



Compass Charter Schools

Meeting of the Compass Board of Directors

Date and Time

Saturday December 7, 2024 at 10:00 AM PST

Location

The Carson Doubletree
2 Civic Plaza Dr.
Carson, CA 90745

1536 Bradbury Road, San Marino, CA 91108

This meeting is available for public viewing as a webinar: <https://compasscharters-org.zoom.us/j/81949864888>

If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the school's Executive Assistant via email at twrigley@cmpasscharters.org or call (805) 405-5898 at least twenty four (24) hours before the meeting. The school will use reasonable best efforts to accommodate your disability. This agenda is available for public inspection at the school's main office and at <https://app2.boardontrack.com/public/vlrxGa/year>.

Agenda

	Purpose	Presenter	Time
I. Opening Items			10:00 AM

	Purpose	Presenter	Time
Opening Items			
A.	Call the Meeting to Order	Thomas Arnett	2 m
B.	Record Attendance	Tami Wrigley	2 m
II.	Consent Items		10:04 AM
A.	Consent Items	Vote	Thomas Arnett
	<p>Consent Items – Items under Consent Items will be voted on in one motion unless a member of the Board requests that an item be removed and voted on separately, in which case, the Board Chair will determine when it will be called and considered for action. Due to the set-up of BoardOnTrack, approval of any meeting minutes will be done through consent, unless removed and voted on separately as noted above, using the same vote count.</p> <ul style="list-style-type: none"> • Approval of the December 7, 2024 Annual Meeting Agenda • Approval of the September 28, 2024 Regular Meeting Minutes 		
B.	Approval of September 28, 2024 Regular Meeting Minutes	Approve Minutes	Thomas Arnett
	<p>Approve minutes for Meeting of the Compass Board of Directors on September 28, 2024</p>		
III.	Organization of the Board of Directors		10:09 AM
A.	Confirmation of Scholar Representative	Vote	Elizabeth Brenner
IV.	Public Comment		10:14 AM
A.	Public Comment	FYI	Thomas Arnett
	<p>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 (https://forms.gle/wP1s15iB6xRSAEzP8) and submit it to Tami Wrigley. The Speaker Request Card must contain speaker name, contact number or email, and subject</p>		

	Purpose	Presenter	Time
<p>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.</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.

V. Communications 10:24 AM

A.	Board Member Communication	Discuss	Thomas Arnett	10 m
	<ul style="list-style-type: none"> • Thomas Arnett • Therese Christopher • Samantha Herrod • Dr. Minita Clark • Corey Riley • Heather Hardy • Dr. William Stinde 			
B.	Parent Advisory Council Update	Discuss	Samantha Herrod	5 m
C.	Scholar Leadership Council Report	Discuss	Zahra Grihma	5 m

VI. Scholar Spotlight 10:44 AM

A.	Scholar Spotlight	FYI	Kimberly Aguilar	1 m
	Options Scholar Spotlight			

VII. Superintendent's Report 10:45 AM

	Purpose	Presenter	Time
A. Superintendent's Report	Discuss	Elizabeth Brenner	15 m
B. Approval of Updated Vision Statement	Vote	Elizabeth Brenner	10 m
Board approval of the updated vision statement provided in the Superintendent's report.			
C. Update to Board Policy #40 Scholar Policy-Uniform Complaint Policy and Procedures	Vote	Elizabeth Brenner	15 m
D. Approval of unconditional commitment	Vote	Elizabeth Brenner	10 m
VIII. Academic Services			11:35 AM
A. Academic Division Update	FYI	Greg Cohen	5 m
B. Williams Update LA and SD	Discuss	Greg Cohen	5 m
C. Approval of 2025-2026 Academic Calendar	Vote	Greg Cohen	10 m
IX. Operations Division			11:55 AM
A. Division Update	FYI	Lisa Fishman	5 m
B. Review and Approval of the October 2024 Financial Statements	Vote	Lisa Fishman	5 m
<ul style="list-style-type: none"> • CCS PL August2024 • CCS CR August2024 • CCS BS August 2024 • CCS PL September2024 • CCS CR September 2024 • CCS BS September 2024 • CCS PL October 2024 • CCS CR October 2024 • CCS BS October 2024 			
C. Review and Approval of the 2024 1st Interim Budget	Vote	Lisa Fishman	10 m
D. Review and Approval of the 23-24 Annual Audit Draft	Vote	Lisa Fishman	10 m

	Purpose	Presenter	Time
E. New Audit Firm Selection	Discuss	Lisa Fishman	5 m
F. Central Office Lease Renewal	FYI	Lisa Fishman	5 m
Effective January 1, 2024 the attached is a renewal of the current Central Office lease for five (5) years.			
X. People Division			12:35 PM
A. People Division Update	FYI	Sophie Trivino	5 m
Attachments:			
<ul style="list-style-type: none"> • People Division Report • Additions Report • Terminations Report 			
B. 2024-25 Employee Handbook Update	Vote	Sophie Trivino	5 m
Mid-year update to Benefits (p. 54)			
<ul style="list-style-type: none"> • 2024-25 CCS Employee Handbook • List of Changes 			
XI. Closing Items			12:45 PM
A. Upcoming Meetings	FYI	Elizabeth Brenner	1 m
Saturday, January 25, 2025			
Board of Directors Meeting: 10:00 a.m. - 2:00 p.m.			
B. Adjourn Meeting	FYI	Thomas Arnett	1 m

Coversheet

Approval of September 28, 2024 Regular Meeting Minutes

Section: II. Consent Items
Item: B. Approval of September 28, 2024 Regular Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Meeting of the Compass Board of Directors on September 28, 2024

APPROVED



Compass Charter Schools

Minutes

Meeting of the Compass Board of Directors

Date and Time

Saturday September 28, 2024 at 10:00 AM

Location

The meeting will be held in person at:

The Carson Doubletree

2 Civic Plaza Dr.

Carson, CA 90745

Participants are able to view the meeting from a computer, tablet or smartphone.

Please click the link below to join the webinar:

<https://compasscharters-org.zoom.us/j/81949864888>

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Directors Present

H. Hardy, S. Herrod, T. Arnett, T. Christopher

Directors Absent

C. Riley, M. Clark, W. Stinde

Ex Officio Members Present

E. Brenner, T. Wrigley

Non Voting Members Present

E. Brenner, T. Wrigley

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 Saturday Sep 28, 2024 at 10:04 AM.

B. Record Attendance

II. Consent Items

A. Consent Items

T. Christopher made a motion to approve the Consent Items.

S. Herrod seconded the motion.

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

B. Approval of August 05, 2024 Regular Meeting Minutes

T. Christopher made a motion to approve the minutes from Meeting of the Board of Directors on 08-05-24.

S. Herrod seconded the motion.

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

C. Approval of September 24, 2024 Special Meeting Minutes

T. Christopher made a motion to approve the minutes from Meeting of the Compass Board of Directors on 09-24-24.

S. Herrod seconded the motion.

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

III. Public Comment

A. Public Comment

Two members of the public made public comments regarding policy issues, field trips and disability inclusiveness.

IV. Communications

A. Board Member Communication

There was no Board member communication.

B. Parent Advisory Council Update

Samantha Herrod presented the Parent Advisory Council Report.

C. Scholar Leadership Council Report

The Scholar Leadership Council report was included to read.

V. Board Training

A. Brown Act and Conflict of Interest Training

Paul Minney led the Board members through a training session regarding the Brown Act.

VI. Superintendent's Report

A. Superintendent's Report

Elizabeth Brenner presented the Superintendent's Report. Thomas Arnett requested additional discussion regarding Superintendent's goals be included at the next meeting.

Thomas Arnett announced a break at 11:49 p.m.

The Board reconvened from break at 12:02 p.m.

VII. Academic Services

A. Academic Division Update

Greg Cohen presented the Academic Division update.

B. Retreat Report

Greg Cohen discussed feedback from the August Retreat.

C. Missed Assignments and Involuntary Removal Policy

T. Arnett made a motion to approve the updated Missed Assignments and Involuntary Removal Policy.

S. Herrod seconded the motion.

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

D. Nominees to represent Compass at SELPA CAC

S. Herrod made a motion to approve the selection of the nominees to represent Compass at SELPA CAC.

T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

VIII. Operations Division

A. Division Update

Lisa Fishman presented the Operations Division update.

B. Review and Approval of the June and July 2024 Financial Statements

T. Arnett made a motion to approve the June and July 2024 Financial Statements.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

C. Review and Approve the FY25 EPA Funds Allocation

T. Christopher made a motion to approve the FY25 EPA Funds Allocation.
H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

D. Review and Approval 2024-25 Unaudited Actual Reports

T. Arnett made a motion to approve the 2024-25 Unaudited Actual Reports.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

E. Review and Approval of Resolution 2024-3 Enrollment Capacity and procedures for the 2024-25 School Year

T. Arnett made a motion to approve Resolution 2024-3 Enrollment Capacity and procedures for the 2024-25 School Year.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

IX. People Division

A. People Division Update

Sophie Trivino presented the People Division update.
People Division Report [link](#)

B. TAMO Report (2022-23)

Sophie Trivino presented the TAMO Report.

X. Closing Items

A.

Upcoming Meetings

The next Board of Directors meeting will be held on Saturday, December 7, at 10:00 a.m.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:55 PM.

Respectfully Submitted,
T. Wrigley

Coversheet

Confirmation of Scholar Representative

Section:	III. Organization of the Board of Directors
Item:	A. Confirmation of Scholar Representative
Purpose:	Vote
Submitted by:	
Related Material:	Memo_to_the_Board_-_Scholar_Representative_Seat_2024.pdf



MEMORANDUM

To: Board of Directors

Via: Board Packet

From: Elizabeth Brenner, Superintendent & CEO

Date: December 3, 2024

Re: Scholar Representative Seat

At its May 21, 2022 Regular Meeting, the Board of Directors approved revised By-Laws, which added a pupil member to the Board. "The pupil member is a currently enrolled scholar in a charter school managed by the Corporation in ninth through twelfth grade who is active in the Scholar Leadership Council."

According to the revised By-Laws, "In addition to the number of Directors otherwise prescribed by these bylaws, pursuant to Education Code section 47604.2, the Board composition shall also include a seat reserved for a pupil member. All Directors, except for the pupil member, shall have full voting rights, including any representative appointed by a chartering authority as consistent with Education Code Section 47604 (c). The pupil member shall have preferential voting rights. Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board of Directors, but that shall not serve in determining the final numerical outcome of a vote."

At the October 8, 2024 meeting of the Scholar Leadership Council, Zahra Grihma, was elected by the council members to the role of Chairperson. She will be serving in this role for the remainder of the 2024 - 2025 school year. I ask that the Board of Directors confirm her appointment as the pupil member (Scholar Representative), with a one (1) year term (which is renewable) effective today.

Coversheet

Parent Advisory Council Update

Section:	V. Communications
Item:	B. Parent Advisory Council Update
Purpose:	Discuss
Submitted by:	
Related Material:	Parent Advisory Council Report - November Meeting .pdf



November Parent Advisory Council Meeting - November 15, 2024

Prepared for December 7, 2024 Board Meeting

Meeting Recording [Link](#)

AI Summary:

Attendance and Vendor Updates @ 0:00 - Tami Wrigley reviewed attendance and Jeanne Hlebo provided an update on the vendor application process, noting that they processed over 60-70 service vendors and 15 materials vendors this year. Jeanne discussed the challenges of the vendor application process and plans to open up a new vendor window in December to allow more time for applications.

Scholar IDs and Multi-Factor Authentication @ 13:03 - Krisha Moeller announced that scholar IDs with multi-factor authentication capabilities will be rolled out in the spring semester. The IDs will allow scholars to authenticate into their Gmail accounts using a QR code or other options. The team is planning a "Scholar Picture Week" in early December to collect photos for the IDs.

High School Field Trips @ 21:08 - Danielle Del provided an overview of the field trip offerings, noting that most are open to high school scholars. She highlighted some upcoming community service opportunities that would be good for high school students, and encouraged parents to provide feedback on field trip ideas tailored for the high school age group.

Curriculum Ordering Process Improvements @ 37:49 - Elizabeth Brenner discussed plans to create a pre-approved "Compass Store" on Amazon to streamline the curriculum ordering process and reduce the burden on learning coaches and supervising teachers. This will launch next school year.

State Assessment Participation Rates @ 48:23 - Elizabeth Brenner shared that the school's state assessment participation rates have improved significantly across all charters, with the largest gains in the Yolo charter, going from 71% to 85% participation. This is an important metric that impacts the school's state report card.

Recap and Next Steps @ 53:32 - The meeting concluded with a recap of the key topics and announcements, and a note that the next Parent Advisory Council meeting will be on January 17th.

Coversheet

Scholar Leadership Council Report

Section:	V. Communications
Item:	C. Scholar Leadership Council Report
Purpose:	Discuss
Submitted by:	
Related Material:	Scholar Leadership Council Report - October 2024.pdf Scholar Leadership Council Report - November 2024 (1).pdf



October Scholar Leadership Council Report

Prepared for December 7, 2024 Board Meeting

Scholar Leadership Council Meeting - October 8, 2024

Meeting Recording [Link](#)

AI Summary:

Election of new council chair and secretary @ 0:00 - The meeting began with the election of new council leadership positions. Zahra was elected as the new council chair, and Talulah was elected as the new secretary. The council members voted to confirm these positions.

Goal to increase council membership and attendance @ 8:07 - The council discussed their goal to increase the number of active council members from 11 to between 15-20, with a target attendance rate of 80%. Currently, attendance is at 50%. The council brainstormed ideas to boost membership and engagement, including sending more frequent reminders via email, Google Chat, and the school's weekly newsletter. There was a discussion on creating a recruitment video for the newsletter.

Ideas for community meetup events @ 17:07 - The council discussed ideas for community meetup events to help scholars and families connect in-person. Types of meetups brought up were sports and games days, holiday and cultural events, and hobby themes. There was also the suggestion of collaborating with other schools or organizations.

Next steps and closing @ 30:15 - The council set the date for their next meeting on November 12th. The council chair and secretary were provided next steps to get oriented in their new roles. Ms. Brenner emphasized the importance of consistent attendance and participation.



November Scholar Leadership Council Report

Prepared for December 7, 2024 Board Meeting

Scholar Leadership Council Meeting - November 12, 2024

Summary paragraph by Scholar Leadership Council Secretary, Tallulah Woolsey

Zahra began the meeting at 2:04 and Tallulah took attendance. Ms. Moeller gave an update on the team's investigation into new scholar communication tools. She suggested that members of the Leadership Council volunteer to test these platforms and provide feedback on their advantages for student organizations and clubs, along with trying to spread word about it to other Compass scholars. Everyone agreed that it was a relatively short meeting before Zahra adjourned the meeting at 2:16.

Meeting Recording [Link](#)

AI Summary:

Attendance and Introductions @ 0:00 - The Secretary took attendance, calling out the names of the participants present. The group confirmed that no additional members were expected to join.

Scholar Communication Portal Update @ 2:13 - Ms. Moeller provided an update on the team's exploration of new communication platforms for scholars, including Google Classroom and WorkVvo. She requested volunteers from the Scholar Leadership Council to test out these platforms and provide feedback on their usefulness for scholar clubs and organizations.

Expanding the Pilot Test @ 4:32 - The group discussed expanding the pilot test beyond just the Scholar Leadership Council members. It was suggested that council members could share the opportunity with other scholars they know. It was agreed this would be a good approach to get broader feedback.

Upcoming Meeting Agenda @ 9:00 - Elizabeth Brenner outlined the agenda for the next Scholar Leadership Council meeting on December 10th, which will include reviewing the school safety plan and the annual scholar survey. She invited the group to suggest any other topics they would like to discuss.

Meeting Wrap-up @ 10:46 - The group noted this was a relatively short meeting compared to previous ones, and there was a suggestion to work to have a more robust agenda for the next gathering. The meeting was adjourned.

Coversheet

Scholar Spotlight

Section:	VI. Scholar Spotlight
Item:	A. Scholar Spotlight
Purpose:	FYI
Submitted by:	
Related Material:	Luciana Scholar Spotlight 11-2024 (1).png

Meet Luciana!



Scholar spotlight

Why did you choose to attend Compass Charter Schools?

I wanted the flexibility of being homeschooled and being in a safe environment.

What are your hobbies or passions?

Riding and training horses in English and Western.

How long have you been at Compass?

6 years.

What is your favorite subject?

Writing, English, history, math, environmental studies, animals, science, and government.

What do you want to do when you are older?

I want to be a horse trainer.

What do you love about Compass?

It gives me the flexibility to do school and work around riding. For example, when I go to the barn and ride, I can go to school in the morning and come home every day to relax and have fun. We also have more flexibility to travel.

Anything else that you would like to share?

I honestly love my teachers; they are amazing, kind, caring, loving, and passionate about what I'm learning. They are always pushing me to do the best I can.

Coversheet

Superintendent's Report

Section:	VII. Superintendent's Report
Item:	A. Superintendent's Report
Purpose:	Discuss
Submitted by:	
Related Material:	Superintendent's Report BOD December 2024 (1).pdf



Superintendent's Report
to the
Board of Directors
December 7, 2024



Blueprint for Success

Under revision

OUR VISION:

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

SCHOLAR OUTCOMES:

Innovator, Effective Collaborator, Confident Learner, Community Leader

WIG #1:

100% of staff will report increased coherence, improved culture and greater connectedness by the end of the 2023-2024 school year.

Strategic Plan Goals

- Build trusting relationships and a culture of collaboration, innovation, and ongoing learning.
- Provide equitable support for all scholars by leveraging the full Compass community to advance each individual scholars' academic and social emotional progress.
- Position Compass to meet the growing demand for personalized virtual learning while proactively adapting to political changes.
- Become a recognized leader in personalized virtual learning within California and across the U.S.

WIG #2:

100% of eligible scholars will graduate by the end of the 2023-2024 school year

Learning Experiences

- **Inclusive & Equitable**
Learning communities are collaborative and culturally relevant, where every scholar feels they belong and can tap into their full academic and social potential, contributing to the collective success of their community.
- **Authentic Learning**
Meaningful, relevant learning grounded in real-world challenges and applications for authentic audiences.
- **Competency-based**
Learning is driven by evidence-based instruction, assessment, and feedback cycle based on progress toward desired knowledge, skills and dispositions.
- **Personalized**
Learning is co-constructed based on each scholar's unique strengths, skills interests and needs.

Core Values: Achievement, Respect, Teamwork, Integrity, Communication

Enabling Conditions: Coherence, Culture, Connectedness

LCAP: (fiscal and physical measurement)

Our Mission:

Is to inspire and develop innovative, creative, self-directed learners, one scholar at a time

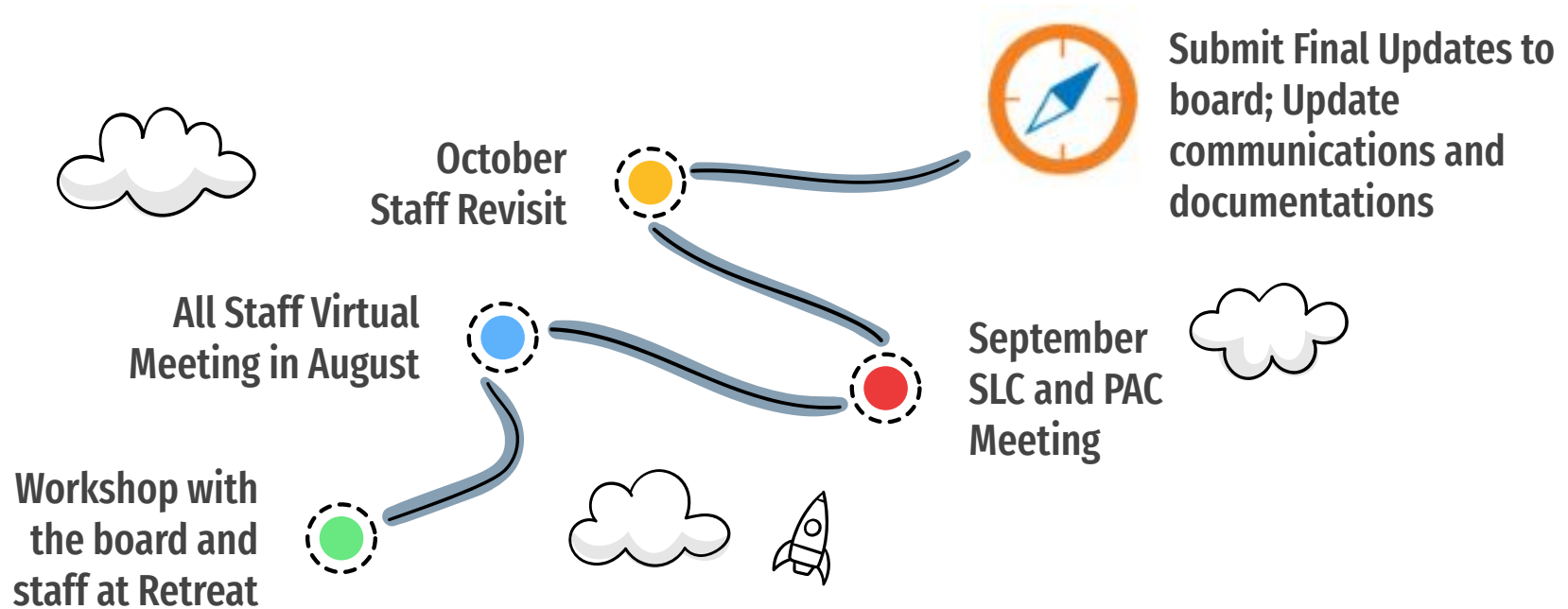


Vision Draft

Our vision is to create an innovative, collaborative learning environment that supports the diverse needs and goals of each scholar, nurtures a love of learning, and prepares them for future success.

Timeline for Our Mission/Vision Work

The upcoming months are crucial as we work together to enhance our organization's effectiveness. This presentation outlines key milestones and collaborative efforts leading to a successful rollout in January.



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Same

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Date
change

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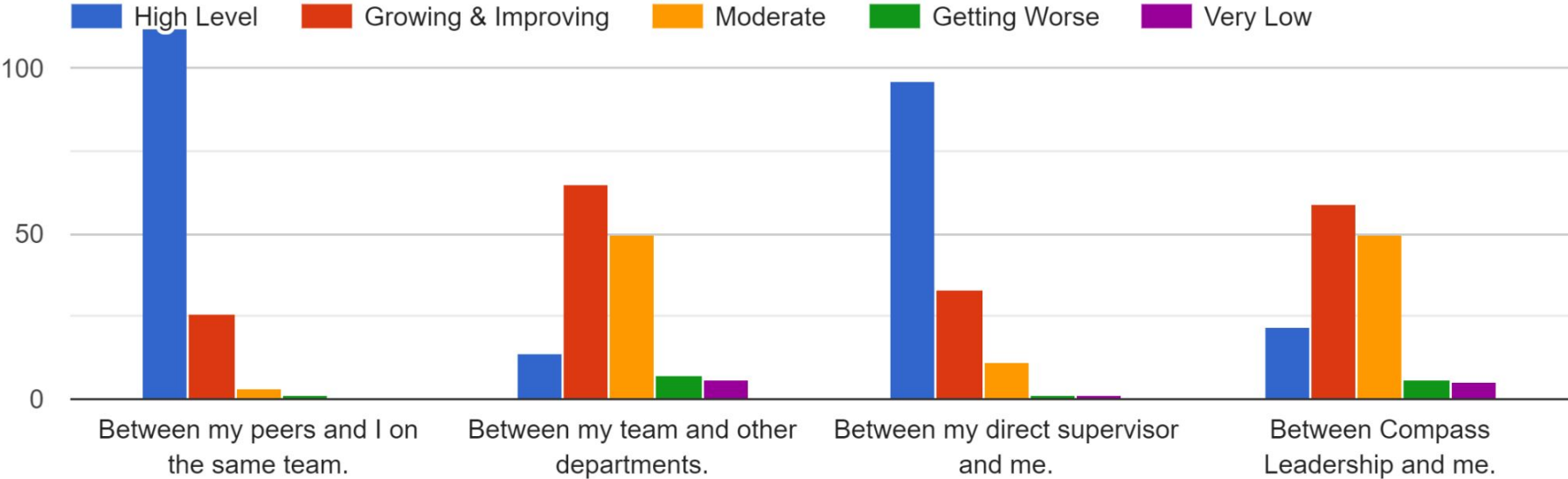
WIG 1

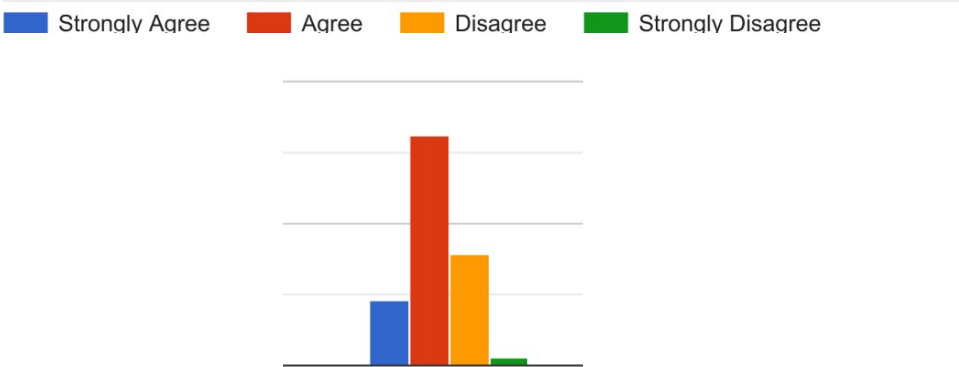
100% of staff will report increased coherence, improved culture, and greater connectedness by the end of the **2027-2028** school year.

Trust & Inspire



Think of the trust you extend and are given with different components within our school. Then please indicate the level of trust in the following scenarios:





Our school culture is improving.



Strategic Plan Goals

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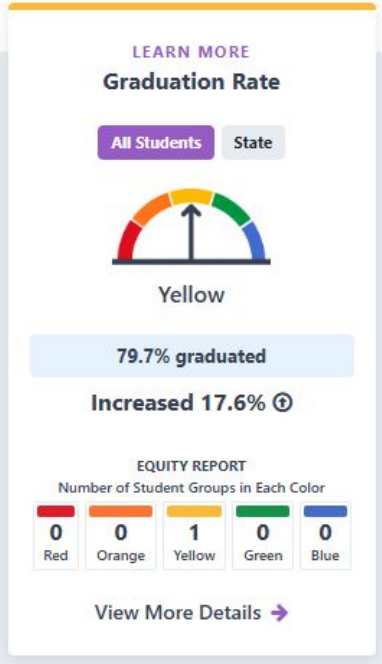
WIG 2

100% of eligible scholars will graduate by the end of the **2027-2028** school year.

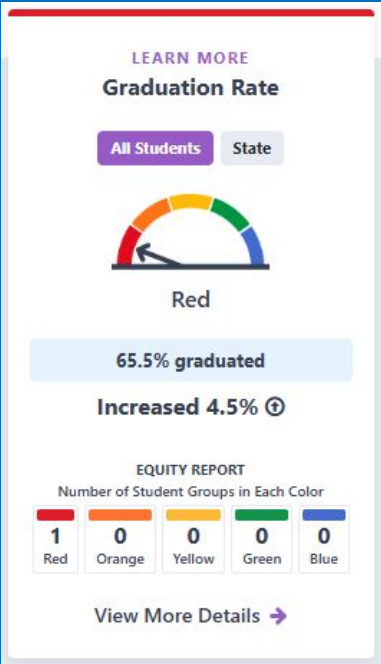


WIG 2

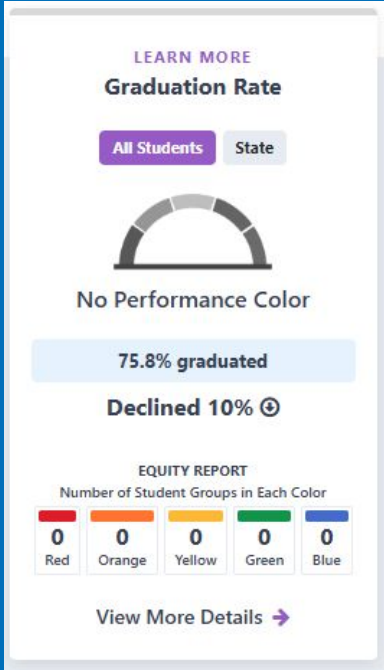
Los Angeles



San Diego



Yolo





Strategic Plan Goals

Learning Experiences

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Core Values: Achievement, Respect, Teamwork, Integrity, Communication

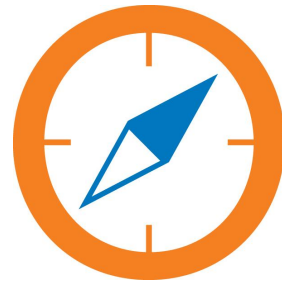
Enabling Conditions: Coherence, Culture, Connectedness

LCAP: (fiscal and physical measurement)

Our Mission:


Is to inspire and develop innovative, creative, self-directed learners, one scholar at a time


Same




OUR ARTIC VALUES

 **Achievement** Engage in and take charge of your learning.

 **Respect** Be respectful in all interactions with fellow scholars, learning coaches, faculty, and staff.

 **Teamwork** Work cooperatively with all persons involved in your education.
“Teamwork makes the Dreamwork.”

 **Integrity** Behave following strong ethical principles, values and academic honesty.

 **Communication** Frequently and proactively communicate with all persons involved in your education.

Blueprint for Success

OUR VISION:

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

SCHOLAR OUTCOMES:

Innovator, Effective Collaborator, Confident Learner, Community Leader

WIG #1:

100% of staff will report increased coherence, improved culture and greater connectedness by the end of the 2023-2024 school year.

Strategic Plan Goals

- Build trusting relationships and a culture of collaboration, innovation, and ongoing learning.
- Provide equitable support for all scholars by leveraging the full Compass community to advance each individual scholars' academic and social emotional progress.
- Position Compass to meet the growing demand for personalized virtual learning while proactively adapting to political changes.
- Become a recognized leader in personalized virtual learning within California and across the U.S.

WIG #2:

100% of eligible scholars will graduate by the end of the 2023-2024 school year

Learning Experiences

- **Inclusive & Equitable**
Learning communities are collaborative and culturally relevant, where every scholar feels they belong and can tap into their full academic and social potential, contributing to the collective success of their community.
- **Authentic Learning**
Meaningful, relevant learning grounded in real-world challenges and applications for authentic audiences.
- **Competency-based**
Learning is driven by evidence-based instruction, assessment, and feedback cycle based on progress toward desired knowledge, skills and dispositions.
- **Personalized**
Learning is co-constructed based on each scholar's unique strengths, skills interests and needs.

Core Values: Achievement, Respect, Teamwork, Integrity, Communication

Enabling Conditions: Coherence, Culture, Connectedness

LCAP: (fiscal and physical measurement)

Our Mission:

Is to inspire and develop innovative, creative, self-directed learners, one scholar at a time

Same



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





Superintendent's Goals





Mentoring

Continue to be mentored by Marlon Styles of the Learner Centered Collaborative.

Attend the annual LCC leadership retreat.




WIG 1







100% of staff will report improved school culture

This goal will be met through continued professional learning as a leadership team around the 4 Essential Roles of Leadership (4ERLS). The roles are Inspire Trust, Create Vision, Execute Strategy, and Coach Potential. This work builds on the Trust and Inspire work that was done last year. Success will be measured by results on the Leadership 360 and the annual staff survey that includes questions specifically about trust.

Tasks

- ☐ Continue Coaching Skills development based on 360 results  Jan 13, 2025
- ☐ Administer the annual survey and evaluate the trust questions.  Feb 28, 2025
- ☐ Execute Strategy Professional Learning  Mar 10, 2025

Add a Task

- ☒ Lead all management staff in completing the Leadership 360 Evaluation  Nov 15, 2024
- ☒ Develop Coaching skills for all leaders  Nov 04, 2024
- ☒ Introduction to the 4ERLS  Sep 09, 2024
- ☒ Roll Out the 4 Essentials Roles of Leadership to all management staff  Aug 06, 2024




Strategic Priority- Compliance



Position Compass to meet the growing demand for personalized virtual learning while proactively adapting to political changes.

The superintendent will lead key projects that improve the efficiency, transparency, and compliance of systems to ensure that the school operates effectively. Each new system will improve access to information that will also contribute to an increase in trust throughout the organization.

Tasks

- ☐ Lead the implementation of the Clarity Strategic Planning Platform for LCAP and WASC plans.  Jan 25, 2025
- ☐ Lead the implementation of the Abre data system  May 17, 2025
- ☐ Lead the implementation of improved attendance documentation systems that meet audit requirements.  May 17, 2025

Strategic Priority- Advocacy



Become a recognized leader in personalized virtual learning within California and across the US.

Serve as a member of the APlus Advisory Committee to support protections for non-classroom based charter schools. Serve as a board member on the Reaching At-Promise Students (RAPSA) board to connect with policymakers at the state and local level around providing alternative educational models for at-promise scholars. Connect with local, state, and federal legislators to tell the story of schools like Compass and to advocate for change in current law and influence pending legislation. Participate in CCSA and CSDC advocacy meetings.

Tasks

- ☐ Attend bi-monthly Small School District Association (SSDA) meetings. 📅 May 17, 2025
- ☐ Attend Quarterly APlus Advisory Council Meetings 📅 May 17, 2025
- ☐ Attend quarterly RAPSA Board Meetings 📅 May 17, 2025
- ☐ Visit at least two new legislators who might support NCB schools as they enter office to provide information about how schools like Compass provide education options for all scholars. 📅 May 17, 2025
- ☐ Develop an Advocacy plan that drives messaging and identifies opportunities to advocate for personalized learning. 📅 Jan 25, 2025

Add a Task

- ☒ Attend the RAPSA Conference 📅 Nov 06, 2024
- ☒ Attend the APlus Annual Advisory Committee meeting 📅 Oct 22, 2024
- ☒ Attend the CSDC Conference 📅 Nov 18, 2024
- ☒ Attend the APlus Advisory Committee Meeting 📅 Sep 04, 2024



Updates- SD Renewal

San Diego charter petition public hearing on November 12, 2025 went well.

The decision meeting will be on December 17, 2025.

Updates- Santa Ana Charter



The continuing charter petition to Santa Ana USD was submitted on October 4th, 2024.

We met with SAUSD staff at the OCLC on November 5.

The public hearing will be on December 17, 2024.

The decision will be announce on January 28, 2025.

any questions?



Coversheet

Update to Board Policy #40 Scholar Policy- Uniform Complaint Policy and Procedures

Section: VII. Superintendent's Report
Item: C. Update to Board Policy #40 Scholar Policy- Uniform Complaint Policy and Procedures
Purpose: Vote
Submitted by: Elizabeth Brenner
Related Material:
Board Policy Scholar Policy - Uniform Complaint Policy and Procedures (4873-9723-8521.v1).docx
Board Policy Scholar Policy - Uniform Complaint Policy and Procedures-final.docx
Summary of changes to the UCP.docx

BACKGROUND:

As part of our annual policy review, our legal team has updated policy #40 to reflect all new requirements. The summary of changes, redlined, and final versions are provided for review and discussion.

RECOMMENDATION:

It is recommended that the board approve the updated policy.

Board Policy #: 40

Adopted/Ratified: October 3, 2019

Revision Date: December 7, 2024

SECTION 40 – SCHOLAR POLICY – UNIFORM COMPLAINT POLICY AND PROCEDURES

Scope

Compass Charter Schools (“Charter School”)’ ~~policy is to comply~~complies with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing “UCP” for the following types of complaints:

- ~~(1)~~ Complaints ~~of alleging~~ unlawful discrimination, harassment, intimidation or bullying against any protected group ~~, including actual or perceived discrimination,~~ on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, gender expression, gender identity, gender, genetic information, immigration status/citizenship, marital status, medical condition, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or any combination of those characteristics, or on the basis of a
 - ~~(2)~~(1) person’s association with a person or group with one or more of these actual or perceived characteristics or any combination of those characteristics in any Charter School program or activity. Unlawful discrimination includes, but is not limited to, noncompliance with Education Code sections 243(a) or 244(a).
- (2) Complaints ~~of alleging a~~ violations of state or federal law ~~and or~~ regulations governing the following programs ~~including but not limited to:~~
 - a. Accommodations for Pregnant, Parenting or Lactating Students;
 - b. Adult Education Programs;
 - c. Career Technical and Technical Education and Training Programs;
 - d. Child Care and Development Programs;
 - e. Education or Graduation of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils, Migratory Children, and Pupils from Military Families;
 - f. ~~, Local Control and Accountability Plans (LCAP),~~ Migrant Child Education Programs; ~~Programs~~
 - g. Consolidated Categorical Aid Programs;
 - h. ~~, Every Student Succeeds Act / No Child Left Behind Act (2001),~~ Programs (Titles I-VII); ~~, including improving academic achievement, compensatory education, limited English proficiency, and migrant education,~~
 - i. Regional Occupational Centers and Programs; and/or
 - a.j. ~~Special Education Programs, State Preschool, Bilingual Education Comprehensive~~

~~School Safety Plans,~~

- (3) ~~CA complaints may also be filed~~ alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below:
- a. “Educational activity” means an activity offered by ~~a school, school district, the e~~ Charter ~~s~~School ~~or county office of education~~ that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
 - c. ~~A~~Complaints regarding pupil fees, local control accountability plans (“LCAP”), or noncompliance with Education Code sections 243 or 244 only - complaint may be filed anonymously (without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the respective applicable laws,- relating to pupil fees.
 - d. If the Charter School finds merit in a pupil fees complaint the Charter School, or the California Department of Education (“CDE”) finds merit in an appeal, the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this ~~section-policy~~ shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or ~~school-districts, school,~~the Charter School and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints ~~of alleging~~ noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) ~~or LCAP, Local Control and Accountability Plans, or under~~ Sections 47606.5 and 47607.3 of the Education Code, as applicable. If the Charter School adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 no longer fall under the UCP. Instead, they are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

- ~~(5) Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 no longer fall under the UCP. Instead, they are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153. Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus.~~

~~(6) The Complaints of noncompliance with the requirements of Education Code Section 48645.7 regarding the rights of juvenile court school pupils when they become entitled to a diploma.~~

~~(7) Complaints of noncompliance with the Charter School's School Safety Plan. Charter School acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Superintendent & CEO or designee on a case-by-case basis. The Charter School shall ensure that complainants are protected from retaliation. The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible) the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant.~~

~~This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent & CEO or designee on a case-by-case basis.~~

~~The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation~~

~~shall not in any way affect the status, grades or work assignments of the complainant.~~

Compliance Officer

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

Elizabeth Brenner | Superintendent & CEO
850 Hampshire Road, Suite R
Thousand Oaks, California 91361
(405) 358-4761
ebrenner@compasscharters.org

The Superintendent & CEO or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent & CEO or designee.

