minutes
- Approval of Donations to Compass
- Approval of Resolution 2021-01: Legal Extension of Charter Terms

B.	Approval of June 27, 2021 Minutes	Approve Minutes	Josue Garcia
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C.	Approval of July 15, 2021 Special Meeting Minutes	Approve Minutes	Josue Garcia
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III.	Public Hearing		3:07 PM
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A.	Revised Independent Study Board Policy	Discuss	J.J. Lewis	10 m
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IV.	Public Comment		3:17 PM
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A.	Public Comment	FYI	Thomas Arnett	10 m
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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 Josue Garcia, Executive Assistant to the Superintendent. The Speaker Request Card must contain speaker name, contact number or email, and subject matter and submitted to the Executive Assistant to the Superintendent 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 **two (2) 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.

	Purpose	Presenter	Time
<p>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.</p>			
V. Unfinished Business			
VI. Executive			3:27 PM
A. Review and Approval of the Amended Compass Charter Schools By-Laws	Vote	J.J. Lewis	5 m
B. Review and Approval of the Revised Board Governance Policy	Vote	J.J. Lewis	5 m
C. Review and Approval of the Revised Independent Study Policy	Vote	J.J. Lewis	5 m
VII. Strategic Planning			3:42 PM
A. Strategic Planning Session Strategic Planning, facilitated by Friday.	Discuss	J.J. Lewis	150 m
Objectives: Team Building & Vision			
<ul style="list-style-type: none"> • Strengthen board member relationships and increase connectedness around collective mission and vision in support of Compass • Understand Compass's 3-5 year strategic planning process + priorities and explore how the Board of Directors will play a role • Build ideas and momentum for how to support organizational growth 			
VIII. Closing Items			6:12 PM
A. Upcoming Meetings Board of Directors Regular Meeting	FYI	J.J. Lewis	1 m

	Purpose	Presenter	Time	
Sunday, September 26 at 10 am				
	<ul style="list-style-type: none">• Approve 2020-21 Unaudited Actual Reports• Approve ESSER III Expenditure Plan• 2020-21 Year-in-Review Presentation• Department Presentations			
B.	Adjourn Meeting	FYI	Thomas Arnett	1 m

Coversheet

Consent Items

Section: II. Consent Items
Item: A. Consent Items
Purpose: Vote
Submitted by: J.J. Lewis
Related Material: Donations to CCS.pdf
Legal Extension of Charter Terms Resolution 2021-01.pdf

RECOMMENDATION:

A motion to approve the consent agenda.



Memorandum

To: Board of Directors
From: J.J. Lewis, Superintendent & CEO
Date: July 31, 2021
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:

- Active Kids (In-kind donation of 250 show charms; valued at \$500)
 - To support the All-Staff Retreat
- All About Learning Press (In-kind donation of reading boxes and kits; valued at \$255.55)
 - To support the All-Staff Retreat
- Amazon (In-kind donation of 10 Echo Dots; valued at \$399.99)
 - To support the All-Staff Retreat
- Anthem (In-kind donation of 100 First Aid Kits; valued at \$100)
 - To support the All-Staff Retreat
- Beautiful Feet Books (In-kind donation of books and maps; valued at \$186.63)
 - To support the All-Staff Retreat
- Bookshark (In-kind donation of pencil pouches; valued at \$651)
 - To support the All-Staff Retreat
- Building Blocks for Business (In-kind donation of two (2) \$25 Amazon gift cards; valued at \$50)
 - To support the All-Staff Retreat
- California Credit Union (In-kind donation of various gift cards; valued at \$130)
 - To support the All-Staff Retreat
- California Credit Union (In-kind donation of notepads, tote bags, and pens; valued at \$200)
 - To support the All-Staff Retreat
- Chase Bank (In-kind donation of tote bags and pens; valued at \$150)
 - To support the All-Staff Retreat
- Chibitronics, Inc. (In-kind donation of a classroom kit; valued at \$262)
 - To support the All-Staff Retreat
- Eat2Explore, Inc. (In-kind donation of 10 explorer boxes w/daily lesson plans; valued at \$250)
 - To support the All-Staff Retreat
- Fun and Function (In-kind donation of one (1) \$50 gift card; valued at \$50)
 - To support the All-Staff Retreat