Should a complaint be filed against the Superintendent & CEO, the compliance officer for that case shall be the Chair of the Charter School Board of Directors.

Notifications

The Charter School shall annually provide written notification of the Charter School's ~~uniform complaint procedures~~ UCP to employees, scholars, parents and/or guardians, advisory committees, private school officials or representatives, and other interested parties ~~(e.g., Adult Education)~~, as applicable. The annual notice of this Policy may be made available on the Charter School's website.

The annual notice shall be in English. ~~Pursuant to~~ When necessary, under Education Code Section 48985, if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English, this annual notice will also be provided to the parent or guardian of any such pupils in their primary language.

The Superintendent & CEO or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (1) A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
- (2) A statement clearly identifying any California State preschool programs that the Charter School is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that the Charter School is operating pursuant to Title 22 licensing requirements.
- (3) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (4) A statement that a student enrolled in a public school shall not be required to pay a pupil

fee for participation in an educational activity.

- (5) A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
- (6) A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
- (7) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of the Charter School's Decision, except if the Charter School has used its UCP to address a complaint that is not subject to the UCP requirements.
- (8) A statement that a complainant who appeals the Charter School's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
- (9) A statement that if the Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
- (10) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
- (11) A statement that copies of the Charter School's UCP shall be available free of charge.
- ~~(a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.~~
- ~~(b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.~~
- ~~(c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.~~
- ~~(d) A statement that the complainant has a right to appeal the Charter School's decision to the California Department of Education ("CDE") by filing a written appeal within 15 days of receiving the Charter School's decision.~~
- ~~(e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code Section 262.3.~~
- ~~(f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.~~

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations ~~governing educational programs enumerated in the “Scope” section, above.~~ The Compliance Officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties ~~involved in allegations named~~ shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

STEP 1: FILING OF COMPLAINT

Any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or by the Charter School.

~~A complaint alleging~~ unlawful discrimination, harassment, intimidation or bullying pursuant to this policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Superintendent & CEO or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Superintendent & CEO or designee shall be made in writing. The period for filing may be extended by the Superintendent & CEO or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Superintendent & CEO or designee shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School Board of Directors approved the LCAP or the annual update was adopted by the Charter School.~~shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.~~

~~Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.~~

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees, LCAP, or noncompliance with Education Code section 243 or 244 may be filed anonymously as set forth in this policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist ~~him/her~~ the complainant in the filing of the complaint.

STEP 2: MEDIATION

Within three (3) business days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the Compliance Officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the ~~problem~~ complaint to the satisfaction of the complainant ~~within the parameters of law~~, the Compliance Officer shall proceed with ~~his/her~~ the investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an

extension of time.

STEP 3: INVESTIGATION OF COMPLAINT

The Compliance Officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her/the complainant's representative to repeat the complaint orally.

The complainant and/or his/her/the complainant's representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her/the complainant's failure or refusal to cooperate in the investigation or his/her/the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

STEP 4: ~~RESPONSE~~

~~Unless extended by written agreement with the complainant, the Compliance Officer shall prepare and send to the complainant a final written decision of the Charter School's investigation and disposition, as described in Step 5 below, within sixty (60) days of the Charter School's receipt of the complaint.~~

~~STEP 5: FINAL WRITTEN DECISION~~

The Charter School shall issue an investigation report (the "Decision") based on the evidence. The Charter School's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of the Charter School's receipt of the complaint unless the timeframe is extended with the written agreement of the complainant. The Charter School's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether the Charter School is in compliance with the relevant law.
3. Corrective actions, if the Charter School finds merit in the complaint and any are warranted or required by law.

4. Notice of the complainant's right to appeal the Charter School's Decision within thirty (30) calendar days to the CDE, except when the Charter School has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and the employee was informed of the Charter School's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. ~~The findings of fact based on evidence gathered.~~
2. ~~The conclusion(s) of law.~~
3. ~~Disposition of the complaint.~~
4. ~~Rationale for such disposition.~~
5. ~~Corrective actions, if any are warranted.~~
6. ~~Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.~~
7. ~~For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days~~

have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

8. ~~For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.~~

~~If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.~~

Appeals to the California Department of Education

If dissatisfied with the Charter School's ~~d~~Decision, the complainant may appeal in writing to the CDE within thirty (30) days of receiving the Charter School's Decision. The appeal shall be accompanied by a copy of the complaint filed with the Charter School and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal including at least one of the following of the decision and whether the facts are incorrect and/or the law has been misapplied.: ~~The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.~~

1. The Charter School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the Charter School's Decision are not supported by substantial evidence.
4. The legal conclusion in the Charter School's Decision is inconsistent with the law.
5. In a case in which Charter School's Decision found noncompliance; the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Charter School's Decision, the Superintendent & CEO or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.
2. A copy of the ~~d~~Decision.
3. ~~A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.~~
- 4.3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by ~~all the~~ parties ~~and or~~ gathered by the investigator.
- 5.4. A report of any action taken to resolve the complaint.
- 6.5. A copy of the Charter School's complaint procedures.
- 7.6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to the Charter School for resolution as a new complaint. If the CDE

notifies the Charter School that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, the Charter School will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including but not limited to cases in which, through no fault of the complainant, the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Complaints alleging noncompliance with Education Code section 243 or 244 may be filed with the SSPI directly, and the SSPI may directly intervene without waiting for an investigation by the Charter School. The complainant shall present the SSPI with evidence that supports the basis for the direct filing and why immediate action is necessary.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, ~~harassment, intimidation or bullying~~ complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her/~~their~~ right to file a complaint ~~in accordance with Title 5, California Code of Regulations, Section 4622.~~



UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____
 Scholar Name (if applicable): _____ Grade: _____ Date of Birth: _____
 Street Address/Apt. #: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|--|--|--|
| <input type="checkbox"/> Academic Achievement <u>Adult Education</u> | <input type="checkbox"/> Pupil Fees <u>Foster/Homeless-Youth Education</u> | <input type="checkbox"/> Migratory Pupils <u>School Plans for Student Achievement</u> |
| <input type="checkbox"/> Career Technical and Technical Education and Training <u>Bilingual Education</u> | <input type="checkbox"/> Juvenile Court School <u>Pupils</u> | <input type="checkbox"/> School Safety Plan |
| <input type="checkbox"/> Child Care and Development Programs <u>Compensatory Education</u> | <input type="checkbox"/> Local Control Funding Formula/ Local Control and Accountability Plan (LCAP) | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Consolidated Categorical Aid Programs <u>English Proficiency</u> | <input type="checkbox"/> Migrant <u>Child</u> Education | <input type="checkbox"/> State Preschool Health/Safety |
| <input type="checkbox"/> Every Student Succeeds Act / <u>No Child Left Behind Programs</u> | <input type="checkbox"/> <u>Pregnant, Parenting, or Lactating Students</u> | <input type="checkbox"/> <u>Education or graduation of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families</u> Pupils from Military Families |
| | <input type="checkbox"/> <u>Regional Occupational Centers and Programs</u> | |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis (actual or perceived) of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- | | | |
|---|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Immigration Status/Citizenship | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Color | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Medical Condition | |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Nationality / National Origin | |
| <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Race or Ethnicity | |
| | <input type="checkbox"/> Religion | |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

☐ Yes

☐ No

Signature: _____

Date: _____

Mail complaint and any relevant documents to the Compliance Officer:

Elizabeth Brenner | Superintendent & CEO
850 Hampshire Road, Suite P

Thousand Oaks,
California 91361
(405) 358-4761

ebrenner@compasscharters.org

Board Policy #: 40

Adopted/Ratified: October 3, 2019

Revision Date: December 7, 2024

SECTION 40 – SCHOLAR POLICY – UNIFORM COMPLAINT POLICY AND PROCEDURES

Compass Charter Schools (“Charter School”) complies with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

- (1) Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, gender expression, gender identity, gender, genetic information, immigration status/citizenship, marital status, medical condition, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or any combination of those characteristics, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics or any combination of those characteristics in any Charter School program or activity. Unlawful discrimination includes, but is not limited to, noncompliance with Education Code sections 243(a) or 244(a).
- (2) Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - a. Accommodations for Pregnant, Parenting or Lactating Students;
 - b. Adult Education Programs;
 - c. Career Technical and Technical Education and Training Programs;
 - d. Child Care and Development Programs;
 - e. Education or Graduation of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils, Migratory Children, and Pupils from Military Families;
 - f. Migrant Child Education Programs;
 - g. Consolidated Categorical Aid Programs;
 - h. Every Student Succeeds Programs (Titles I-VII);
 - i. Regional Occupational Centers and Programs; and/or
 - j. State Preschool
- (3) Complaints alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below:
 - a. “Educational activity” means an activity offered by the Charter School that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular

activities.

- b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. Complaints regarding pupil fees, local control accountability plans (“LCAP”), or noncompliance with Education Code sections 243 or 244 only may be filed anonymously (without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the respective applicable laws.
- d. If the Charter School finds merit in a pupil fees complaint the Charter School, or the California Department of Education (“CDE”) finds merit in an appeal, the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- e. Nothing in this policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or the Charter School and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

- (4) Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or LCAP under Sections 47606.5 and 47607.3 of the Education Code, as applicable. If the Charter School adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 no longer fall under the UCP. Instead, they are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 no longer fall under the UCP. Instead, they are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

The Charter School acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Superintendent & CEO or designee on a case-by-case basis. The Charter School shall ensure that complainants are protected from retaliation.

Compliance Officer

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

Elizabeth Brenner | Superintendent & CEO
850 Hampshire Road, Suite R
Thousand Oaks, California 91361
(405) 358-4761
ebrenner@compasscharters.org

The Superintendent & CEO or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent & CEO or designee.

Should a complaint be filed against the Superintendent & CEO, the compliance officer for that case shall be the Chair of the Charter School Board of Directors.

Notifications

The Charter School shall annually provide written notification of the Charter School's UCP to employees, scholars, parents and/or guardians, advisory committees, private school officials or representatives, and other interested parties, as applicable. The annual notice of this Policy may be made available on the Charter School's website.

The annual notice shall be in English. When necessary, under Education Code Section 48985, if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English, this annual notice will also be provided to the parent or guardian of any such pupils in their primary language.

The Superintendent & CEO or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (1) A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
- (2) A statement clearly identifying any California State preschool programs that the Charter

School is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that the Charter School is operating pursuant to Title 22 licensing requirements.

- (3) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (4) A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (5) A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
- (6) A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
- (7) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of the Charter School's Decision, except if the Charter School has used its UCP to address a complaint that is not subject to the UCP requirements.
- (8) A statement that a complainant who appeals the Charter School's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
- (9) A statement that if the Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
- (10) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
- (11) A statement that copies of the Charter School's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations enumerated in the "Scope" section, above. The Compliance Officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or

hearing is scheduled, and when a decision or ruling is made.

STEP 1: FILING OF COMPLAINT

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Superintendent & CEO or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Superintendent & CEO or designee shall be made in writing. The period for filing may be extended by the Superintendent & CEO or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Superintendent & CEO or designee shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School Board of Directors approved the LCAP or the annual update was adopted by the Charter School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees, LCAP, or noncompliance with Education Code section 243 or 244 may be filed anonymously as set forth in this policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist the complainant in the filing of the complaint.

STEP 2: MEDIATION

Within three (3) business days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the Compliance Officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the complainant, the Compliance Officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

STEP 3: INVESTIGATION OF COMPLAINT

The Compliance Officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or the complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

STEP 4: FINAL WRITTEN DECISION

The Charter School shall issue an investigation report (the "Decision") based on the evidence. The Charter School's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of the Charter School's receipt of the complaint unless the timeframe is extended with the written agreement of the complainant. The Charter School's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether the Charter School is in compliance with the relevant law.

3. Corrective actions, if the Charter School finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal the Charter School's Decision within thirty (30) calendar days to the CDE, except when the Charter School has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and the employee was informed of the Charter School's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the California Department of Education

If dissatisfied with the Charter School's Decision, the complainant may appeal in writing to the CDE within thirty (30) days of receiving the Charter School's Decision. The appeal shall be accompanied by a copy of the complaint filed with the Charter School and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal including at least one of the following:

1. The Charter School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the Charter School's Decision are not supported by substantial evidence.
4. The legal conclusion in the Charter School's Decision is inconsistent with the law.
5. In a case in which Charter School's Decision found noncompliance; the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Charter School's Decision, the Superintendent & CEO or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.
2. A copy of the Decision.
3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of the Charter School's complaint procedures.
6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will

refer those new issues back to the Charter School for resolution as a new complaint. If the CDE notifies the Charter School that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, the Charter School will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including but not limited to cases in which, through no fault of the complainant, the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Complaints alleging noncompliance with Education Code section 243 or 244 may be filed with the SSPI directly, and the SSPI may directly intervene without waiting for an investigation by the Charter School. The complainant shall present the SSPI with evidence that supports the basis for the direct filing and why immediate action is necessary.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her/their right to file a complaint.



UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____
 Scholar Name (if applicable): _____ Grade: _____ Date of Birth: _____
 Street Address/Apt. #: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|--|--|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Pupil Fees | <input type="checkbox"/> School Plans for Student Achievement |
| <input type="checkbox"/> Career Technical and Technical Education and Training | <input type="checkbox"/> Local Control Funding Formula/ Local Control and Accountability Plan (LCAP) | <input type="checkbox"/> State Preschool Health/Safety |
| <input type="checkbox"/> Child Care and Development Programs | <input type="checkbox"/> Migrant Child Education | <input type="checkbox"/> Education or graduation of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families |
| <input type="checkbox"/> Consolidated Categorical Aid Programs | <input type="checkbox"/> Pregnant, Parenting, or Lactating Students | |
| <input type="checkbox"/> Every Student Succeeds Act | <input type="checkbox"/> Regional Occupational Centers and Programs | |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis (actual or perceived) of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- | | | |
|---|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Immigration Status/Citizenship | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Color | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Medical Condition | |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Nationality / National Origin | |
| <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Race or Ethnicity | |
| | <input type="checkbox"/> Religion | |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

☐ Yes

☐ No

Signature: _____

Date: _____

Mail complaint and any relevant documents to the Compliance Officer:

Elizabeth Brenner | Superintendent & CEO
850 Hampshire Road, Suite P

Thousand Oaks,
California 91361
(405) 358-4761
ebrenner@compasscharters.org

Summary of changes to the "Scholar Policy – Uniform Complaint Policy and Procedures" for Compass Charter Schools.

1. **Revision Date:** Updated to December 7, 2024.
2. **Clarifications in Scope:**
 - Expanded details on unlawful discrimination, harassment, intimidation, and bullying, including protected categories such as gender identity, disability, and nationality.
 - Detailed provisions for addressing complaints related to pupil fees, education plans, and program compliance.
 - Specified that certain complaints (e.g., special education or child nutrition programs) are now governed by other regulations outside the Uniform Complaint Policy (UCP).
3. **Procedural Enhancements:**
 - Clear timelines for complaint filing and resolution, including a six-month filing period for discrimination complaints and a one-year period for other issues.
 - Introduction of mediation as an optional first step for resolving complaints.
 - Defined steps for investigation, including evidence requirements and procedures for issuing written decisions.
4. **Appeals Process:**
 - Details for appealing to the California Department of Education (CDE), including timelines, documentation requirements, and conditions for CDE's direct intervention.
 - Additional recourse through civil law remedies after administrative processes are exhausted.
5. **Notifications and Accessibility:**
 - Requirement to annually notify stakeholders about the policy in English and other primary languages as necessary.
 - Free access to complaint procedures and documents.

Coversheet

Approval of unconditional commitment

Section: VII. Superintendent's Report
Item: D. Approval of unconditional commitment
Purpose: Vote
Submitted by: Elizabeth Brenner
Related Material:
Unconditional Brown Act Commitment Resolution (4891-0522-4956.v3).pdf

BACKGROUND:

This resolution further solidifies the board's commitment to ensuring that the Brown Act is followed at all meetings.

RECOMMENDATION:

It is the recommendation of the Superintendent that the board adopt this resolution.

**COMPASS CHARTER SCHOOLS
RESOLUTION #2024-01**

**RESOLUTION APPROVING UNCONDITIONAL COMMITMENT
PURSUANT TO GOVERNMENT CODE SECTION 54960.2**

WHEREAS, Compass Charter Schools is a California nonprofit public benefit corporation operating as a California public charter school; and

WHEREAS, Compass Charter Schools received a complaint alleging violation of the Ralph M. Brown Act (“Brown Act”), (Govt. Code §54950 *et seq.*) during its May 18, 2024, Board meeting related to Agenda item IX.D “Curriculum for 2024-2025 Submission of Board Approved Curriculum May 18, 2024” and subsequently renumbered as Agenda item XI.D. Specifically, this complaint alleged a failure to publicly report action taken and the vote or abstention on that action of each member present for the action.

WHEREAS, Compass Charter Schools disputes this claim; the Compass Charter Schools’ Board of Directors unanimously approved the matter agendized as Agenda item IX.D and this unanimous approval was documented in the publicly available video of the Board meeting. This video is posted on the Compass Charter Schools website along with the agenda and minutes of the May 18, 2024 Board meeting;

WHEREAS, the Compass Charter Schools Board of Directors (“Board”) confirms its commitment to publicly report any and all action taken by the Compass Charter Schools Board of Directors and the vote or abstention on that action of each member present for the action to alleviate any doubt regarding its compliance with the Brown Act and to avoid unnecessary litigation and the associated waste of public resources.

NOW, THEREFORE, BE IT RESOLVED by the Compass Charter Schools Board of Directors:

1. That all of the foregoing recitals are true and correct.
2. That pursuant to Government Code section 54960.2 to alleviate any doubt regarding its compliance with the Brown Act and to avoid unnecessary litigation and the associated waste of public resources the Board hereby approves such unconditional commitment to publicly report any and all action taken by the Compass Charter Schools Board of Directors and the vote or abstention on that action of each member present.

PASSED AND ADOPTED by the Compass Charter Schools Board of Directors this 7th day of December 2024, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the **Compass Charter Schools**, a California non-profit public benefit corporation; that the foregoing is a true copy of a resolution duly and legally adopted by the Board of Directors at a meeting held on December 7, 2024, and that this resolution has not been revoked.

Executed on _____ at _____, California.

_____, Secretary

4891-0522-4956, v. 3

Coversheet

Academic Division Update

Section:	VIII. Academic Services
Item:	A. Academic Division Update
Purpose:	FYI
Submitted by:	
Related Material:	Academic Division Board Report 2024_12_07.pdf



Academic Services Division | Board Report | December 7, 2024





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


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




OUR ARTIC VALUES




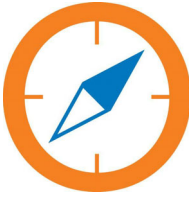
 **Achievement** Engage in and take charge of your learning.

 **Respect** Be respectful in all interactions with fellow scholars, learning coaches, faculty, and staff.

 **Teamwork** Work cooperatively with all persons involved in your education. “Teamwork makes the Dreamwork.”

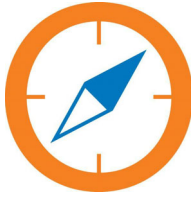
 **Integrity** Behave following strong ethical principles, values and academic honesty.

 **Communication** Frequently and proactively communicate with all persons involved in your education.



CAO Highlights

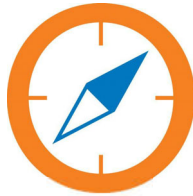
- ❑ Special Ed Leadership Transition going well
- ❑ Focusing on individual and team growth
- ❑ Team collaborating on programs structure improvements



Academic Support

K-5th Emergent Multilingual Scholar Progress

- ❑ **74%** are meeting or exceeding Lexia usage targets
- ❑ **5%** have moved up to “In” or “Above” GLM (Grade Level Material) from September to November



Academic Support

6-12th Emergent Multilingual Scholar Progress

- ❑ **41%** are meeting or exceeding Lexia usage targets
- ❑ **21%** have moved into Intermediate or Advanced skills in Word Study
- ❑ **6%** have moved into Intermediate or Advanced skills in Grammar
- ❑ **18%** have moved into Intermediate or Advanced skills in Comprehension

Counseling



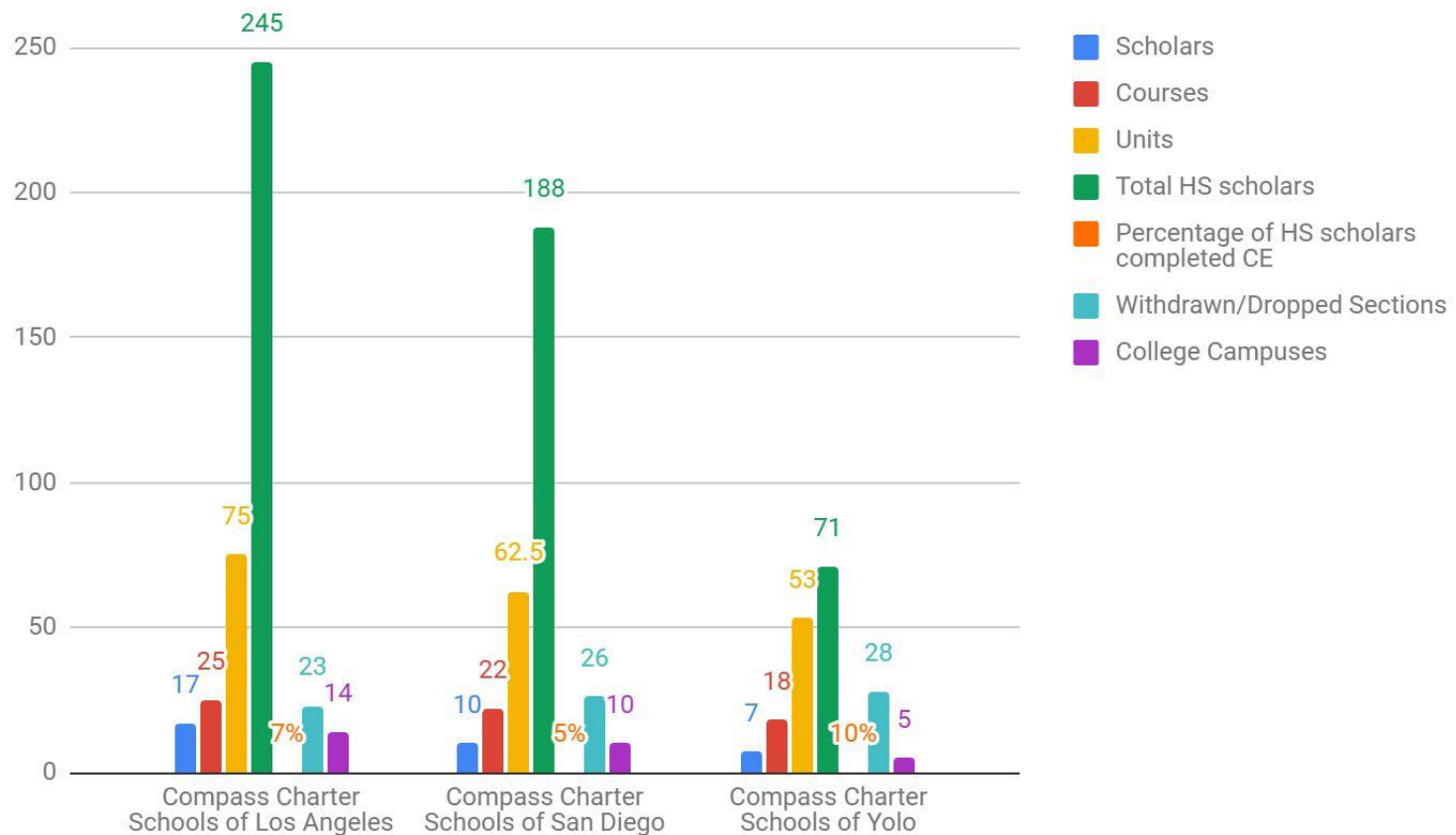
- ❏ The counseling team completed and submitted our [RAMP application for CCS of San Diego](#) (October 2024) to be a Recognized ASCA Model Program (RAMP).

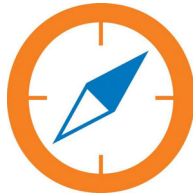
The RAMP® application process is the culmination of successfully implementing the ASCA National Model® framework to show evidence of direct and indirect services to scholars, program planning and improved scholar outcomes as a result of the school counseling program.



Counseling

Fall Concurrent Enrollment Data

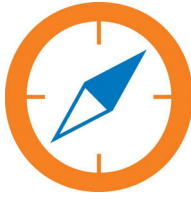




Engagement

- ❏ Registrations received for 2024-25 SY:
 - ❏ Field Trips - 639 Scholar Registrations
 - ❏ Scholar Clubs - 643 Scholar Registrations
 - ❏ Virtual Scholar Workshops - 351 Scholar Registrations
 - ❏ Learning Coach Academy - Registrants
- ❏ Special Populations Registrations for Field Trips, Scholar Clubs & VSWs
 - ❏ McKinney-Vento Population - 90 Registrations
 - ❏ Emergent Multilingual Scholars - 60 Registrations
 - ❏ Foster Program - 10 Registrations
 - ❏ Socio Economically Disadvantaged - 452 Registrations

Online Learning



- ❏ An increase in elective offerings has been included in this year's course catalog based on educational partner feedback
- ❏ To determine if these elective offerings are continuing to meet scholar needs, Compass is surveying families to collect feedback
- ❏ The Online Learning team will evaluate feedback in December to inform the 2025-26 elective offerings

Options Learning



- ❑ **High Participation Across Grade Levels:** All groups nearly meeting 95% completion goal in both STAR Math and STAR Reading tests, demonstrating strong participation rates.
- ❑ **High School Completion:** High school students have the highest participation for both assessments, with 94.48% for Math and 94.83% for Reading.
- ❑ **Middle School Test Engagement:** Middle school participation rates are an indicated area for targeted engagement strategies.



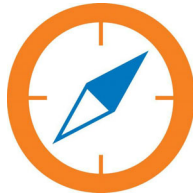
Special Education

Current Number of Scholars with Disabilities: 339

Number of Scholars by Disability Type

- Autism (98)
- Deafness/ Hard or Hearing (2)
- Intellectual Disability (14)
- Multiple Disabilities (5)
- Speech and Language Impairment (65)
- Orthopedic Impairment (3)
- Other Health Impairment (58)
- Specific Learning Disability (92)
- Emotional Disability (2)

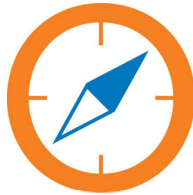
One year ago our number of scholars w/disabilities was 330.



Special Education

- ❏ **Instructional Materials** utilized in SAI for 2024-2025 SY:
 - ❏ MaxScholar
 - ❏ IXL
 - ❏ Ascend Math
 - ❏ Teachtown
 - ❏ Read Naturally
 - ❏ Learning Ally

- ❏ **Staff Support:** Special Education has contracted with an agency for an Education Specialist w/ Mild Moderate Disabilities Credential to ensure all scholars are receiving services by a credentialed teacher.



Staff Support

- Beginning of Year (BOY) STAR Participation - data as of 11/13
 - STAR Early Lit Overall: 95.35%
 - Los Angeles 94.26%
 - San Diego 96.64%
 - Yolo 95.83%
 - STAR Math Overall: 93.52%
 - Los Angeles 91.46%
 - San Diego 96.11%
 - Yolo 93.17%
 - STAR Reading Overall: 93.05%
 - Los Angeles 90.93%
 - San Diego 95.65%
 - Yolo 92.83%



Staff Support

BOY 23-24 - 24-25 STAR Math Growth

Los Angeles Math: **+3.47% growth**

23-24 State Benchmark: 21.76%

24-25 State Benchmark: 25.23%

San Diego Math: **+4.89% growth**

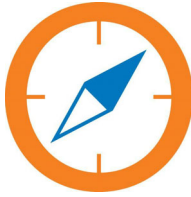
23-24 State Benchmark: 22.12%

24-25 State Benchmark: 27.01%

Yolo Math: **+7.32% growth**

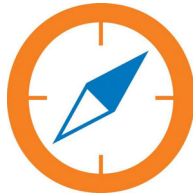
23-24 State Benchmark: 23.91%

24-25 State Benchmark: 31.23%









Staff Support

- ❏ BOY 23-24 - 24-25 STAR Reading Growth
 - ❏ Los Angeles Reading: **-1.03% decline**
 - ❏ 23-24 State Benchmark: 33.02%
 - ❏ 24-25 State Benchmark: 31.99%
 - ❏ San Diego Reading: **+4.04% growth**
 - ❏ 23-24 State Benchmark: 32.97%
 - ❏ 24-25 State Benchmark: 37.01%
 - ❏ Yolo Reading: **+3.91% growth**
 - ❏ 23-24 State Benchmark: 42.05%
 - ❏ 24-25 State Benchmark: 45.96%



Staff Support

In-Service Day Highlights

-  Opening session focused on one of our three Pillars, “Trust and Inspire,” within the *Leader in Me* framework
-  Staff chose two of twelve staff led breakout sessions
-  Per staff request, the afternoon was dedicated to team time.
-  80 staff members filled out feedback form showing:
 -  positive response to in-service day format
 -  average rating of the program’s overall quality: 4.2/5.

Staff Support



- ❏ SAEBRS Assessment (Social Academic Emotional Behavior Risk Screener)
 - ❏ Launched on November 4th.
 - ❏ Research-backed assessment tool designed to evaluate scholars' social, academic, and emotional behavior needs.
 - ❏ Administered to scholars *and* staff
 - ❏ Provides insights that inform interventions and targeted strategies to foster positive learning environments and support scholars' well-being.
 - ❏ Scholars and STs have until November 22nd to complete.
 - ❏ As of 11/19, 306 scholars, or 17% of the 2-12 scholar population, completed the mySAEBRS assessment.
 - ❏ Next: Academic leadership will review data and determine next steps.



Thank you.

Questions & Comments.



Coversheet

Williams Update LA and SD

Section: VIII. Academic Services
Item: B. Williams Update LA and SD
Purpose: Discuss
Submitted by:
Related Material:
Compass Charter Williams Settlement Report for 2024-2025 Site Visit - SD.pdf
Sufficiency Letter - Compass Charter - LA.pdf



San Diego County Office of Education Main Campus
6401 Linda Vista Road, San Diego, CA 92111
858-292-3500 | www.sdcoe.net

October 23, 2024

To: Ke'Len Armstrong, Principal
Compass Charter Schools of San Diego

From: Patricia Karlin, San Diego County *Williams* Coordinator

Re: *Williams* Settlement Finding for 2024-2025 Site Visits

California Education Code Section 1240 require the San Diego County Office of Education staff to visit county schools identified as Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), or schools where 15% or more of the teachers are holders of a permit, certificate, or any other authorization that is a lesser certification than a preliminary or clear California teaching credential and report the results of the visit. California Education Code (EC) requires visits for the purpose of:

1. Ensuring that students have access to “sufficient” instructional materials in core subject areas (English/language arts, ELD, mathematics, history/social science, science) and, as appropriate, science laboratory equipment, world languages, and health education as defined in EC Section 60119.
2. Assessing compliance with facilities maintenance using the Facilities Inspection Tool (FIT) and determining if there are any conditions that “pose an emergency or urgent threat to the health or safety of pupils or staff” as defined in EC Section 17592.72; and assessing “the safety, cleanliness, and adequacy of school facilities, including good repair” as required by EC Sections 17014, 17032.5, 17070.75, and 17089.

This report for the 2024-2025 site visit provides the findings in these areas for Compass Charter Schools of San Diego. A letter and copy of your report will be sent to Elizabeth Brenner, Superintendent and Thomas Arnett, School Board President. For more information regarding these visits, please contact me at patricia.karlin@sdcoe.net or 858-295-8822.

Our *Williams* Team appreciates the time you and your staff invested in order to make our visit to your school a positive experience.

Attachment: *Williams* Settlement Annual School Visit Summary Report for Compass Charter Schools of San Diego

San Diego County Superintendent of Schools Dr. Gloria E. Ciriza

San Diego County Board of Education
Dr. Gregg Robinson, [District 1](#) Guadalupe González, [District 2](#) Alicia Muñoz, [District 3](#)
Paulette Donnellon, [District 4](#) Rick Shea, [District 5](#)



San Diego County Office of Education

Williams Settlement Annual School Visit Summary

2024-2025

Charter School: Compass Charter Schools of San Diego

Date of Visit: 9/13/24

Instructional Materials:

20-25% of classrooms were checked for sufficiency of instructional materials.

Sufficient Textbook and Instructional Materials were found: ☒ Yes ☐ No

School Facilities:

The Facilities Inspection Tool (FIT) was used to determine the condition of the facility. Copies of the detailed report were sent to the school site. The following 8 categories are ranked as good, fair, or poor based on the percentage of the 15 areas evaluated to be in good repair.

Systems Inspected	Rating	Extreme Deficiencies:
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Fair	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Fair	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playgrounds/School Grounds, Windows/ Doors/ Gates/ Fences	Good	
Average Percentage of 15 Areas in 8 Categories:	94.13%	
Overall School Rating	Good	

School Accountability Report Card:

SARC included required information for the following categories:

Instructional Materials: ☒ Yes ☐ No

Facility Maintenance: ☒ Yes ☐ No



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

Debra Duardo
Superintendent

October 4, 2024

*Via First Class Mail and E-mail:
ebrenner@compasscharters.org*

Los Angeles County
Board of Education

Stanley L. Johnson, Jr.
President

Monte E. Perez
Vice President

Yvonne Chan

James Cross

Andrea Foggy-Paxton

Betty Forrester

Theresa Montaño

Mr. Thomas Arnett
Board President
Ms. Elizabeth Brenner
Chief Executive Officer
Compass Charter Schools of Los Angeles
850 Hampshire Road, Suite R
Thousand Oaks, CA 91361

2024-25 Notice of Sufficiency of Instructional Materials for: Compass Charter Schools of Los Angeles

Dear Interim Board President Arnett and Chief Executive Officer Brenner:

California Education Code (EC) 1240 requires county superintendents to visit Williams-monitored schools to determine if there are “sufficient textbooks or instructional materials” in specified areas.

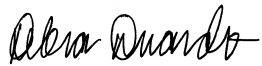
“Sufficient textbooks or instructional materials” is defined by EC 60119 as each pupil, including English Learners, having a standards-aligned local board approved textbook, instructional materials, or both, to use in class and to take home for each course in the following areas: mathematics, science, history-social science, English language arts (including the English language development component of an adopted program) and the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12. The materials may be in a digital format if each pupil, at a minimum, has and can access the same materials in the class and at home, as all other pupils in the same class or course in the school district and can use and access them at home. This provision does not require two sets of textbooks or instructional materials for each pupil.

The Los Angeles County Office of Education (LACOE) acknowledges your district team and the school site staff for ensuring that all students have access to instructional materials. An Instructional Materials review team from LACOE visited **Compass Charter Schools of Los Angeles on September 4, 2024**. This letter is to inform you that LACOE determined a sufficiency of instructional materials exists in each of the specified classes visited during the review.

Mr. Thomas Arnett, Board President
Ms. Elizabeth Brenner, Chief Executive Officer
Compass Charter Schools of Los Angeles
October 4, 2024
Page 2

Visiting the school site was a positive experience, we appreciate the hospitality and support of the staff that assisted throughout this year's review process. Thank you for your continued support of all students.

Sincerely,



Debra Duardo, M.S.W., Ed.D.
Superintendent

DD/FJ:lo

c: Janae Smith, Principal, Compass Charter Schools of Los Angeles
Dr. Eric Sahakian, Superintendent, Acton-Agua Dulce Unified School District
Dr. Ruth Pérez, Deputy Superintendent, LACOE
Ruben Valles, Chief Academic Officer, LACOE
Dina Wilson, Director III, Accountability, Support and Monitoring (ASM), LACOE
Astrid Gonzalez, Director I, ASM, LACOE

Coversheet

Approval of 2025-2026 Academic Calendar

Section:	VIII. Academic Services
Item:	C. Approval of 2025-2026 Academic Calendar
Purpose:	Vote
Submitted by:	
Related Material:	2025-26 Academic Calendar _DRAFT.pdf



2025-26 Academic Calendar

Key	
First/Last Day of School	Holiday - No School
Mid-Winter Break	In-service Day - No School
Start of Semester 2 (Spring)	Instructional Days
Graduation Week	Top-right - Instructional days; bottom-right - Staff work days

AUGUST '25							3
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	27 First Day of School
31							21

SEPTEMBER							21
S	M	T	W	T	F	S	
	1	2	3	4	5	6	1 Labor Day
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					
							21

OCTOBER '25							21
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	13 Indigenous Peoples' Day
19	20	21	22	23	24	25	14 In-Service Day
26	27	28	29	30	31		
							22

NOVEMBER '25							14
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	11 Veterans Day
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	24-28 Fall Break
30							14

DECEMBER '25							15
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	22-31 Winter Break
28	29	30	31				
							15

JANUARY '26							17
S	M	T	W	T	F	S	
				1	2	3	1-2 Winter Break
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	19 MLK Day
25	26	27	28	29	30	31	29-30 Mid-Winter Break
							19

FEBRUARY '26							19
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	2 Start of Semester 2 (Spring)
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	16 Presidents' Day
							19

MARCH '26							21
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	13 In-Service Day
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
							22

APRIL '26							17
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	6-10 Spring Break
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
							17

MAY '26							20
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	25 Memorial Day
31							20

JUNE '26							7
S	M	T	W	T	F	S	
	1	2	3	4	5	6	9 Last Day of School
7	8	9	10	11	12	13	10-12 Graduation Week
14	15	16	17	18	19	20	19 Juneteenth
21	22	23	24	25	26	27	
28	29	30					Total instructional days
							175

JULY '26							
S	M	T	W	T	F	S	
			1	2	3	4	3 Independence Day Observed
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Coversheet

Division Update

Section:	IX. Operations Division
Item:	A. Division Update
Purpose:	FYI
Submitted by:	
Related Material:	Operations Division Report - Dec 2024 docx draft.pdf



Operations Division Report December 7, 2024

This report is meant to highlight several functional areas with updates for the Board of Directors:

I'm pleased to share the progress within the Operations Division. The dedication and commitment of each team member to our scholars' success and well-being is truly commendable. Their efforts and passion are evident in every project, initiative, and task, showcasing a unified drive to propel our organization forward. Together, we're not just meeting goals—we're making a lasting difference in the lives of those we serve.

- **The Community Providers Department managed by Jeanne Hlebo**

- The Community Providers Department is excited to announce the re-opening of the New Providers application window on December 2, 2024! This initiative is dedicated to helping families access more options by bringing in additional providers to meet their unique needs. This year, we've proudly welcomed 84 new service providers and 16 materials providers to our network, significantly expanding the resources available to families.
- At the November PAC meeting, Jeanne provided an in-depth overview of the Community Provider application process, including pre-application access, processing timelines, and submission requirements. Responding to a parent's inquiry about business document specifics, Jeanne committed to collaborating with the IT team to introduce a comprehensive Q&A section on the Community Provider page of the Compass website, ensuring greater transparency and accessibility for applicants.

- **The IT team under the direction of Krisha Moeller is working on several schoolwide projects including**

- **Scholar & Staff ID Badges**

- What's New: Compass will soon be offering physical ID badges for scholars and staff, which will include QR codes for seamless authentication via Clever MFA.
- Timeline:
 - Staff: MFA and ID badges will be introduced by the end of the semester.
 - Scholars: Rollout is planned for early Spring semester, allowing staff to familiarize themselves with the system beforehand, so they can better support their scholars.

- **Multi-Factor Authentication (MFA) Rollout**

- Overview: Over the next few months, the Compass IT Team will focus on implementing a new multi-factor authentication (MFA) system, provided by Clever. This will enhance security for both scholars and staff when accessing Gmail accounts.
- How It Works: Users will authenticate using:

- Primary Factor: Password.
- Secondary Factor: A choice of QR code, text message, PIN, or—for TK-3 users—a combination of a favorite animal and food.
- Flexibility: To ensure accessibility, the system offers options that do not require a second device (e.g., cell phones), acknowledging that not all families and scholars have such devices.
- Benefits: Strengthening Gmail account security with MFA reduces the risk of unauthorized access by "bad actors." This is critical because Gmail serves as the gateway for single sign-on (SSO) access to other systems.

- **The Finance team led by Melissa Alcaraz**

- While Melissa is away on her leave of absence, cherishing time with her beautiful new baby girl, Brooklyn Coney has been amazing in stepping up to keep the CCS Finance Department running smoothly. Brooklyn's dedication and hard work have ensured that our tasks are completed seamlessly, showcasing her commitment to excellence.
- In addition to her daily responsibilities, Brooklyn has taken a leading role in representing CCS as PARSEC Clarity rolls out. Her insights and feedback during the initial testing phase have been instrumental in refining the system. This important work perfectly complements one of Brooklyn's core focuses—accurately tracking our LCAP expenditures and ensuring alignment with our goals. Thank you, Brooklyn, for going above and beyond!
- We are pleased to announce the implementation of Edstruments, a new purchasing platform provided by our back-office partner, CSMC. This innovative tool enhances our procurement processes by offering streamlined payment capabilities and seamless, real-time synchronization with our ERP system, Sage Intacct, ensuring greater efficiency and accuracy in vendor transactions. This new system has many benefits including:
 - AI invoice scanning and pre-filled expense coding
 - Tailored AP approval workflows for time-saving, compliant operations
 - Bulk pay multiple invoices and forward invoices from our email inbox
 - Unify Amazon purchases into our procurement flow with Punch Out- this is the biggest benefit for CCS
 - Reduce check fraud by paying 90%+ of invoices electronically
 - Get vendors paid in 5 business days or less

- **CCS Office, Manager Nicole Sendejaz**

- The Curriculum Locker has received an impressive 125 requests over the past two months, showcasing its strong and increasing popularity among families. This steady growth highlights its value as a key resource for meeting educational needs. Additionally, the Options department has played a vital role in this success by actively promoting the Curriculum Locker to families, encouraging them to explore and utilize its offerings before placing new orders. This strategic approach not only optimizes the use of existing resources but also supports families in making informed decisions about their educational materials.

- **The Operations Department Under the Direction of Dr. Danielle Gamez**

- The Compass Scholar Community Advocate, Karla Gonzalez, has been very busy and hard at work for our scholars and families.
 - Over the past few months she has presented at school assemblies and the newly established English Learner Advisory Committee (ELAC) to share awareness about scholars experiencing homelessness and military families.
 - She has been committed to furthering her knowledge and staying current with best practices, and changes in law and policy. She attended the RAPSA forum "Bridging Futures" and participated in

- various sessions on how to have a better collaboration with authorizers, building upon scholar strengths, and how to use Whole Child Approaches to move from Trauma-Informed to Healing-Centered to transform school culture. She was also awarded a scholarship from The National Association for the Education of Homeless Children and Youth (NAEHCY) to attend their national conference virtually.
- Karla has provided annual McKinney-Vento training for all staff and is also actively involved in building connections and partnerships with military bases and partnering with the UC Irvine Military Family Study program to provide free workshops and resources for our military families.
 - Karla has submitted our application to the CDE to continue our status as a Purple Star School in support of military youth.
- o Our Community Relations Coordinator, Kimberly Aguilar has also been very active in marketing and promoting Compass.
 - Kim presented in a dynamic panel discussion at the 2024 CSDC Conference on Monday, November 18, 2024. This session featured experienced school leaders, including Steve Nutter, with Enrollment Professor, Angela Phillips, Executive Director with Team Charter, Gayle Nadler, Executive Director of the Multicultural Learning Center, and Kristn Nowak, EVP of Operations with CSMC, sharing proven best practices for increasing enrollment, retention, and communication. It tackled the critical challenge of retaining interested and current families from initial contact to the first day of school.

The Operations Division is energized and ready to tackle the second half of the school year with passion and purpose! We're committed to driving success for CCS scholars and making an even greater impact together.

Respectfully Submitted,
Lisa Fishman, CBO



Chief Operations Officer

Coversheet

Review and Approval of the October 2024 Financial Statements

Section:	IX. Operations Division
Item:	B. Review and Approval of the October 2024 Financial Statements
Purpose:	Vote
Submitted by:	
Related Material:	CCS PL October 2024.pdf CCS CR October 2024.pdf CCS BS October 2024.pdf CCS BS August 2024.pdf CCS CR August 2024.pdf CCS CR - September 2024.pdf CCS PL - September 2024.pdf CCS BS - September 2024.pdf CCS PL - August 2024.pdf

Compass Charter Schools - COM

Statement of Activities - Actual vs Budget

Reporting Book:

As of Date:

Location:

ACCRUAL

10/31/2024

Compass Charter Schools - COM

Net Increase/(Decrease) in Net Assets

Total Revenue

LCFF Revenue

801100 - LCFF Revenues

801200 - Education Protection Account Revenue

809600 - Charter Schools Funding In-Lieu of Property Taxes

Total LCFF Revenue

Federal Revenue

818100 - Special Education - Entitlement

829000 - All Other Federal Revenue

829100 - Title I Federal Revenue

829200 - Title II

829300 - Title III Federal Revenue

829400 - Title IV

Total Federal Revenue

State Revenue

855000 - Mandated Block Grant

856000 - State Lottery Revenue

859000 - All Other State Revenues

879200 - SPED State/Other Transfers of Apportionments from County

Total State Revenue

Local Revenue

866000 - Interest Income

866200 - Net Increase/Decrease in Investment

868200 - Foundation Grants/Donations

869900 - All Other Local Revenue

Total Local Revenue

Total Revenue

Total Expenses

Salaries and Benefits

Certificated Salaries

	07/01/2024 Through 07/31/2024		08/01/2024 Through 08/31/2024	
	Actual	Preliminary	Actual	Preliminary
801100 - LCFF Revenues	308,252.00	1,166,253.80	1,203,980.00	1,166,253.80
801200 - Education Protection Account Revenue	0.00	0.00	0.00	0.00
809600 - Charter Schools Funding In-Lieu of Property Taxes	0.00	0.00	136,307.44	196,780.68
Total LCFF Revenue	308,252.00	1,166,253.80	1,340,287.44	1,363,034.48
818100 - Special Education - Entitlement	0.00	43,308.32	0.00	43,308.32
829000 - All Other Federal Revenue	62,085.40	0.00	0.00	0.00
829100 - Title I Federal Revenue	0.00	0.00	0.00	0.00
829200 - Title II	0.00	0.00	0.00	0.00
829300 - Title III Federal Revenue	0.00	0.00	0.00	0.00
829400 - Title IV	0.00	0.00	0.00	0.00
Total Federal Revenue	62,085.40	43,308.32	0.00	43,308.32
855000 - Mandated Block Grant	0.00	3,052.52	0.00	3,052.52
856000 - State Lottery Revenue	0.00	0.00	0.00	0.00
859000 - All Other State Revenues	8,891.00	0.00	27,713.00	0.00
879200 - SPED State/Other Transfers of Apportionments from County	107,208.00	103,966.26	104,599.00	103,966.26
Total State Revenue	116,099.00	107,018.78	132,312.00	107,018.78
866000 - Interest Income	16,662.60	0.00	6.38	0.00
866200 - Net Increase/Decrease in Investment	3,563.22	0.00	0.00	0.00
868200 - Foundation Grants/Donations	0.00	0.00	1,000.00	0.00
869900 - All Other Local Revenue	5,251.99	0.00	1,543.71	0.00
Total Local Revenue	25,477.81	0.00	2,550.09	0.00
Total Revenue	511,914.21	1,316,580.90	1,475,149.53	1,513,361.58

110000 - Teachers' Salaries	56,710.00	204,394.12	942,461.25	510,985.28
120000 - Certificated Pupil Support Salaries	31,673.32	85,325.36	90,854.60	85,325.36
130000 - Certificated Supervisor and Administrator Salaries	136,645.13	184,967.45	194,262.59	184,967.45
Total Certificated Salaries	225,028.45	474,686.93	1,227,578.44	781,278.09
Classified Salaries				
210000 - Instructional Aide Salaries	0.00	15,948.55	45,526.93	15,948.55
220000 - Classified Support Salaries (Maintenance, Food)	168,605.77	141,639.24	170,761.50	141,639.24
230000 - Classified Supervisor and Administrator Salaries	53,685.32	53,681.96	53,685.32	53,681.96
240000 - Clerical, Technical, and Office Staff Salaries	51,852.82	73,801.09	70,538.87	73,801.09
290000 - Other Classified Salaries (Noon and Yard Sup, etc.)	0.00	2,104.50	2,287.32	2,104.50
Total Classified Salaries	274,143.91	287,175.34	342,799.94	287,175.34
Benefits				
310100 - State Teachers' Retirement System, certificated positions	46,435.63	228,160.67	241,707.00	228,160.67
330100 - OASDI/Medicare Certificated, Unrestricted	3,531.35	16,268.05	17,720.75	16,268.05
330200 - OASDI/Medicare Classified	19,691.96	21,968.91	23,403.13	21,968.91
340100 - Health & Welfare Benefits, Certificated	178,261.57	119,429.85	(3,847.66)	119,429.85
340200 - Health & Welfare Benefits Classified	50,036.46	30,482.59	0.00	30,482.59
350100 - State Unemployment Insurance Certificated	110.53	6,166.85	530.24	6,166.85
350200 - State Unemployment Insurance Classified	0.00	1,891.67	0.00	1,891.67
360100 - Worker Compensation Insurance	28,649.00	23,560.64	0.00	23,560.64
360200 - Worker Compensation Insurance	0.00	6,030.67	0.00	6,030.67
390100 - Other Employee Benefits	15,220.86	7,393.03	8,375.09	7,393.03
Total Benefits	341,937.36	461,352.93	287,888.55	461,352.93
Total Salaries and Benefits	841,109.72	1,223,215.20	1,858,266.93	1,529,806.36
Operational Expenses				
Books and Supplies				
410000 - Approved Textbooks and Core Curriculum	526.00	394,464.01	96,964.45	788,927.99
410100 - Curriculum Assessment and Software	0.00	3,565.42	0.00	3,565.42
410200 - Supplemental Curriculum	18,584.00	12,317.66	27,590.01	12,317.66
420000 - Books and Other Reference Materials	0.00	7,500.00	0.00	7,500.00
430000 - Materials and Supplies	998.00	2,916.67	535.26	2,916.67
431500 - Classroom Materials and Supplies	0.00	500.00	150.00	1,000.00
438100 - Materials for Plant Maintenance	0.00	208.33	0.00	208.33
440000 - Noncapitalized Equipment	5,995.50	2,083.33	729.78	2,083.33
441000 - Software and Software Licensing	35,336.99	24,939.71	0.00	24,939.71
443000 - Noncapitalized Student Equipment	41.93	6,250.00	6,829.96	6,250.00
Total Books and Supplies	61,482.42	454,745.13	132,799.46	849,709.11
Services				
520000 - Travel and Conferences	7,163.44	4,166.67	3,372.80	4,166.67
521000 - Training and Development Expense	37,194.96	27,240.66	275,392.71	27,240.66

530000 - Dues and Memberships	1,750.00	8,333.33	24,420.00	8,333.33
540000 - Insurance	0.00	10,416.67	30,248.90	10,416.67
550000 - Operation and Housekeeping Services	380.00	500.00	380.00	500.00
550100 - Utilities	118.57	208.33	113.70	208.33
560000 - Space Rental/Leases Expense	5,598.89	9,785.26	12,077.89	9,785.26
560100 - Building Maintenance	0.00	125.00	390.00	125.00
560200 - Other Space Rental	0.00	833.34	0.00	833.34
580000 - Professional/Consulting Services and Operating Expenditure	741.99	7,500.00	0.00	7,500.00
580300 - Banking and Payroll Service Fees	3,450.37	4,166.67	2,765.13	4,166.67
580500 - Legal Services	30,210.00	12,500.00	25,212.50	12,500.00
580600 - Audit Services	0.00	1,919.17	0.00	1,919.17
580700 - Legal Settlements	5,309.54	15,000.00	3,003.81	15,000.00
581000 - Educational Consultants	53,870.57	237,500.00	20,864.98	237,500.00
581200 - Other Student Activities	392.00	4,166.67	0.00	4,166.67
581500 - Advertising/Recruiting	6,720.00	12,500.00	4,095.00	12,500.00
583000 - Field Trip Expenses	986.50	8,333.33	1,302.03	8,333.33
587300 - Financial Services	32,672.97	35,277.04	32,672.97	35,277.04
587400 - Personnel Services	0.00	416.67	0.00	416.67
587500 - District Oversight Fee	0.00	22,535.67	7,019.00	22,535.67
587700 - IT Services	214,439.80	28,210.00	237.54	28,210.00
589000 - Interest Expense/Fees	0.00	250.00	0.00	250.00
590000 - Communications (Tele., Internet, Copies,Postage,Messenger)	1,598.86	11,666.67	8,143.69	11,666.67
590100 - Scholar Internet Reimbursement	0.00	208.33	0.00	208.33
Total Services	402,598.46	463,759.48	451,712.65	463,759.48
Other Outgo				
700000 - Miscellaneous Expense	0.00	0.00	0.00	0.00
Total Other Outgo	0.00	0.00	0.00	0.00
Total Operational Expenses	464,080.88	918,504.61	584,512.11	1,313,468.59
Total Expenses	1,305,190.60	2,141,719.81	2,442,779.04	2,843,274.95
Total Net Increase/(Decrease) in Net Assets	(793,276.39)	(825,138.91)	(967,629.51)	(1,329,913.37)

Created on : 11/19/2024 9:27 AM PST

09/01/2024 Through 09/30/2024		10/01/2024 Through 10/31/2024	
Actual	Preliminary	Actual	Preliminary
1,435,335.32	2,099,256.84	1,873,073.52	2,099,256.84
414,049.00	109,511.83	83,034.00	0.00
370,101.89	393,561.36	181,742.26	262,374.24
2,219,486.21	2,602,330.03	2,137,849.78	2,361,631.08
0.00	43,308.32	0.00	43,308.32
0.00	0.00	0.00	81,722.00
0.00	0.00	0.00	97,012.50
0.00	0.00	5,056.00	16,268.00
0.00	0.00	0.00	2,941.50
0.00	0.00	2,500.00	8,627.25
0.00	43,308.32	7,556.00	249,879.57
0.00	5,494.53	0.00	5,494.53
0.00	0.00	2,354.90	0.00
34,827.00	0.00	157,612.65	373,163.90
188,276.00	187,139.26	0.00	187,139.26
223,103.00	192,633.79	159,967.55	565,797.69
15,593.56	5,368.60	5,974.59	5,368.60
0.00	1,500.09	0.00	1,500.09
0.00	0.00	0.00	0.00
5,890.81	3,700.00	3,815.29	3,700.00
21,484.37	10,568.69	9,789.88	10,568.69
2,464,073.58	2,848,840.83	2,315,163.21	3,187,877.03

Year To Date 10/31/2024			
Actual	Preliminary	Budget Diff	Budget % Var
4,820,640.84	6,531,021.28	(1710380.44) ↓	(26.18) %
497,083.00	109,511.83	387571.17 ↑	353.90 %
688,151.59	852,716.28	(164564.69) ↓	(19.29) %
6,005,875.43	7,493,249.39	(1487373.96) ↓	(19.84) %
0.00	173,233.28	(173233.28) ↓	(100.00) %
62,085.40	81,722.00	(19636.60) ↓	(24.02) %
0.00	97,012.50	(97012.50) ↓	(100.00) %
5,056.00	16,268.00	(11212.00) ↓	(68.92) %
0.00	2,941.50	(2941.50) ↓	(100.00) %
2,500.00	8,627.25	(6127.25) ↓	(71.02) %
69,641.40	379,804.53	(310163.13) ↓	(81.66) %
0.00	17,094.10	(17094.10) ↓	(100.00) %
2,354.90	0.00	2354.90 ↑	(100.00) %
229,043.65	373,163.90	(144120.25) ↓	(38.62) %
400,083.00	582,211.04	(182128.04) ↓	(31.28) %
631,481.55	972,469.04	(340987.49) ↓	(35.06) %
38,237.13	10,737.20	27499.93 ↑	256.11 %
3,563.22	3,000.18	563.04 ↑	18.76 %
1,000.00	0.00	1000.00 ↑	(100.00) %
16,501.80	7,400.00	9101.80 ↑	122.99 %
59,302.15	21,137.38	38164.77 ↑	180.55 %
6,766,300.53	8,866,660.34	(2100359.81) ↓	(23.68) %

Year Ending 06/30/2025	
Preliminary	Remaining Budget
23,325,076.00	18,504,435.16
438,047.32	(59,035.68)
3,279,677.98	2,591,526.39
27,042,801.30	21,036,925.87
519,699.84	519,699.84
326,888.00	264,802.60
388,050.00	388,050.00
65,072.00	60,016.00
11,766.00	11,766.00
34,509.00	32,009.00
1,345,984.84	1,276,343.44
61,050.34	61,050.34
545,369.48	543,014.58
1,492,655.60	1,263,611.95
2,079,325.12	1,679,242.12
4,178,400.54	3,546,918.99
53,686.00	15,448.87
15,000.90	11,437.68
0.00	(1,000.00)
37,000.00	20,498.20
105,686.90	46,384.75
32,672,873.58	25,906,573.05

930,666.85	1,021,970.54	913,417.24	1,021,970.54	2,843,255.34	2,759,320.48	(83934.86) ↓	(3.04) %	10,219,705.42	7,376,450.08
90,854.60	85,325.36	90,854.60	85,325.36	304,237.12	341,301.44	37064.32 ↑	10.85 %	1,023,904.32	719,667.20
198,324.52	184,967.45	204,525.18	184,967.45	733,757.42	739,869.80	6112.38 ↑	0.82 %	2,219,609.40	1,485,851.98
1,219,845.97	1,292,263.35	1,208,797.02	1,292,263.35	3,881,249.88	3,840,491.72	(40758.16) ↓	(1.06) %	13,463,219.14	9,581,969.26
37,671.51	15,948.55	46,850.74	15,948.55	130,049.18	63,794.20	(66254.98) ↓	(103.85) %	191,382.60	61,333.42
169,191.23	141,639.24	172,541.33	141,639.24	681,099.83	566,556.96	(114542.87) ↓	(20.21) %	1,699,670.88	1,018,571.05
53,685.32	53,681.96	53,685.32	53,681.96	214,741.28	214,727.84	(13.44) ↓	0.00 %	644,183.52	429,442.24
68,974.42	73,801.09	71,351.18	73,801.09	262,717.29	295,204.36	32487.07 ↑	11.00 %	885,613.08	622,895.79
3,043.33	2,104.50	3,619.17	2,104.50	8,949.82	8,418.00	(531.82) ↓	(6.31) %	25,254.00	16,304.18
332,565.81	287,175.34	348,047.74	287,175.34	1,297,557.40	1,148,701.36	(148856.04) ↓	(12.95) %	3,446,104.08	2,148,546.68
238,957.12	228,160.67	235,794.45	228,160.67	762,894.20	912,642.68	149748.48 ↑	16.40 %	2,737,928.04	1,975,033.84
18,047.83	16,268.05	17,766.53	16,268.05	57,066.46	65,072.20	8005.74 ↑	12.30 %	195,216.60	138,150.14
22,620.29	21,968.91	23,364.09	21,968.91	89,079.47	87,875.64	(1203.83) ↓	(1.36) %	263,626.92	174,547.45
236,419.85	119,429.85	297,051.75	119,429.85	707,885.51	477,719.40	(230166.11) ↓	(48.18) %	1,433,158.20	725,272.69
64,790.12	30,482.59	85,971.22	30,482.59	200,797.80	121,930.36	(78867.44) ↓	(64.68) %	365,791.08	164,993.28
325.69	6,166.85	259.07	6,166.85	1,225.53	24,667.40	23441.87 ↑	95.03 %	74,002.20	72,776.67
0.00	1,891.67	0.00	1,891.67	0.00	7,566.68	7566.68 ↑	100.00 %	22,700.04	22,700.04
5,832.00	23,560.64	9,817.00	23,560.64	44,298.00	94,242.56	49944.56 ↑	52.99 %	282,727.68	238,429.68
0.00	6,030.67	0.00	6,030.67	0.00	24,122.68	24122.68 ↑	100.00 %	72,368.04	72,368.04
(6,018.41)	7,393.03	53,806.00	7,393.03	71,383.54	29,572.12	(41811.42) ↓	(141.38) %	88,716.36	17,332.82
580,974.49	461,352.93	723,830.11	461,352.93	1,934,630.51	1,845,411.72	(89218.79) ↓	(4.83) %	5,536,235.16	3,601,604.65
2,133,386.27	2,040,791.62	2,280,674.87	2,040,791.62	7,113,437.79	6,834,604.80	(278832.99) ↓	(4.07) %	22,445,558.38	15,332,120.59
440,332.00	552,249.60	460,853.95	0.00	998,676.40	1,735,641.60	736965.20 ↑	42.46 %	3,944,640.03	2,945,963.63
7,805.00	3,565.42	36,516.00	3,565.42	44,321.00	14,261.68	(30059.32) ↓	(210.76) %	42,785.04	(1,535.96)
165,543.98	12,317.66	2,697.29	12,317.66	214,415.28	49,270.64	(165144.64) ↓	(335.17) %	147,811.92	(66,603.36)
46,989.94	7,500.00	43,066.82	7,500.00	90,056.76	30,000.00	(60056.76) ↓	(200.18) %	90,000.00	(56.76)
1,780.52	2,916.67	1,016.31	2,916.67	4,330.09	11,666.68	7336.59 ↑	62.88 %	35,000.04	30,669.95
2,396.69	700.00	65.37	0.00	2,612.06	2,200.00	(412.06) ↓	(18.73) %	5,000.00	2,387.94
0.00	208.33	0.00	208.33	0.00	833.32	833.32 ↑	100.00 %	2,499.96	2,499.96
8.61	2,083.33	5,220.18	2,083.33	11,954.07	8,333.32	(3620.75) ↓	(43.44) %	24,999.96	13,045.89
14,510.95	24,939.71	6,710.70	24,939.71	56,558.64	99,758.84	43200.20 ↑	43.30 %	249,397.06	192,838.42
40,932.99	0.00	(8,165.52)	0.00	39,639.36	12,500.00	(27139.36) ↓	(217.11) %	24,999.99	(14,639.37)
720,300.68	606,480.72	547,981.10	53,531.12	1,462,563.66	1,964,466.08	501902.42 ↑	25.54 %	4,567,134.00	3,104,570.34
7,802.78	4,166.67	17,859.41	4,166.67	36,198.43	16,666.68	(19531.75) ↓	(117.19) %	50,000.04	13,801.61
67,478.18	27,240.66	1,269.79	27,240.66	381,335.64	108,962.64	(272373.00) ↓	(249.96) %	326,887.92	(54,447.72)

67,183.88	8,333.33	0.00	8,333.33	93,353.88	33,333.32	(60020.56) ↓	(180.06) %	99,999.96	6,646.08
5,388.10	10,416.67	9,925.70	10,416.67	45,562.70	41,666.68	(3896.02) ↓	(9.35) %	125,000.04	79,437.34
380.00	500.00	0.00	500.00	1,140.00	2,000.00	860.00 ↑	43.00 %	6,000.00	4,860.00
127.72	208.33	16.00	208.33	375.99	833.32	457.33 ↑	54.88 %	2,499.96	2,123.97
12,577.89	9,785.26	12,101.89	9,785.26	42,356.56	39,141.04	(3215.52) ↓	(8.21) %	117,423.12	75,066.56
0.00	125.00	0.00	125.00	390.00	500.00	110.00 ↑	22.00 %	1,500.00	1,110.00
0.00	833.34	0.00	833.34	0.00	3,333.36	3333.36 ↑	100.00 %	10,000.08	10,000.08
38,212.46	7,500.00	1,061.00	7,500.00	40,015.45	30,000.00	(10015.45) ↓	(33.38) %	90,000.00	49,984.55
3,403.70	4,166.67	3,413.04	4,166.67	13,032.24	16,666.68	3634.44 ↑	21.80 %	50,000.04	36,967.80
18,068.00	12,500.00	24,274.50	12,500.00	97,765.00	50,000.00	(47765.00) ↓	(95.53) %	150,000.00	52,235.00
11,495.25	1,919.17	3,831.75	1,919.17	15,327.00	7,676.68	(7650.32) ↓	(99.65) %	23,030.04	7,703.04
5,468.16	15,000.00	41,371.00	15,000.00	55,152.51	60,000.00	4847.49 ↑	8.07 %	180,000.00	124,847.49
102,924.99	237,500.00	253,091.75	237,500.00	430,752.29	950,000.00	519247.71 ↑	54.65 %	2,850,000.00	2,419,247.71
0.00	4,166.67	0.00	4,166.67	392.00	16,666.68	16274.68 ↑	97.64 %	50,000.04	49,608.04
9,038.00	12,500.00	4,395.00	12,500.00	24,248.00	50,000.00	25752.00 ↑	51.50 %	150,000.00	125,752.00
7,490.41	8,333.33	6,464.49	8,333.33	16,243.43	33,333.32	17089.89 ↑	51.26 %	99,999.96	83,756.53
66,064.65	35,277.04	32,672.95	35,277.04	164,083.54	141,108.16	(22975.38) ↓	(16.28) %	423,324.48	259,240.94
0.00	416.67	0.00	416.67	0.00	1,666.68	1666.68 ↑	100.00 %	5,000.04	5,000.04
23,860.00	22,535.67	19,181.00	22,535.67	50,060.00	90,142.68	40082.68 ↑	44.46 %	270,428.04	220,368.04
49,930.31	28,210.00	(9,240.03)	28,210.00	255,367.62	112,840.00	(142527.62) ↓	(126.30) %	338,520.00	83,152.38
0.00	250.00	0.00	250.00	0.00	1,000.00	1000.00 ↑	100.00 %	3,000.00	3,000.00
14,126.56	11,666.67	13,048.10	11,666.67	36,917.21	46,666.68	9749.47 ↑	20.89 %	140,000.04	103,082.83
200.00	208.33	0.00	208.33	200.00	833.32	633.32 ↑	75.99 %	2,499.96	2,299.96
511,221.04	463,759.48	434,737.34	463,759.48	1,800,269.49	1,855,037.92	54768.43 ↑	2.95 %	5,565,113.76	3,764,844.27
28.12	0.00	0.00	0.00	28.12	0.00	(28.12) ↓	(100.00) %	0.00	(28.12)
28.12	0.00	0.00	0.00	28.12	0.00	(28.12) ↓	(100.00) %	0.00	(28.12)
1,231,549.84	1,070,240.20	982,718.44	517,290.60	3,262,861.27	3,819,504.00	556642.73 ↑	14.57 %	10,132,247.76	6,869,386.49
3,364,936.11	3,111,031.82	3,263,393.31	2,558,082.22	10,376,299.06	10,654,108.80	277809.74 ↑	2.60 %	32,577,806.14	22,201,507.08
(900,862.53)	(262,190.99)	(948,230.10)	629,794.81	(3,609,998.53)	(1,787,448.46)	(1822550.07) ↓	(101.96) %	95,067.44	3,705,065.97

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Percentage remaining

(79.33) %
13.47 %

(79.01) %

(77.79) %

(100.00) %
(81.00) %
(100.00) %
(92.23) %
(100.00) %

(92.75) %

(94.82) %

(100.00) %
(99.56) %
(84.65) %

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Company name: Compass Charter Schools

Report name: Check register

Created on: 11/19/2024

Bank	Date	Vendor	Document no.	Amount	Cleared
COM-SANDIEGO - SDCOE	Account no:				
	10/16/2024	V003055--San Diego County Office of Education		9,823.00	#####
Total for COM-SANDIEGO				9,823.00	

COM-NEWGEN - Chase

Account no: 837509568

10/22/2024	V012405--29 Palms Creative Center	2010071	180.00	#####
10/8/2024	V018924--87 Media LLC	2009861	600.00	#####
10/15/2024	V003749--A Child's Dream	2010018	164.70	#####
10/8/2024	V021750--A Lotte Horses LLC	2009862	225.00	In Transit
10/3/2024	V021751--A Noise Within	2009840	930.00	#####
10/22/2024	V003690--Aaron Matthew Music	2010072	412.50	#####
10/29/2024	V003758--ABC Crate, LLC	2010158	915.00	In Transit
10/22/2024	V003758--ABC Crate, LLC	2010073	87.00	#####
10/15/2024	V003758--ABC Crate, LLC	2010019	269.00	#####
10/22/2024	V006219--ABC Learning Solutions LLC	2010074	195.00	In Transit
10/8/2024	V006219--ABC Learning Solutions LLC	2009863	260.00	#####
10/1/2024	V006219--ABC Learning Solutions LLC	2009801	700.00	#####
10/29/2024	V003773--Activities For Learning Inc	2010159	240.35	In Transit
10/15/2024	V003773--Activities For Learning Inc	2010020	107.25	In Transit
10/8/2024	V003773--Activities For Learning Inc	2009864	28.00	#####
10/22/2024	V012141--ADP, Inc		3,291.53	#####
10/22/2024	V003782--Adventure Recreation LLC	2010075	99.27	In Transit
10/8/2024	V003784--Adventures For Young Explorers	2009865	1,070.00	#####
10/22/2024	V003788--Airshine Music School, LLC	2010076	255.00	#####
10/8/2024	V000494--Alina E. Solodovnikova-Adams	2009866	327.50	#####
10/29/2024	V012256--All About Learning Press Inc	2010160	977.37	In Transit
10/15/2024	V012256--All About Learning Press Inc	2010021	778.95	#####
10/8/2024	V012256--All About Learning Press Inc	2009867	1,302.63	#####
10/1/2024	V012256--All About Learning Press Inc	2009802	1,904.56	#####
10/8/2024	V007674--Amanda Holiday dba Holiday Math	2009868	116.00	#####

10/8/2024	V013254--Amazing Athletes of Inland Empire	2009869	104.00	#####
10/31/2024	V003798--Amazon Capital Services		75,352.68	#####
10/8/2024	V003798--Amazon Capital Services		20,713.73	#####
10/2/2024	V003798--Amazon Capital Services		26,211.03	#####
10/8/2024	V003695--American Martial Arts Academy	2009870	109.50	#####
10/8/2024	V003484--Anna Mat's Music	2009871	840.00	#####
10/30/2024	V003305--Anthem Blue Cross	4167-1730232097578	15,075.78	#####
10/8/2024	V003827--Applause Music Academy	2009872	1,708.00	#####
10/22/2024	V003489--Archofacts Archaeology for Kids	2010077	405.00	In Transit
10/8/2024	V003839--Art & Soul Music Studios	2009873	94.00	#####
10/22/2024	V012444--Art of Illusions	2010078	148.00	#####
10/29/2024	V003841--Art of Problem Solving	2010161	4,938.46	In Transit
10/15/2024	V003841--Art of Problem Solving	2010022	446.18	#####
10/8/2024	V003841--Art of Problem Solving	2009874	145.87	#####
10/8/2024	V003842--Art Steps, Inc	2009875	143.00	#####
10/3/2024	V003491--Art Voyces	2009841	1,080.00	In Transit
10/22/2024	V003494--Averyboo Arts	2010079	510.00	#####
10/29/2024	V022075--Backpack the World LLC	2010162	46.81	In Transit
10/8/2024	V016298--Backyard Science	2009876	195.00	#####
10/22/2024	V021998--Bakersfield Gymnastics Academy	2010080	313.00	#####
10/10/2024	V021892--Barbara Wolford	2010017	4,579.25	#####
10/10/2024	V006279--Bates Nut Farm	2009999	627.50	#####
10/22/2024	V003892--Beakers & Bricks, LLC	2010081	64.99	In Transit
10/22/2024	V000108--Beautiful Feet Books Inc	2010082	6,269.87	#####
10/15/2024	V000108--Beautiful Feet Books Inc	2010023	157.56	#####
10/8/2024	V000108--Beautiful Feet Books Inc	2009877	860.24	#####
10/1/2024	V000108--Beautiful Feet Books Inc	2009803	840.45	#####
10/29/2024	V003500--Beltran Spanish Tutoring	2010163	180.00	In Transit
10/15/2024	V011962--Beyond Personal Finance	2010024	155.00	#####
10/29/2024	V004582--Beyond the Page	2010201	7,962.32	In Transit
10/15/2024	V004582--Beyond the Page	2010057	9,536.83	#####
10/8/2024	V004582--Beyond the Page	2009950	1,848.54	#####
10/1/2024	V004582--Beyond the Page	2009827	16,157.17	#####
10/8/2024	V003901--Bionerds	2009878	113.34	#####

10/29/2024	V003903--Bitsbox	2010164	314.95	In Transit
10/29/2024	V003906--Blackbird & Company	2010165	1,203.33	In Transit
10/22/2024	V003906--Blackbird & Company	2010083	280.00	#####
10/15/2024	V003906--Blackbird & Company	2010025	2,465.49	#####
10/1/2024	V003906--Blackbird & Company	2009804	1,866.61	#####
10/15/2024	V006353--Blossom and Root / Hive Online Presence Management	2010026	126.00	#####
10/22/2024	V000532--Bonnie Terry Learning	2010084	85.12	#####
10/29/2024	V003916--BookShark LLC	2010166	12,220.35	In Transit
10/22/2024	V003916--BookShark LLC	2010085	1,456.31	#####
10/15/2024	V003916--BookShark LLC	2010027	3,819.28	#####
10/8/2024	V003916--BookShark LLC	2009879	11,900.95	#####
10/1/2024	V003916--BookShark LLC	2009805	392.23	#####
10/8/2024	V003918--Brain Builders STEM Education, Inc.	2009880	777.28	#####
10/29/2024	V003922--Brave Writer LLC	2010167	687.80	In Transit
10/22/2024	V003922--Brave Writer LLC	2010086	747.00	In Transit
10/15/2024	V003922--Brave Writer LLC	2010028	973.65	#####
10/8/2024	V003922--Brave Writer LLC	2009881	199.00	#####
10/8/2024	V003923--Breakthrough Sports LLC	2009882	660.00	#####
10/15/2024	V003926--Bridgeway Academy	2010029	3,240.00	#####
10/29/2024	V012664--Brightstar Performing Arts	2010168	245.00	In Transit
10/8/2024	V012664--Brightstar Performing Arts	2009883	245.00	In Transit
10/8/2024	V007859--Bumblebunch Sewing Studio	2009884	540.00	#####
10/22/2024	V003936--Burbank Music Academy	2010087	320.00	#####
10/10/2024	V003508--Butterfly Effects Therapy, Inc.	2010000	13,760.00	#####
10/8/2024	V007019--Buzzy Mae Music Academy	2009885	503.74	In Transit
10/29/2024	V007869--BYU Continuing Education	2010169	1,981.00	In Transit
10/3/2024	V003946--CADA	2009842	300.00	#####
10/8/2024	V003509--Caique Gracie Brazilian Jiu-Jitsu	2009886	315.00	In Transit
10/24/2024	V003954--California Credit Union CC		100.82	#####
10/24/2024	V003954--California Credit Union CC		3,095.95	#####
10/30/2024	V007914--California Department of Tax and Fee Administration		36.00	#####
10/30/2024	V000026--CALSTRS		280,000.00	#####
10/8/2024	V016129--Carlson Gracie JiuJitsu Menifee	2009887	1,395.00	#####
10/10/2024	V016065--Center for Social Dynamics, LLC	2010001	280.00	#####