- Green Kid Crafts (In-kind donation of one (1) ecosystem pack; valued at \$75)
 - To support the All-Staff Retreat
- Hands 4 Building LLC (In-kind donation of one (1) engineering 4 kids & teens starter kit; valued at \$134)
 - To support the All-Staff Retreat
- History Unboxed (In-kind donation of mini-epsom salt kits; valued at \$500)
 - To support the All-Staff Retreat
- Innovative Learning Press (In-kind donation of writing curriculum; valued at \$145)
 - To support the All-Staff Retreat
- Kaiser (In-kind donation of three (3) duffle bags w/water diffusers; valued at \$60)
 - To support the All-Staff Retreat
- Keenan (In-kind donation of 200 tote bags w/hand sanitizers; valued at \$500)
 - To support the All-Staff Retreat
- KinderLab Robotics, Inc. (In-kind donation of one (1) book; valued at \$35)
 - To support the All-Staff Retreat
- Lakeshore Learning Materials (In-kind donation of 250 bags and 50 superhero pens; valued at \$572)
 - To support the All-Staff Retreat
- Lit League Boxes (In-kind donation of one (1) subscription box; valued at \$37)
 - To support the All-Staff Retreat
- MEL Science U.S. LLC (three (3) starter kits; valued at \$104.70)
 - To support the All-Staff Retreat
- Money Munchkids (In-kind donation of various workbooks and 50 business cards with a coupon code for free digital activity book; valued at \$519.47)
 - To support the All-Staff Retreat
- Nature-Watch (In-kind donation of two (2) \$50 gift cards; valued at \$100)
 - To support the All-Staff Retreat
- Office Depot (In-kind donation of four (4) laminators and two (2) label makers; valued at \$920.94)
 - To support the All-Staff Retreat
- OPS (In-kind donation of pencils; valued at \$19.95)
 - To support the All-Staff Retreat
- Outside the Box Creation (In-kind donation of one (1) subscription box; valued at \$38.95)
 - To support the All-Staff Retreat
- Pandia Press Inc (In-kind donation of two (2) quests; valued at \$90)
 - To support the All-Staff Retreat
- Rainbow Resources (In-kind donation of notebooks w/pens; valued at \$774)
 - To support the All-Staff Retreat
- Real Science 4 Kids (In-kind donation of kits; valued at \$260.75)
 - To support the All-Staff Retreat
- The Letter K Robot Build Series (In-kind donation of one (1) subscription box; valued at \$60)
 - To support the All-Staff Retreat
- Think Outside (In-kind donation of hand sanitizer pens; valued at \$332.50)
 - To support the All-Staff Retreat

- Trigger Memory (In-kind donation of 25 workbooks and two (2) DVDs; valued at \$192.65)
 - To support the All-Staff Retreat
- Wildlife Tree LLC (In-kind donation of mini plush wildlife toys; valued at \$35)
 - To support the All-Staff Retreat
- Write By Number (In-kind donation of one (1) set of books; valued at \$294.28)
 - To support the All-Staff Retreat



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

Board Resolution 2021-01
Legal Extension of Charter Terms

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, Compass Charter Schools operates Compass Charter Schools of Los Angeles, Compass Charter Schools of San Diego, and Compass Charter Schools of Yolo (collectively, the "Charter Schools"); and

WHEREAS, on December 13, 2016, the Mountain Empire Unified School District approved the renewal of the Compass Charter Schools of San Diego charter petition for a term of five years, from July 1, 2017 to June 30, 2022; and

WHEREAS, on January 24, 2019, the Acton Agua-Dulce Unified School District approved the renewal of the Compass Charter Schools of Los Angeles charter petition for a term of five years, from July 1, 2019 to June 30, 2024; and

WHEREAS, on April 18, 2019, the Winters Joint Unified School District approved the Compass Charter Schools of Yolo establishment charter petition for a term of five years, from July 1, 2019 to June 30, 2024; and

WHEREAS, the California State Legislature added Section 47607.4 to the Education Code, which provides: "[n]otwithstanding the renewal process and criteria established in Sections 47605.9, 47607, and 47607.2 or any other law, effective July 1, 2021, **all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two years.**"

NOW, THEREFORE, BE IT RESOLVED, that the charter term for Compass Charter Schools of San Diego shall be extended by two years, to expire on June 30, 2024, by operation of law; and

BE IT FURTHER RESOLVED, that the charter term for Compass Charter Schools of Los Angeles shall be extended by two years, to expire on June 30, 2026, by operation of law; and

BE IT FURTHER RESOLVED, that the charter term for Compass Charter Schools of Yolo shall be extended by two years, to expire on June 30, 2026, by operation of law; and

BE IT FURTHER RESOLVED, that the Superintendent & CEO 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 31st day of July, 2021.

By: _____
J.J. Lewis, Superintendent & CEO

Coversheet

Approval of June 27, 2021 Minutes

Section: II. Consent Items
Item: B. Approval of June 27, 2021 Minutes
Purpose: Approve Minutes
Submitted by: Josue Garcia
Related Material: Minutes for Annual Meeting on June 27, 2021

RECOMMENDATION:

N/A - motion covered through consent items motion.

APPROVED



Compass Charter Schools

Minutes

Annual Meeting

Date and Time

Sunday June 27, 2021 at 10:00 AM

Please join the meeting from your computer, tablet or smartphone:

<https://zoom.us/j/125392983>

For questions or requests regarding accessibility, please call Josue Garcia at (805) 341-6053.

Directors Present

B. Dennett (remote), L. Rowell (remote), R. Pugh (remote), T. Arnett (remote), T. Christopher (remote)

Directors Absent

None

Ex Officio Members Present

J. Lewis (remote)

Non Voting Members Present

J. Lewis (remote)

Guests Present

J. Garcia (remote)

I. Opening Items

A. Call the Meeting to Order

T. Arnett called a meeting of the board of directors of Compass Charter Schools to order on Sunday Jun 27, 2021 at 10:05 AM.

B. Record Attendance and Guests

II. Consent Items

A. Consent Items

R. Pugh made a motion to approve the consent items.

B. Dennett seconded the motion.

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

Roll Call

B. Dennett Aye

T. Christopher Aye

R. Pugh Aye

T. Arnett Aye

L. Rowell Aye

B. Approval of May 23, 2021 Minutes

R. Pugh made a motion to approve the minutes from Board Meeting on 05-23-21.

B. Dennett seconded the motion.

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

Roll Call

T. Arnett Aye

T. Christopher Aye

B. Dennett Aye

L. Rowell Aye

R. Pugh Aye

C. Approval of June 21, 2021 Special Meeting Minutes

R. Pugh made a motion to approve the minutes from Special Meeting on 06-21-21.

B. Dennett seconded the motion.

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

Roll Call

R. Pugh Aye

L. Rowell Aye

T. Arnett Aye

T. Christopher Aye

B. Dennett Aye

III. Communications

A. Board Member Communication

Mr. Arnett welcomed both Mrs. Therese Christopher and Mrs. Lainie Rowell to the Board of Directors.

B. Parent Advisory Council Update

Mrs. Pugh shared the Parent Advisory Council Report.

C. Scholar Leadership Council Update

Ms. Elizabeth Christopher shared the Scholar Leadership Council Report.

IV. Superintendent's Report

A. Superintendent's Report

Mr. Lewis shared the Superintendent's Report.

Mr. Lewis presented the Certificated Employee of the Year Award to Christina Vert. He presented the Classified Employee of the Year Award to Marco Mattaliano. He presented the 2020-21 Employee of the Year Award to Christina Vert.

He presented the 2020-21 Scholars' Choice Award to Sharon Rosen.

Mr. Lewis also presented the Learning Coaches of the Year Awards:

- CCS of Los Angeles
 - Online Learning Coach of the Year: Jessica Chouri
 - Options Learning Coach of the Year: Barbara Baez
- CCS of San Diego
 - Online Learning Coach of the Year: Therese and Tony Christopher
 - Options Learning Coach of the Year: Elizabeth Bettisworth
- CCS of Yolo
 - Online Learning Coach of the Year: Shauuna and David Green
 - Options Learning Coach of the Year: Rubyann Arcilla

He also presented a 5-year anniversary token to:

- Melissa Collier, Supervising Teacher
- Susan De La Pena, Supervising Teacher
- Danielle Del Negro, Engagement Specialist
- Sarah Eagleton, Online Elementary School Teacher

- Dario Eminente, Enrollment Specialist
- Jeanne Hlebo, Director of Community Providers
- Jennifer Hobson, Online High School Teacher
- Morgan Kohler, Supervising Teacher
- Andrea Lomeli, Online Middle School Teacher
- Silvia Neri, Records Specialist
- Kristy Smith, Supervising Teacher
- Amy Wormald, Supervising Teacher

V. Public Comment

A. Public Comment

No public comment.

VI. Academic Services

A. Academic Services Update

Dr. Aviva Ebner, Assistant Superintendent & Chief Academic Officer, shared the Academic Services Report.

B. Review and Discussion of the 9th Grade Math Placement Policy Final Report

Dr. Aviva Ebner, Assistant Superintendent & Chief Academic Officer, shared an overview of the 9th Grade Math Placement Policy Final Report.

C. Review and Approval of the Second Amendment to the Accelerate Education Master Services Agreement

R. Pugh made a motion to approve the second amendment to the Accelerate Education Master Services and License Agreement.

T. Christopher seconded the motion.

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

Roll Call

R. Pugh	Aye
T. Arnett	Aye
B. Dennett	Aye
T. Christopher	Aye
L. Rowell	Aye

D. Review and Approval of the 2021-22 Nonpublic, Nonsectarian School/Agency Services Master Contracts

B. Dennett made a motion to approve the 2021-22 Nonpublic, Nonsectarian School/Agency Services Master Contracts with AmplioSpeech, Anchor Consulting

Solutions, El Paseo Children's Center, Global Teletherapy Consulting, Oxford Consulting Services, and PresenceLearning.

L. Rowell seconded the motion.

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

Roll Call

B. Dennett Aye

L. Rowell Aye

R. Pugh Aye

T. Christopher Aye

T. Arnett Aye

VII. Financial Services

A. Financial Services Update

Ms. Lisa Fishman, Chief Financial Officer, shared the Financial Services Report.

B. Review and Approval of the May 2021 Financial Statements

R. Pugh made a motion to approve the May 2021 Financial Statements.

T. Christopher seconded the motion.

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

Roll Call

T. Christopher Aye

L. Rowell Aye

B. Dennett Aye

R. Pugh Aye

T. Arnett Aye

C. Adoption of the 2021-22 Annual Budget

R. Pugh made a motion to adopt the 2021-22 Annual Budget.

T. Christopher seconded the motion.

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

Roll Call

B. Dennett Aye

L. Rowell Aye

R. Pugh Aye

T. Arnett Aye

T. Christopher Aye

VIII. Executive

A. Review and Approval of the 2021-24 Local Control Accountability Plans

B. Dennett made a motion to approve the 2021-22 Local Control Accountability Plans for Compass Charter Schools of Los Angeles, Compass Charter Schools of San Diego, and Compass Charter Schools of Yolo.

L. Rowell seconded the motion.

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

Roll Call

T. Christopher Aye

B. Dennett Aye

R. Pugh Aye

T. Arnett Aye

L. Rowell Aye

B. Review and Approval of Appointments to the El Dorado Charter SELPA Community Advisory Committee

T. Arnett made a motion to appoint Barbara Baez and Randi Pugh to the El Dorado County Charter SELPA Community Advisory Committee for the 2021-22 school year.

L. Rowell seconded the motion.

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

Roll Call

T. Christopher Aye

L. Rowell Aye

T. Arnett Aye

R. Pugh Abstain

B. Dennett Abstain

IX. Organization of the Board of Directors

A. Election of the Chairperson

Mr. Thomas Arnett is nominated and accepts the nomination for Chairperson.

B. Election of the Secretary

Mrs. Randi Pugh is nominated and accepts the nomination for Secretary.

C. Election of the Treasurer

Mr. Bill Dennett is nominated and accepts the nomination for Treasurer.