10/22/2024	V012257--Chantel Molina Music	2010088	1,165.00	In Transit
10/15/2024	V000003--Charter School Management Corporation	2010070	32,672.95	#####
10/25/2024	V000033--Chase		19,000.00	#####
10/15/2024	V000033--Chase		7,405.25	#####
10/22/2024	V003701--Chef Tech Cooking School	2010089	630.00	In Transit
10/10/2024	V003521--Childrens Therapy Network - Ventura	2010002	1,421.20	In Transit
10/8/2024	V016954--Christiane Moon Piano Studio	2009888	980.00	#####
10/15/2024	V014146--Christine Echeverri	2010030	610.85	#####
10/8/2024	V014146--Christine Echeverri	2009889	411.78	#####
10/24/2024	V000106--Christy White Inc	4167-1729713615673	3,831.75	#####
10/8/2024	V000106--Christy White Inc	2009997	7,663.50	#####
10/3/2024	V000106--Christy White Inc	2009843	3,831.75	#####
10/22/2024	V003007--Chun Mei Wilson	2010090	510.00	In Transit
10/8/2024	V004006--Claremont Community School of Music	2009890	830.00	#####
10/1/2024	V021680--Classical School Solutions	2009806	123.34	#####
10/30/2024	V003522--ClassLink, Inc.	4167-1730232048837	3,800.00	#####
10/8/2024	V012032--Clear Compass Equestrian	2009891	600.00	In Transit
10/15/2024	V013835--Clever Fox Creative LLC	2010031	47.00	#####
10/8/2024	V012623--Cloverleaf Ranch	2009892	380.00	#####
10/22/2024	V004017--Coastal Music Studios	2010091	750.00	In Transit
10/22/2024	V012079--Cobb Piano Studio	2010092	800.00	#####
10/29/2024	V004019--Code With Us, Inc.	2010170	220.00	In Transit
10/30/2024	V004027--Colonial Life		11,387.06	#####
10/30/2024	V004027--Colonial Life		26,330.22	#####
10/16/2024	V004027--Colonial Life		11,568.06	#####
10/16/2024	V004027--Colonial Life		26,036.20	#####
10/15/2024	V012259--Comic Crate	2010032	617.76	#####
10/8/2024	V018669--Competitive Edge Batting Cages	2009893	1,340.00	#####
10/8/2024	V004032--CompuScholar, Inc.	2009894	120.00	#####
10/22/2024	V015817--Connolly Ranch Education Center	2010093	614.40	#####
10/22/2024	V008335--Could it Be Dyslexia Inc	2010094	469.00	#####
10/22/2024	V012450--Creative Cultivation Studio LLC	2010095	86.00	#####
10/8/2024	V004054--Creative Learning Place Inc	2009895	80.00	In Transit
10/8/2024	V013009--Cristie Baron	2009896	120.00	#####

10/8/2024	V021757--Crown Jiu Jitsu	2009897	865.00	#####
10/29/2024	V004065--Curiosity Chronicles	2010171	131.96	In Transit
10/15/2024	V004065--Curiosity Chronicles	2010033	108.00	In Transit
10/8/2024	V004065--Curiosity Chronicles	2009898	107.00	In Transit
10/8/2024	V006072--Dasana Sports	2009899	150.00	#####
10/8/2024	V021360--Daybreak Academy	2009900	4,675.00	#####
10/29/2024	V004086--Demme Learning School Sales	2010172	248.05	In Transit
10/22/2024	V004086--Demme Learning School Sales	2010096	133.25	In Transit
10/15/2024	V004086--Demme Learning School Sales	2010034	305.53	#####
10/8/2024	V004086--Demme Learning School Sales	2009901	206.60	#####
10/1/2024	V004086--Demme Learning School Sales	2009807	995.90	#####
10/15/2024	V012418--Denison Algebra	2010035	350.00	#####
10/1/2024	V012418--Denison Algebra	2009808	175.00	#####
10/22/2024	V018794--Discovery Hub	2010097	267.00	#####
10/8/2024	V018794--Discovery Hub	2009902	32.00	#####
10/22/2024	V014702--Drawn2Art - Encino	2010098	585.00	#####
10/22/2024	V003530--Drawn2Art - Rancho	2010099	574.00	In Transit
10/8/2024	V004426--Drawn2Art Inc - Chino Hills	2009903	74.00	#####
10/22/2024	V015292--Dream Xtreme Gymnastics	2010100	397.75	#####
10/29/2024	V021871--Drew's Art Box LLC	2010173	245.00	In Transit
10/15/2024	V021871--Drew's Art Box LLC	2010036	130.00	#####
10/10/2024	V003533--Dynamic Education Services, Inc.	2010003	4,187.50	#####
10/10/2024	V018615--Dynamic Vision Optometry	2010004	260.00	#####
10/3/2024	V018615--Dynamic Vision Optometry	2009844	930.00	#####
10/25/2024	V015968--Easter Seals of Southern California	4167-1729800073580	540.00	#####
10/29/2024	V004138--Eat2Explore Inc	2010174	394.90	In Transit
10/15/2024	V004138--Eat2Explore Inc	2010037	34.95	#####
10/29/2024	V011993--EdTech 101	2010175	18,134.38	In Transit
10/24/2024	V011993--EdTech 101	4167-1729709991934	4,450.74	#####
10/24/2024	V011993--EdTech 101	4167-1729713728900	7,047.70	#####
10/21/2024	V011993--EdTech 101	4167-1729282905280	974.80	#####
10/3/2024	V011993--EdTech 101	2009845	2,424.24	#####
10/29/2024	V008684--Education.com	2010176	450.00	In Transit
10/22/2024	V008684--Education.com	2010101	150.00	#####

10/15/2024	V008684--Education.com	2010038	150.00	#####
10/8/2024	V008684--Education.com	2009904	150.00	#####
10/1/2024	V008684--Education.com	2009809	150.00	#####
10/25/2024	V008705--El Paseo Children's Center, Inc	4167-1729800055850	34,817.26	#####
10/1/2024	V008705--El Paseo Children's Center, Inc	2009810	1,960.00	#####
10/29/2024	V004165--Elemental Science Inc.	2010177	429.94	In Transit
10/22/2024	V004165--Elemental Science Inc.	2010102	130.00	#####
10/15/2024	V004165--Elemental Science Inc.	2010039	148.99	#####
10/8/2024	V004165--Elemental Science Inc.	2009905	22.50	#####
10/1/2024	V004165--Elemental Science Inc.	2009811	611.33	#####
10/8/2024	V004175--EMH Sports USA Inc	2009906	465.00	#####
10/29/2024	V022081--Emler Swim School	2010178	200.00	In Transit
10/8/2024	V004179--Endeavor Gymnastics	2009907	801.90	#####
10/3/2024	V016868--Erica Pace	2009846	107.20	#####
10/8/2024	V001484--Erin Tator	2009908	140.00	#####
10/15/2024	V000110--Evan-Moor Educational Publishers	2010040	415.30	#####
10/8/2024	V000110--Evan-Moor Educational Publishers	2009910	3,161.88	#####
10/8/2024	V000110--Evan-Moor Educational Publishers	2009909	230.58	#####
10/1/2024	V000110--Evan-Moor Educational Publishers	2009812	532.27	#####
10/22/2024	V004198--Exploration Education	2010103	165.11	#####
10/8/2024	V012467--Fashion Camp - Create.Design.Sew	2009911	1,090.00	In Transit
10/29/2024	V008858--Film School 4 Teens	2010179	1,000.00	In Transit
10/1/2024	V008858--Film School 4 Teens	2009813	250.00	#####
10/8/2024	V004216--Fired Up Arts	2009912	500.00	#####
10/8/2024	V003752--Firefly Tutors	2009913	885.00	#####
10/22/2024	V003541--Firestorm Freerunning Galaxy LLC	2010104	850.00	#####
10/22/2024	V004218--Firestorm Freerunning Ultra LLC	2010105	100.00	In Transit
10/24/2024	V014288--First Presbyterian Church of Santa Ana	2010157	6,700.00	#####
10/8/2024	V011958--Flying Frog Academy	2009914	298.00	#####
10/21/2024	V008937--Franklin Covey Client Sales, Inc	4167-1729283671276	271.85	#####
10/8/2024	V004236--Freedom in Motion Inc	2009915	234.00	#####
10/22/2024	V004245--Friends of Willow Tree	2010106	2,960.10	In Transit
10/29/2024	V004267--Generation Genius, Inc	2010180	1,646.00	In Transit
10/22/2024	V004267--Generation Genius, Inc	2010107	1,720.00	#####

10/15/2024	V004267--Generation Genius, Inc	2010041	823.00	#####
10/1/2024	V004267--Generation Genius, Inc	2009814	225.00	#####
10/8/2024	V008997--Gibson Music Studio	2009916	540.00	#####
10/15/2024	V004275--Global Student Network	2010042	2,073.00	#####
10/29/2024	V004297--Green Kid Crafts, Inc.	2010181	104.57	In Transit
10/22/2024	V011981--Guitar Lessons by Chris	2010108	220.00	#####
10/8/2024	V011981--Guitar Lessons by Chris	2009917	745.00	#####
10/29/2024	V012262--Harbor and Sprout	2010182	49.68	In Transit
10/1/2024	V012262--Harbor and Sprout	2009815	90.72	#####
10/10/2024	V006538--Hatch & Cesario, Attorneys-at-Law	2010005	6,709.00	#####
10/1/2024	V006538--Hatch & Cesario, Attorneys-at-Law	2009816	4,185.50	#####
10/29/2024	V009143--HBCO LLC	2010183	294.93	In Transit
10/8/2024	V009143--HBCO LLC	2009918	198.90	In Transit
10/29/2024	V012197--Healthy Footprints Adventure Community	2010184	399.00	In Transit
10/8/2024	V012197--Healthy Footprints Adventure Community	2009919	399.00	#####
10/22/2024	V012198--Hi-Desert Cultural Center	2010109	560.00	#####
10/22/2024	V004326--High Five Music Academy	2010110	458.00	In Transit
10/8/2024	V004331--Home School Coaches	2009920	373.75	#####
10/29/2024	V003707--Home Science Tools	2010185	629.94	In Transit
10/22/2024	V003707--Home Science Tools	2010111	27.28	#####
10/15/2024	V003707--Home Science Tools	2010043	830.92	#####
10/8/2024	V003707--Home Science Tools	2009921	262.79	#####
10/1/2024	V003707--Home Science Tools	2009817	457.84	#####
10/3/2024	V011952--Home Yoga LLC	2009847	4,205.00	#####
10/8/2024	V004332--Homeschool Assist of Montana, LLC	2009922	1,410.00	#####
10/15/2024	V009215--Homeschool Planet	2010044	204.00	#####
10/1/2024	V009215--Homeschool Planet	2009818	204.00	#####
10/8/2024	V015726--Homeschooling Homestead	2009923	455.00	#####
10/29/2024	V004336--Honest History Co	2010186	212.71	In Transit
10/8/2024	V004338--Hope for Reading	2009924	630.00	#####
10/29/2024	V000010--Houghton Mifflin Harcourt Publishing Company	2010187	249.45	In Transit
10/15/2024	V000010--Houghton Mifflin Harcourt Publishing Company	2010045	107.83	#####
10/8/2024	V009237--Huckleberry Center for Creative Learning	2009925	688.02	#####
10/29/2024	V022076--Humanitas School of Music and Art	2010188	180.00	In Transit

10/10/2024	V004348--ID123 Inc.	2010006	484.36	#####
10/10/2024	V015215--In Focus	2010007	546.00	In Transit
10/22/2024	V004363--Independent Minds Academy	2010112	4,010.00	#####
10/10/2024	V009296--Infinity Kids Corporation	2010008	2,320.00	#####
10/29/2024	V000058--Institute for Excellence in Writing	2010189	305.36	In Transit
10/15/2024	V000058--Institute for Excellence in Writing	2010046	1,388.34	#####
10/8/2024	V000058--Institute for Excellence in Writing	2009926	371.94	#####
10/1/2024	V000058--Institute for Excellence in Writing	2009819	709.78	#####
10/8/2024	V004386--Intro 2 Skateboarding LLC	2009927	170.00	#####
10/22/2024	V012749--Jacob Thomas Counts	2010113	550.00	In Transit
10/22/2024	V000573--Jamie Butterworth	2010114	200.00	#####
10/8/2024	V009398--Jennifer Murphy dba Murphy Language Arts, LLC	2009928	736.25	#####
10/29/2024	V013690--JKW Innovations LLC	2010190	282.50	In Transit
10/8/2024	V021460--Kathy Lascano	2009929	221.25	#####
10/22/2024	V009499--Kenpo Combat Academy	2010115	612.50	In Transit
10/22/2024	V012115--Keys and Strings Music Studio	2010116	225.00	#####
10/15/2024	V003569--Kids Art Box	2010047	173.00	#####
10/29/2024	V004423--Kids Immersion LLC	2010191	149.00	In Transit
10/10/2024	V004424--Kids In Motion Pediatric Therapy	2010009	1,350.00	#####
10/8/2024	V012082--Kimberly V. Art	2009930	376.00	#####
10/8/2024	V016510--Kirsten A. Lewis Riding Lessons	2009931	440.00	#####
10/29/2024	V004435--KiwiCo Inc	2010192	983.23	In Transit
10/22/2024	V004445--Lakeport Dance Center	2010117	335.00	#####
10/29/2024	V013788--Lakeshore Learning - 2695 E. Dominguez St.	2010193	210.94	In Transit
10/22/2024	V013788--Lakeshore Learning - 2695 E. Dominguez St.	2010118	44.69	#####
10/8/2024	V013788--Lakeshore Learning - 2695 E. Dominguez St.	2009932	216.92	#####
10/15/2024	V000064--Lakeshore Learning Materials, LLC	2010048	748.63	#####
10/22/2024	V000882--Lance M Giroux	2010119	90.00	#####
10/22/2024	V012046--Lauren Raymundo	2010120	616.00	In Transit
10/29/2024	V012011--Leaf'd Garden Inc	2010194	549.19	In Transit
10/8/2024	V004458--Learn Beyond The Book	2009933	3,539.30	#####
10/8/2024	V019181--Learn With Ms. M.	2009934	280.00	In Transit
10/1/2024	V000065--Learning A-Z, LLC	2009820	241.00	#####
10/8/2024	V018795--Learning Squad OC	2009935	37.50	#####

10/22/2024	V009657--Learning Without Tears	2010121	310.49	#####
10/15/2024	V009657--Learning Without Tears	2010049	241.67	#####
10/8/2024	V009657--Learning Without Tears	2009936	143.80	#####
10/1/2024	V009657--Learning Without Tears	2009821	77.79	#####
10/8/2024	V003583--Legacy of Valor & Excellence	2009937	375.00	#####
10/15/2024	V004466--LEGO Education	2010050	179.38	#####
10/1/2024	V004466--LEGO Education	2009822	430.95	#####
10/10/2024	V021877--Leigh Jachens	2010010	34,000.00	#####
10/1/2024	V004468--Let's Bake	2009823	50.36	#####
10/8/2024	V004469--Lewis Music Academy	2009938	675.00	#####
10/8/2024	V015293--Linda Holt	2009939	240.00	#####
10/15/2024	V012107--Llamitas Spanish	2010051	224.19	#####
10/21/2024	V014725--Logans Candies	4167-1729283110726	372.50	#####
10/29/2024	V004497--Logic of English	2010195	694.35	In Transit
10/15/2024	V004497--Logic of English	2010052	1,257.04	#####
10/8/2024	V004497--Logic of English	2009940	593.88	#####
10/1/2024	V004497--Logic of English	2009824	1,565.55	#####
10/22/2024	V018925--Looking Glass Studio of Performing Arts Inc	2010122	65.00	In Transit
10/8/2024	V012144--Lotus & Ivy, LLC	2009941	1,709.00	#####
10/15/2024	V004511--Mad Dog Math	2010053	27.39	In Transit
10/8/2024	V004519--Mallory Academy of Dance LLC	2009942	225.00	#####
10/22/2024	V006389--Marsh & McLennan Agency LLC	4167-1729540853382	5,832.00	#####
10/22/2024	V014639--Mary Longbottom Tutoring	2010123	260.00	In Transit
10/8/2024	V000816--Math with Mrs. Fish	2009943	375.00	#####
10/8/2024	V011947--Mathnasium of Chula Vista (Ace Tutoring)	2009944	458.00	#####
10/22/2024	V004528--Mathnasium of Glendora	2010124	620.00	#####
10/8/2024	V012169--Mathnasium of Newbury Park	2009945	349.00	#####
10/22/2024	V004537--McClure & Co.	2010125	1,772.00	In Transit
10/29/2024	V000068--McGraw Hill LLC	2010196	217.89	In Transit
10/22/2024	V000068--McGraw Hill LLC	2010126	711.69	#####
10/15/2024	V000068--McGraw Hill LLC	2010054	2,437.98	#####
10/8/2024	V000068--McGraw Hill LLC	2009946	144.66	#####
10/1/2024	V001085--McRory Pediatric Services, Inc.	2009825	75.00	In Transit
10/15/2024	V004541--McRuffy Press, LLC	2010055	515.50	In Transit

10/8/2024	V004541--McRuffy Press, LLC	2009947	199.90	In Transit
10/1/2024	V004541--McRuffy Press, LLC	2009826	1,634.20	#####
10/8/2024	V012746--Megapixels School of the Arts	2009948	350.00	In Transit
10/22/2024	V004546--Mel Booker Music	2010127	120.00	In Transit
10/29/2024	V004547--MEL Science US LLC	2010197	321.64	In Transit
10/15/2024	V004547--MEL Science US LLC	2010056	160.77	#####
10/29/2024	V004550--Memoria Press	2010198	187.06	In Transit
10/29/2024	V004554--Miaplaza Inc	2010199	6,300.00	In Transit
10/29/2024	V000915--Michael Horowitz	2010200	320.00	In Transit
10/8/2024	V004560--Middletown Art Center	2009949	180.00	#####
10/22/2024	V010034--Mr D Math LLC	2010128	6,894.50	In Transit
10/8/2024	V003600--Music Freqs	2009951	180.00	#####
10/8/2024	V014542--MusicAlley School of the Arts	2009952	382.00	In Transit
10/22/2024	V011966--MVMNTM	2010129	198.00	In Transit
10/10/2024	V003602--N. California Children's Therapy Center	2010011	1,046.25	#####
10/15/2024	V010079--Nancy Larson Publisher, Inc.	2010058	421.57	#####
10/8/2024	V004620--Nature-Watch	2009953	162.59	#####
10/8/2024	V018796--NewSongs School of Music	2009954	160.00	#####
10/15/2024	V010161--Nicole the Math Lady LLC	2010059	277.00	#####
10/29/2024	V022078--Nomadic Courses LLC	2010202	249.00	In Transit
10/22/2024	V004643--Nuestra Escuelita Spanish Academy	2010130	1,159.95	#####
10/29/2024	V004646--Oak Meadow Inc.	2010203	3,316.57	In Transit
10/15/2024	V004646--Oak Meadow Inc.	2010060	1,136.88	#####
10/8/2024	V004646--Oak Meadow Inc.	2009955	2,236.68	#####
10/1/2024	V004646--Oak Meadow Inc.	2009828	2,017.25	#####
10/8/2024	V014544--Olga Corcoran	2009956	720.00	#####
10/8/2024	V003609--Olive Tree Education Inc	2009957	3,481.25	#####
10/8/2024	V010265--On Pointe Productions LLC	2009958	525.00	#####
10/29/2024	V022077--One Third Stories	2010204	158.94	In Transit
10/29/2024	V004666--Outschool, Inc	2010205	357.00	In Transit
10/22/2024	V004666--Outschool, Inc	2010131	2,240.00	#####
10/8/2024	V004666--Outschool, Inc	2009959	7,622.00	#####
10/8/2024	V010304--Ovation School for the Performing Arts	2009960	400.00	#####
10/22/2024	V005286--Oxford Consulting Services Inc.	4167-1729540811059	20,186.19	#####

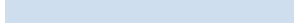
10/21/2024	V005286--Oxford Consulting Services Inc.	4167-1729283521804	22,336.25	#####
10/22/2024	V012355--Ozcanli Academy	2010132	417.00	#####
10/8/2024	V000731--Pamela E. Dewey	2009961	490.00	#####
10/8/2024	V004678--Pandia Press Inc.	2009962	166.72	#####
10/3/2024	V004688--Partners in Special Education, Inc.	2009848	28,587.50	#####
10/22/2024	V015727--Paulin Center for the Arts	2010133	330.00	In Transit
10/25/2024	V003459--Payroll		527,027.04	#####
10/25/2024	V003459--Payroll		-864.84	#####
10/25/2024	V003459--Payroll		864.84	#####
10/25/2024	V003459--Payroll		135,890.30	#####
10/25/2024	V003459--Payroll		864.84	#####
10/10/2024	V003459--Payroll		864.84	#####
10/10/2024	V003459--Payroll		529,980.07	#####
10/10/2024	V003459--Payroll		138,130.40	#####
10/3/2024	V001209--Penelope Pauley	2009849	1,110.00	#####
10/8/2024	V011983--Peter Brown dba Peter Brown Piano Studio	2009963	435.00	#####
10/8/2024	V012081--Phil's Impromptu Piano School	2009964	1,318.75	#####
10/8/2024	V013635--Play-Based Learning Academy LLC	2009965	655.00	#####
10/22/2024	V004748--PRIDE Publishing LLC	2010134	130.33	#####
10/30/2024	V003454--Principal Life Insurance Company-PO Box 10372		20,708.86	#####
10/16/2024	V003454--Principal Life Insurance Company-PO Box 10372		19,907.14	#####
10/2/2024	V003454--Principal Life Insurance Company-PO Box 10372		19,907.14	#####
10/25/2024	V003617--Professional Tutors of America Inc.	4167-1729800076300	1,610.00	#####
10/8/2024	V011968--Public Agency Coalition Enterprise	2009998	175,001.39	#####
10/8/2024	V012143--Quartz Hill Karate, Inc.	2009966	149.00	#####
10/29/2024	V000078--Rainbow Resource Center Inc	2010206	10,863.30	In Transit
10/22/2024	V000078--Rainbow Resource Center Inc	2010135	12,686.75	#####
10/15/2024	V000078--Rainbow Resource Center Inc	2010061	8,626.43	#####
10/8/2024	V000078--Rainbow Resource Center Inc	2009967	9,646.61	#####
10/1/2024	V000078--Rainbow Resource Center Inc	2009829	17,638.65	#####
10/8/2024	V004776--Rancho Simi Recreation and Park District (RSRPD)	2009968	255.00	#####
10/22/2024	V012434--Rebecca Scott	2010136	78.75	#####
10/22/2024	V004788--Red Dragon Karate Glendora	2010137	249.00	In Transit
10/8/2024	V004798--Riff's Music	2009969	420.00	#####

10/3/2024	V019252--Roopa Rao Tutoring & Testing Center	2009850	880.00	#####
10/1/2024	V004812--Rooted in Language LLC	2009830	149.00	#####
10/1/2024	V004813--Royal Fireworks Press	2009831	205.70	#####
10/8/2024	V012868--RSL Aquatics	2009970	520.00	#####
10/3/2024	V011954--Safari Kiwi	2009851	1,050.00	#####
10/22/2024	V003629--Safari West, Inc.	4167-1729540932682	2,860.05	#####
10/3/2024	V003055--San Diego County Office of Education	2009852	8,000.00	#####
10/22/2024	V003638--School of Rock Vacaville	2010138	801.93	#####
10/29/2024	V012077--Schoolhouse Discoveries LLC	2010207	307.20	In Transit
10/15/2024	V012077--Schoolhouse Discoveries LLC	2010062	111.55	#####
10/15/2024	V016874--Science With Mrs. Collins LLC	2010063	439.00	In Transit
10/3/2024	V019502--Shayla Esposto	2009853	300.00	#####
10/29/2024	V004889--Sienna Ranch Operations, LLC	2010208	3,818.00	In Transit
10/29/2024	V004900--Singapore Math Inc	2010209	2,829.20	In Transit
10/22/2024	V004900--Singapore Math Inc	2010139	465.68	#####
10/15/2024	V004900--Singapore Math Inc	2010064	2,409.04	#####
10/8/2024	V004900--Singapore Math Inc	2009971	316.51	#####
10/1/2024	V004900--Singapore Math Inc	2009832	79.67	#####
10/22/2024	V003179--So Cal Edison		16.00	#####
10/22/2024	V011044--SoCal STEM LLC dba includEducation	2010140	725.00	#####
10/22/2024	V016135--Sparks Taekwondo LLC	2010141	756.00	#####
10/3/2024	V000090--Specialized Therapy Services Inc.	2009854	16,816.00	#####
10/25/2024	V011092--Speech Language & Educational Associates	4167-1729800191776	1,012.50	#####
10/8/2024	V021759--Spotlight Dance and Acting Studio	2009972	79.00	#####
10/8/2024	V011996--Stephanie Reyes	2009973	400.00	#####
10/29/2024	V000092--Stephens Educational Services, LLC	2010210	2,526.25	In Transit
10/22/2024	V000092--Stephens Educational Services, LLC	2010142	197.00	In Transit
10/15/2024	V000092--Stephens Educational Services, LLC	2010065	3,944.05	#####
10/8/2024	V000092--Stephens Educational Services, LLC	2009974	2,267.40	#####
10/1/2024	V000092--Stephens Educational Services, LLC	2009833	727.20	#####
10/22/2024	V012462--Strong Mind Education	2010143	440.00	#####
10/1/2024	V004966--Studies Weekly Inc	2009834	605.76	#####
10/8/2024	V014847--Subito Music Academy LLC	2009975	700.00	#####
10/8/2024	V014547--Summit Enrichment Academy	2009976	5,800.00	#####

10/22/2024	V015819--Sylvan Learning Center	2010144	1,240.00	#####
10/10/2024	V000097--T-Mobile - 742596	2010012	1,554.15	#####
10/29/2024	V005000--Teacher Synergy, LLC	2010211	2,588.88	In Transit
10/29/2024	V005001--Teaching Textbooks LLC	2010212	72.95	In Transit
10/22/2024	V005001--Teaching Textbooks LLC	2010145	846.27	#####
10/15/2024	V005001--Teaching Textbooks LLC	2010066	263.80	#####
10/8/2024	V005001--Teaching Textbooks LLC	2009977	324.38	#####
10/1/2024	V005001--Teaching Textbooks LLC	2009835	1,202.61	#####
10/25/2024	V013563--TeachTown	4167-1729800138618	625.00	#####
10/22/2024	V013563--TeachTown	4167-1729540894203	625.00	#####
10/10/2024	V013563--TeachTown	2010013	1,250.00	#####
10/22/2024	V005005--Temecula Music Teacher, LLC	2010146	1,286.50	#####
10/8/2024	V014669--Terra Arts Foundation	2009978	466.66	#####
10/3/2024	V012015--The Academy of Dance	2009855	875.00	#####
10/8/2024	V003659--The Arbor Learning Community	2009979	105.00	#####
10/1/2024	V005016--The BEarth Institute, Inc.	2009836	150.00	#####
10/22/2024	V021999--The Bending Willow Academy	2010147	544.00	#####
10/8/2024	V012201--The Circle LB	2009980	880.00	#####
10/22/2024	V005019--The Claremont Club	2010148	739.60	In Transit
10/29/2024	V005022--The Critical Thinking Co	2010213	254.11	In Transit
10/22/2024	V005022--The Critical Thinking Co	2010149	15.94	In Transit
10/15/2024	V005022--The Critical Thinking Co	2010067	52.49	#####
10/8/2024	V005022--The Critical Thinking Co	2009981	121.41	#####
10/1/2024	V005022--The Critical Thinking Co	2009837	101.37	#####
10/8/2024	V012744--The Music Key School	2009982	320.00	In Transit
10/3/2024	V014522--The Van Tuyl Music Foundation	2009856	875.00	#####
10/21/2024	V021953--The Works	4167-1729283567038	63.78	#####
10/15/2024	V005060--Thinkwell Corp	2010068	159.00	#####
10/3/2024	V016963--Thomas Arnett	2009857	84.42	#####
10/22/2024	V005061--Thrive Academics Inc.	2010150	60.00	In Transit
10/29/2024	V000112--Timberdoodle	2010214	61,588.81	In Transit
10/22/2024	V000112--Timberdoodle	2010151	20,859.34	#####
10/22/2024	V005065--Time4Learning	2010152	1,577.85	#####
10/8/2024	V005065--Time4Learning	2009983	2,536.50	#####

10/8/2024	V012387--To The Pointe Dance Productions	2009984	656.25	#####
10/8/2024	V015683--Together We Learn Tutoring and Enrichment Center	2009985	250.00	#####
10/22/2024	V003664--Total Education Solutions	4167-1729540942125	1,319.00	#####
10/1/2024	V003664--Total Education Solutions	2009838	1,323.00	#####
10/29/2024	V022079--Trailblazer Volleyball	2010215	150.00	In Transit
10/22/2024	V012979--Train Goat Gainz	2010153	229.17	#####
10/8/2024	V012979--Train Goat Gainz	2009986	154.17	#####
10/29/2024	V003666--Treetop Tutoring Center LLC	2010216	964.00	In Transit
10/3/2024	V005080--TTC4SUCCESS	2009858	5,470.70	#####
10/8/2024	V012078--U DID IT	2009987	300.00	#####
10/22/2024	V005107--Urban Workshop	2010154	600.00	#####
10/3/2024	V005113--USS Hornet Sea, Air & Space Museum	2009859	459.00	#####
10/8/2024	V005226--Valerie Marich	2009988	240.00	In Transit
10/8/2024	V012145--Veronica Anne Rowland	2009989	100.00	#####
10/10/2024	V021876--Vierra Farms	2010014	118.00	#####
10/22/2024	V005132--Viva Learning Community	2010155	1,918.00	#####
10/24/2024	V001531--Water Court, LLC	4167-1729713703198	5,219.63	#####
10/22/2024	V022000--Waterworks Aquatics CB	2010156	178.28	#####
10/8/2024	V012624--West Coast Krav Maga	2009990	189.00	#####
10/8/2024	V006200--West Coast Krav Maga Wildomar, Inc.	2009991	359.10	#####
10/8/2024	V012110--Whispering Oak Stables	2009992	250.00	#####
10/29/2024	V006664--Whitebrook Farm	2010217	87.00	In Transit
10/25/2024	V012640--Whole Child Therapy, Inc	4167-1729800038800	6,525.00	#####
10/29/2024	V005159--Wild Learning LLC	2010218	105.00	In Transit
10/15/2024	V005159--Wild Learning LLC	2010069	84.00	#####
10/8/2024	V005159--Wild Learning LLC	2009993	105.00	#####
10/1/2024	V005159--Wild Learning LLC	2009839	260.00	#####
10/8/2024	V005167--WM Music Lessons Inc	2009994	2,115.00	#####
10/8/2024	V011840--WM Tutoring Inc	2009995	485.00	#####
10/23/2024	V005178--Wright Specialty Premium Trust	4167-1729627242759	1,632.50	#####
10/3/2024	V005178--Wright Specialty Premium Trust	2009860	1,868.40	#####
10/29/2024	V013838--Write by Number	2010219	322.26	In Transit
10/29/2024	V005179--Write On Webb	2010220	792.00	In Transit
10/3/2024	V002996--YOLO STRS		78,408.19	#####

	10/8/2024	V003686--Young Artists Conservatory of Music	2009996	1,648.00	#####
	10/10/2024	V000012--Young, Minney & Corr, LLP	2010015	17,565.50	#####
	10/29/2024	V000104--Zoo-Phonics	2010221	474.95	In Transit
	10/10/2024	V000105--Zoom Video Communications Inc.	2010016	79.08	#####
Total for COM-NEWGEN				3,001,982.61	
COM-JPMORGAN - JPMORGAN	Account no: 523535656				
	10/2/2024	V003454--Principal Life Insurance Company-PO Box 10372		19,907.14	In Transit
Total for COM-JPMORGAN				19,907.14	



Compass Charter Schools - COM**Balance Sheet**

Statement of Financial Position

Reporting Book:

As of Date:

Location:

ACCRUAL

10/31/2024

Compass Charter Schools - COM

Los Angeles**Year To Date****10/31/2024****Current Year Balance**

912100-COM-010 - California Credit Union - Checking	0.00
912200-COM-010 - Cash in California Credit Union	(500.00)
912300-COM-010 - Cash in Bank(s) - New Chase Account	269,612.02
912400-COM-010 - Cash in Bank(s) - PayPal Account	0.00
912500-COM-020 - Cash in County Treasury Account	0.00
915100-COM-010 - California Credit Union - Money Market	0.00
Total Cash and Cash Equivalents	269,112.02

920000 - Accounts Receivables	0.00
929000 - Due from Grantor Governments	323,910.42
Total Accounts Receivable	323,910.42

933000 - Prepaid Expenses	0.00
Total Prepaid Expenses	0.00

933500 - Employee Advances	0.00
Total Employee Advances	0.00

915000-COM-010 - Investments - J.P Morgan	0.00
Total Short Term Investments	0.00

946000 - Right of Use Asset	0.00
Total Fixed Assets	0.00

935000 - Security Deposits	0.00
Total Other Assets	0.00

Total Assets	593,022.44
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950000 - Accounts Payable-System	112,042.07
Total Accounts Payable	112,042.07

950100 - Accrued Salaries	0.00
950300 - Accrued STRS	0.00
950500 - Accounts Payable-Accrual	0.00
950600 - Credit Card Payable	0.00
959000 - Due to Grantor Governments	13,957.00
Total Accrued Liabilities	13,957.00

965000 - Deferred Revenue	1,360,774.98
966100 - Summer Holdback	0.00

NPO	San Diego	Yolo County	
Year To Date	Year To Date	Year To Date	Year To Date
10/31/2024	10/31/2024	10/31/2024	10/31/2024
Current Year Balance	Current Year Balance	Current Year Balance	Comp on Actual
137,196.94	0.00	0.00	137,196.94
5,663.93	(500.00)	(500.00)	4,163.93
4,587,000.74	(2,253,241.88)	5,821,638.86	8,425,009.74
10,556.97	0.00	0.00	10,556.97
0.00	3,027,947.78	0.00	3,027,947.78
256,948.22	0.00	0.00	256,948.22
4,997,366.80	774,205.90	5,821,138.86	11,861,823.58
321.72	0.00	0.00	321.72
0.00	195,603.07	8,381.00	527,894.49
321.72	195,603.07	8,381.00	528,216.21
25,812.67	0.00	0.00	25,812.67
25,812.67	0.00	0.00	25,812.67
1,010.96	0.00	0.00	1,010.96
1,010.96	0.00	0.00	1,010.96
820,127.03	0.00	0.00	820,127.03
820,127.03	0.00	0.00	820,127.03
10,179.56	0.00	0.00	10,179.56
10,179.56	0.00	0.00	10,179.56
5,219.63	0.00	0.00	5,219.63
5,219.63	0.00	0.00	5,219.63
5,860,038.37	969,808.97	5,829,519.86	13,252,389.64
233,037.44	116,260.12	36,094.47	497,434.10
233,037.44	116,260.12	36,094.47	497,434.10
675,576.71	0.00	0.00	675,576.71
73,361.87	0.00	0.00	73,361.87
0.00	0.00	31,575.64	31,575.64
(16,759.27)	0.00	0.00	(16,759.27)
128,138.66	37,079.00	4,939,983.69	5,119,158.35
860,317.97	37,079.00	4,971,559.33	5,882,913.30
0.00	880,124.71	772,508.94	3,013,408.63
127,280.29	0.00	0.00	127,280.29

966500 - Compensated Absences Payable	104,663.62
Total Other Short Term Liability	1,465,438.60
965500 - ROU liability	0.00
Total Other Liabilities	0.00
961000 - Due to/From Other Locations	0.00
Total Interfund Due to	0.00
Total Liabilities	1,591,437.67
Net Increase/(Decrease) in Net Assets	(2,168,470.77)
978000 - Unrestricted Net Assets – Other Designations	877,541.65
979000 - Net Assets	0.00
Total Unrestricted Net Assets	877,541.65
Total Unrest Net Assets with Inc/(Dec) to date	(1,290,929.12)
978900 - Designated for Economic Uncertainty	292,513.89
Total Restricted Net Assets	292,513.89
Total Net Assets	(998,415.23)
Liabilities and Net Assets	593,022.44

Created on : 11/19/2024 9:19 AM PST

0.00	86,466.96	71,447.49	262,578.07
127,280.29	966,591.67	843,956.43	3,403,266.99
5,201.36	0.00	0.00	5,201.36
5,201.36	0.00	0.00	5,201.36
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
1,225,837.06	1,119,930.79	5,851,610.23	9,788,815.75
3,563.22	(1,103,110.67)	(341,980.31)	(3,609,998.53)
3,497,611.72	714,741.64	239,917.45	5,329,812.46
(32,844.20)	0.00	0.00	(32,844.20)
3,464,767.52	714,741.64	239,917.45	5,296,968.26
3,468,330.74	(388,369.03)	(102,062.86)	1,686,969.73
1,165,870.57	238,247.21	79,972.49	1,776,604.16
1,165,870.57	238,247.21	79,972.49	1,776,604.16
4,634,201.31	(150,121.82)	(22,090.37)	3,463,573.89
5,860,038.37	969,808.97	5,829,519.86	13,252,389.64

Compass Charter Schools - COM**Balance Sheet**

Statement of Financial Position

Reporting Book:

As of Date:

Location:

ACCRUAL

08/31/2024

Compass Charter Schools - COM

Los Angeles**Year To Date****08/31/2024****Current Year Balance**

912100-COM-010 - California Credit Union - Checking	0.00
912200-COM-010 - Cash in California Credit Union	(500.00)
912300-COM-010 - Cash in Bank(s) - New Chase Account	1,255,213.02
912400-COM-010 - Cash in Bank(s) - PayPal Account	0.00
912500-COM-020 - Cash in County Treasury Account	0.00
915100-COM-010 - California Credit Union - Money Market	0.00
Total Cash and Cash Equivalents	1,254,713.02

920000 - Accounts Receivables	0.00
929000 - Due from Grantor Governments	534,752.14
Total Accounts Receivable	534,752.14

933000 - Prepaid Expenses	30,509.02
Total Prepaid Expenses	30,509.02

933500 - Employee Advances	0.00
Total Employee Advances	0.00

915000-COM-010 - Investments - J.P Morgan	0.00
Total Short Term Investments	0.00

946000 - Right of Use Asset	0.00
Total Fixed Assets	0.00

935000 - Security Deposits	0.00
Total Other Assets	0.00

Total Assets	1,819,974.18
---------------------	---------------------

950000 - Accounts Payable-System	76,365.77
Total Accounts Payable	76,365.77

950100 - Accrued Salaries	0.00
950300 - Accrued STRS	0.00
950500 - Accounts Payable-Accrual	0.00
950600 - Credit Card Payable	0.00
959000 - Due to Grantor Governments	54,747.00
Total Accrued Liabilities	54,747.00

965000 - Deferred Revenue	1,419,782.90
966100 - Summer Holdback	0.00

NPO	San Diego	Yolo County	
Year To Date	Year To Date	Year To Date	Year To Date
08/31/2024	08/31/2024	08/31/2024	08/31/2024
Current Year Balance	Current Year Balance	Current Year Balance	Comp on Actual
149,207.56	0.00	0.00	149,207.56
5,663.93	(500.00)	(500.00)	4,163.93
3,768,149.82	(2,884,399.62)	5,535,507.67	7,674,470.89
7,960.28	0.00	0.00	7,960.28
0.00	3,884,946.42	0.00	3,884,946.42
256,948.22	0.00	0.00	256,948.22
4,187,929.81	1,000,046.80	5,535,007.67	11,977,697.30
42.36	0.00	0.00	42.36
0.00	389,308.70	125,188.18	1,049,249.02
42.36	389,308.70	125,188.18	1,049,291.38
523,156.95	28,435.99	38,491.49	620,593.45
523,156.95	28,435.99	38,491.49	620,593.45
556.03	0.00	0.00	556.03
556.03	0.00	0.00	556.03
840,034.17	0.00	0.00	840,034.17
840,034.17	0.00	0.00	840,034.17
20,289.77	0.00	0.00	20,289.77
20,289.77	0.00	0.00	20,289.77
5,219.63	0.00	0.00	5,219.63
5,219.63	0.00	0.00	5,219.63
5,577,228.72	1,417,791.49	5,698,687.34	14,513,681.73
0.00	73,665.97	23,874.71	173,906.45
0.00	73,665.97	23,874.71	173,906.45
673,290.79	0.00	0.00	673,290.79
102,487.52	0.00	0.00	102,487.52
0.00	0.00	31,575.64	31,575.64
(20,580.36)	0.00	0.00	(20,580.36)
128,138.66	4,046.00	4,610,231.61	4,797,163.27
883,336.61	4,046.00	4,641,807.25	5,583,936.86
0.00	914,215.34	787,139.04	3,121,137.28
43,903.50	0.00	0.00	43,903.50

966500 - Compensated Absences Payable	104,663.62
Total Other Short Term Liability	1,524,446.52
965500 - ROU liability	0.00
Total Other Liabilities	0.00
961000 - Due to/From Other Locations	0.00
Total Interfund Due to	0.00
Total Liabilities	1,655,559.29
Net Increase/(Decrease) in Net Assets	(1,005,640.65)
978000 - Unrestricted Net Assets – Other Designations	877,541.65
979000 - Net Assets	0.00
Total Unrestricted Net Assets	877,541.65
Total Unrest Net Assets with Inc/(Dec) to date	(128,099.00)
978900 - Designated for Economic Uncertainty	292,513.89
Total Restricted Net Assets	292,513.89
Total Net Assets	164,414.89
Liabilities and Net Assets	1,819,974.18

Created on : 12/04/2024 11:19 AM PST

0.00	86,466.96	71,447.49	262,578.07
43,903.50	1,000,682.30	858,586.53	3,427,618.85
15,553.05	0.00	0.00	15,553.05
15,553.05	0.00	0.00	15,553.05
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
942,793.16	1,078,394.27	5,524,268.49	9,201,015.21
3,797.47	(613,591.63)	(145,471.09)	(1,760,905.90)
3,497,611.72	714,741.64	239,917.45	5,329,812.46
(32,844.20)	0.00	0.00	(32,844.20)
3,464,767.52	714,741.64	239,917.45	5,296,968.26
3,468,564.99	101,150.01	94,446.36	3,536,062.36
1,165,870.57	238,247.21	79,972.49	1,776,604.16
1,165,870.57	238,247.21	79,972.49	1,776,604.16
4,634,435.56	339,397.22	174,418.85	5,312,666.52
5,577,228.72	1,417,791.49	5,698,687.34	14,513,681.73

Company name: Compass Charter Schools

Report name: Check register

Created on: 12/4/2024

Bank	Date	Vendor
------	------	--------

COM-SANDIEGO - SDCOE

Account no:

8/29/2024

V000005--California Department of Education

Total for COM-SANDIEGO

COM-NEWGEN - Chase

Account no: 837509568

8/27/2024

V006219--ABC Learning Solutions LLC

8/20/2024

V006219--ABC Learning Solutions LLC

8/20/2024

V006219--ABC Learning Solutions LLC

8/6/2024

V006219--ABC Learning Solutions LLC

8/27/2024

V012141--ADP, Inc

8/27/2024

V000415--Allstate Building & Office Maintenance, Inc.