X. Closing Items

A. Upcoming Meetings

Mr. Lewis thanked Mr. Suarez for his three years of service to Compass, as well as his service this past year as Chair. He also welcomed both Mrs. Christopher and Mrs. Rowell to the Board of Directors. He thanked Ms. Elizabeth Christopher for her service as Chair

of the Scholar Leadership Council, and gave this thanks to the entire Compass staff for their work in advancing the Compass Experience and Gold Standard to the scholars we serve.

The next meeting of the Board of Directors is the Board Advance on Saturday and Sunday, July 31 and August 1.

The next regular meeting of the Board of Directors will be Sunday, September 26 at 10 am. Agenda items will include:

- Approve 2020-21 Unaudited Actual Reports
- 2020-21 Year-in-Review Presentation
- Department Presentations

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:09 PM.

Respectfully Submitted,
J. Garcia

Coversheet

Approval of July 15, 2021 Special Meeting Minutes

Section: II. Consent Items
Item: C. Approval of July 15, 2021 Special Meeting Minutes
Purpose: Approve Minutes
Submitted by: Josue Garcia
Related Material: Minutes for Special Meeting on July 15, 2021

RECOMMENDATION:

N/A - motion covered through consent items motion.

APPROVED



Compass Charter Schools

Minutes

Special Meeting

Date and Time

Thursday July 15, 2021 at 6:00 PM

Please join the meeting from your computer, tablet or smartphone:

<https://zoom.us/j/93637666494>

For questions or requests regarding accessibility, please call Josue Garcia at (805) 341-6053.

Directors Present

B. Dennett (remote), L. Rowell (remote), R. Pugh (remote), T. Arnett (remote), T. Christopher (remote)

Directors Absent

None

Ex Officio Members Present

J. Lewis (remote)

Non Voting Members Present

J. Lewis (remote)

Guests Present

J. Garcia (remote)

I. Opening Items

A. Call the Meeting to Order

T. Arnett called a meeting of the board of directors of Compass Charter Schools to order on Thursday Jul 15, 2021 at 6:03 PM.

B. Record Attendance and Guests

II. Consent Items

A. Consent Items

L. Rowell made a motion to approve consent items.

B. Dennett seconded the motion.

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

Roll Call

L. Rowell Aye

T. Christopher Aye

R. Pugh Aye

B. Dennett Aye

T. Arnett Aye

III. Closed Session

A. Conference with Legal Counsel - Initiation of Litigation

The Board of Directors recessed into Closed Session at 6:05 pm.

IV. Reconvene from Closed Session

A. Closed Session Report

The Board of Directors reconvened from Closed Session at 7:15 pm.

Chairman Arnett shared that the board has authorized Young, Minney & Corr to initiate litigation for two cases.

V. Public Comment

A. Public Comment

No public comment.

VI. Closing Items

A. Upcoming Meetings

The next meeting of the Board of Directors is the Board Advance, in San Diego, on Saturday and Sunday, July 31 and August 1.

The next regular meeting of the Board of Directors will be Sunday, September 26 at 10 am. Agenda items will include:

- Approve 2020-21 Unaudited Actual Reports
- Approve ESSER III Expenditure Plans
- 2020-21 Year-in-Review Presentation
- Department Presentations

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:18 PM.

Respectfully Submitted,
J. Garcia

Coversheet

Revised Independent Study Board Policy

Section: III. Public Hearing
Item: A. Revised Independent Study Board Policy
Purpose: Discuss
Submitted by:
Related Material:
Board Policy Manual - Section 13 – Curriculum – Independent Study Board Policies.pdf

Board Policy #: 13

Adopted/Ratified: October 3, 2019

Revision Date: March 22, 2020, March 28, 2021, July 31, 2021

SECTION 13 – CURRICULUM - INDEPENDENT STUDY BOARD POLICIES

Compass Charter Schools (the “Charter School”) shall offer independent study to meet the educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Compass Charter Schools Board of Directors for implementation at the Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete five (5) assignments during any period of five (5) school days.
 - b. In the event Scholar’s educational progress falls below satisfactory levels as determined by the Charter School’s Scholar Success Team Policy and Missed Assignment Policy which considers ALL of the following indicators:
 - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - iii. Learning required concepts, as determined by the supervising teacher.
 - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
 - v. The Charter School may also consider the following in determining satisfactory progress:
 1. The required diagnostic assessment which is administered three times per year; or
 2. Scholars’ semester grades as determined by the supervising teacher; or
 3. Data gathered during monthly Connections Meetings.
3. The Charter School shall provide content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by

the Charter School for graduation and approved by the UC or CSU as credible under the A-G admissions criteria.

4. The Charter School has adopted tiered reengagement strategies for all pupils who are not generating attendance for more than three (3) school days or 60% of the instructional days in a school week, or who are in violation of the written agreement pursuant to Education Code Section 51747(g). These procedures are as follow:
 - a. Verification of current contact information for each enrolled pupil;
 - b. Notification to parents or guardians of lack of participation within one (1) school day of the absence or lack of participation;
 - c. Outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;
 - d. When the evaluation described above under paragraph 2.b.iv. is triggered to consider whether remaining in independent study is in the best interest of the pupil, a pupil-parent-education conference shall be required to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being. This conference shall be a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.

5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:
 - a. For pupils in transitional kindergarten through grade 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. Each supervising teacher will provide daily synchronous instruction via an online videoconferencing platform wherein scholars will have the opportunity to participate in daily lessons and learning activities with similar aged peers.
 - ii. Daily synchronous instruction shall be approximately 30 minutes per day, but may be longer or shorter in duration at the discretion of the supervising teacher.
 - iii. The schedule for daily synchronous instruction will be communicated to scholars and their families via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access daily synchronous instruction.
 - b. For pupils in grades 4-8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. Each supervising teacher will provide weekly synchronous instruction via an online videoconferencing platform wherein scholars will have the

- opportunity to participate in weekly lessons and learning activities with similar aged peers.
 - ii. Weekly synchronous instruction shall be approximately 30 minutes per week, but may be longer or shorter in duration at the discretion of the supervising teacher.
 - iii. The schedule for weekly synchronous instruction will be communicated to scholars and their families via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access weekly synchronous instruction.
 - iv. Daily live interaction shall be available to all scholars in grades 4-8 through a schedule of social and academic programs published via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access daily live interactions.
 - c. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. Each supervising teacher will provide weekly synchronous instruction via an online videoconferencing platform wherein scholars will have the opportunity to participate in weekly lessons and learning activities with similar aged peers.
 - ii. Weekly synchronous instruction shall be approximately 30 minutes per week, but may be longer or shorter in duration at the discretion of the supervising teacher.
 - iii. The schedule for weekly synchronous instruction will be communicated to scholars and their families via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access weekly synchronous instruction.
6. The following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days:
- a. Upon written receipt of a family's wish to return to in-person instruction, the Charter School staff shall inform the family of their right to return to their district of residence for in-person instruction because the Charter School does not offer an in-person instruction option.
 - b. If the family specifically requests additional in-person options, the Charter School will provide a list of recommended alternatives based on the scholar's current address of residence. Parents may also visit <https://www.greatschools.org/> to locate additional school options in their area.
 - c. The Charter School shall not have any obligation to assist the family with enrollment in a school district or another charter school, nor can the Charter School guarantee enrollment availability in any school.

7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting the pupil's progress.
 - b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
 - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work.
 - d. A statement of the policies adopted herein, pursuant to Education Code Section 51747(a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
 - e. The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
 - f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
 - g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
 - h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code sections 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
 - i. Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements Family Code section 6550.

8. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
9. The Superintendent & CEO shall establish regulations to implement these policies in accordance with the law.

Coversheet

Review and Approval of the Amended Compass Charter Schools By-Laws

Section: VI. Executive
Item: A. Review and Approval of the Amended Compass Charter Schools By-Laws
Purpose: Vote
Submitted by: J.J. Lewis
Related Material: CCS By-Laws - Amended July 31, 2021.pdf

RECOMMENDATION:

A motion to approve the amended Compass Charter Schools By-Laws.

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 R, 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.

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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.

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.

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:

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- (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 scholars currently enrolled in the charter schools operated by the corporation. 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 scholars shall count as a parent representative.

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

Consistent with Education Code Section 47604(c), each charter authority may appoint a representative as a Director to sit on the board. Any representative appointed in this fashion shall not count toward the Board membership minimum or maximum.

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. There is no limit as to the number of terms a member may serve. The three (3) year term limit shall not apply to the representative a chartering authority may appoint.

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.

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

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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 representative appointed by a chartering authority, 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 representative appointed by a chartering authority will be automatically removed from the Board of Directors if that chartering authority no longer authorizes any charters held by CCS. Additionally, any representative appointed by a chartering authority may be removed with or without cause by the chartering authority or with the written consent of the chartering authority.

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.

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A vacancy in the seat of the representative appointed by a chartering authority shall be filled by the chartering authority.

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 any place within the physical boundaries of the county in which the greatest number of scholars who are enrolled in the charter schools managed by the Board are located 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, and Education Code Section 47604.1.

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 physical boundaries of the county in which the greatest number of pupils enrolled in the charter schools managed by Board are located;
- (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;¹
- (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.²

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

¹ 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.

² 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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description of each item of business to be transacted or discussed at the meeting. Notice of the agenda will be posted physically in a location within the Charter Schools' jurisdictions that can be accessed at all times and on the Charter School's website homepage with a prominent and direct link. 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 and Education Code Section 47604.1.

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 agenda will be posted physically in a location within the Charter School's jurisdiction that can be accessed at all times and on the Charter School's website homepage with a prominent and direct link. 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 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.

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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.

The Board of Directors shall not receive any compensation for their services; however, 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.

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;
- (b) Fix compensation of the directors for serving on the Board of Directors or on any committee;
- (c) Amend or repeal bylaws or adopt new bylaws;
- (d) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- (e) Create any other committees of the Board of Directors or appoint the members of committees of the Board;
- (f) Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or
- (g) 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

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open committee meetings. The Board may establish, by resolution adopted by a majority of the directors then in office, advisory committees to serve at the pleasure of the Board.

Section 22. MEETINGS AND ACTION OF COMMITTEES.

Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, and other Board of Directors' actions, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so. If required by law, committees will operate in accordance with the Brown Act.

Section 23. NON-LIABILITY OF DIRECTORS.

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

Section 24. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS.

CCS and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD ON THE BOARD.

The officers of this Board of Directors shall be a chair, a secretary, and a treasurer. The corporation, at the Board's direction, may also have a Superintendent & CEO. 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.

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, subject to the rights of any officer under any employment contract. Officers' terms may be staggered to provide continuity of leadership.

Section 4. APPOINTMENT OF OTHER OFFICERS.

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

Section 5. REMOVAL OF BOARD OFFICERS.

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

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Section 6. RESIGNATION OF BOARD OFFICERS.

Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective.

Section 7. VACANCIES IN OFFICE.

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

Section 8. CHAIR OF THE BOARD.