8/13/2024

V021009--Amazing Athletes

8/14/2024

V003798--Amazon Capital Services

8/20/2024

V019297--Amergis Healthcare Staffing, Inc.

8/16/2024

V003305--Anthem Blue Cross

8/20/2024

V003866--Autism Learning Partners

8/5/2024

V000593--Autumn Clements

8/1/2024

V000593--Autumn Clements

8/29/2024

V004582--Beyond the Page

8/20/2024

V003910--Blue Buoy Swim School Inc

8/16/2024

V003910--Blue Buoy Swim School Inc

8/27/2024

V003914--Board On Track, Inc.

8/29/2024

V003916--BookShark LLC

8/20/2024

V003508--Butterfly Effects Therapy, Inc.

8/26/2024

V000026--CALSTRS

8/8/2024

V000026--CALSTRS

8/6/2024

V000003--Charter School Management Corporation

8/26/2024

V000033--Chase

8/15/2024

V000033--Chase

8/5/2024

V000033--Chase

8/29/2024

V014146--Christine Echeverri

8/27/2024

V004027--Colonial Life

8/27/2024

V004027--Colonial Life

8/26/2024

V004027--Colonial Life

8/29/2024

V021087--David Meggison

8/15/2024

V021087--David Meggison

8/27/2024

V004103--Discovery Education Inc. - 744954

8/20/2024

V003533--Dynamic Education Services, Inc.

8/20/2024

V018615--Dynamic Vision Optometry

8/20/2024

V011993--EdTech 101

8/1/2024

V011993--EdTech 101

8/27/2024

V008705--El Paseo Children's Center, Inc

8/29/2024

V004165--Elemental Science Inc.

8/27/2024

V006133--Enrollment Professor West

8/29/2024

V000110--Evan-Moor Educational Publishers

8/29/2024

V021274--Fatima Hernandez

8/20/2024

V004210--Fedex Office

Document no.	Amount	Cleared
	43,031.00	8/31/2024
	43,031.00	
2009645	900.00	9/30/2024
2009640	900.00	8/31/2024
2009617	700.00	8/31/2024
2009608	850.00	8/31/2024
	2,698.64	8/31/2024
2009646	380.00	8/31/2024
2009613	180.00	9/30/2024
99022837	653.80	8/31/2024
2009618	17,010.00	8/31/2024
	14,727.83	8/31/2024
2009619	195.00	8/31/2024
	9.25	8/31/2024
	14.20	8/31/2024
2009663	390.98	9/30/2024
2009620	700.00	8/31/2024
Voided - 2009365	-700.00	8/31/2024
2009647	8,995.00	9/30/2024
2009656	196.29	9/30/2024
2009621	7,720.00	8/31/2024
	270,000.00	8/31/2024
	20,952.49	8/31/2024
2009609	32,672.95	8/31/2024
	19,320.54	8/31/2024
	183.28	8/31/2024
	142,243.36	8/31/2024
2009657	307.11	9/30/2024
	11,568.06	8/31/2024
	26,158.43	8/31/2024
	11,367.70	8/31/2024
2009658	1,681.66	9/30/2024
2009616	1,719.29	8/31/2024
2009648	799.00	9/30/2024
2009622	2,400.00	8/31/2024
2009623	150.00	8/31/2024
2009641	577.91	8/31/2024
2009606	5,995.50	8/31/2024
2009649	2,213.16	9/30/2024
2009659	38.49	9/30/2024
2009650	3,500.00	9/30/2024
2009660	233.03	9/30/2024
2009661	2,241.78	9/30/2024
2009624	408.79	8/31/2024

8/27/2024	V014288--First Presbyterian Church of Santa Ana
8/20/2024	V008937--Franklin Covey Client Sales, Inc
8/20/2024	V012041--FunctionJunction
8/29/2024	V004267--Generation Genius, Inc
8/20/2024	V006538--Hatch & Cesario, Attorneys-at-Law
8/29/2024	V019936--Idaho Department of Labor
8/20/2024	V015215--In Focus
8/20/2024	V009296--Infinity Kids Corporation
8/13/2024	V021008--Kidokinetics of Irvine
8/12/2024	V011998--Manual Check Payment
8/1/2024	V011998--Manual Check Payment
8/8/2024	V013044--Marblesoft
8/6/2024	V013044--Marblesoft
8/20/2024	V001085--McRory Pediatric Services, Inc.
8/20/2024	V003602--N. California Children's Therapy Center
8/20/2024	V005286--Oxford Consulting Services Inc.
8/27/2024	V018816--Parenting OC Media
8/1/2024	V012923--ParentSquare, Inc.
8/20/2024	V004688--Partners in Special Education, Inc.
8/20/2024	V013562--Patricia Kravitz
8/23/2024	V003459--Payroll
8/22/2024	V003459--Payroll
8/19/2024	V003459--Payroll
8/19/2024	V003459--Payroll
8/19/2024	V003459--Payroll
8/19/2024	V003459--Payroll
8/19/2024	V003459--Payroll
8/9/2024	V003459--Payroll
8/9/2024	V003459--Payroll
8/27/2024	V003454--Principal Life Insurance Company-PO Box 10372
8/14/2024	V003454--Principal Life Insurance Company-PO Box 10372
8/29/2024	V000078--Rainbow Resource Center Inc
8/27/2024	V010641--Renaissance Learning Inc
8/20/2024	V004803--Riverside County Office of Education
8/20/2024	V019252--Roopa Rao Tutoring & Testing Center
8/20/2024	V019502--Shayla Esposto
8/26/2024	V003179--So Cal Edison
8/29/2024	V004966--Studies Weekly Inc
8/13/2024	V000097--T-Mobile - 742596
8/29/2024	V005000--Teacher Synergy, LLC
8/6/2024	V005000--Teacher Synergy, LLC
8/29/2024	V005001--Teaching Textbooks LLC
8/6/2024	V011309--Texthelp Inc.
8/20/2024	V016963--Thomas Arnett
8/20/2024	V003664--Total Education Solutions
8/20/2024	V005080--TTC4SUCCESS
8/27/2024	V001531--Water Court, LLC
8/20/2024	V012640--Whole Child Therapy, Inc
8/29/2024	V005159--Wild Learning LLC
8/29/2024	V005166--Winters Joint Unified School District
8/27/2024	V005178--Wright Specialty Premium Trust
8/29/2024	V013838--Write by Number

2009651	7,090.00	9/30/2024
2009625	11,640.00	8/31/2024
2009626	3,900.00	8/31/2024
2009662	225.00	9/30/2024
2009627	7,188.50	8/31/2024
	275.35	8/31/2024
2009628	728.00	9/30/2024
2009629	1,280.00	8/31/2024
2009614	329.00	8/31/2024
	42.36	8/31/2024
	10.00	8/31/2024
Voided - 2009556	-107.52	8/31/2024
2009610	48.57	8/31/2024
2009642	225.00	9/30/2024
2009630	945.00	9/30/2024
2009631	8,202.75	8/31/2024
2009652	595.00	9/30/2024
2009607	10,242.36	8/31/2024
2009632	1,040.00	9/30/2024
2009643	600.00	8/31/2024
	367.21	8/31/2024
	379.44	8/31/2024
	-864.84	8/31/2024
	864.84	8/31/2024
	536,022.25	8/31/2024
	136,378.82	8/31/2024
	196,160.99	8/31/2024
	66,781.22	8/31/2024
	19,729.99	8/31/2024
	14,831.93	8/31/2024
2009664	8,227.43	9/30/2024
2009653	4,000.00	9/30/2024
2009633	11,500.00	8/31/2024
2009634	1,100.00	8/31/2024
2009635	450.00	8/31/2024
	113.70	8/31/2024
2009665	43.05	9/30/2024
2009615	1,598.86	8/31/2024
2009666	137.92	9/30/2024
2009611	20,000.00	8/31/2024
2009667	191.85	9/30/2024
2009612	80.00	8/31/2024
2009636	93.80	9/30/2024
2009644	2,915.00	8/31/2024
2009637	1,876.40	9/30/2024
2009654	5,219.63	9/30/2024
2009638	4,125.00	8/31/2024
2009668	35.00	9/30/2024
2009669	70,468.26	10/31/2024
2009655	24,879.60	9/30/2024
2009670	324.18	9/30/2024

	8/20/2024	V000012--Young, Minney & Corr, LLP
Total for COM-NEWGEN		
COM-CCUCHECK - California Credit Union	Account no: 119118124	
	8/26/2024	V003954--California Credit Union CC
	8/26/2024	V003954--California Credit Union CC
Total for COM-CCUCHECK		

2009639	17,171.00	8/31/2024
	<u>1,812,955.42</u>	

1,441.51 8/31/2024

463.81 8/31/2024

1,905.32

Company name: Compass Charter Schools

Report name: Check register

Created on: 12/4/2024

Bank	Date	Vendor
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COM-SANDIEGO - SDCOE

Account no:

9/26/2024

V003055--San Diego County Office of Education

Total for COM-SANDIEGO

COM-NEWGEN - Chase

Account no: 837509568

9/19/2024

V006219--ABC Learning Solutions LLC

9/19/2024

V006219--ABC Learning Solutions LLC

9/5/2024

V006219--ABC Learning Solutions LLC

9/12/2024

V000107--Accrediting Commission for Schools

9/26/2024

V012141--ADP, Inc

9/24/2024

V012256--All About Learning Press Inc

9/17/2024

V012256--All About Learning Press Inc

9/10/2024

V012256--All About Learning Press Inc

9/3/2024

V012256--All About Learning Press Inc

9/19/2024

V013443--Allstate Building & Office Maintenance Inc.

9/26/2024

V021656--Amazing Athletes - 1020

9/5/2024

V013254--Amazing Athletes of Inland Empire

9/25/2024

V003798--Amazon Capital Services

9/18/2024

V003798--Amazon Capital Services

9/11/2024

V003798--Amazon Capital Services

9/4/2024

V003798--Amazon Capital Services

9/17/2024

V003305--Anthem Blue Cross

9/10/2024

V003841--Art of Problem Solving

9/3/2024

V003841--Art of Problem Solving

9/19/2024

V005345--Ascend Math

9/30/2024

V000593--Autumn Clements

9/16/2024

V000593--Autumn Clements

9/9/2024

V000593--Autumn Clements

9/3/2024

V000593--Autumn Clements

9/24/2024

V000108--Beautiful Feet Books Inc

9/17/2024

V000108--Beautiful Feet Books Inc

9/10/2024

V000108--Beautiful Feet Books Inc

9/3/2024

V000108--Beautiful Feet Books Inc

9/24/2024

V004582--Beyond the Page

9/10/2024

V004582--Beyond the Page

9/3/2024

V004582--Beyond the Page

9/10/2024

V003906--Blackbird & Company

9/24/2024

V003916--BookShark LLC

9/3/2024

V003916--BookShark LLC

9/10/2024

V003922--Brave Writer LLC

9/10/2024

V003508--Butterfly Effects Therapy, Inc.

9/17/2024

V007869--BYU Continuing Education

9/27/2024

V000026--CALSTRS

9/4/2024

V000026--CALSTRS

9/3/2024

V000026--CALSTRS

9/26/2024

V000003--Charter School Management Corporation

9/3/2024

V000003--Charter School Management Corporation

Document no.	Amount	Cleared
	9,823.00	9/30/2024
	9,823.00	
2009762	700.00	9/30/2024
2009752	500.00	9/30/2024
2009689	900.00	9/30/2024
2009732	4,200.00	10/31/2024
	3,344.69	9/30/2024
2009767	140.40	10/31/2024
2009738	267.97	9/30/2024
2009700	309.78	9/30/2024
2009671	1,074.61	9/30/2024
2009758	380.00	9/30/2024
2009788	250.00	9/30/2024
2009690	180.00	10/31/2024
	34,333.50	9/30/2024
	43,406.36	9/30/2024
	66,456.52	9/30/2024
	44,099.11	9/30/2024
	14,576.08	9/30/2024
2009701	1,233.00	9/30/2024
2009672	719.49	9/30/2024
2009753	2,470.00	9/30/2024
	51.59	9/30/2024
	37.39	9/30/2024
	46.63	9/30/2024
	56.55	9/30/2024
2009768	536.93	9/30/2024
2009739	306.94	9/30/2024
2009702	267.30	9/30/2024
2009673	285.70	9/30/2024
2009779	14,879.67	10/31/2024
2009710	943.93	9/30/2024
2009680	9,700.16	9/30/2024
2009703	402.57	9/30/2024
2009769	239.06	10/31/2024
2009674	746.86	9/30/2024
2009704	79.80	9/30/2024
2009720	3,205.00	9/30/2024
2009740	627.00	10/31/2024
	300,000.00	9/30/2024
	17,500.00	9/30/2024
	83,595.00	9/30/2024
2009789	33,235.45	9/30/2024
2009687	32,829.20	9/30/2024

9/5/2024	V000031--Charter Schools Development Center
9/23/2024	V000033--Chase
9/16/2024	V000033--Chase
9/26/2024	V021655--Danielle Power
9/24/2024	V004086--Demme Learning School Sales
9/17/2024	V004086--Demme Learning School Sales
9/10/2024	V004086--Demme Learning School Sales
9/3/2024	V004086--Demme Learning School Sales
9/24/2024	V012418--Denison Algebra
9/12/2024	V007088--Document Tracking Services
9/26/2024	V021657--Down for Dance
9/19/2024	V003533--Dynamic Education Services, Inc.
9/10/2024	V018615--Dynamic Vision Optometry
9/26/2024	V011993--EdTech 101
9/10/2024	V011993--EdTech 101
9/5/2024	V011993--EdTech 101
9/10/2024	V004165--Elemental Science Inc.
9/5/2024	V016165--Enrique Luna
9/19/2024	V006133--Enrollment Professor West
9/24/2024	V000110--Evan-Moor Educational Publishers
9/10/2024	V000110--Evan-Moor Educational Publishers
9/3/2024	V000110--Evan-Moor Educational Publishers
9/12/2024	V021446--Fabiana Campos
9/24/2024	V014288--First Presbyterian Church of Santa Ana
9/5/2024	V004267--Generation Genius, Inc
9/24/2024	V004297--Green Kid Crafts, Inc.
9/26/2024	V004305--Guided Discoveries, Inc.
9/10/2024	V006538--Hatch & Cesario, Attorneys-at-Law
9/5/2024	V012471--Hear Now
9/24/2024	V003707--Home Science Tools
9/10/2024	V015215--In Focus
9/24/2024	V000058--Institute for Excellence in Writing
9/17/2024	V000058--Institute for Excellence in Writing
9/30/2024	V021688--Karissa Hyross
9/19/2024	V004424--Kids In Motion Pediatric Therapy
9/10/2024	V004453--Layers of Learning
9/5/2024	V004459--Learning Ally, Inc.
9/17/2024	V004497--Logic of English
9/3/2024	V004497--Logic of English
9/19/2024	V006389--Marsh & McLennan Agency LLC
9/10/2024	V004541--McRuffy Press, LLC
9/3/2024	V004541--McRuffy Press, LLC
9/24/2024	V004550--Memoria Press
9/24/2024	V004554--Miaplaza Inc
9/17/2024	V004554--Miaplaza Inc
9/3/2024	V004554--Miaplaza Inc
9/12/2024	V004580--Mosyle Corportaion
9/19/2024	V003602--N. California Children's Therapy Center
9/26/2024	V021659--NatureEye Inc.
9/24/2024	V004646--Oak Meadow Inc.
9/17/2024	V004646--Oak Meadow Inc.

2009691	2,950.00	In Transit
	41,190.48	9/30/2024
	2,460.41	9/30/2024
2009790	2,645.00	9/30/2024
2009770	297.53	10/31/2024
2009741	196.99	10/31/2024
2009705	169.39	9/30/2024
2009675	134.50	9/30/2024
2009771	175.00	10/31/2024
2009733	5,308.48	9/30/2024
2009791	500.00	10/31/2024
2009754	225.00	9/30/2024
2009721	150.00	9/30/2024
2009792	4,063.42	10/31/2024
2009722	3,915.22	9/30/2024
2009692	3,108.54	9/30/2024
2009706	296.94	9/30/2024
2009693	150.00	9/30/2024
2009759	3,500.00	10/31/2024
2009772	50.33	10/31/2024
2009707	29.17	9/30/2024
2009676	351.45	9/30/2024
2009734	200.00	9/30/2024
2009773	6,700.00	10/31/2024
2009694	3,290.00	9/30/2024
2009774	220.44	10/31/2024
2009793	3,250.00	10/31/2024
2009723	25,212.50	9/30/2024
2009695	92.86	9/30/2024
2009775	387.86	10/31/2024
2009724	546.00	10/31/2024
2009776	1,286.03	10/31/2024
2009742	138.37	10/31/2024
2009800	4,400.19	10/31/2024
2009763	337.50	10/31/2024
2009708	112.97	9/30/2024
2009696	0.02	9/30/2024
2009743	230.13	9/30/2024
2009677	394.19	9/30/2024
2009760	5,832.00	9/30/2024
2009709	107.90	10/31/2024
2009678	1,106.50	9/30/2024
2009777	577.56	10/31/2024
2009778	290.00	10/31/2024
2009744	12,730.00	9/30/2024
2009679	290.00	9/30/2024
2009735	5,230.50	9/30/2024
2009755	945.00	9/30/2024
2009794	440.00	10/31/2024
2009780	63.31	10/31/2024
2009745	912.39	10/31/2024

9/19/2024	V005286--Oxford Consulting Services Inc.
9/17/2024	V020666--Parks and Recreation Services
9/10/2024	V004688--Partners in Special Education, Inc.
9/23/2024	V003459--Payroll
9/23/2024	V003459--Payroll
9/23/2024	V003459--Payroll
9/13/2024	V003459--Payroll
9/13/2024	V003459--Payroll
9/13/2024	V003459--Payroll
9/16/2024	V003454--Principal Life Insurance Company-PO Box 10372
9/26/2024	V021658--Printing Museum
9/3/2024	V011968--Public Agency Coalition Enterprise
9/24/2024	V000078--Rainbow Resource Center Inc
9/17/2024	V000078--Rainbow Resource Center Inc
9/10/2024	V000078--Rainbow Resource Center Inc
9/3/2024	V000078--Rainbow Resource Center Inc
9/10/2024	V019252--Roopa Rao Tutoring & Testing Center
9/10/2024	V021352--Samantha Herrod
9/26/2024	V006075--San Diego Family Magazine, LLC
9/26/2024	V000084--Scripps National Spelling Bee, Inc.
9/26/2024	V016273--SeaQuest Folsom
9/10/2024	V019502--Shayla Esposto
9/24/2024	V004900--Singapore Math Inc
9/20/2024	V021557--Siobhann P Shore
9/19/2024	V004903--Small School Districts' Associations
9/23/2024	V003179--So Cal Edison
9/10/2024	V000090--Specialized Therapy Services Inc.
9/19/2024	V011092--Speech Language & Educational Associates
9/10/2024	V000092--Stephens Educational Services, LLC
9/3/2024	V000092--Stephens Educational Services, LLC
9/24/2024	V004966--Studies Weekly Inc
9/17/2024	V004966--Studies Weekly Inc
9/10/2024	V004966--Studies Weekly Inc
9/10/2024	V000097--T-Mobile - 742596
9/24/2024	V005000--Teacher Synergy, LLC
9/17/2024	V005000--Teacher Synergy, LLC
9/10/2024	V005000--Teacher Synergy, LLC
9/3/2024	V005000--Teacher Synergy, LLC
9/17/2024	V005001--Teaching Textbooks LLC
9/10/2024	V005001--Teaching Textbooks LLC
9/3/2024	V005001--Teaching Textbooks LLC
9/24/2024	V005022--The Critical Thinking Co
9/10/2024	V005022--The Critical Thinking Co
9/3/2024	V005022--The Critical Thinking Co
9/24/2024	V005026--The Etiquette Factory
9/10/2024	V005060--Thinkwell Corp
9/17/2024	V000112--Timberdoodle
9/10/2024	V005080--TTC4SUCCESS
9/26/2024	V005095--Underwood Family Farms
9/5/2024	V012947--University of San Diego Professional & Continuing Ed
9/24/2024	V001531--Water Court, LLC

2009764	7,631.19	9/30/2024
Voided - 2009582	-177.50	9/30/2024
2009725	20,372.50	9/30/2024
	864.84	9/30/2024
	133,595.44	9/30/2024
	527,060.81	9/30/2024
	864.84	9/30/2024
	536,013.68	9/30/2024
	136,412.27	9/30/2024
	19,816.93	9/30/2024
2009795	518.00	10/31/2024
2009688	176,897.22	9/30/2024
2009781	32,209.68	10/31/2024
2009746	10,077.70	9/30/2024
2009711	18,948.02	9/30/2024
2009681	9,420.27	9/30/2024
2009726	1,100.00	9/30/2024
2009712	70.12	9/30/2024
2009796	450.00	10/31/2024
2009797	174.50	10/31/2024
2009798	355.75	10/31/2024
2009727	187.50	9/30/2024
2009782	2,278.97	10/31/2024
2009766	2,149.57	9/30/2024
2009761	2,000.00	9/30/2024
	127.72	9/30/2024
2009728	13,805.66	9/30/2024
2009756	202.50	9/30/2024
2009713	285.00	9/30/2024
2009682	709.00	9/30/2024
2009783	43.45	10/31/2024
2009747	43.45	9/30/2024
2009714	87.49	9/30/2024
2009729	1,610.86	9/30/2024
2009784	2,216.28	10/31/2024
2009748	3,050.14	9/30/2024
2009715	231.97	9/30/2024
2009683	122.99	9/30/2024
2009749	104.90	9/30/2024
2009716	91.90	9/30/2024
2009684	344.92	9/30/2024
2009785	109.47	10/31/2024
2009717	26.94	9/30/2024
2009685	71.48	9/30/2024
2009786	189.00	10/31/2024
2009718	159.00	9/30/2024
2009750	13,059.00	10/31/2024
2009730	478.30	9/30/2024
2009799	930.00	10/31/2024
2009697	1,422.00	9/30/2024
2009787	5,219.63	10/31/2024

	9/19/2024	V012640--Whole Child Therapy, Inc
	9/19/2024	V012640--Whole Child Therapy, Inc
	9/17/2024	V005159--Wild Learning LLC
	9/10/2024	V005159--Wild Learning LLC
	9/3/2024	V005159--Wild Learning LLC
	9/12/2024	V005178--Wright Specialty Premium Trust
	9/5/2024	V005178--Wright Specialty Premium Trust
	9/12/2024	V000012--Young, Minney & Corr, LLP
	9/10/2024	V000105--Zoom Video Communications Inc.
	9/5/2024	V000105--Zoom Video Communications Inc.
Total for COM-NEWGEN		

COM-CCUCHECK - California Credit Union

Account no: 119118124

	9/26/2024	V003954--California Credit Union CC
	9/26/2024	V003954--California Credit Union CC
Total for COM-CCUCHECK		

2009765	1,500.00	10/31/2024
2009757	1,500.00	10/31/2024
2009751	70.00	10/31/2024
2009719	120.00	9/30/2024
2009686	35.00	9/30/2024
2009736	3,519.70	9/30/2024
2009698	5,369.30	9/30/2024
2009737	13,882.50	9/30/2024
2009731	133.41	9/30/2024
2009699	61.39	9/30/2024
	<hr/>	
	2,576,532.96	

	10,660.59	9/30/2024
	1,361.87	9/30/2024
	<hr/>	
	12,022.46	

Compass Charter Schools - COM

Statement of Activities - Actual vs Budget

Reporting Book:
As of Date:
Location:

ACCRUAL
09/30/2024
Compass Charter Schools - COM

	07/01/2024 Through 07/31/2024		08/01/2024 Through 08/31/2024		09/01/2024 Through 09/30/2024		Year To Date 09/30/2024		Budget % Var
	Actual	Preliminary	Actual	Preliminary	Actual	Preliminary	Actual	Preliminary	
Net Increase/(Decrease) in Net Assets									
Total Revenue									
LCFF Revenue									
801100 - LCFF Revenues									
801200 - Education Protection Account Revenue	308,252.00	1,166,253.80	1,203,980.00	1,166,253.80	1,435,335.32	2,099,256.84	2,947,567.32	4,431,764.44	(1484197.12) ↓ (33.48) %
809500 - Charter Schools Funding In-Lieu of Property Taxes	0.00	0.00	0.00	0.00	414,049.00	109,511.83	414,049.00	109,511.83	304537.17 ↓ 278.08 %
Total LCFF Revenue	308,252.00	1,166,253.80	1,340,287.44	1,363,034.48	2,219,486.21	2,802,330.03	3,688,025.65	5,131,616.31	(1263592.66) ↓ (24.62) %
Federal Revenue									
818100 - Special Education - Entitlement	0.00	43,308.32	0.00	43,308.32	0.00	43,308.32	0.00	129,924.96	(129924.96) ↓ (100.00) %
829000 - All Other Federal Revenue	62,085.40	0.00	0.00	0.00	0.00	0.00	62,085.40	0.00	62085.40 ↓ (100.00) %
829100 - Title I Federal Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
829200 - Title II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
829300 - Title III Federal Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
829400 - Title IV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Total Federal Revenue	62,085.40	43,308.32	0.00	43,308.32	0.00	43,308.32	62,085.40	129,924.96	(67839.56) ↓ (10.93) %
State Revenue									
855000 - Mandated Block Grant	0.00	3,052.52	0.00	3,052.52	0.00	5,494.53	0.00	11,599.57	(11599.57) ↓ (100.00) %
856000 - State Lottery Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
859000 - All Other State Revenues	8,891.00	0.00	0.00	0.00	34,827.00	0.00	71,431.00	0.00	71431.00 ↓ (100.00) %
879200 - SPED State/Other Transfers of Apportionments from County	107,208.00	103,966.26	104,599.00	103,966.26	188,276.00	187,139.26	400,083.00	395,071.78	5011.22 ↓ 1.26 %
Total State Revenue	116,099.00	107,018.78	132,312.00	107,018.78	223,103.00	192,633.79	471,514.00	405,671.35	64842.65 ↓ 15.94 %
Local Revenue									
866000 - Interest Income	16,662.60	0.00	6.38	0.00	15,593.56	5,368.60	32,262.54	5,368.60	26893.94 ↓ 500.94 %
866200 - Net Increase/Decrease in Investment	3,563.22	0.00	0.00	0.00	0.00	1,500.09	3,563.22	1,500.09	2063.13 ↓ 137.53 %
868200 - Foundation Grants/Donations	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1000.00 ↓ (100.00) %
869900 - All Other Local Revenue	5,251.99	0.00	1,543.71	0.00	5,890.81	3,700.00	12,686.51	3,700.00	8986.51 ↓ 242.87 %
Total Local Revenue	25,477.81	0.00	2,550.09	0.00	21,484.37	10,568.69	49,512.27	10,568.69	38943.58 ↓ 968.48 %
Total Revenue	511,914.21	1,316,580.90	1,475,148.53	1,513,361.58	2,464,073.58	2,846,840.93	4,451,137.32	5,678,793.31	(1227645.99) ↓ (21.61) %
Total Expenses									
Salaries and Benefits									
Certificated Salaries									
110000 - Teachers' Salaries	56,710.00	204,394.12	942,461.25	510,985.28	930,666.85	1,021,970.54	1,929,838.10	1,737,349.94	(192488.16) ↓ (11.07) %
120000 - Certificated Pupil Support Salaries	31,673.32	85,325.36	90,854.60	85,325.36	90,854.60	85,325.36	213,982.52	255,976.08	42593.56 ↓ 16.63 %
130000 - Certificated Supervisor and Administrator Salaries	136,645.13	184,967.45	194,262.59	184,967.45	196,324.52	184,967.45	529,232.24	554,902.35	25670.11 ↓ 4.62 %
Total Certificated Salaries	225,028.45	474,686.93	1,227,578.44	781,278.09	1,219,846.97	1,292,263.35	2,672,452.86	2,548,226.37	(124224.49) ↓ (4.67) %
Classified Salaries									
210000 - Instructional Aide Salaries	0.00	15,948.55	45,526.93	15,948.55	37,671.51	15,948.55	83,198.44	47,845.65	(35352.79) ↓ (73.88) %
220000 - Classified Support Salaries (Maintenance, Food)	168,605.77	141,639.24	170,761.50	141,639.24	169,191.23	141,639.24	508,358.50	424,917.72	(83640.78) ↓ (16.66) %
230000 - Classified Supervisor and Administrator Salaries	53,685.32	53,681.96	53,685.32	53,681.96	53,685.32	53,681.96	161,055.96	161,045.88	10.08 ↓ (0.00) %
240000 - Clerical, Technical, and Office Staff Salaries	51,852.82	73,801.09	70,538.87	73,801.09	68,974.42	73,801.09	191,366.11	221,403.27	30037.16 ↓ 13.56 %
290000 - Other Classified Salaries (Noon and Yard Sup, etc.)	0.00	2,104.50	2,287.32	2,104.50	3,043.33	2,104.50	5,330.65	6,313.50	982.85 ↓ 15.56 %
Total Classified Salaries	274,143.91	287,175.34	342,799.94	287,175.34	332,566.81	287,175.34	949,509.66	861,526.02	(87983.64) ↓ (10.21) %
Benefits									
310100 - State Teachers' Retirement System, certificated positions	46,435.63	228,160.67	217,707.00	228,160.67	238,957.12	228,160.67	527,099.75	684,482.01	157382.26 ↓ 22.89 %
330100 - OASDI/Medicare Certificated, Unrestricted	3,531.35	16,268.05	17,720.75	16,268.05	18,047.83	16,268.05	39,399.93	48,804.15	9504.22 ↓ 19.47 %
330200 - OASDI/Medicare Classified	19,691.96	21,968.91	23,403.13	21,968.91	22,620.29	21,968.91	65,715.38	65,906.73	191.35 ↓ 0.29 %
340100 - Health & Welfare Benefits, Certificated	178,261.57	119,429.85	(3,847.66)	119,429.85	236,419.85	119,429.85	410,833.76	358,289.55	(52544.21) ↓ (14.66) %
340200 - Health & Welfare Benefits Classified	50,036.46	30,482.59	0.00	30,482.59	64,790.12	30,482.59	114,826.58	91,447.77	(23378.81) ↓ (25.56) %
350100 - State Unemployment Insurance Certificated	110.53	6,166.85	530.24	6,166.85	325.69	6,166.85	966.46	18,500.55	17534.09 ↓ 94.77 %
350200 - State Unemployment Insurance Classified	0.00	1,891.67	0.00	1,891.67	0.00	1,891.67	0.00	5,675.01	5675.01 ↓ 100.00 %
360100 - Worker Compensation Insurance	28,649.00	23,560.64	0.00	23,560.64	5,832.00	23,560.64	34,481.00	70,681.92	36200.92 ↓ 51.21 %
360200 - Worker Compensation Insurance	0.00	6,030.67	0.00	6,030.67	0.00	6,030.67	0.00	18,092.01	18092.01 ↓ 100.00 %
390100 - Other Employee Benefits	15,220.86	7,393.03	8,375.09	7,393.03	(6,018.41)	7,393.03	17,577.54	22,179.09	4601.55 ↓ 20.74 %
Total Benefits	341,937.36	461,352.93	287,886.55	461,352.93	560,974.49	461,352.93	1,210,900.40	1,384,056.79	173256.39 ↓ 12.51 %
Total Salaries and Benefits	841,193.72	1,223,215.20	1,659,266.53	1,529,806.36	2,133,366.27	2,040,791.62	4,532,762.92	4,793,813.18	(261,050.26) ↓ (5.81) %
Operational Expenses									
Books and Supplies									

Created on : 12/04/2024 11:24 AM PST

Year Ending 06/30/2025			
Preliminary	Remaining Budget	Percentage remaining	
23,325,076.00	20,377,508.68	(79.33) %	
438,047.32	23,986.32	13.47 %	
3,279,677.98	2,773,288.65	(77.92) %	
27,042,801.30	23,174,775.65	(77.69) %	
519,699.84	519,699.84	(100.00) %	
326,888.00	264,802.60	(81.00) %	
388,050.00	388,050.00	(81.90) %	
65,072.00	65,072.00	(86.28) %	
11,766.00	11,766.00	(100.00) %	
34,509.00	34,509.00	(85.51) %	
1,345,964.84	1,283,899.44	(89.13) %	
61,050.34	61,050.34	(100.00) %	
545,369.48	545,369.48	(99.56) %	
1,492,655.60	1,421,224.60	(84.09) %	
2,079,325.12	1,679,242.12	(80.75) %	
4,178,400.54	3,706,886.54	(84.67) %	
53,686.00	21,423.46	(28.77) %	
15,000.90	11,437.68	(76.24) %	
0.00	(1,000.00)	100.00 %	
37,000.00	24,313.49	(63.50) %	
105,686.90	55,174.63	(46.72) %	
32,672,673.58	28,221,736.26	(78.92) %	
10,219,705.42	8,288,867.32	(67.71) %	
1,023,904.32	810,521.80	(65.84) %	
2,219,608.40	1,690,377.16	(62.33) %	
13,463,216.14	10,790,766.28	(66.68) %	
191,382.60	108,184.16	(20.26) %	
1,699,670.88	1,191,112.38	(55.11) %	
644,183.52	483,127.56	(62.49) %	
885,613.08	694,246.97	(66.36) %	
25,254.00	19,923.35	(59.25) %	
3,446,104.08	2,496,594.42	(57.48) %	
2,737,928.04	2,210,828.29	(67.83) %	
195,216.60	155,916.67	(66.23) %	
283,626.92	197,911.54	(61.95) %	
1,433,158.20	1,022,324.44	(35.43) %	
365,791.08	250,964.50	(45.10) %	
74,002.20	73,035.74	(88.27) %	
22,700.04	22,700.04	(100.00) %	
282,727.68	248,246.68	(79.30) %	
72,368.04	72,368.04	(100.00) %	
88,716.36	71,138.82	11.32 %	
5,536,235.16	4,325,434.76	(57.69) %	
22,445,556.38	17,612,795.46	(63.10) %	