If a Chair of the Board of Directors is elected, he or she shall preside at Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. In the absence of the Chair, another officer as designated by the Board, shall preside at Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 9. 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 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.

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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. The Board shall comply with Government Code Section 1090, *et seq.*, as set forth in Education Code Section 47604.1.

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 in compliance with Government Code Section 1090, *et seq.*, as set forth in Education Code Section 47604.1, unless all of the requirements in the corporation's Conflict of Interest Code have been fulfilled.

ARTICLE XI LOANS TO DIRECTORS AND OFFICERS

Section 1. LOANS TO DIRECTORS AND OFFICERS.

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

ARTICLE XII INDEMNIFICATION

Section 1. INDEMNIFICATION.

To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code. On written request to the Board of Directors by any person seeking indemnification under Corporations Code section 5238 (b) or section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code

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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.

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.

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

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS.

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

Any transaction

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

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

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

CCS Bylaws

ARTICLE XVII AMENDMENT TO BYLAWS

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

CCS Bylaws

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of Compass Charter Schools, a California Non-Profit Public Benefit Corporation; that these bylaws, consisting of 16 pages, are the bylaws of this corporation as adopted by the Board of Directors on June 25, 2018; and that these bylaws have not been amended or modified since that date.

Executed on July 31, 2021 in San Diego, California.

Randi Pugh
Secretary

Coversheet

Review and Approval of the Revised Board Governance Policy

Section: VI. Executive
Item: B. Review and Approval of the Revised Board Governance Policy
Purpose: Vote
Submitted by: J.J. Lewis
Related Material:
Board Policy Manual - Section 1 – Board Governance – Board Governance.pdf

RECOMMENDATION:

A motion to approve the revised Board Governance Policy.

Board Policy #: 1

Adopted/Ratified: March 28, 2021

Revision Date: July 31, 2021

SECTION 1 – BOARD GOVERNANCE – BOARD GOVERNANCE

Role of the Governing Board

Mission Statement

- The Compass Charter Schools mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

Vision Statement

- The Compass Charter Schools 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.

Duties of the Board Members

- **Duty of Care:** Each member of the Board must perform their duties in good faith, in a manner that is in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
- **Duty of Loyalty:** Board members will have undivided allegiance to the welfare of Compass Charter Schools and not act in their own self-interest. The Board will adopt and follow a Conflict of Interest Code. Each member of the Board will ensure the Corporation's compliance with state and federal laws.
- **Duty of Obedience:** Board members will ensure that the mission of the Compass Charter Schools is carried out by being faithful to the purposes and goals of the Corporation.
- The Board shall comply with the Ralph M. Brown Act ("Brown Act"), Education Code Section 47604.1, Government Code Section 1090, *et seq.*, the Political Reform Act, and the Public Records Act.
- The Board will participate annually in training regarding board governance, the Brown Act, and conflicts of interest rules.

Vision and Strategic Plan

- The Board drafts, modifies and approves the Compass Charter Schools Mission and reviews the Mission annually.
- The Board reviews, provides input and approves Strategic Plans submitted by the Superintendent & CEO.
- The Board adopts policies to successfully implement the Compass Charter Schools Mission and Strategic Plans.
- The Board oversees the Superintendent & CEO to ensure that the Compass Charter Schools Mission and Strategic Plans are reflected in the day-to-day operations of the Corporation, including ensuring that the curriculum aligns with the Charter Schools

Mission.

- The Board will establish and from time-to-time review organizational values.
- The Board shall from time-to-time review and update the Bylaws.

Academic Performance Monitoring

- The Board, or a committee thereof, annually reviews scholar performance based on state-mandated assessments and sets goals for scholar academic achievement at each Charter School.
- The Board, or a committee thereof, periodically reviews scholar performance based on charter school assessments and sets goals for scholar academic achievement at each Charter School.
- The Board reviews and adopts academic policies to achieve the scholar achievement goals at each Charter School.
- The Board approves all academic performance reports to all federal, state, and local agencies as required by law.
- The Board approves a Local Control Accountability Plan (“LCAP”) for each Charter School and annually reviews, updates, and approves it.
- The Board, or a committee thereof, researches or develops scholar data collection systems and periodically reviews them to ensure their effectiveness.

Staffing and Personnel

- The Board reviews and approves personnel policies and any amendments thereto.
- The Board hires, evaluates, disciplines, and terminates the employment of the Superintendent & CEO.
- The Board establishes performance goals for the Superintendent & CEO and communicates the goals to the Superintendent & CEO.
- The Board annually reviews the Superintendent & CEO’s performance based on a shared matrix of goals.
- The Board annually reviews/evaluates the Superintendent & CEO’s employment contract each Spring.
- The Board establishes and annually reviews the Superintendent & CEO succession and recruitment plans.
- The Board approves the salaries and compensation policies for all Compass Charter Schools personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable).

Parent, Scholar and Community Relations

- The Board, or an administrative panel selected by the Board, hears scholar suspension, expulsion, or involuntary removal matters.
- The Board, following the suspension, expulsion, or involuntary removal hearing or following the Administrative Panel’s recommendation, makes the final decision regarding suspension, expulsion, or involuntary removal of scholars.
- The Board reviews and approves scholar and parent policies and any proposed amendments thereto.

- As needed, the Board determines the best approach to communicating with the media and community at large on specific items, consistent with the Compass Charter Schools' Mission.

Finance and Budget

- The Board reviews and approves the fiscal management and internal controls policies and any proposed amendments thereto.
- The Board approves Compass Charter Schools contracts over \$100,000.
- The Board approves all affirmative litigation involving the Compass Charter Schools.
- The Board will review and approve any authority given to legal counsel for any settlements regarding potential or actual litigation over \$100,000.
- The Board shall review all expenditures via approval of a check register which lists all checks written during a set period of time and includes check number, payee, date, and amount.
- The Board reviews and approves the Compass Charter Schools' annual academic calendars and class schedules.
- The Board will appoint an audit committee that will solicit and select the Compass Charter Schools independent financial auditor, oversee the auditor's work, and receive the auditor's report(s).
- The Board reviews, adopts, and amends the annual budget for Compass Charter Schools with revenue being recognized in each individual Charter School and expenses being consolidated in Compass Charter Schools, then distributed to each individual Charter School based on ADA.
- The Board reviews, adopts, and amends the interim and annual financial statements.
- The Board will ensure the ending fund balances for each individual Charter School will include a reserve of no less than ten percent (10%).
- The Board, subsequent to receiving a recommendation from an audit committee, reviews and approves the audit report.
- The Board monitors the responses to the audit report and implementation thereof.

Facilities

- The Board enters into financing, leasing, and building contracts.
- The Board approves construction and remodeling of facilities.
- The Board, or a committee thereof, researches school sites as needed, and funding and facilities options.
- The Board, or a committee thereof, makes recommendations on facilities needs and policies.

Board Internal Business

- The Board drafts, reviews and approves board policies and amendments thereto.
- The Board and the Superintendent & CEO recruit and nominate prospective Board members.
- The Board orients and assures proper training for new Board members.
- The Board develops and implements a Board self-evaluation every other year. From time to time, the Board re-evaluates its self-evaluation process.

Charter Performance and Renewal

- The Board annually reviews the school performance reports.
- The Board, as needed, reviews charter school renewal proposals and reports.
- The Board approves Charter Renewal Petitions to be submitted to any chartering authority.

Delegation of Power to the Superintendent & CEO

The Board delegates the following powers to the Superintendent & CEO, or his/her designee:

Vision and Strategic Plan

- The Superintendent & CEO provides input to the Board when it drafts, modifies and approves the Compass Charter Schools Mission and in each subsequent year when it reevaluates the Mission.
- The Superintendent & CEO drafts and submits to the Board the Compass Charter Schools Strategic Plans.
- The Superintendent & CEO implements the Board-adopted policies, the Compass Charter Schools Mission, and Strategic Plans, by among other things adopting appropriate procedures and training staff on the policies and procedures.

Academic Performance Monitoring

- The Superintendent & CEO creates a report reflecting scholar performance based on state-mandated assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for scholar achievement on assessments. The Superintendent & CEO implements the goals for scholar achievement on such assessments.
- The Superintendent & CEO quarterly creates a report reflecting scholar performance based on school level assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for scholar assessment. The Superintendent & CEO implements the goals for scholar achievement based on assessments.
- The Superintendent & CEO implements Board adopted policies to achieve the scholar achievement goals, by among other things, adopting appropriate procedures and training staff on policies and procedures.
- The Superintendent & CEO creates all academic performance reports required by all state and local agencies as required by law and provides them to the Board for approval.
- The Superintendent & CEO consults with teachers, principals, administrators, other school personnel, parents, and pupils in developing the LCAP and annual update to the LCAP, which is approved by the Board annually.
- The Superintendent & CEO develops the Compass Charter Schools calendar and class schedule and provides them to the Board for approval.

Staffing and Personnel

- The Superintendent & CEO drafts all personnel policies and presents them to the Board for review and approval. The Superintendent & CEO also recommends any proposed amendments to the personnel policies and presents them to the Board for review and approval.

- The Superintendent & CEO is responsible for recruiting, hiring, evaluating, disciplining, and dismissing all Compass Charter Schools personnel.
- The Superintendent & CEO recommends the salaries for all Compass Charter Schools personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable) to the Board for final approval.
- The Superintendent & CEO ensures that all Compass Charter Schools personnel are evaluated on a yearly basis and creates the process for such evaluation with input from administrators.
- The Superintendent & CEO implements all personnel policies, including the Compass Charter Schools internal complaint procedures.

Parent, Scholar and Community Relations

- The Superintendent & CEO implements the policies and procedures adopted for scholar suspension, expulsion, or involuntary removal, and recommends scholar suspensions, expulsions, or voluntary removals to the Board or Administrative Panel, upon completion of the school-level procedures.
- The Superintendent & CEO follows the policies and procedures adopted for scholar suspensions, expulsions, or involuntary removals.
- The Superintendent & CEO drafts, and subsequently implements the Board adopted scholar and parent policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The Superintendent & CEO drafts amendments to the scholar and parent policies, and presents them to the Board for approval.
- The Superintendent & CEO communicates with the media and community at large in a fashion that is consistent with the School's Mission.

Finance and Budget

- The Superintendent & CEO drafts and subsequently implements the Board-adopted fiscal policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The Superintendent & CEO drafts amendments to the fiscal policies, and presents them to the Board for approval.
- The Superintendent & CEO approves all Compass Charter Schools contracts greater than \$25,000 up to \$100,000.
- The Superintendent & CEO approves authority given to legal counsel for any settlements regarding potential or actual litigation up to \$100,000.
- The Superintendent & CEO drafts and submits to the Board, or a committee thereof, the quarterly and yearly budget drafts.
- The Superintendent & CEO drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements.
- The Superintendent & CEO implements the responses to the audit report as instructed by the Board.
- The Superintendent & CEO must follow Compass Charter Schools purchasing procedures, including:
 - ❑ All purchases over \$50,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services;
 - ❑ Documentation will be attached to all check and purchase order requests showing

that at least three (3) vendors were contacted and such documentation shall be maintained for three (3) years.