3,944,640.03	3,406,817.58	(63.96) %
42,785.04	34,980.04	10.30 %
147,811.92	(63,906.07)	27.96 %
90,000.00	43,010.06	22.68 %
35,000.04	31,686.26	(81.12) %
5,000.00	2,453.31	(31.66) %
2,499.96	2,499.96	(100.00) %
24,999.96	18,266.07	(52.18) %
249,397.06	199,549.12	(67.32) %
24,999.99	(22,804.89)	58.55 %
4,567,134.00	3,652,551.44	(59.15) %
50,000.04	31,661.02	4.27 %
326,887.92	(53,177.93)	17.95 %
99,999.96	6,646.08	(6.64) %
125,000.04	89,383.04	(63.73) %
6,000.00	4,860.00	(64.33) %
2,499.96	2,139.97	(81.36) %
117,423.12	87,188.45	(57.96) %
1,500.00	1,110.00	(74.00) %
10,000.08	10,000.08	(100.00) %
90,000.00	51,045.55	(43.31) %
50,000.04	40,380.84	(66.33) %
150,000.00	76,509.50	(18.71) %
23,030.04	11,534.79	(33.44) %
180,000.00	166,218.49	(68.30) %
2,650,000.00	2,672,339.46	(80.46) %
90,000.04	49,608.04	(99.21) %
150,000.00	130,147.00	(79.16) %
99,999.96	90,221.02	(65.74) %
423,324.48	291,913.89	(53.48) %
5,000.04	5,000.04	(100.00) %
270,428.04	239,549.04	(78.02) %
338,520.00	73,912.35	(24.45) %
3,000.00	3,000.00	(100.00) %
140,000.04	116,130.93	(67.05) %
2,499.96	2,299.96	(91.99) %
5,665,113.76	4,199,581.61	(62.76) %
0.00	(28.12)	100.00 %
0.00	(28.12)	100.00 %
10,132,247.76	7,852,104.93	(60.68) %
32,577,806.14	25,464,900.39	(62.35) %
95,067.44	2,756,835.87	(5,759.47) %

Compass Charter Schools - COM**Balance Sheet**

Statement of Financial Position

Reporting Book:

As of Date:

Location:

ACCRUAL

09/30/2024

Compass Charter Schools - COM

Los Angeles**Year To Date****09/30/2024****Current Year Balance**

912100-COM-010 - California Credit Union - Checking	0.00
912200-COM-010 - Cash in California Credit Union	(500.00)
912300-COM-010 - Cash in Bank(s) - New Chase Account	642,367.76
912400-COM-010 - Cash in Bank(s) - PayPal Account	0.00
912500-COM-020 - Cash in County Treasury Account	0.00
915100-COM-010 - California Credit Union - Money Market	0.00

Total Cash and Cash Equivalents**641,867.76**

920000 - Accounts Receivables	0.00
929000 - Due from Grantor Governments	385,599.14

Total Accounts Receivable**385,599.14**

933000 - Prepaid Expenses	0.00
---------------------------	------

Total Prepaid Expenses**0.00**

933500 - Employee Advances	0.00
----------------------------	------

Total Employee Advances**0.00**

915000-COM-010 - Investments - J.P Morgan	0.00
---	------

Total Short Term Investments**0.00**

946000 - Right of Use Asset	0.00
-----------------------------	------

Total Fixed Assets**0.00**

935000 - Security Deposits	0.00
----------------------------	------

Total Other Assets**0.00****Total Assets****1,027,466.90**

950000 - Accounts Payable-System	155,735.47
----------------------------------	------------

Total Accounts Payable**155,735.47**

950100 - Accrued Salaries	0.00
---------------------------	------

950300 - Accrued STRS	0.00
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950500 - Accounts Payable-Accrual	0.00
-----------------------------------	------

950600 - Credit Card Payable	0.00
------------------------------	------

959000 - Due to Grantor Governments	13,957.00
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Total Accrued Liabilities**13,957.00**

965000 - Deferred Revenue	1,419,782.90
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966100 - Summer Holdback	0.00
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NPO	San Diego	Yolo County	
Year To Date	Year To Date	Year To Date	Year To Date
09/30/2024	09/30/2024	09/30/2024	09/30/2024
Current Year Balance	Current Year Balance	Current Year Balance	Comp on Actual
137,191.13	0.00	0.00	137,191.13
5,663.93	(500.00)	(500.00)	4,163.93
4,299,808.50	(1,023,038.68)	5,686,299.71	9,605,437.29
9,241.68	0.00	0.00	9,241.68
0.00	2,243,094.21	0.00	2,243,094.21
256,948.22	0.00	0.00	256,948.22
4,708,853.46	1,219,555.53	5,685,799.71	12,256,076.46
0.00	0.00	0.00	0.00
0.00	257,646.70	8,381.00	651,626.84
0.00	257,646.70	8,381.00	651,626.84
(7,031.53)	0.00	0.00	(7,031.53)
(7,031.53)	0.00	0.00	(7,031.53)
250.04	0.00	0.00	250.04
250.04	0.00	0.00	250.04
840,034.17	0.00	0.00	840,034.17
840,034.17	0.00	0.00	840,034.17
15,242.59	0.00	0.00	15,242.59
15,242.59	0.00	0.00	15,242.59
5,219.63	0.00	0.00	5,219.63
5,219.63	0.00	0.00	5,219.63
5,562,568.36	1,477,202.23	5,694,180.71	13,761,418.20
0.00	103,093.38	50,196.11	309,024.96
0.00	103,093.38	50,196.11	309,024.96
668,975.31	0.00	0.00	668,975.31
68,407.82	0.00	0.00	68,407.82
0.00	0.00	31,575.64	31,575.64
(32,675.21)	0.00	0.00	(32,675.21)
128,138.66	37,079.00	4,645,895.21	4,825,069.87
832,846.58	37,079.00	4,677,470.85	5,561,353.43
0.00	914,215.34	787,139.04	3,121,137.28
85,135.34	0.00	0.00	85,135.34

966500 - Compensated Absences Payable	104,663.62
Total Other Short Term Liability	1,524,446.52
965500 - ROU liability	0.00
Total Other Liabilities	0.00
961000 - Due to/From Other Locations	0.00
Total Interfund Due to	0.00
Total Liabilities	1,694,138.99
Net Increase/(Decrease) in Net Assets	(1,836,727.63)
978000 - Unrestricted Net Assets – Other Designations	877,541.65
979000 - Net Assets	0.00
Total Unrestricted Net Assets	877,541.65
Total Unrest Net Assets with Inc/(Dec) to date	(959,185.98)
978900 - Designated for Economic Uncertainty	292,513.89
Total Restricted Net Assets	292,513.89
Total Net Assets	(666,672.09)
Liabilities and Net Assets	1,027,466.90

Created on : 12/04/2024 11:20 AM PST

0.00	86,466.96	71,447.49	262,578.07
85,135.34	1,000,682.30	858,586.53	3,468,850.69
10,385.13	0.00	0.00	10,385.13
10,385.13	0.00	0.00	10,385.13
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
928,367.05	1,140,854.68	5,586,253.49	9,349,614.21
3,563.22	(616,641.30)	(211,962.72)	(2,661,768.43)
3,497,611.72	714,741.64	239,917.45	5,329,812.46
(32,844.20)	0.00	0.00	(32,844.20)
3,464,767.52	714,741.64	239,917.45	5,296,968.26
3,468,330.74	98,100.34	27,954.73	2,635,199.83
1,165,870.57	238,247.21	79,972.49	1,776,604.16
1,165,870.57	238,247.21	79,972.49	1,776,604.16
4,634,201.31	336,347.55	107,927.22	4,411,803.99
5,562,568.36	1,477,202.23	5,694,180.71	13,761,418.20

Compass Charter Schools - COM

[illegible]

Total Net Increase/(Decrease) in Net Assets

Coversheet

Review and Approval of the 2024 1st Interim Budget

Section: IX. Operations Division
Item: C. Review and Approval of the 2024 1st Interim Budget
Purpose: Vote
Submitted by:
Related Material:

CCS FY25 1st Interim PPT 2024.11.27 FINAL.pdf

CCS YOLO 2024-25 1st Interim Budget SACS Cash Flow FINAL.xlsx - Google Sheets.pdf

CCS SD 2024-25 1st Interim Budget SACS Cash Flow FINAL.xlsx - Google Sheets.pdf

CCS LA 2024-25 1st Interim Budget SACS Cash Flow- FINAL.xlsx - Google Sheets.pdf



1ST INTERIM BUDGET

Compass Charter Schools

Average Daily Attendance Driving Revenue

FY25 1st Interim

Enrollment
increase of
49, ADA
increase of
39.87

FY 25 1st Interim:

	Yolo	San Diego	Los Angeles	Total
Total Enrollment	389	842	1,039	2,270
Average Daily Attendance by Grade Range				
ADA Grades TK-3	155.01	300.88	397.76	853.65
ADA Grades 4-6	103.67	211.11	224.78	539.56
ADA Grades 7-8	57.26	132.19	150.50	339.96
ADA Grades 9-12	68.12	186.45	242.37	496.94
Average Overall Daily Attendance	384.06	830.63	1,015.41	2,230.11

	Yolo	San Diego	Los Angeles	Total
Total Enrollment	369	844	1,008	2,221
Average Daily Attendance by Grade Range				
ADA Grades TK-3	147.83	297.45	366.78	812.06
ADA Grades 4-6	101.85	209.21	229.48	540.54
ADA Grades 7-8	54.38	141.78	156.91	353.08
ADA Grades 9-12	60.81	188.39	235.37	484.56
Average Overall Daily Attendance	364.87	836.83	988.55	2,190.24

FY25 Initial Budget:

Variance
from Initial:
\$95,062
(before
transfers)



FY25 1st Interim Summary- Funding Determinations

FY25

	Yolo	San Diego	Los Angeles
<u>Sb-740 Funding Determination Test:</u>			
Certificated Salaries (40% req.):	66.96%	67.56%	64.57%
Instructional Costs (80% req.):	80.42%	82.74%	80.21%
Cert Salaries Met/Not Met:	Met	Met	Met
Instr. Costs Met/Not Met	Met	Met	Met

1st Interim Budget: Los Angeles

FY25

CCS Los Angeles & CSMC FY24-25 Budget

46.90% 48.16%

	CATEGORY	FY25 Initial	FY 25 First Interim	VARIANCE
REVENUE	TOTAL ENROLLMENT	1,008	1,039	31
	AVERAGE DAILY ATTENDANCE	988.5	1,015.4	26.9
	State LCFF Revenue	12,425,629	12,795,289	369,660
	Federal Revenue	599,950	652,554	52,604
	Other State Revenue	1,807,203	2,526,797	719,594
	Local Revenue	20,193	20,662	469
	TOTAL REVENUE	14,852,975	15,995,301	1,142,327
EXPENSES	Certificated Salaries	6,044,803	6,164,609	119,806
	Classified Salaries	1,604,453	1,290,179	(314,274)
	Benefits	2,494,807	2,778,852	284,045
	TOTAL PERSONNEL EXPENSES	10,144,063	10,233,640	89,578
	Books and Supplies	2,142,085	2,559,174	417,090
	Services and Other Operating Expenses	2,561,783	2,702,822	141,040
	Capital Outlay	-	-	-
	Other Outgoing	-	-	-
	TOTAL OTHER EXPENSES	4,703,867	5,261,997	558,129
	TOTAL EXPENSES	14,847,930	15,495,637	647,707
SUMMARY	SURPLUS\DEFICIT	5,045	499,664	494,620
	% of LCFF Revenue	0.0%	3.9%	
	BEGINNING FUND BALANCE	\$ 1,593,157	\$ 1,170,056	
	ENDING BALANCE	\$ 1,598,201	\$ 1,669,720	
	% of LCFF Revenue	12.9%	13.0%	

1.07% COLA

OTHER STATE REVENUE ACCT BREAKDOWN		
6770	Prop 28	136,001.00
7412	A-G Grant	46,312.00
6266	Educator Effectiveness	-
7812	Ethnic Studies	5,650.00
6762	AMIMBG	128,332.50
7435	LREBG	964,735.00
		-
		-
TOTAL OTHER STATE REVENUE ACCT BREAKDOWN		1,281,030.50

CCS LA:
ADA
variance
from Initial:
26.86
increase



Funding Determination Tests:

Instructional Certificated Cost (exceed 40%)	52.62%	51.54%
Total Instructional Services (exceed 80%)	87.71%	86.91%

1st Interim Budget: San Diego

FY25

CCS San Diego & CSMC FY24-25 Budget

36.24% 33.80%

	CATEGORY	FY25 Initial	FY25 First Interim	VARIANCE
REVENUE	TOTAL ENROLLMENT	844	842	(2)
	AVERAGE DAILY ATTENDANCE	836.8	830.6	(6.2)
	State LCFF Revenue	10,250,949	10,167,495	(83,454)
	Federal Revenue	562,691	548,854	(13,837)
	Other State Revenue	1,595,903	1,442,950	(152,953)
	Local Revenue	72,027	72,390	362
	TOTAL REVENUE	12,481,570	12,231,688	(249,882)
EXPENSES	Certificated Salaries	5,245,844	5,223,291	(22,553)
	Classified Salaries	1,264,993	930,804	(334,188)
	Benefits	2,144,767	2,353,023	208,256
	TOTAL PERSONNEL EXPENSES	8,655,604	8,507,118	(148,486)
	Books and Supplies	1,655,160	1,739,540	84,380
	Services and Other Operating Expenses	2,102,145	2,048,335	(53,810)
	Capital Outlay	-	-	-
	Other Outgoing	-	-	-
	TOTAL OTHER EXPENSES	3,757,305	3,787,875	30,570
	TOTAL EXPENSES	12,412,909	12,294,993	(117,916)
SUMMARY	SURPLUS\ (DEFICIT)	68,662	(63,305)	(131,967)
	% of LCFF Revenue	0.7%	-0.6%	
	BEGINNING FUND BALANCE	\$ 1,393,937	\$ 952,989	
	ENDING BALANCE	\$ 1,462,599	\$ 889,684	
	% of LCFF Revenue	14.3%	8.8%	

1.07% COLA

OTHER STATE REVENUE ACCT BREAKDOWN		
6770	Prop 28	123,437.00
7412	A-G Grant	60,711.00
6266	Educator Effectiveness	60,929.00
7812	Ethnic Studies	5,343.00
6762	AMIMBG	134,944.50
7435	LREBG	38,940.00
		-
		-
TOTAL OTHER STATE REVENUE ACCT BREAKDOWN		424,304.50

CCS SD:
ADA
variance
from Initial:
6.2
decrease



Funding Determination Tests:

Instructional Certificated Cost (exceed 40%)	54.9%	58.7%
Total Instructional Services (exceed 80%)	87.26%	90.97%

1st Interim Budget: Yolo

FY25

CCS Yolo & CSMC FY24-25 Budget

16.86%

18.04%

CATEGORY		FY25 Initial	FY25 First Interim	VARIANCE
REVENUE	TOTAL ENROLLMENT	369	389	20
	AVERAGE DAILY ATTENDANCE	364.9	384.1	19.2
	State LCFF Revenue	4,366,223	4,622,488	256,264
	Federal Revenue	183,344	203,853	20,509
	Other State Revenue	775,295	1,152,562	377,268
	Local Revenue	13,467	13,635	169
	TOTAL REVENUE	5,338,328	5,992,538	654,210
	Certificated Salaries	2,172,571	2,309,535	136,963
EXPENSES	Classified Salaries	576,659	483,358	(93,301)
	Benefits	896,662	1,041,081	144,419
	TOTAL PERSONNEL EXPENSES	3,645,892	3,833,973	188,081
	Books and Supplies	769,890	1,043,299	273,409
	Services and Other Operating Expenses	901,186	979,999	78,813
	Capital Outlay	-	-	-
	Other Outgoing	-	-	-
	TOTAL OTHER EXPENSES	1,671,076	2,023,298	352,222
	TOTAL EXPENSES	5,316,968	5,857,271	540,303
SUMMARY	SURPLUS\ (DEFICIT)	21,361	135,267	113,906
	% of LCFF Revenue	0.5%	2.9%	
	BEGINNING FUND BALANCE	\$ 1,221,036	\$ 319,890	
	ENDING BALANCE	\$ 1,242,397	\$ 455,157	
	% of LCFF Revenue	28.5%	9.8%	

1.07% COLA

OTHER STATE REVENUE ACCT BREAKDOWN		
6770	Prop 28	94,771.00
7412	A-G Grant	15,178.00
6266	Educator Effectiveness	-
7812	Ethnic Studies	2,378.00
6762	AMIMBG	104,920.00
7435	LREBG	464,968.00
		-
		-
TOTAL OTHER STATE REVENUE ACCT BREAKDOWN		682,215.00

CCS Yolo:
ADA
variance
from Initial:
19.2
increase



Funding Determination Tests:

Instructional Certificated Cost (exceed 40%)	52.7%	51.7%
Total Instructional Services (exceed 80%)	86.61%	87.44%



info@csmci.com

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43460 Ridge Park Dr., Ste. 100,
Temecula

Object		2024-25 1st Interim Budget	July Actuals	August Actuals	September Actuals	October Actuals	November Projection	December Projection	January Projection
Actuals required through the month of : October									
A. BEGINNING CASH			4,326,602	4,149,328	4,181,131	4,114,644	3,984,627	3,992,939	3,981,780
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	3,749,163	0	336,449	321,203	347,204	337,897	351,607	337,897
In Lieu Property Taxes	8099	873,325		0	97,488	0	83,874	83,874	83,874
Miscellaneous Funds	8080-8098								
Federal Revenue	8100-8299	203,853	0	0	0	0	11,391	11,391	48,966
Other State Revenue	8300-8599	1,152,563	30,450	38,220	62,579	28,616	41,939	41,939	254,625
Other Local Revenue	8600-8799	13,635	914	390	1,034	644	1,332	1,332	1,332
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
TOTAL RECEIPTS		5,992,538	31,364	375,059	482,304	376,464	476,434	490,143	726,694
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	2,309,535	36,393	193,547	192,097	190,234	227,802	227,802	227,802
Classified Salaries	2000-2999	483,358	46,221	57,410	55,558	58,071	34,854	34,854	34,854
Employee Benefits	3000-3999	1,041,081	57,338	45,763	95,138	119,216	90,755	90,755	90,755
Books and Supplies	4000-4999	1,043,299	10,366	21,834	130,924	98,332	16,901	50,081	254,727
Services	5000-5999	979,999	58,321	24,701	75,075	40,629	97,808	97,808	97,808
Capital Outlay	6000-6599								
Other Outgo	7000-7499	(5,000)							
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
TOTAL DISBURSEMENTS		5,852,271	208,638	343,256	548,791	506,481	468,121	501,301	705,947
D. BALANCE SHEET ITEMS		Beginning Balances							
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310	157,612							
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resources	9490								
SUBTOTAL		157,612	0	0	0	0	0	0	0
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resources	9690								
SUBTOTAL		0	0	0	0	0	0	0	0
<u>Nonoperating</u>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		157,612	0	0	0	0	0	0	0
E. NET INCREASE/DECREASE (B - C + D)			(177,274)	31,803	(66,487)	(130,018)	8,312	(11,158)	20,747
F. ENDING CASH (A + E)			4,149,328	4,181,131	4,114,644	3,984,627	3,992,939	3,981,780	4,002,528
G. ENDING CASH, PLUS ACCRUALS									

140,267

Compass Charter School of Yolo

Object		2024-25 1st Interim Budget	February Projection	March Projection	April Projection	May Projection	June Projection	Accruals
Actuals required through the month of : October								
A. BEGINNING CASH			4,002,528	3,903,633	3,884,857	4,029,242	3,969,987	
B. RECEIPTS								
LCFF/Revenue Limit Sources								
Principal Apportionment	8010-8019	3,749,163	337,897	351,607	337,897	337,897	351,607	
In Lieu Property Taxes	8099	873,325	83,874	146,780	73,390	73,390	146,780	
Miscellaneous Funds	8080-8098							
Federal Revenue	8100-8299	203,853	11,391	11,391	48,966	11,391	48,966	
Other State Revenue	8300-8599	1,152,563	41,939	41,939	254,625	41,939	273,752	
Other Local Revenue	8600-8799	13,635	1,332	1,332	1,332	1,332	1,332	
Interfund Transfers In	8910-8929						157,612	
All Other Financing Sources	8930-8979							
TOTAL RECEIPTS		5,992,538	476,434	553,049	716,210	465,949	980,047	0
C. DISBURSEMENTS								
Certificated Salaries	1000-1999	2,309,535	227,802	227,802	227,802	227,802	102,648	
Classified Salaries	2000-2999	483,358	34,854	34,854	34,854	34,854	22,117	
Employee Benefits	3000-3999	1,041,081	90,755	90,755	90,755	90,755	88,339	
Books and Supplies	4000-4999	1,043,299	124,108	120,605	120,605	73,985	20,830	
Services	5000-5999	979,999	97,808	97,808	97,808	97,808	96,617	
Capital Outlay	6000-6599							
Other Outgo	7000-7499	(5,000)					(5,000)	
Interfund Transfers Out	7600-7629							
All Other Financing Uses	7630-7699							
TOTAL DISBURSEMENTS		5,852,271	575,328	571,825	571,825	525,205	325,552	0
D. BALANCE SHEET ITEMS		Beginning Balances						
<u>Assets and Deferred Outflows</u>								
Cash Not In Treasury	9111-9199							
Accounts Receivable	9200-9299							
Due From Other Funds	9310	157,612						
Stores	9320							
Prepaid Expenditures	9330							
Other Current Assets	9340							
Deferred Outflows of Resources	9490							
SUBTOTAL		157,612	0	0	0	0	0	0
<u>Liabilities and Deferred Inflows</u>								
Accounts Payable	9500-9599							
Due To Other Funds	9610							
Current Loans	9640							
Unearned Revenues	9650							
Deferred Inflows of Resources	9690							
SUBTOTAL		0	0	0	0	0	0	0
<u>Nonoperating</u>								
Suspense Clearing	9910							
TOTAL BALANCE SHEET ITEMS		157,612	0	0	0	0	0	0
E. NET INCREASE/DECREASE (B - C + D)			(98,895)	(18,776)	144,385	(59,255)	654,495	0
F. ENDING CASH (A + E)			3,903,633	3,884,857	4,029,242	3,969,987	4,624,482	
G. ENDING CASH, PLUS ACCRUALS								

140,267

Compass Charter School of Yolo

Object		2024-25 1st Interim Budget	Adjustments	TOTAL
Actuals required through the month of : October				
A. BEGINNING CASH				
B. RECEIPTS				
LCFF/Revenue Limit Sources				
Principal Apportionment	8010-8019	3,749,163		3,749,163
In Lieu Property Taxes	8099	873,325		873,325
Miscellaneous Funds	8080-8098			0
Federal Revenue	8100-8299	203,853		203,853
Other State Revenue	8300-8599	1,152,563		1,152,562
Other Local Revenue	8600-8799	13,635		13,635
Interfund Transfers In	8910-8929			157,612
All Other Financing Sources	8930-8979			0
TOTAL RECEIPTS		5,992,538	0	6,150,150
C. DISBURSEMENTS				
Certificated Salaries	1000-1999	2,309,535		2,309,535
Classified Salaries	2000-2999	483,358		483,358
Employee Benefits	3000-3999	1,041,081		1,041,081
Books and Supplies	4000-4999	1,043,299		1,043,299
Services	5000-5999	979,999		979,999
Capital Outlay	6000-6599			0
Other Outgo	7000-7499	(5,000)		(5,000)
Interfund Transfers Out	7600-7629			0
All Other Financing Uses	7630-7699			0
TOTAL DISBURSEMENTS		5,852,271	0	5,852,271
D. BALANCE SHEET ITEMS		Beginning Balances		
<u>Assets and Deferred Outflows</u>				
Cash Not In Treasury	9111-9199			0
Accounts Receivable	9200-9299			0
Due From Other Funds	9310	157,612		0
Stores	9320			0
Prepaid Expenditures	9330			0
Other Current Assets	9340			0
Deferred Outflows of Resources	9490			0
SUBTOTAL		157,612	0	0
<u>Liabilities and Deferred Inflows</u>				
Accounts Payable	9500-9599			0
Due To Other Funds	9610			0
Current Loans	9640			0
Unearned Revenues	9650			0
Deferred Inflows of Resources	9690			0
SUBTOTAL		0	0	0
<u>Nonoperating</u>				
Suspense Clearing	9910			0
TOTAL BALANCE SHEET ITEMS		157,612	0	0
E. NET INCREASE/DECREASE (B - C + D)			0	297,880
F. ENDING CASH (A + E)				
G. ENDING CASH, PLUS ACCRUALS				4,624,482

140,267

Object		2024-25 1st Interim Budget	July Actuals	August Actuals	September Actuals	October Actuals	November Projection	December Projection	January Projection
Actuals required through the month of : October									
A. BEGINNING CASH			1,748,409	1,666,446	1,134,818	1,131,778	645,309	590,359	967,409
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	8,274,208	308,252	308,252	968,902	554,853	601,100	1,042,817	601,100
In Lieu Property Taxes	8099	1,893,287	0	109,421	218,843	145,895	153,419	153,419	153,419
Miscellaneous Funds	8080-8098	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	548,854	33,388	0	0	7,556	24,637	24,637	128,242
Other State Revenue	8300-8599	1,442,950	45,248	42,639	76,750	52,451	105,804	105,804	219,278
Other Local Revenue	8600-8799	72,390	18,458	839	17,809	7,354	3,491	3,491	3,491
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		12,231,688	405,346	461,152	1,282,304	768,108	888,451	1,330,168	1,105,530
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	5,223,291	87,400	495,635	493,387	489,383	493,219	493,219	493,219
Classified Salaries	2000-2999	930,804	99,350	125,689	122,462	128,440	59,720	59,720	59,720
Employee Benefits	3000-3999	2,353,023	125,100	114,824	221,189	272,988	205,242	205,242	205,242
Books and Supplies	4000-4999	1,739,540	22,281	50,225	264,702	197,539	17,854	27,571	415,482
Services	5000-5999	2,048,335	153,178	206,407	183,603	166,228	167,365	167,365	167,365
Capital Outlay	6000-6599	0	0	0	0	0	0	0	0
Other Outgo	7000-7499	(130,000)	0	0	0	0	0	0	0
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0
All Other Financing Uses	7630-7699	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		12,164,993	487,309	992,780	1,285,344	1,254,578	943,400	953,117	1,341,028
D. BALANCE SHEET ITEMS		Beginning Balances							
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310	384,916							
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resources	9490								
SUBTOTAL		384,916	0	0	0	0	0	0	0
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resources	9690								
SUBTOTAL		0	0	0	0	0	0	0	0
<u>Nonoperating</u>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		384,916	0	0	0	0	0	0	0
E. NET INCREASE/DECREASE (B - C + D)			(81,963)	(531,629)	(3,039)	(486,469)	(54,950)	377,050	(235,497)
F. ENDING CASH (A + E)			1,666,446	1,134,818	1,131,778	645,309	590,359	967,409	731,912
G. ENDING CASH, PLUS ACCRUALS									

66,695

February Projection	March Projection	April Projection	May Projection	June Projection	Accruals	Adjustments	TOTAL
731,912	484,257	799,772	756,407	579,857			
601,100	1,042,817	601,100	601,100	1,042,817			8,274,209
153,419	268,484	134,242	134,242	268,484			1,893,287
0	0	0	0	0			0
24,637	24,637	128,242	24,637	128,242			548,854
105,804	105,804	219,278	105,804	258,288			1,442,950
3,491	3,491	3,491	3,491	3,491			72,390
0	0	0	0	384,916			384,916
0	0	0	0	0			0
888,451	1,445,232	1,086,353	869,273	2,086,238	0	0	12,616,605
493,219	493,219	493,219	493,219	204,951			5,223,291
59,720	59,720	59,720	59,720	36,825			930,804
205,242	205,242	205,242	205,242	182,226			2,353,023
210,559	204,172	204,172	120,276	4,708			1,739,540
167,365	167,365	167,365	167,365	167,365			2,048,335
0	0	0	0	0			0
0	0	0	0	(130,000)			(130,000)
0	0	0	0	0			0
0	0	0	0	0			0
1,136,105	1,129,718	1,129,718	1,045,822	466,075	0	0	12,164,994
							0
							0
							0
							0
							0
							0
0	0	0	0	0	0	0	0
							0
							0
							0
							0
0	0	0	0	0	0	0	0
							0
0	0	0	0	0	0	0	0
(247,654)	315,514	(43,365)	(176,549)	1,620,163	0	0	451,611
484,257	799,772	756,407	579,857	2,200,020			
							2,200,020

Object		2024-25 1st Interim Budget	July Actual	August Actual	September Actual	October Actual	November Projection	December Projection	January Projection
Actuals required through the month of : October									
A. BEGINNING CASH			849,709	312,107	94,068	12,995	31,251	292,172	565,219
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	12,237,948	0	559,279	559,279	1,054,051	1,238,701	1,290,612	1,238,701
In Lieu Property Taxes	8099	557,341		26,886	53,771	35,847	47,658	47,658	47,658
Miscellaneous Funds	8080-8098	0							
Federal Revenue	8100-8299	652,554	28,697	0	0	0	30,117	30,117	157,757
Other State Revenue	8300-8599	2,526,797	40,401	51,453	83,774	78,901	130,209	130,209	523,551
Other Local Revenue	8600-8799	20,662	2,543	1,086	2,875	1,792	1,546	1,546	1,546
Interfund Transfers In	8910-8929	0		250,000	750,000	350,000			
All Other Financing Sources	8930-8979	0							
TOTAL RECEIPTS		15,995,301	71,641	888,704	1,449,699	1,520,591	1,448,231	1,500,142	1,969,212
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	6,164,609	101,235	538,396	534,362	529,180	598,839	598,839	598,839
Classified Salaries	2000-2999	1,290,179	128,574	159,700	154,546	161,537	89,046	89,046	89,046
Employee Benefits	3000-3999	2,778,852	159,499	127,302	264,648	331,626	237,609	237,609	237,609
Books and Supplies	4000-4999	2,559,174	28,835	60,740	324,675	252,110	35,480	75,264	634,192
Services	5000-5999	2,702,822	191,100	220,604	252,543	227,881	226,337	226,337	226,337
Capital Outlay	6000-6599	0							
Other Outgo	7000-7499	395,000							
Interfund Transfers Out	7600-7629	0							
All Other Financing Uses	7630-7699	0							
TOTAL DISBURSEMENTS		15,890,637	609,243	1,106,742	1,530,773	1,502,334	1,187,311	1,227,094	1,786,022
D. BALANCE SHEET ITEMS		Beginning Balances							
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310	2,051,831							
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resources	9490								
SUBTOTAL		2,051,831	0	0	0	0	0	0	0
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resources	9690								
SUBTOTAL		0	0	0	0	0	0	0	0
<u>Nonoperating</u>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		2,051,831	0	0	0	0	0	0	0
E. NET INCREASE/DECREASE (B - C + D)			(537,602)	(218,038)	(81,074)	18,257	260,920	273,048	183,190
F. ENDING CASH (A + E)			312,107	94,068	12,995	31,251	292,172	565,219	748,409
G. ENDING CASH, PLUS ACCRUALS									

104,664

Compass Charter Schools of Los Angeles

Object		2024-25 1st Interim Budget	February Projection	March Projection	April Projection	May Projection	June Projection	Accruals
Actuals required through the month of : October								
A. BEGINNING CASH			748,409	726,605	801,848	1,304,460	1,409,200	
B. RECEIPTS								
LCFF/Revenue Limit Sources								
Principal Apportionment	8010-8019	12,237,948	1,238,701	1,290,612	1,238,701	1,238,701	1,290,612	
In Lieu Property Taxes	8099	557,341	47,658	83,402	41,701	41,701	83,402	
Miscellaneous Funds	8080-8098	0						
Federal Revenue	8100-8299	652,554	30,117	30,117	157,757	30,117	157,757	
Other State Revenue	8300-8599	2,526,797	130,209	130,209	523,551	130,209	574,119	
Other Local Revenue	8600-8799	20,662	1,546	1,546	1,546	1,546	1,546	
Interfund Transfers In	8910-8929	0					701,831	
All Other Financing Sources	8930-8979	0						
TOTAL RECEIPTS		15,995,301	1,448,231	1,535,886	1,963,255	1,442,274	2,809,266	0
C. DISBURSEMENTS								
Certificated Salaries	1000-1999	6,164,609	598,839	598,839	598,839	598,839	269,563	
Classified Salaries	2000-2999	1,290,179	89,046	89,046	89,046	89,046	62,498	
Employee Benefits	3000-3999	2,778,852	237,609	237,609	237,609	237,609	232,517	
Books and Supplies	4000-4999	2,559,174	318,205	308,812	308,812	185,704	26,347	
Services	5000-5999	2,702,822	226,337	226,337	226,337	226,337	226,337	
Capital Outlay	6000-6599	0						
Other Outgo	7000-7499	395,000					395,000	
Interfund Transfers Out	7600-7629	0						
All Other Financing Uses	7630-7699	0						
TOTAL DISBURSEMENTS		15,890,637	1,470,035	1,460,643	1,460,643	1,337,534	1,212,262	0
D. BALANCE SHEET ITEMS		Beginning Balances						
<u>Assets and Deferred Outflows</u>								
Cash Not In Treasury	9111-9199							
Accounts Receivable	9200-9299							
Due From Other Funds	9310	2,051,831						
Stores	9320							
Prepaid Expenditures	9330							
Other Current Assets	9340							
Deferred Outflows of Resources	9490							
SUBTOTAL		2,051,831	0	0	0	0	0	0
<u>Liabilities and Deferred Inflows</u>								
Accounts Payable	9500-9599							
Due To Other Funds	9610							
Current Loans	9640							
Unearned Revenues	9650							
Deferred Inflows of Resources	9690							
SUBTOTAL		0	0	0	0	0	0	0
<u>Nonoperating</u>								
Suspense Clearing	9910							
TOTAL BALANCE SHEET ITEMS		2,051,831	0	0	0	0	0	0
E. NET INCREASE/DECREASE (B - C + D)			(21,804)	75,243	502,612	104,739	1,597,004	0
F. ENDING CASH (A + E)			726,605	801,848	1,304,460	1,409,200	3,006,204	
G. ENDING CASH, PLUS ACCRUALS								

104,664

Compass Charter Schools of Los Angeles

Object		2024-25 1st Interim Budget	Adjustments	TOTAL
Actuals required through the month of : October				
A. BEGINNING CASH				
B. RECEIPTS				
LCFF/Revenue Limit Sources				
Principal Apportionment	8010-8019	12,237,948		12,237,948
In Lieu Property Taxes	8099	557,341		557,341
Miscellaneous Funds	8080-8098	0		0
Federal Revenue	8100-8299	652,554		652,554
Other State Revenue	8300-8599	2,526,797		2,526,797
Other Local Revenue	8600-8799	20,662		20,662
Interfund Transfers In	8910-8929	0		2,051,831
All Other Financing Sources	8930-8979	0		0
TOTAL RECEIPTS		15,995,301	0	18,047,133
C. DISBURSEMENTS				
Certificated Salaries	1000-1999	6,164,609		6,164,609
Classified Salaries	2000-2999	1,290,179		1,290,179
Employee Benefits	3000-3999	2,778,852		2,778,852
Books and Supplies	4000-4999	2,559,174		2,559,174
Services	5000-5999	2,702,822		2,702,822
Capital Outlay	6000-6599	0		0
Other Outgo	7000-7499	395,000		395,000
Interfund Transfers Out	7600-7629	0		0
All Other Financing Uses	7630-7699	0		0
TOTAL DISBURSEMENTS		15,890,637	0	15,890,638
D. BALANCE SHEET ITEMS		Beginning Balances		
<u>Assets and Deferred Outflows</u>				
Cash Not In Treasury	9111-9199			0
Accounts Receivable	9200-9299			0
Due From Other Funds	9310	2,051,831		0
Stores	9320			0
Prepaid Expenditures	9330			0
Other Current Assets	9340			0
Deferred Outflows of Resources	9490			0
SUBTOTAL		2,051,831	0	0
<u>Liabilities and Deferred Inflows</u>				
Accounts Payable	9500-9599			0
Due To Other Funds	9610			0
Current Loans	9640			0
Unearned Revenues	9650			0
Deferred Inflows of Resources	9690			0
SUBTOTAL		0	0	0
<u>Nonoperating</u>				
Suspense Clearing	9910			0
TOTAL BALANCE SHEET ITEMS		2,051,831	0	0
E. NET INCREASE/DECREASE (B - C + D)			0	2,156,495
F. ENDING CASH (A + E)				
G. ENDING CASH, PLUS ACCRUALS				3,006,204

104,664

Coversheet

Review and Approval of the 23-24 Annual Audit Draft

Section:	IX. Operations Division
Item:	D. Review and Approval of the 23-24 Annual Audit Draft
Purpose:	Vote
Submitted by:	
Related Material:	CCS 2023-24 Audit Report - DRAFT 12-03-2024.pdf



AUDIT REPORT
FOR THE YEAR ENDED
JUNE 30, 2024

A NONPROFIT PUBLIC BENEFIT CORPORATION
OPERATING THE FOLLOWING CALIFORNIA CHARTER SCHOOLS

Compass Charter Schools of San Diego (Charter No. 1454)
Compass Charter Schools of Los Angeles (Charter No. 1651)
Compass Charter Schools of Yolo (Charter No. 2059)

COMPASS CHARTER SCHOOLS
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JUNE 30, 2024

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FINANCIAL SECTION

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Compass Charter Schools
Thousand Oaks, California

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of Compass Charter Schools which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Compass Charter Schools as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Compass Charter Schools and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Compass Charter Schools' ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Compass Charter Schools' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Compass Charter Schools' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information listed in the table of contents, including the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Local Education Agency Organization Structure but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **December 3, 2024**, on our consideration of Compass Charter Schools' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Compass Charter Schools's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Compass Charter Schools' internal control over financial reporting and compliance.

San Diego, California

December 3, 2024

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COMPASS CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2024

ASSETS

Current assets

Cash and cash equivalents	\$ 11,223,007
Investments	1,093,256
Accounts receivable	2,594,687
Prepaid expenses	620,593
Total current assets	<u>15,531,543</u>

Noncurrent assets

Right-of-use asset	35,548
Deposits	5,220
Total noncurrent assets	<u>40,768</u>
Total Assets	\$ 15,572,311

LIABILITIES AND NET ASSETS

Liabilities

Accounts payable	\$ 5,349,577
Deferred revenue	3,118,108
Operating lease liability	31,053
Total liabilities	<u>8,498,738</u>

Net assets

Without donor restrictions	7,073,573
Total net assets	<u>7,073,573</u>
Total Liabilities and Net Assets	\$ 15,572,311

The notes to the financial statements are an integral part of this statement.