Facilities

- The Superintendent & CEO conducts needs assessments for each school site at the direction of the Board.
- The Superintendent & CEO conducts capital campaigns as needed.
- The Superintendent & CEO implements any facilities policies adopted by the Board.

Charter Performance and Renewal

- The Superintendent & CEO annually drafts any required Compass Charter Schools performance reports for Board review.
- The Superintendent & CEO is responsible for the drafting of charter renewal petitions and material revisions of the charters.
- The Superintendent & CEO will foster an amicable relationship between the individual Charter Schools and their chartering authority.

Coversheet

Review and Approval of the Revised Independent Study Policy

Section: VI. Executive
Item: C. Review and Approval of the Revised Independent Study Policy
Purpose: Vote
Submitted by: J.J. Lewis
Related Material:
Board Policy Manual - Section 13 – Curriculum – Independent Study Board Policies.pdf

RECOMMENDATION:

A motion to approve the revised Independent Study Policy.

Board Policy #: 13

Adopted/Ratified: October 3, 2019

Revision Date: March 22, 2020, March 28, 2021, July 31, 2021

SECTION 13 – CURRICULUM - INDEPENDENT STUDY BOARD POLICIES

Compass Charter Schools (the “Charter School”) shall offer independent study to meet the educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Compass Charter Schools Board of Directors for implementation at the Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete five (5) assignments during any period of five (5) school days.
 - b. In the event Scholar’s educational progress falls below satisfactory levels as determined by the Charter School’s Scholar Success Team Policy and Missed Assignment Policy which considers ALL of the following indicators:
 - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - iii. Learning required concepts, as determined by the supervising teacher.
 - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
 - v. The Charter School may also consider the following in determining satisfactory progress:
 1. The required diagnostic assessment which is administered three times per year; or
 2. Scholars’ semester grades as determined by the supervising teacher; or
 3. Data gathered during monthly Connections Meetings.
3. The Charter School shall provide content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by

the Charter School for graduation and approved by the UC or CSU as credible under the A-G admissions criteria.

4. The Charter School has adopted tiered reengagement strategies for all pupils who are not generating attendance for more than three (3) school days or 60% of the instructional days in a school week, or who are in violation of the written agreement pursuant to Education Code Section 51747(g). These procedures are as follow:
 - a. Verification of current contact information for each enrolled pupil;
 - b. Notification to parents or guardians of lack of participation within one (1) school day of the absence or lack of participation;
 - c. Outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;
 - d. When the evaluation described above under paragraph 2.b.iv. is triggered to consider whether remaining in independent study is in the best interest of the pupil, a pupil-parent-education conference shall be required to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being. This conference shall be a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.

5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:
 - a. For pupils in transitional kindergarten through grade 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. Each supervising teacher will provide daily synchronous instruction via an online videoconferencing platform wherein scholars will have the opportunity to participate in daily lessons and learning activities with similar aged peers.
 - ii. Daily synchronous instruction shall be approximately 30 minutes per day, but may be longer or shorter in duration at the discretion of the supervising teacher.
 - iii. The schedule for daily synchronous instruction will be communicated to scholars and their families via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access daily synchronous instruction.
 - b. For pupils in grades 4-8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. Each supervising teacher will provide weekly synchronous instruction via an online videoconferencing platform wherein scholars will have the

- opportunity to participate in weekly lessons and learning activities with similar aged peers.
 - ii. Weekly synchronous instruction shall be approximately 30 minutes per week, but may be longer or shorter in duration at the discretion of the supervising teacher.
 - iii. The schedule for weekly synchronous instruction will be communicated to scholars and their families via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access weekly synchronous instruction.
 - iv. Daily live interaction shall be available to all scholars in grades 4-8 through a schedule of social and academic programs published via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access daily live interactions.
 - c. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. Each supervising teacher will provide weekly synchronous instruction via an online videoconferencing platform wherein scholars will have the opportunity to participate in weekly lessons and learning activities with similar aged peers.
 - ii. Weekly synchronous instruction shall be approximately 30 minutes per week, but may be longer or shorter in duration at the discretion of the supervising teacher.
 - iii. The schedule for weekly synchronous instruction will be communicated to scholars and their families via ParentSquare and/or Google calendar. Scholars shall be required to utilize their Compass Google accounts to access weekly synchronous instruction.
6. The following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days:
- a. Upon written receipt of a family's wish to return to in-person instruction, the Charter School staff shall inform the family of their right to return to their district of residence for in-person instruction because the Charter School does not offer an in-person instruction option.
 - b. If the family specifically requests additional in-person options, the Charter School will provide a list of recommended alternatives based on the scholar's current address of residence. Parents may also visit <https://www.greatschools.org/> to locate additional school options in their area.
 - c. The Charter School shall not have any obligation to assist the family with enrollment in a school district or another charter school, nor can the Charter School guarantee enrollment availability in any school.

7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
- a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting the pupil's progress.
 - b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
 - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work.
 - d. A statement of the policies adopted herein, pursuant to Education Code Section 51747(a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
 - e. The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
 - f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
 - g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
 - h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code sections 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
 - i. Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements Family Code section 6550.

8. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
9. The Superintendent & CEO shall establish regulations to implement these policies in accordance with the law.