COMPASS CHARTER SCHOOLS
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Without Donor Restrictions</u>
SUPPORT AND REVENUES	
Federal and state support and revenues	
Local control funding formula, state aid	\$ 21,566,904
Federal revenues	2,384,825
Other state revenues	5,368,845
Total federal and state support and revenues	<u>29,320,574</u>
Local support and revenues	
Payments in lieu of property taxes	2,862,437
Investment income, net	155,469
Other local revenues	38,409
Total local support and revenues	<u>3,056,315</u>
Total Support and Revenues	<u>32,376,889</u>
 EXPENSES	
Program services	33,699,775
Management and general	1,067,093
Total Expenses	<u>34,766,868</u>
 CHANGE IN NET ASSETS	 (2,389,979)
Net Assets - Beginning	<u>9,463,552</u>
Net Assets - Ending	<u>\$ 7,073,573</u>

The notes to the financial statements are an integral part of this statement.

COMPASS CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2024

Charer No. Compass Charter School of	Program Services			Total Program Services	Management and General	Total
	1454	1651	2059			
	San Diego	Los Angeles	Yolo			
EXPENSES						
Personnel expenses						
Certificated salaries	\$ 4,806,966	\$ 5,074,945	\$ 3,464,357	\$ 13,346,268	\$ 366,076	\$ 13,712,344
Non-certificated salaries	1,041,332	1,242,584	848,236	3,132,152	315,689	3,447,841
Employee benefits	2,138,352	2,435,944	1,662,549	6,236,845	258,245	6,495,090
Total personnel expenses	7,986,650	8,753,473	5,975,142	22,715,265	940,010	23,655,275
Non-personnel expenses						
Books and supplies	1,730,648	2,090,318	1,448,130	5,269,096	10,956	5,280,052
Services and other operating	1,969,793	2,133,901	1,378,444	5,482,138	106,498	5,588,636
Payments to authorizing agencies	90,757	112,226	30,293	233,276	9,629	242,905
Total non-personnel expenses	3,791,198	4,336,445	2,856,867	10,984,510	127,083	11,111,593
Total Expenses	\$ 11,777,848	\$ 13,089,918	\$ 8,832,009	\$ 33,699,775	\$ 1,067,093	\$ 34,766,868

The notes to the financial statements are an integral part of this statement.

COMPASS CHARTER SCHOOLS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2024

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$ (2,389,979)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities	
Lease expense - amortization of right-of-use asset	(688)
(Increase) decrease in operating assets	
Accounts receivable	(30,670)
Prepaid expenses	(76,409)
Deposits	5,000
Increase (decrease) in operating liabilities	
Accounts payable	2,989,387
Deferred revenue	(510,032)
Net cash provided by (used in) operating activities	<u>(13,391)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Reinvestment of investment earnings	(44,124)
Net cash provided by (used in) investing activities	<u>(44,124)</u>

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS (57,515)

Cash and cash equivalents - Beginning 11,280,522

Cash and cash equivalents - Ending \$ 11,223,007

SUPPLEMENTAL DISCLOSURE

Cash paid for interest \$ -

The notes to the financial statements are an integral part of this statement.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Compass Charter Schools (the “Organization”), was formed as a nonprofit public benefit corporation on October 28, 2011 under the name Academy of Arts & Sciences. In February 2017, the Organization changed its name to Compass Charter Schools. The main purpose of the Organization is to manage public charter schools. Compass Charter Schools’ mission is to inspire, and develop innovative, creative, self-directed learners, one scholar at a time. Funding sources primarily consist of state apportionments, in lieu of property tax revenues, and grants and donations from the public. During the fiscal year ended June 30, 2024, Compass Charter Schools operated three (3) California public charter schools. Information on each of the three charter schools is as follows:

Charter School	Charter No.	Classes Began	Authorizing Agency	County
Compass Charter Schools of San Diego	1454	8/27/2012	MEUSD	San Diego
Compass Charter Schools of Los Angeles	1651	7/1/2014	AADUSD	Los Angeles
Compass Charter Schools of Yolo	2059	7/1/2019	WJUSD	Yolo

The authorizing agencies noted above include: Acton-Agua Dulce Unified School District (AADUSD), Mountain Empire Unified School District (MEUSD), and Winters Joint Unified School District (WJUSD).

B. Basis of Accounting

The Organization’s policy is to prepare its financial statements on the accrual basis of accounting; consequently, revenues are recognized when earned rather than when cash is received, and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed.

C. Financial Statement Presentation

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) “Audit and Accounting Guide for Not-for-Profit Organizations” (the “Guide”). ASC 958-205 was effective July 1, 2018. Under the Guide, Compass Charter Schools is required to report information regarding its financial position and activities according to two classes of net assets:

Net assets without donor restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Net assets with donor restrictions – These assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires (that is until the stipulated time restriction ends or the purpose of the restriction is accomplished) the net assets are restricted. When a restriction expires, restricted net assets are reclassified to net assets without donor restrictions.

For its operation of public charter schools, the Organization also accounts for its financial transactions in accordance with the policies and procedures of the Department of Education’s *California School Accounting Manual* presented in Procedure 810 Charter Schools. Fund accounting is only used to the extent that internal accounting for multiple charter school or other program operations is necessary and is not used for external financial statement presentation.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates.

E. Functional Expenses

The costs of providing services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Certain costs and expenses have been allocated between program and supporting services based on management's estimates.

F. Contributions

Unconditional contributions are recognized when pledged and recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Gifts of cash and other assets are reported with donor restricted support if they are received with donor stipulations that limit the use of the donated assets.

When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported on the statement of activities as "net assets released from restrictions." Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction support. Contributions restricted for the acquisition of land, buildings, and equipment are reported as net assets without restriction upon acquisition of the assets and the assets are placed in service.

Non-cash contributions of goods, materials, and facilities are recorded at fair value at the date of contribution. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone possessing those skills, and would have to be purchased by the organization if not donated.

G. In Lieu of Property Taxes Revenue

Secured property taxes attach as an enforceable lien on property as of March 1. Taxes are payable in two installments on December 10 and April 10. Unsecured property taxes are payable in one installment on or before August 31. The County bills and collects the taxes for the local school districts. In lieu of distributing funds out of property tax proceeds, the local school districts make monthly payments to Compass Charter Schools. Revenues are recognized by the Organization when earned.

H. Cash and Cash Equivalents

Compass Charter Schools considers all highly liquid deposits and investments with an original maturity of less than ninety days to be cash equivalents.

I. Investments

The Organization's method of accounting for most investments is the fair value method. Fair value is determined by published quotes when they are readily available. Gains and losses resulting from adjustments to fair values are included in the accompanying statement of activities. Investment return is presented net of any investment fees.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

J. Receivables and Allowances

Accounts receivable are stated at the amount management expects to collect from outstanding balances. An allowance for doubtful accounts is established, as necessary, based on past experience and other factors which, in management's judgment, deserve current recognition in estimating bad debts. Such factors include the relationship of the allowance for doubtful accounts to accounts receivable and current economic conditions. Based on review of these factors, the Organization establishes or adjusts the allowance for specific revenue sources as a whole. At June 30, 2024, an allowance for doubtful accounts was not considered necessary as all accounts receivable were deemed collectible.

K. Capital Assets

Compass Charter Schools has not yet adopted a policy to capitalize asset purchases in conformance with generally accepted accounting principles because the Organization does not own, nor does it plan to acquire, property or equipment of significant value.

L. Deferred Revenue

Deferred revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the organization prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the statement of financial position and revenue is recognized.

M. Income Taxes

Compass Charter Schools is a 509(a)(1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. The Organization is exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. As an organization operating schools, the Organization is not required to register with the California Attorney General as a charity.

The Organization's management believes all of its significant tax positions would be upheld under examination; therefore, no provision for income tax has been recorded. The Organization's information and/or tax returns are subject to examination by the regulatory authorities for up to four years from the date of filing.

N. Fair Value Measurements

The Fair Value Measurements Topic of the FASB *Accounting Standards Codification* establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

- | | |
|---------|--|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets. |
| Level 2 | Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant to the fair value measurement. |

A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

O. Lease Arrangements

In February 2016, FASB issued ASU No 2016-02, *Leases (Topic 842)*, a new lease standard effective no later than the fiscal year 2022-23. Under FASB ASC 842, a right-of-use asset and a related lease liability must be recorded on the statement of financial position (balance sheet) for proper recognition of any operating lease. A right-of-use asset is an intangible asset that pertains to the lessee's right to occupy, operate, and hold a leased asset during the agreed rental period. A lease liability is the financial obligation for the payments required by the lease, discounted to present value.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2024, consists of the following:

Cash in banks, non-interest bearing	\$ 7,909,039
Cash in county treasury	3,155,053
Cash in banks, interest bearing	151,663
Cash with payment processor (PayPal)	7,252
Total Cash and Cash Equivalents	\$ 11,223,007

Cash in Banks

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, an organization's deposits may not be returned to it. Compass Charter Schools does not have a policy for custodial credit risk for deposits. The FDIC insures up to \$250,000 per depositor per insured bank. As of June 30, 2024, \$8,210,103 of Compass Charter Schools' bank balance was exposed to custodial credit risk as there were deposits over \$250,000 at one bank.

Cash in County Treasury

Policies and Practices

Compass Charter Schools is a voluntary participant in an external investment pool for one of its charter schools. The fair value of the Organization's investment in the pool is reported in the financial statements at amounts based upon the Organization's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio in relation to the amortized cost of that portfolio. The balance available for withdrawal is recorded on the amortized cost basis and is based on the accounting records maintained by the County Treasurer.

Interest Rate Risk

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of the investment, the greater the sensitivity of its fair value to changes in the market interest rates. The Organization has managed its exposure to interest rate risk by investing in the county treasury. The Organization's investments in the San Diego County Treasury Investment Pool, which combines the share of the portfolio for Compass Charter Schools of San Diego, has a combined fair value of \$3,107,492 and an amortized book value of \$3,155,053 as of June 30, 2024. The average weighted maturity for this pool is 449 days.

Fair Value Measurement

Cash in county treasury is measured at Level 1 using the fair value input levels noted in Note 1N. The Organization has classified these funds as Level 1 because the amounts invested in the county treasury pooled investment fund primarily consist of investment types having observable inputs that reflect quoted prices. The investment types include those noted under the general authorizations section.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 2 – CASH AND CASH EQUIVALENTS (continued)

Cash in County Treasury (continued)

General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest Organization funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table below identifies examples of the investment types permitted in the California Government Code:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

NOTE 3 – INVESTMENTS

The following table provides a description and sets forth, by level within the fair value hierarchy explained in Note 1N, the Organization's investments as of June 30, 2024:

	Market Value	Fair Value Classification			At Cost
		Level 1	Level 2	Level 3	
Money market*	\$ 256,785	\$ -	\$ -	\$ -	\$ 256,785
Fixed income securities	836,471	836,471	-	-	836,471
Total Investments	\$ 1,093,256	\$ 836,471	\$ -	\$ -	\$ 1,093,256

*The portion of investments held in money market funds noted above are carried at amortized cost. These types of investments do not qualify as securities as defined in FASB ASC 320, *Investments – Debt and Equity Securities*, thus the fair value disclosures required by ASC 820, *Fair Value Measurements and Disclosures*, are not provided.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 4 – ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 2024, consists of the following:

Local control funding sources, state aid	\$ 1,364,387
Federal sources	887,334
Other state sources	260,842
In lieu property tax payments	81,796
Other local sources	328
Total Accounts Receivable	\$ 2,594,687

NOTE 5 – ACCOUNTS PAYABLE

Accounts payable as of June 30, 2024, consists of the following:

Due to grantor government	\$ 3,420,698
Salaries and benefits	1,433,331
Vendor payables	495,548
Total Accounts Payable	\$ 5,349,577

NOTE 6 – DEFERRED REVENUE

Deferred revenue as of June 30, 2024, consists of the following:

State sources	\$ 3,056,023
Federal sources	62,085
Total Deferred Revenue	\$ 3,118,108

NOTE 7 – OPERATING LEASE

In November 2020, the Organization entered into a lease agreement to occupy commercial space located at 850 Hampshire Road, Suite R in Westlake Village, California. The facility is utilized by the Organization for general administrative office space. The lease agreement covers a term of four (4) years commencing January 1, 2021, and ending December 31, 2024. The lease allows for termination based on a mutual agreement between both parties; therefore, the agreement is deemed an operating lease. At June 30, 2024, the right-of-use asset was \$35,548 and the operating lease liability was \$31,053.

The Charter has accounted for its lease agreements using an implied discount rate of 4%. The associated asset and liability are amortized over the remaining term of the lease as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Operating</u>	<u>Right-of-Use</u>
<u>2025</u>	<u>Lease Liability</u>	<u>Asset</u>
	\$ 31,318	\$ 30,593
Total lease payments	31,318	30,593
NPV adjustment	(265)	(265)
Prepaid rent		5,220
Total	\$ 31,053	\$ 35,548

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 8 – NET ASSETS

At June 30, 2024, the Organization did not hold any net assets with donor restrictions. Certain designations or reserves have been made for the use of net assets without donor restrictions either by the board, management or by nature of the financial assets held by the Organization. At June 30, 2024, the Organization's net assets without donor restrictions consists of the following:

Board designations	
Reserve for economic uncertainty	\$ 2,405,886
Undesignated	4,667,687
Total Net Assets without Donor Restrictions	\$ 7,073,573

NOTE 9 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following table reflects the Organization's financial assets, as of June 30, 2024, reduced by amounts not available for general expenditure within one year. Financial assets are considered not available for general use when illiquid or not convertible to cash within one year, consist of assets held for others or are held aside by the governing board for specific contingency reserves. Any board designations could be drawn upon if the board approves that action.

Financial Assets	
Cash and cash equivalents	\$ 11,223,007
Investments, at cost	1,093,256
Accounts receivable	2,594,687
Prepaid expenses	620,593
Contractual or donor-imposed restrictions	
Cash held for conditional contributions	(3,118,108)
Board designations	
Reserve for economic uncertainty	(2,405,886)
Financial Assets available to meet cash needs	
 for expenditures within one year	\$ 10,007,549

NOTE 10 – EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. In accordance with *California Education Code 47605*, charter schools have the option of participating in such plans if an election to participate is specified within the charter petition. The Charters have made such election. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS). The Organization offers all employees social security as an alternative plan to those who may not qualify for CalSTRS)

California State Teachers' Retirement System (CalSTRS)

Plan Description

Compass Charter Schools contributes to the California State Teachers' Retirement System (CalSTRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7667 Folsom Boulevard; Sacramento, California 95826.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 10 – EMPLOYEE RETIREMENT PLANS (continued)

California State Teachers' Retirement System (CalSTRS) (continued)

Funding Policy

Active plan members are required to contribute 10.25% or 10.205% of their 2023-24 salary depending on the employee's membership date in the plan. The required employer contribution rate for fiscal year 2023-24 was 19.10% of annual payroll. The contribution requirements of the plan members are established by state statute. Compass Charter Schools' contributions to CalSTRS for the past three years are as follows:

	Contribution	Percent of Required Contribution
2023-24	\$ 2,446,063	100%
2022-23	\$ 2,385,281	100%
2021-22	\$ 1,911,813	100%

On-Behalf Payments

The State of California makes direct on-behalf payments for retirement benefits to CalSTRS on behalf of all school agencies in California. The amount of on-behalf payments made for Compass Charter Schools is estimated at \$1,214,172. The on-behalf payment amount is computed as the proportionate share of total 2022-23 State on-behalf contributions.

NOTE 11 – COMMITMENTS AND CONTINGENCIES

Charter School Authorization

As mentioned in Note 1A, the charter schools under Compass Charter Schools are approved to operate as a public charter school through authorization from their respective authorizing agencies. As such, the charter schools are subject to the risk of possible non-renewal or revocation at the discretion of their authorizing agency if certain criteria for student outcomes, management, and/or fiscal solvency are not met.

On July 9, 2021, the Governor of California approved Assembly Bill 130 (AB 130). Effective July 1, 2021, AB 130 added a provision within the California Education Code (EC) whereby 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. Additionally, on July 10, 2023, the Governor of California approved Senate Bill 114 (SB 114), which amended EC 47607.4. The EC was amended to add "all charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one additional year." As a result, the term expiration date to the charter petition for the charter schools are as follows:

Charter School	Charter No.	Original Term End	Extended Term End
Compass Charter Schools of San Diego	1454	6/30/2022	6/30/2025
Compass Charter Schools of Los Angeles	1651	6/30/2024	6/30/2027
Compass Charter Schools of Yolo	2059	6/30/2024	6/30/2027

The Organization's charter schools make payments to the authorizing agencies specified in Note 1A, to provide purchased services in addition to fees for oversight. In accordance with California Education Code Section 47613(b), the authorizing agency may charge actual costs of oversight not to exceed one percent of revenue from local control funding formula sources. Total oversight fees to the authorizing agencies amounted to \$242,905 for the fiscal year ended June 30, 2024.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 11 – COMMITMENTS AND CONTINGENCIES (continued)

Governmental Funds

Compass Charter Schools has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Such audits could generate expenditure disallowances under funding terms. The Organization has amended its apportionment claims related to the audit for one of its schools. The financial impact cannot be estimated as of the date that the financial statements were available to be issued; therefore, no contingency for this potential loss has been recorded.

Litigation

The Organization is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the Organization at June 30, 2024 or the likelihood of a favorable or unfavorable outcome is unable to be evaluated at this time.

Multiemployer Defined Benefit Plan Participation

Under current law on multi-employer defined benefit plans, the Organization's voluntary withdrawal from any underfunded multiemployer defined benefit plan would require the Organization to make payments to the plan, which would approximate the Organization's proportionate share of the multiemployer plan's unfunded vested liabilities. The Organization does not currently intend to have its charter schools withdraw from CalSTRS. Refer to Note 10 for additional information on employee retirement plans.

NOTE 12 – INTERAGENCY ACTIVITY

Receivables and payables due between the charter schools and other operating units are classified as due to/from related entities within the statement of financial position by charter school within the supplementary information section. Cash in bank balances are maintained by the Organization as a whole and are noted as due from related entities within the statement of position by charter school. Interagency transactions and balances are eliminated in the financial statements of Compass Charter Schools to better reflect the true activities of the corporation.

NOTE 13 – SUBSEQUENT EVENTS

Compass Charter Schools has evaluated subsequent events for the period from June 30, 2024 through **December 3, 2024**, the date the financial statements were available to be issued. As mentioned at Note 11, a loss contingency is reasonably possible but the impact has not yet been estimated. Management did not identify any other transactions or events that require disclosure or that would have an impact on the financial statements.

SUPPLEMENTARY INFORMATION

DRAFT

COMPASS CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION BY CHARTER SCHOOL
JUNE 30, 2024

	Charter No.	1454	1651	2059	Management Operations	Total
Compass Charter School of		San Diego	Los Angeles	Yolo		
ASSETS						
Current assets						
Cash and cash equivalents	\$	1,748,409	\$ 849,709	\$ 4,326,602	\$ 4,298,287	\$ 11,223,007
Investments		-	-	-	1,093,256	1,093,256
Accounts receivable		384,916	2,051,831	157,612	328	2,594,687
Prepaid expenses		28,436	30,509	38,491	523,157	620,593
Total current assets		2,161,761	2,932,049	4,522,705	5,915,028	15,531,543
Noncurrent assets						
Right-of-use asset		-	-	-	35,548	35,548
Deposits		-	-	-	5,220	5,220
Total noncurrent assets		-	-	-	40,768	40,768
Total Assets	\$	2,161,761	\$ 2,932,049	\$ 4,522,705	\$ 5,955,796	\$ 15,572,311
LIABILITIES AND NET ASSETS						
Liabilities						
Accounts payable	\$	261,169	\$ 340,717	\$ 3,453,586	\$ 1,294,105	\$ 5,349,577
Deferred revenue		947,603	1,421,276	749,229	-	3,118,108
Operating lease liability		-	-	-	31,053	31,053
Total liabilities		1,208,772	1,761,993	4,202,815	1,325,158	8,498,738
Net assets						
Without donor restrictions		952,989	1,170,056	319,890	4,630,638	7,073,573
Total net assets		952,989	1,170,056	319,890	4,630,638	7,073,573
Total Liabilities and Net Assets	\$	2,161,761	\$ 2,932,049	\$ 4,522,705	\$ 5,955,796	\$ 15,572,311

COMPASS CHARTER SCHOOLS
STATEMENT OF ACTIVITIES BY CHARTER SCHOOL
FOR THE YEAR ENDED JUNE 30, 2024

Charter No. Compass Charter School of	1454 San Diego	1651 Los Angeles	2059 Yolo	Management Operations	Eliminations	Total
WITHOUT DONOR RESTRICTIONS						
SUPPORT AND REVENUES						
Federal and state support and revenues						
Local control funding formula, state aid	\$ 7,710,975	\$ 11,252,463	\$ 2,603,466	\$ -	\$ -	\$ 21,566,904
Federal revenues	933,084	1,117,979	333,762	-	-	2,384,825
Other state revenues	2,138,494	1,953,426	1,276,925	-	-	5,368,845
Total federal and state support and revenues	10,782,553	14,323,868	4,214,153	-	-	29,320,574
Local support and revenues						
Payments in lieu of property taxes	1,818,916	448,092	595,429	-	-	2,862,437
Interagency transfers	-	-	3,914,934	1,615,864	(5,530,798)	-
Investment income, net	115,170	804	549	38,946	-	155,469
Other local revenues	12,648	15,310	10,451	-	-	38,409
Total local support and revenues	1,946,734	464,206	4,521,363	1,654,810	(5,530,798)	3,056,315
Total Support and Revenues	12,729,287	14,788,074	8,735,516	1,654,810	(5,530,798)	32,376,889
EXPENSES						
Program services	11,777,848	13,089,918	8,832,009	3,914,934	(3,914,934)	33,699,775
Management and general	891,651	1,486,338	281,061	23,907	(1,615,864)	1,067,093
Total Expenses	12,669,499	14,576,256	9,113,070	3,938,841	(5,530,798)	34,766,868
CHANGE IN NET ASSETS	59,788	211,818	(377,554)	(2,284,031)	-	(2,389,979)
Net Assets - Beginning	893,201	958,238	697,444	6,914,669	-	9,463,552
Net Assets - Ending	\$ 952,989	\$ 1,170,056	\$ 319,890	\$ 4,630,638	\$ -	\$ 7,073,573

COMPASS CHARTER SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Organization and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The Organization has not elected to use the 10 percent de minimis indirect cost rate.

Federal Grantor/Pass-Through Grantor/Program or Cluster	AL Number	Pass-Through Entity Identifying Number	Federal Expenditures
U. S. DEPARTMENT OF EDUCATION:			
<i>Passed through California Department of Education:</i>			
Title I, Part A			
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14329	\$ 369,683
Comprehensive Support and Improvement for LEAs	84.010	15438	349,883
Subtotal Title I, Part A			<u>719,566</u>
Title II, Part A, Supporting Effective Instruction Local Grants	84.367	14341	62,686
Title III, English Learner Student Program	84.365	14346	12,440
Title IV, Part A, Student Support and Academic Enrichment Grants	84.424	15396	34,813
COVID-19 Emergency Acts Funding/Education Stabilization Fund Discretionary Grants: [1]			
Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425	15559	665,318
Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss	84.425U	10155	438,939
Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Emergency Needs	84.425	15620	9,567
Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Learning Loss	84.425	15621	23,466
Subtotal Education Stabilization Fund Discretionary Grants			<u>1,137,290</u>
<i>Passed through El Dorado Charter SELPA:</i>			
Special Education Cluster			
IDEA Basic Local Assistance Entitlement, Part B, Sec 611	84.027	13379	388,685
IDEA Mental Health Average Daily Attendance (ADA) Allocation, Part B, Sec 611	84.027A	15197	29,345
Subtotal Special Education Cluster			<u>418,030</u>
Total U. S. Department of Education			<u>2,384,825</u>
Total Federal Expenditures			<u>\$ 2,384,825</u>

[1] - Major Program

COMPASS CHARTER SCHOOLS **SCHEDULE OF AVERAGE DAILY ATTENDANCE** **FOR THE YEAR ENDED JUNE 30, 2024**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the charter school. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

There was no classroom-based average daily attendance (ADA) reported during the 2023-24 fiscal year by any charter school noted below:

SECOND PERIOD REPORT: AVERAGE DAILY ATTENDANCE (ADA) - NON-CLASSROOM BASED

California Charter No.	1454	1651	2059
	Compass Charter Schools of San Diego	Compass Charter Schools of Los Angeles	Compass Charter Schools of Yolo
Grade Span			
Kindergarten* through third	284.62	360.88	105.02
Fourth through sixth	201.26	215.03	71.98
Seventh through eighth	126.52	142.57	35.72
Ninth through twelfth	179.12	229.48	49.13
Total ADA - Non-Classroom Based	791.52	947.96	261.85

ANNUAL REPORT: AVERAGE DAILY ATTENDANCE (ADA) - NON-CLASSROOM BASED

California Charter No.	1454	1651	2059
	Compass Charter Schools of San Diego	Compass Charter Schools of Los Angeles	Compass Charter Schools of Yolo
Grade Span			
Kindergarten* through third	289.28	364.94	107.47
Fourth through sixth	204.85	219.99	73.69
Seventh through eighth	130.94	147.83	36.29
Ninth through twelfth	181.83	229.43	49.82
Total ADA - Non-Classroom Based	806.90	962.19	267.27

*Includes Transitional Kindergarten (TK)

COMPASS CHARTER SCHOOLS **SCHEDULE OF INSTRUCTIONAL DAYS** **FOR THE YEAR ENDED JUNE 30, 2024**

This schedule presents information on the amount of instructional days offered per grade level by the charter school and whether the charter school complied with the provisions of *Education Code Section 47612.5*.

Charter School	Number of	
Grade Level	Days	Status
Compass Charter Schools of San Diego (Charter No. 1454)		
Kindergarten*	175	Complied
Grade 1	175	Complied
Grade 2	175	Complied
Grade 3	175	Complied
Grade 4	175	Complied
Grade 5	175	Complied
Grade 6	175	Complied
Grade 7	175	Complied
Grade 8	175	Complied
Grade 9	175	Complied
Grade 10	175	Complied
Grade 11	175	Complied
Grade 12	175	Complied
Compass Charter Schools of Los Angeles (Charter No. 1651)		
Kindergarten*	175	Complied
Grade 1	175	Complied
Grade 2	175	Complied
Grade 3	175	Complied
Grade 4	175	Complied
Grade 5	175	Complied
Grade 6	175	Complied
Grade 7	175	Complied
Grade 8	175	Complied
Grade 9	175	Complied
Grade 10	175	Complied
Grade 11	175	Complied
Grade 12	175	Complied
Compass Charter Schools of Yolo (Charter No. 2059)		
Kindergarten*	175	Complied
Grade 1	175	Complied
Grade 2	175	Complied
Grade 3	175	Complied
Grade 4	175	Complied
Grade 5	175	Complied
Grade 6	175	Complied
Grade 7	175	Complied
Grade 8	175	Complied
Grade 9	175	Complied
Grade 10	175	Complied
Grade 11	175	Complied
Grade 12	175	Complied

*Includes Transitional Kindergarten

**COMPASS CHARTER SCHOOLS
RECONCILIATION OF FINANCIAL REPORT – ALTERNATIVE FORM WITH AUDITED FINANCIAL
STATEMENTS
JUNE 30, 2024**

There were no adjustments to reconcile fund balance reported on the Financial Report – Alternative Form (Charter School Unaudited Actuals) to net assets per the audited financial statements for the year end ended June 30, 2024 for the following charter schools:

Compass Charter Schools of San Diego (Charter No. 1454)
Compass Charter Schools of Los Angeles (Charter No. 1651)
Compass Charter Schools of Yolo (Charter No. 2059)

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OTHER INFORMATION

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COMPASS CHARTER SCHOOLS LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE JUNE 30, 2024

This schedule provides information about the local education agency (LEA or charter school), including the charter school authorizing agency, grades served, members of the governing body, and members of the administration.

Compass Charter Schools (the “Organization”) was formed as a nonprofit public benefit corporation on October 28, 2011 under the name Academy of Arts & Sciences. In February 2017, the Organization changed its name to Compass Charter Schools. As of June 30, 2024, the Organization operated three (3) California public charter schools in three counties. The following is a list of all charter schools operated by the Organization during 2023-24:

Charter School	Charter No.	Classes Began	Authorizing Agency	County
Compass Charter Schools of San Diego	1454	8/27/2012	MEUSD	San Diego
Compass Charter Schools of Los Angeles	1651	7/1/2014	AADUSD	Los Angeles
Compass Charter Schools of Yolo	2059	7/1/2019	WJUSD	Yolo

*AADUSD – Acton-Agua Dulce Unified District
MEUSD – Mountain Empire Unified School District
WJUSD – Winters Joint Unified School District*

The Board of Directors of Compass Charter Schools oversees the operations for all charter schools of the Organization. As of June 30, 2024, the members of the board and administrators are as follows:

BOARD OF DIRECTORS		
Name	Office	Term Expiration
Thomas Arnett	Chair	June 2026
Therese Christopher	Secretary	June 2026
William Stinde	Treasurer	June 2025
Lainie Rowell	Director	June 2024
Samantha Herrod	Director	June 2024

ADMINISTRATION		
Elizabeth Brenner <i>Superintendent & CEO</i>		
Lisa Fishman <i>Chief Operations Officer</i>	Gregory Cohen <i>Chief Academic Officer</i>	Sophia Trivino <i>Chief People Officer</i>

OTHER INDEPENDENT AUDITORS' REPORTS

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Independent Auditors' Report

To the Board of Directors of
Compass Charter Schools
Thousand Oaks, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Compass Charter Schools (the "Organization") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements and have issued our report thereon dated **December 3, 2024**.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Diego, California

December 3, 2024

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REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Independent Auditors' Report

To the Board of Directors of
Compass Charter Schools
Thousand Oaks, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Compass Charter Schools' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Compass Charter Schools' major federal programs for the year ended June 30, 2024. Compass Charter Schools' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Compass Charter Schools complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Compass Charter Schools and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on compliance for each major federal program. Our audit does not provide a legal determination of Compass Charter Schools' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Compass Charter Schools' federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Compass Charter Schools' compliance based on our audit.

Auditor's Responsibilities for the Audit of Compliance

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user of the report on compliance about Compass Charter Schools' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Compass Charter Schools' compliance with the compliance requirements referred to above and performing such procedures as we consider necessary in the circumstances.
- Obtain an understanding of Compass Charter Schools' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Compass Charter Schools' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

REPORT ON STATE COMPLIANCE AND ON INTERNAL CONTROL OVER COMPLIANCE FOR STATE PROGRAMS

Independent Auditors' Report

To the Board of Directors of
Compass Charter Schools
Thousand Oaks, California

Report on State Compliance

Opinion on State Compliance

We have audited Compass Charter Schools' compliance with the requirements specified in the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, applicable to Compass Charter Schools' state program for the fiscal year ended June 30, 2024. Reference to Compass Charter Schools within this letter is inclusive of Compass Charter Schools of San Diego (No. 1454), Compass Charter Schools of Los Angeles (No. 1651), and Compass Charter Schools of Yolo (No. 2059).

In our opinion, Compass Charter Schools complied, in all material respects, with the laws and regulations of the applicable state programs for the year ended June 30, 2024 as identified in the table in the Auditor's Responsibilities for the Audit of State Compliance section of our report.

Basis for Opinion on State Compliance

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed by Title 5, *California Code of Regulations*, section 19810 as regulations (the K-12 Audit Guide). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of State Compliance section of our report.

We are required to be independent of Compass Charter Schools and to meet certain ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on state compliance. Our audit does not provide a legal determination of Compass Charter Schools' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of internal control over compliance with the requirements of the laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Compass Charter Schools' state programs.

Auditor's Responsibilities for the Audit for State Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the state compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Compass Charter Schools' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the K-12 Audit Guide will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user of the report on compliance about Compass Charter Schools' compliance with the requirements of the applicable state programs as a whole.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, and the K-12 Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Compass Charter Schools' compliance with compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Compass Charter Schools' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the K-12 Audit Guide, but not for the purpose of expressing an opinion on the effectiveness of Compass Charter Schools' internal control over compliance. Accordingly, no such opinion is expressed; and
- Select and test transactions and records to determine Compass Charter Schools' compliance with the state laws and regulations to the following items:

Description	Procedures Performed
School Districts, County Offices of Education and Charter Schools	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Not applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not applicable
Immunizations	Yes
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant	Not applicable
Expanded Learning Opportunities Program	Yes
Transitional Kindergarten	Yes
Charter Schools	
Attendance	Yes
Mode of Instruction	Not applicable
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Yes
Annual Instructional Minutes – Classroom Based	Not applicable
Charter School Facility Grant Program	Not applicable

“Not applicable” is used in the table above to indicate that the charter schools either did not receive program funding or did not otherwise operate the program during the fiscal year.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies or material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of State Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the K-12 Audit Guide. Accordingly, this report is not suitable for any other purpose.

San Diego, California
December 3, 2024

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FINDINGS AND QUESTIONED COSTS SECTION

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COMPASS CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024

PART I – SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified not considered to be material weaknesses?	<u>None Reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

Federal Awards

Internal control over major program:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Type of auditors' report issued:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)?	<u>No</u>
Identification of major programs:	
AL Number(s)	<u>Name of Federal Program or Cluster</u>
84.425, 84.425U	<u>Education Stabilization Fund Discretionary Grants</u>
Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 750,000</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

State Awards

Internal control over state programs:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified not considered to be material weaknesses?	<u>None Reported</u>
Any audit findings disclosed that are required to be reported in accordance with <i>2023-24 Guide for Annual Audits of California K-12 Local Education Agencies</i> ?	<u>No</u>
Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>

COMPASS CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS, continued
FOR THE YEAR ENDED JUNE 30, 2024

All audit year findings, if any, are assigned an appropriate finding code as follows:

FIVE DIGIT CODE	AB 3627 FINDING TYPE
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

PART II – FINANCIAL STATEMENT FINDINGS

There were no audit findings related to the financial statements for the year ended June 30, 2024.

PART III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no audit findings and questioned costs related to federal awards for the year ended June 30, 2024.

PART IV – STATE AWARD FINDINGS AND QUESTIONED COSTS

There were no audit findings and questioned costs related to state awards for the year ended June 30, 2024.

PART V – SUMMARY OF PRIOR AUDIT FINDINGS

This section presents the status of actions taken by the Organization on each of the findings and recommendations reported in the prior year audit; however, there were no audit findings reported in the year ended June 30, 2023.

Coversheet

Central Office Lease Renewal

Section:	IX. Operations Division
Item:	F. Central Office Lease Renewal
Purpose:	FYI
Submitted by:	
Related Material:	WC 850R Compass Charter LOI 11.22.2024.pdf



November 22, 2024

Compass Charter Schools
Attn: Lisa Fishman
850 Hampshire Road, Suite R
Westlake Village, CA 91361

Re: Letter of Intent to Renew Lease
850 Hampshire Rd, Suite R, Westlake Village, CA 91361

Dear Lisa,

I have been authorized by Water Court, LLC ("Landlord") to present the following proposal to renew the lease space at the above referenced property. Given below are the terms the Tenant will accept:

<u>Tenant:</u>	Compass Charter Schools
<u>Property:</u>	850 Hampshire Rd, Westlake Village, CA 91361
<u>Premises:</u>	Suite C: Approx. 2,582 Rentable Square Feet
<u>Commencement Date:</u>	January 1, 2025
<u>Lease Term:</u>	Five (5) Years starting on the "Commencement Date"
<u>Base Rent:</u>	\$4,518.50 per month
<u>Rental Escalations:</u>	The Base Rent shall increase by 3% per year starting on the 1st anniversary of the Lease following the Commencement Date.
<u>Lease Type:</u>	Modified Gross (Plus Electrical/Janitorial)
<u>Building Operating/ Tax Expenses:</u>	<p>Tenant shall pay its pro rata share of any increases in the Building operating expenses, predicated upon a 2025 base year.</p> <ul style="list-style-type: none">- There shall be no operating and tax increases during the first 12 months of the lease Term.- All operating expenses shall be based upon the building being no less than 95% occupied and fully assessed for real estate taxes.

Broker Disclosure

Form:

Attached to this Letter of Intent is a copy of the mandatory Disclosure Regarding Agency Relationship that Parkstone Management Services is providing pursuant to a new California state law that has come into effect. The disclosure describes the various agency relationships in real estate transactions and their respective responsibilities. Please review and provide a signed copy to your broker acknowledging that you received the disclosure.

Broker Commissions:

Should a lease be executed between Landlord and Tenant, Landlord shall pay Parkstone Management Services a commission per a separate agreement.

This proposal is intended solely as a preliminary expression of general intentions and is to be used for discussion purposes only. The parties intend that neither shall have any contractual obligations to the other with respect to the matters referred herein unless and until a definitive agreement has been fully executed and delivered by the parties. The parties agree that this proposal is non-binding and is not intended to create any agreement or obligation by either party to negotiate a definitive lease agreement and imposes no duty whatsoever on either party to continue negotiations, including without limitation any obligation to negotiate in any way other than at arm's length. Prior to delivery of a definitive executed agreement, and without any liability to the other party, either party may (1) propose different terms from those summarized herein, (2) enter into negotiations with other parties and/or (3) unilaterally terminate all negotiations with the other party hereto.

This proposal expires at 5:00 pm on Monday, December 9, 2024.

Sincerely,

PARKSTONE MANAGEMENT SERVICES



Cathy Thompson
Property Supervisor
DRE # 01314312
(805) 373-8808 ext 103

Agreed and accepted by:

Tenant: _____

Date: _____

Landlord: _____

Date: _____



DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

(As required by the Civil Code)

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

BUYER'S AGENT

A Buyer's agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more salesperson and broker associates, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, a dual agent may not, without the express permission of the respective party, disclose to the other party confidential information, including, but not limited to, facts relating to either the Buyer's or Seller's financial position, motivations, bargaining position, or other personal information that may impact price, including the Seller's willingness to accept a price less than the listing price or the Buyer's willingness to pay a price greater than the price offered.

SELLER AND BUYER RESPONSIBILITIES

Either the purchase agreement or a separate document will contain a confirmation of which agent is representing you and whether that agent is representing you exclusively in the transaction or acting as a dual agent. Please pay attention to that confirmation to make sure it accurately reflects your understanding of your agent's role. The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the

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transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. If you are a Buyer, you have the duty to exercise reasonable care to protect yourself, including as to those facts about the property which are known to you or within your diligent attention and observation. Both Sellers and Buyers should strongly consider obtaining tax advice from a competent professional because the federal and state tax consequences of a transaction can be complex and subject to change.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction. **This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on page 2. Read it carefully. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE AND THE PORTIONS OF THE CIVIL CODE PRINTED ON THE BACK (OR A SEPARATE PAGE).**

☐ Buyer ☐ Seller ☐ Lessor ☒ Lessee _____ Date: _____

☐ Buyer ☐ Seller ☒ Lessor ☐ Lessee _____ Date: _____

Agent: Cathy Thompson DRE Lic. #: 0131432
Real Estate Broker (Firm) Parkstone Management Services

By  _____ DRE Lic. #: 0131432 Date: _____
(Salesperson or Broker-Associate)

THIS FORM HAS BEEN PREPARED BY AIR CRE. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF THIS FORM FOR ANY SPECIFIC TRANSACTION. PLEASE SEEK LEGAL COUNSEL AS TO THE APPROPRIATENESS OF THIS FORM.

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DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP
CIVIL CODE SECTIONS 2079.13 THROUGH 2079.24 (2079.16 APPEARS ON THE FRONT)

2079.13. As used in Sections 2079.7 and 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

(a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained. The agent in the real property transaction bears responsibility for that agent's salespersons or broker associates who perform as agents of the agent. When a salesperson or broker associate owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the salesperson or broker associate functions. **(b)** "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee of real property. **(c)** "Commercial real property" means all real property in the state, except (1) single-family residential real property, (2) dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, (3) a mobile home, as defined in Section 798.3, (4) vacant land, or (5) a recreational vehicle, as defined in Section 799.29. **(d)** "Dual agent" means an agent acting, either directly or through a salesperson or broker associate, as agent for both the seller and the buyer in a real property transaction. **(e)** "Listing agreement" means a written contract between a seller of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer, including rendering other services for which a real estate license is required to the seller pursuant to the terms of the agreement. **(f)** "Seller's agent" means a person who has obtained a listing of real property to act as an agent for compensation. **(g)** "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the seller's agent. **(h)** "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property. **(i)** "Offer to purchase" means a written contract executed by a buyer acting through a buyer's agent that becomes the contract for the sale of the real property upon acceptance by the seller. **(j)** "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property, and includes (1) single-family residential property, (2) multi-unit residential property with more than four dwelling units, (3) commercial real property, (4) vacant land, (5) a ground lease coupled with improvements, or (6) a manufactured home as defined in Section 18007 of the Health and Safety Code, or a mobile home as defined in Section 18008 of the Health and Safety Code, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code. **(k)** "Real property transaction" means a transaction for the sale of real property in which an agent is retained by a buyer, seller, or both a buyer and seller to act in that transaction, and includes a listing or an offer to purchase. **(l)** "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer and includes exchanges of real property between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration. **(m)** "Seller" means the transferor in a real property transaction and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor of real property. **(n)** "Buyer's agent" means an agent who represents a buyer in a real property transaction.

2079.14. A seller's agent and buyer's agent shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and shall obtain a signed acknowledgment of receipt from that seller and buyer, except as provided in Section 2079.15, as follows: **(a)** The seller's agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement. **(b)** The buyer's agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase. If the offer to purchase is not prepared by the buyer's agent, the buyer's agent shall present the disclosure form to the buyer not later than the next business day after receiving the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent shall set forth, sign, and date a written declaration of the facts of the refusal.

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2079.16 Reproduced on Page 1 of this AD form.

2079.17(a) As soon as practicable, the buyer's agent shall disclose to the buyer and seller whether the agent is acting in the real property transaction as the buyer's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the buyer's agent prior to or coincident with execution of that contract by the buyer and the seller, respectively. **(b)** As soon as practicable, the seller's agent shall disclose to the seller whether the seller's agent is acting in the real property transaction as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the seller's agent prior to or coincident with the execution of that contract by the seller.

(C) CONFIRMATION: The following agency relationships are confirmed for this transaction.

Seller's Brokerage Firm DO NOT COMPLETE, SAMPLE ONLY License Number _____
 Is the broker of (check one): ☐ the seller; or ☐ both the buyer and seller. (dual agent)
 Seller's Agent DO NOT COMPLETE, SAMPLE ONLY License Number _____
 Is (check one): ☐ the Seller's Agent. (salesperson or broker associate); or ☐ both the Buyer's Agent and the Seller's Agent. (dual agent)
 Buyer's Brokerage Firm DO NOT COMPLETE, SAMPLE ONLY License Number _____
 Is the broker of (check one): ☐ the buyer; or ☐ both the buyer and seller. (dual agent)
 Buyer's Agent DO NOT COMPLETE, SAMPLE ONLY License Number _____
 Is (check one): ☐ the Buyer's Agent. (salesperson or broker associate); or ☐ both the Buyer's Agent and the Seller's Agent. (dual agent)

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14. An agent's duty to provide disclosure and confirmation of representation in this section may be performed by a real estate salesperson or broker associate affiliated with that broker.

2079.18 (Repealed pursuant to AB-1289, 2017-18 California Legislative session)

2079.19 The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20 Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21 (a) A dual agent may not, without the express permission of the seller, disclose to the buyer any confidential information obtained from the seller. **(b)** A dual agent may not, without the express permission of the buyer, disclose to the seller any confidential information obtained from the buyer. **(c)** "Confidential information" means facts relating to the client's financial position, motivations, bargaining position, or other personal information that may impact price, such as the seller is willing to accept a price less than the listing price or the buyer is willing to pay a price greater than the price offered. **(d)** This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22 Nothing in this article precludes a seller's agent from also being a buyer's agent. If a seller or buyer in a transaction chooses to not be represented by an agent, that does not, of itself, make that agent a dual agent.

2079.23 (a) A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship. **(b)** A lender or an auction company retained by a lender to control aspects of a transaction of real property subject to this part, including validating the sales price, shall not require, as a condition of receiving the lender's approval of the transaction, the homeowner or listing agent to defend or indemnify the lender or auction company from any liability alleged to result from the actions of the lender or auction company. Any clause, provision, covenant, or agreement purporting to impose an obligation to defend or indemnify a lender or an auction company in

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violation of this subdivision is against public policy, void, and unenforceable.

2079.24 Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

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Coversheet

People Division Update

Section:	X. People Division
Item:	A. People Division Update
Purpose:	FYI
Submitted by:	
Related Material:	People Division Report - December 2024.pdf CCS Additions Report - December 2024.pdf CCS Terminations Report - December 2024.pdf



People Division Report

December 2, 2024

This report highlights for the Board of Directors, areas the People Division Team has completed throughout the 2023-24 school year and outlines goals for the upcoming year:

2025 Benefits Renewal: For 2025, our medical insurance rate increases are as follows: Anthem PPO at 9.49%, Anthem HMO at 11.5% (after a 5% “buy down” by PACE JPA), and Kaiser at 4.45%. The PACE JPA board's decision to offset Anthem rates highlights the added value of our membership by reducing the additional expense to plan subscribers.

Alternative benefits options were evaluated, including direct-to-carrier plans and membership with other JPAs. However, direct-to-carrier rates were less competitive, with fewer in-network providers, and other JPAs were not accepting new members. These findings reaffirmed the value and effectiveness of the current PACE JPA membership.

Benefits Renewal Committee: The committee concluded that remaining in the current PACE program is the best option for 2025. To ensure thorough planning for 2026, a timeline has been developed to explore alternative plan options, including utilizing available wellness programs and incentives, high-deductible health plans (HDHP), HSA options, and early applications to other JPAs. This proactive approach aims to prioritize staff needs and secure lower medical plan rates in the future.

2025 Changes: Through collaboration with the committee, HR, and the cabinet, an opportunity was identified to restructure the employer contribution to offset increased costs for staff. Initial projections estimated monthly contribution increases of \$26.64–\$284.98 (or \$29.06–\$310.89 for 11-month staff). The restructured allowance now varies by plan selection and coverage type, providing greater equity and mitigating the impact, particularly for employees with dependents, who would have been most affected by the rate increases.

12-month (24 pay periods)	MEDICAL PLAN COVERAGE	ER Contribution (12 month)	Annual	11-month (22 pay periods)	MEDICAL PLAN COVERAGE	ER Contribution (11 month)	Annual
ANTHEM	EE Only	\$1,024.00	\$12,288.00	ANTHEM	EE Only	\$1,117.09	\$12,288.00
	EE + CH	\$1,187.00	\$14,244.00		EE + CH	\$1,294.91	\$14,244.00
	EE + SP	\$1,187.00	\$14,244.00		EE + SP	\$1,294.91	\$14,244.00
	EE + FAM	\$1,287.00	\$15,444.00		EE + FAM	\$1,404.00	\$15,444.00
12-month (24 pay periods)	MEDICAL PLAN COVERAGE	ER Contribution (12 month)	Annual	11-month (22 pay periods)	MEDICAL PLAN COVERAGE	ER Contribution (11 month)	Annual
KAISER	EE Only	\$800.00	\$9,600.00	KAISER	EE Only	\$872.73	\$9,600.00
	EE + CH	\$1,013.00	\$12,156.00		EE + CH	\$1,105.09	\$12,156.00
	EE + SP	\$1,013.00	\$12,156.00		EE + SP	\$1,105.09	\$12,156.00
	EE + FAM	\$1,100.00	\$13,200.00		EE + FAM	\$1,200.00	\$13,200.00

Employer contribution/allowance amount is determined by Medical plan election (carrier and plan coverage), and can be used for Medical + Dental, Vision, and/or supplemental (Anthem VOL LIFE is still 100% employee sponsored)

The cabinet conducted a thorough review of potential scenarios for the restructured employer contribution rates and the projection is that it will not have any impact on the current budget. Under this updated structure, staff contributions for medical, dental, and vision coverage will be more consistent and manageable, whether covering themselves or dependents. Most staff can expect to see decreased contributions compared to 2024. While this change may affect ancillary and supplemental coverage, staff will have the flexibility during open enrollment to adjust supplemental plans to fit their needs.

Open Enrollment: Open Enrollment started on Friday, November 22, 2024, and will remain open through Friday, December 13, 2024

Handbook Updates: To align with the restructured employer contribution, the 2024-25 Employee Handbook requires an update. The Chief People Officer is requesting board approval for this change. The updated handbook and a reference sheet detailing the adjustment are attached for review and voting.

Staffing and Recruitment: The Human Resources team remains dedicated to addressing our current staffing needs. Currently, our efforts are concentrated on filling the following vacancies for the 2024-25 school year:

Open Positions:

- Educational Specialist - Mild/Moderate
- EL Tutor
- Options Supervising Teacher
- Options Supervising Teacher - English
- Options Supervising Teacher - OCLC

The Three Pillars: Our goal in Training and Development is to support the implementation of the concepts of ***Trust and Inspire, SDI/CoreStrengths and Restorative Practices*** throughout the school year in support of our Wildly Important Goals.

Trust and Inspire: The Four Elements of Leadership: This month the 360 Degree Feedback Survey was launched and completed by staff. The results from the feedback will be shared and processed at our first Management meeting after Fall break.

SDI/Core Strengths: The first Radical Candor session was delivered to Directors on November 13, emphasizing the importance of applying this approach both vertically and horizontally within the organization. A second session is scheduled for staff in December, ensuring everyone is equipped to build trust and address previously unspoken issues for the benefit of the entire organization.

The integration of Radical Candor with SDI concepts such as MVS consideration and Borrowing enhances communication effectiveness. To support adoption, the Training and Development Manager is offering office hours and small group sessions to help Leadership and staff practice and refine these skills.

Restorative Justice Practices: The Training and Development Manager is collaborating with department leaders to implement restorative circles, with teams dedicating one hour of meeting time to these sessions by January. Circles, either Community Building or Climate-Focused, are being scheduled and documented through a centralized process managed by the Restorative Coaches Team. Beginning in December, monthly open circles will provide all staff with a brave space for community building and addressing climate issues. Early feedback has

been positive, with several departments already conducting circles and expressing interest in future sessions, supporting the vision of fostering comfort with the practice for ongoing conflict resolution and a healthier workplace culture.

October In-Service Day: On Friday, October 11, 2024, our first professional learning day of the 2024-25 school year was successfully held. The day began with a keynote on “The Seven Habits of Highly Effective People” by Debra LaCroix, followed by targeted breakout sessions addressing the unique needs of academic, classified, and all staff groups. This event was a collaborative effort between the Training and Development Manager and Kasey Wingate, Director of Staff Support. Our next In-Service Day will take place on Friday, March 7, 2025.

Classified Staff Community of Practice: The Classified Community of Practice has seen significant growth and renewed enthusiasm this school year. This transition has already resulted in higher attendance and stronger engagement. Participants appreciated the balance of enjoyable and practical elements, ending the meeting on a positive and spirited note. Moving forward, the Community of Practice will meet quarterly to continue fostering collaboration and participation.

Riverside County Office of Education: Our partnership with the Online CTI Program started in October. We currently have two Education Specialist candidates in their second year, we look forward to continuing to support their growth and professional development in the upcoming school year.

Organizational changes have transpired since the last board of directors meeting. *Please see the enclosed worksheets titled CCS Additions Report and CCS Terminations Report.*

2024-25 Employee Additions Report (ADP)

09/22/2024 - 11/22/2024

Company Code	Payroll Name	File Number	Job Title	Hire Date	Rehire Date	Years of Service	Hire Source	Education Level
43S	Harmon, Hope	002538	Tutor	10/02/2024		0 year, 1 month		
Report Total		1						
Count of Employees in Report			1					

Compass Charter Schools - Meeting of the Compass Board of Directors - Agenda - Saturday December 7, 2024 at 10:00 AM
2024-25 Employee Terminations Report (ADP)
09/22/2024 - 11/22/2024

CO CODE	POSITION ID	NAME	HOME DEPARTMENT	JOB TITLE	HIRE DATE	TERMINATION DATE	REASON	YEARS OF SERVICE	REPORTS TO
43S	43S162799 USA	Hyross, Karissa	000117- Options	160 - Supervising Teacher	08/13/2018	10/05/2024	R - Resigned	6:1	Bee, Jason
43S	43S326529 USA	Power, Danielle	000117- Options	160 - Supervising Teacher	01/04/2021	09/30/2024	R - Resigned	3:8	Domino, Alixandra
Report Totals:		Count Of Employees In Report:2							

Coversheet

2024-25 Employee Handbook Update

Section:	X. People Division
Item:	B. 2024-25 Employee Handbook Update
Purpose:	Vote
Submitted by:	
Related Material:	2024-25 Compass Employee Handbook - Rev 12-24.pdf List of Handbook Changes - December 2024.pdf



Employee Handbook 2024-25

**850 Hampshire Road, Suite R
Thousand Oaks, CA 91361
855.937.4227**

<http://www.compasscharters.org>

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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

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

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

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

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

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

Employee's Signature: _____ Date: _____

Please sign/date and return the electronic acknowledgment form to Human Resources. Retain this Handbook for your reference.

ACCEPTABLE USE POLICY AND AGREEMENT

The Board of Directors of Compass Charter Schools finds that new technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and scholar learning. The Charter School offers staff and scholars access to technologies that may include reimbursement of Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. By its adoption of this Policy, the Board intends that technological resources provided by the Charter School be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of scholar learning.

Educational Purpose

Use of the school's equipment and access to the Internet via school equipment and resource networks is intended to serve and pursue educational goals and purposes. Staff and scholar use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Staff have a duty to use Charter School resources only in a manner specified in the Policy.

“Educational purpose” means classroom activities, research in academic subjects, career or professional development activities, School approved personal research activities, or other purposes as defined by the CCS from time to time.

“Inappropriate use” means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

Notice and Use

The Charter School shall notify employees and scholars about authorized uses of Charter School computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before an employee is authorized to use the Charter School's technological resources, they shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities.

Safety

The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While the Charter School is able to exercise reasonable control over content created and purchased by the school, it has limited control over content accessed via the internet and no filtering system is 100% effective. The school shall not be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence.

To reinforce these measures, the Superintendent & CEO or designee shall implement rules and procedures designed to restrict access to harmful or inappropriate matter on the Internet and to ensure that staff and scholars do not engage in unauthorized or unlawful online activities. Staff shall monitor scholars while they are using online services and may have teacher aides, scholar aides, and volunteers assist in this monitoring.

The Superintendent & CEO or designee also shall establish regulations to address the safety and security of scholars and scholar information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent & CEO or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the scholar's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying as defined in the Charter School's charter. Staff and scholars are expected to follow safe practices when using school technology.

Staff and scholars shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, scholars, staff, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Staff and scholar use of Charter School computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Superintendent & CEO or designee shall block access to such sites on Charter School computers with Internet access.

The Superintendent & CEO or designee shall oversee the maintenance of the school's technological resources and may establish guidelines and limits on their use. All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising scholar use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Staff and scholar use of Charter School's computers, networks, and Internet services is a privilege, not a right. Compliance with the Charter School's policies and rules concerning computer use is mandatory. Staff who violate these policies and rules may be subject to discipline, including but not limited to termination.

ACCEPTABLE USE AGREEMENT

The School believes that providing access to technology enhances the educational experience for scholars. However, scholar use of CCS computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, scholars must abide by the following terms and conditions:

1. **Security.** Staff and scholars shall not impair the security of Charter School technology resources. Staff and scholars are expected to:
 - a. Safeguard all personal passwords. Scholars should not share passwords with others and should change passwords frequently. Scholars are expected to notify an administrator immediately if they believe their scholar account has been compromised.
 - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Scholars may use School technology resources when directed by a teacher, when technology has been designated for open staff and scholar use (e.g., computers in the library), and for other educational purposes.
3. **Protection Measures.** While the School is able to exercise reasonable control over content created and purchased by the School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. Staff, parents and scholars agree not to hold the Charter School or any it's staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse or negligence. They also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.
4. **Inappropriate Use.** School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Scholars are provided access to the Charter School technology primarily for educational purposes. Scholars shall not use Charter School technology or equipment for personal activities or for activities that violate Charter School policy or local law. These include but are not limited to:
 - a. Playing games or online gaming.
 - b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
 - c. Installing software on school equipment without the permission of a supervising teacher or other authorized school staff person.
 - d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - e. Conducting any activity that is in violation of Charter School policy or local, state or federal law.
 - f. Engaging in any activity that is harmful to other scholar(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
 - g. Conducting for-profit business.
 - h. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
 - i. Using any software or proxy service to obscure either the scholar's IP address or the sites that the scholar visits.
 - j. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
 - k. Accessing or attempting to access material or systems on the network that the scholar is not authorized to access.

5. **No Expectation of Privacy.** Staff and scholars acknowledge that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by the school and provided to scholars for educational purposes. The school may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the scholars. The school reserves the right to access stored computer records and communications, files, and other data stored on school equipment or sent over schoolnet works. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the scholar is engaging in an inappropriate use.
6. **Disruptive Activity.** Scholars should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.
7. **Unauthorized Networks.** Scholars may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
8. **Consequences of Inappropriate Use.** Scholars who violate this Agreement will be subject to discipline, which may include loss of access to Charter School technology resources and/or other appropriate disciplinary or legal action in accordance with the Charter School Policy and applicable laws.
9. **Technology Systems/Equipment Care.** Scholars are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

As a user of Charter School technologies, I have read of the school's Technology Policy and hereby agree to comply with it and the Acceptable Use Agreement.

I understand that computer use is a privilege and not a right. I understand that if I violate this policy in any way, I will be subject to disciplinary action and possible termination

FOR SCHOOL EMPLOYEES ONLY

I have read, understand and agree to abide by the Policy and the Acceptable Use Agreement. I understand that the school's policies, procedures, rules, and regulations which apply to scholars also apply to me as an employee and adult user of the school's technology, in addition to any separate policies governing employee use of technology.

Employee's Name: _____

Employee's Signature: _____

Date: _____

INTRODUCTION TO THE HANDBOOK

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

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

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

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

Employees must sign and date the acknowledgment form at the beginning of this Handbook, please complete the electronic acknowledgment form via the Human Resources Information System (HRIS), ADP. This will provide the School with a record that each employee has received this Handbook.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

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

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including reproductive health decision-making, pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

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

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

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and

request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. CCS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. CCS will identify possible accommodations if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Employment At-Will

Except if stated expressly otherwise by an employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

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

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

Child Abuse and Neglect Reporting

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

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

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

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

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of scholars taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Similarly, convictions involving crimes of moral turpitude (e.g., fraud), child abuse or neglect, violence, or any offense which may make the employee unsuitable/undesirable to work around students may also serve as a bar to employment at the School. Additionally, should an employee, be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Chief People Officer.

Tuberculosis Testing

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

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

Immigration Compliance

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

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law.

Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

Employment Qualifications

CCS's certificated staff (i.e., supervising teachers, counselors, academic administrators) are required, as a condition of initial and continued employment, to hold a current California Commission on Teacher Credentialing certificate, permit, or another document equivalent to that which a teacher in other public schools would be required to hold.

It is the responsibility of each certificated staff member to ensure that all appropriate credentials and permits are cleared and/or renewed in a timely manner and remain current. Any certificated employee whose credential lapses will be placed on unpaid leave until the credential is renewed and may be terminated if the credential is not renewed in a timely manner. Upon renewal, a copy of the original document is to be submitted to the Human Resources department to be filed in the employee's personnel file.

Professional Boundaries: Staff/Scholar Interaction Policy

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

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any scholar. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a scholar.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, scholars, staff or other persons or to prevent damage to property.

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

Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a scholar from fighting with another scholar;

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

Examples of PROHIBITED actions (corporal punishment)

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

Acceptable and Unacceptable Staff/Scholar Behavior

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

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

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

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

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

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the

administration any awareness or concern of scholar behavior that crosses boundaries or where a scholar appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Scholar Behaviors (Violations of this Policy)

1. Giving gifts to an individual scholar that are of a personal and intimate nature.
2. Kissing of any kind.
3. Any type of unnecessary physical contact with a scholar in a private situation.
4. Intentionally being alone with a scholar away from the school.
5. Making or participating in sexually inappropriate comments.
6. Sexual jokes.
7. Seeking emotional involvement with a scholar for your benefit.
8. Listening to or telling stories that are sexually oriented.
9. Discussing inappropriate personal troubles or intimate issues with a scholar in an attempt to gain their support and understanding.
10. Becoming involved with a scholar so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Scholar Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

1. Giving scholars a ride to/from school or school activities.
2. Being alone in a room with a scholar at school with the door closed.
3. Allowing scholars in your home.

Cautionary Staff/Scholar Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using better practices or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

1. Remarks about the physical attributes or development of anyone.
2. Excessive attention toward a particular scholar.
3. Sending emails, text messages, or letters to scholars if the content is not about school activities.

Acceptable and Recommended Staff/Scholar Behaviors

1. Getting parents' written consent for any after-school activity.
2. Obtaining formal approval to take scholars off school property for activities such as field trips or competitions.
3. Emails, texts, phone calls, and instant messages to scholars must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).

4. Keeping the door open when alone with a scholar.
5. Keeping reasonable space between you and your scholars.
6. Stopping and correcting scholars if they cross your own personal boundaries.
7. Keeping parents informed when a significant issue develops about a scholar.
8. Keeping after-class discussions with a scholar professional and brief.
9. Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
10. Involving your supervisor if conflict arises with the scholar.
11. Informing the Human Resources Manager about situations that have the potential to become more severe.
12. Making detailed notes about an incident that could evolve into a more serious situation later.
13. Recognizing the responsibility to stop unacceptable behavior of scholars or coworkers.
14. Asking another staff member to be present if you will be alone with any type of special needs scholar.
15. Asking another staff member to be present when you must be alone with a scholar after regular school hours.
16. Giving scholars praise and recognition without touching them.
17. Pats on the back, high fives, and handshakes are acceptable.
18. Keeping your professional conduct is a high priority.
19. Asking yourself if your actions are worth your job and career.

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

CCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. CCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including reproductive health decision-making, pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

CCS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent

contractors or other persons with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Human Resources Manager.

When CCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Superintendent & CEO) or the Human Resources Manager will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. CCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs; Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

CCS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately

respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Human Resources Manager. See **Appendix A** for the "Harassment/Discrimination/Retaliation Complaint Form." See **Appendix B** for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional

setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate CCS policy.

Code of Ethics

General

The following Code of Ethics applies to all members of the School Community including volunteers and members of all decision-making teams, as well as all staff of CCS (collectively referred to as “members”).

Preamble

All members believe in the worth and dignity of human beings. All members recognize the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic citizenship. All members regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. All members accept the responsibility to practice “education” according to the highest ethical standards.

Principle I: Commitment to the Scholar

All members must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling these goals, all members should:

- Encourage the scholars to take independent action in the pursuit of learning and provide access to varying points of view, and entrepreneurial goals and vision.
- Prepare subjects carefully, incorporating entrepreneurial curriculum and 21st century life skills. Present them to the scholar without distortion, and, within the limits of time and curriculum, give all points of view a fair hearing.
- Protect the health and safety of scholars.
- Honor the integrity of scholars and influence them through constructive criticism rather than by ridicule and harassment.
- Provide for participation in educational programs without regard to race, color, creed, sex, gender, orientation, national origin or any other protected classification - both in what is taught and how it is taught.
- Neither solicit nor involve scholars or their parents in schemes for commercial gain thereby ensuring that professional relationships with scholars shall not be used for private advantage.
- Keep in confidence from third parties (outside of CCS) information that has been obtained in the course of professional service, including scholar/parent’s address, phone number or any other contact information, unless disclosure serves professional purposes or is required by law.
- Not post on the website or share with others pictures or depictions of scholars unless a photo school waiver is on file with the School.

Principle II: Commitment to the Public

All members believe that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. All members share with all other citizens the responsibility for the development of sound public policy and assume full political and citizenship responsibilities. All members of staff bear particular responsibility for the development of policy relating to the extension of educational opportunities for all, and for interpretation of educational programs and policies to the public. In fulfilling these goals, all members:

- Have an obligation to support education and CCS, and not to misrepresent them in public discussion. When being critical in public, all members have an obligation not to distort the facts. When speaking or writing about policies, all members must take adequate precautions to distinguish members' private views from the official position of the charter school.
- Do not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- Ensure that institutional privileges shall not be used for private gain. Do not exploit scholars, their parents, colleagues, or the school system itself for private advantage. Do not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

Principle III: Commitment to the Profession

All members will exert every effort to raise standards, to improve service, to promote a climate in which the exercise of sound personal and professional judgment is encouraged, and to achieve conditions, which attract person's worthy of trust to careers in education. In fulfilling these goals, all members will:

- Accord just and equitable treatment to all members in the exercise of their rights and responsibilities.
- Not use coercive means or promise special treatment in order to influence the professional decisions of colleagues.
- Not misrepresent one's own professional qualifications.
- Not misrepresent the professional qualifications of their colleagues; discuss these qualifications fairly and accurately when discussion serves professional purposes. · Apply for, accept, offer, and assign positions or responsibilities on the basis of professional preparation and legal qualifications.
- Use honest and effective methods of administering educational responsibilities; conduct professional business through proper channels; use time granted for its intended purposes; not misrepresent conditions of employment; live up to the letter and spirit of contracts.

In-Person/In-Home Visit Policy

School administrators, counselors, and/or supervising teachers may find it necessary to conduct an in-person or in-home visit for scholars. Home visits usually take place at the established residence, however, visits can take place anywhere that is convenient for everyone involved. Staff should be adequately prepared for a visit and ensure they are following the protocols for safety.

Preparation

- All staff conducting these visits should complete training on how to successfully hold an in-person or in-home visit.
- Determine if an in-person or home visit is required.
- Schedule your visit. Notify the Learning Coach/Family before your visit. Send letters describing the purpose of the in-person/home visit.
- Notify your direct supervisor of home visit time and time that you are expected to return.
- Complete a travel request that details the travel and expenses that will be incurred and submit to your supervisor for approval.
- Bring your school ID (ID 1-2-3) - download a copy or keep the app open.

Safety:

- Conduct the in-person/home visit with a colleague, school administrator, or partner agency staff member; do not bring non-school-related staff with you.
- Only enter a residence where the parent/guardian is present.
- Meet with a scholar in a room with the parent or guardian present with access doors open.
- Only agree to meet in a safe location.
- End the meeting and leave the location if any safety concerns arise.

During the Visit:

- Staff are expected to follow all departmental protocols for conducting the various types of visits, ensuring consistency and professionalism.
- Maintain respectful and professional communication during the visit, fostering an environment conducive to collaboration and understanding.
- Respect student confidentiality rights by ensuring communications during the visit are not overheard by third parties, with the exception of parents/guardians.

After the Visit

- Notify supervisor once you have returned and document in Contact Manager that the visit was completed (date and time).
- After you have concluded your visit, send an email summarizing the visit, agreed upon action steps, concerns the Learning Coach shared, and/or agreed upon resolutions.
- Submit a comprehensive post-visit report via email promptly after the visit, including key takeaways, agreed-upon action steps, concerns expressed by the Learning Coach, and resolutions reached.
- Follow the travel guidelines for your department to receive reimbursement in accordance with the reimbursement policy.

Whistleblower Policy

CCS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith,

cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug- and Alcohol-Free Workplace

CCS complies with applicable Federal and State law regarding drug use while on the job with respect to all School employees. The School is concerned about the use of alcohol and drugs as it affects the workplace, the School community and the scholars which CCS serves. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the School and its scholars. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and scholars and exposes the School to the risks of property loss or damage or injury to other persons.

Furthermore, the use of prescription and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to CCS. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

The following rules and standards of conduct apply to all employees either on CCS property or during the workday (including meal and rest periods). Behavior that violates this policy includes:

- Driving a School vehicle while under the influence of alcohol or drugs.
- Distribution, sale or purchase of any drug while on the job, or in the presence of scholars.
- Possession or use of alcohol or drugs while on the job, or in the presence of scholars.
- Being under the influence of alcohol or drugs while on the job.

Notwithstanding recent changes in California law and over-the-counter availability, marijuana (including all cannabis extracts such as CBD) remains an illegal Schedule I substance under federal law. As a result, and regardless of the drug or substance, employees who violate the aforementioned prohibitions will be subject to disciplinary action up to and including termination. CCS may also bring the matter to the attention of the appropriate law enforcement authorities.

In order to enforce this policy, CCS reserves the right to conduct searches of School property and to implement other measures necessary to deter and detect abuse of this policy. As such, employees do not have a reasonable expectation of privacy while on School property.

Smoking

All School buildings and facilities are non-smoking facilities.

Confidential Information

All information relating to scholars, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties, including other CCS parents unless permission is on file.

All records concerning special education scholars shall be kept strictly confidential and maintained in a separate locked cabinet. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. A conflict of interest is a situation in which an employee's personal interests (or those of the employee's friends or family) are inconsistent with the interests of CCS, so that the employee's ability to act solely in the best interests of CCS is placed in doubt, giving recognition to the frailties of human conscience and the instinctive force of self-interest.

An employee involved in any relationships or situations, which may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to the Superintendent & CEO, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances.

In the case of outside employment, all full-time and part-time employees may not work or consult for other entities involved in the field of education without written authorization from the Superintendent & CEO. No outside employment may impede the staff member's ability to fulfill their job duties and responsibilities. Outside employment may not take place during regular employee hours. Failure to disclose facts shall constitute grounds for disciplinary action that may involve action up to and including release from at-will employment.

Nepotism Policy

CCS is committed to a policy of employment and advancement based on qualifications and performance. Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, CCS will hire or consider other employment actions concerning relatives of persons currently employed only if:

1. Candidates for employment will not be working directly for or supervising a relative;
2. The relative will not be working within the same department, division and/ or reporting to the same Supervisor; and
3. Candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests. This policy applies to all current employees and candidates for employment, unless prior approval has been granted by the Superintendent & CEO.

Definitions: "Family member" is defined as one of the following: relationships by blood - parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin; and relationships by marriage - husband, wife (as defined by state law), stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples or significant others. The hiring supervisor is responsible for ensuring policy compliance.

Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor. If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Superintendent & CEO. If a decision cannot be made by the affected employees within fourteen (14) days of reporting, reassignment will be made on direction of the department director and the Superintendent & CEO. No exception to this policy will be made without the written consent of the Superintendent & CEO.

Promotion and Position Creation Policy

CCS defines "Promotion" as a move to a position or title with greater responsibility in a higher salary step schedule. The policy is designed to make the process fair and equitable to all.

- Promotions must meet or address a need within the organization.
- A promotion cannot occur if the budget cannot support a salary increase.
- When considering an employee's experience and education, the employee must meet at least the minimum requirements for the position level they are being considered.

Eligibility

Any employee in good standing is eligible for promotion consideration, assuming they meet the minimum qualifications for the position.

Criteria for Promotion

Promotions entail greater job expectations, the addition of significant duties and/or key areas of responsibility within the organization. This may also include the potential for additional direct reports. Generally, a change is significant when 25-40% or more of a position's duties increase in level.

When considering a promotion or adding a new role, the first two items to review are:

- Does a need exist within the organization/division/department for a higher-level position?
- Is there money available in the budget to fund a promotional increase or new position?

A promotion must be supported by performance, experience, and/or education. When considering an employee's performance, supervisors are expected to consider criteria that reflect the larger picture of an employee's work. These include:

- Skillset: ensuring their skillset matches the requirements of the position
- Sustained Performance: meeting goals in recent growth and development plan cycles. Consider any disciplinary actions.

- Demonstrated steps taken to gain new skills and continued growth
- Personal motivation and willingness for an increase in level and responsibility

Timeline

The CCS deadline for supervision submission will be annually in January. Unless otherwise stated, promotions and new positions will be effective for the following school year.

THE WORKPLACE

Employment Categories

The following are categories of employees that are used within this Handbook (herein “Employee Category”). More than one (1) Employee Category may apply to an employee.

Full-Time Employee

A full-time employee is an employee whose regular working hours are more than thirty-five (35) hours per week. Full-time employees are hired for an indefinite and unspecified duration of time. Full-time employees are eligible for all School employment benefits, as specified in the Employment Benefits provision of this Handbook.

Part-Time Employee

A part-time employee is an employee whose regular working hours are thirty-five (35) or fewer hours per week. Part-time employees are hired for an indefinite and unspecified duration of time. Part-time employees may be eligible for employment benefits (e.g., prorated), as specified in the Employment Benefits provision of this Handbook.

Temporary Employee

A temporary employee is an employee who is hired for a limited, but unspecified, period of time or for a specific project or set of projects. The introductory period is not applicable to temporary employees. Temporary employees are generally ineligible for School employment benefits, as specified in the Employment Benefits provision of this Handbook.

Exempt Employee

An exempt employee is an employee whose employment is not subject to the overtime and recordkeeping provisions of applicable law.

Nonexempt Employee

A nonexempt employee is an employee whose employment is subject to the overtime and recordkeeping provisions of applicable law.

Salaried Nonexempt Employee

The designation of an employee as “salaried, nonexempt” means that the employer is paying the employee a consistent salary that meets applicable minimum wage requirements instead of paying an hourly rate based on actual hours worked. In addition, and most importantly, the designation means the School determined that the employee’s primary job duties fail to meet the requirements for an exemption under applicable law and is classifying the employee as nonexempt.

Inactive Employee

An inactive employee is an employee who is currently on a leave of absence. When an inactive employee returns to work, the employee becomes an active employee.

Vacant Positions

CCS believes in providing opportunities for employees to advance within the organization. All new and vacant positions will be announced for internal applicants through the School's intranet and posted on the School website, including any job boards, for external applicants.

An employee in good standing will be considered as eligible if they meet the minimum qualifications for the position.

Work Schedule

Business Hours

Regular business hours will be between the hours of 8:00 am and 5:00 pm, Monday through Friday. The expectation for all staff is that they work eight (8) hours a day and are available to our educational partners (scholars, learning coaches, and staff) during regular business hours.

Any changes to an employee's work schedule for one to two days should be approved by their direct supervisor and reflected on their school calendar; any longer term changes require Human Resources approval.

Employees are expected to attend all required meetings during regular business hours, including but not limited to 504/IEP meetings, team meetings, professional learning, and the like. Additional requirements for meeting expectations may be referenced in the School's expectations guidelines (e-mail, calendar, meeting, etc.) shared by Human Resources and are subject to change.

Nonexempt Employees

Full-time: The regular workday schedule for full-time nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours per week, Monday through Friday.

Part-time: The regular workday schedule for part-time nonexempt employees will vary based on the position requirements and range from two (2) to six (6) hours; the regular workweek schedule is not to exceed thirty (30) hours per week, Monday through Friday.

All nonexempt employees: Any overtime must be approved in writing by the Superintendent & CEO per occurrence.

Exempt Employees: Twelve-month

Twelve-month exempt employees are expected to be available during regular business hours of 8:00 a.m. - 5:00 p.m. and to commit whatever additional time is necessary to satisfactorily complete all job requirements. The School reserves the right to alter schedules as it may require.

Exempt Employees: Eleven-month

All teachers/educational facilitators, coordinators, and counselors are exempt employees as defined by applicable law. Work schedules will be reflective of their current scholar roster, will generally coincide with regular school hours, and may require a flexible work schedule, including work on weekends, as well as before and after the regular work year or hours of the workday. Work schedules may need to

be adjusted throughout the school year to accommodate changes and to best serve the needs of their scholars.

Meal and Rest Periods

CCS provides nonexempt employees with ten (10) minute paid rest periods as required by applicable law. Nonexempt employees receive one (1) rest period for each four (4) hour work period or a “major fraction” of a work period (i.e., greater than two [2] hours). However, any nonexempt employee who works less than three and one-half (3½) hours in a day is not eligible to take a rest period. The number of rest periods received is as follows:

- Nonexempt employees who work between three and one-half (3½) and six (6) hours are entitled to one (1), ten (10) minute rest period.
- Nonexempt employees who work more than six (6) and up to ten (10) hours are entitled to two (2), ten (10) minute rest periods. Nonexempt employees who work more than ten (10) and up to twelve (12) hours are entitled to three (3), ten (10) minute rest periods.

A rest period is paid time when employees are relieved of all work duties and responsibilities. Rest periods may not be combined, added to a meal period, or taken at the very beginning or very end of the day. Insofar as practicable, rest periods should be in the middle of each work period. Employees must self-police their rest periods and ensure that they take their rest periods every day.

CCS also requires its employees in non-exempt positions to take a mandatory unpaid, uninterrupted meal period in accordance with California law, sixty (60) minutes per CCS policy. A meal period is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. During the meal period, employees may not perform any work-related activities. The meal period must be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and CCS mutually consent to the waiver in writing.

If a nonexempt employee is unable to take their meal or rest periods, or take them in a timely manner, the employee must notify their supervisor before or at the time the employee is unable to take the meal or rest period. Failure to follow this notification requirement may lead to discipline, at the School's discretion.

Lactation Accommodation

CCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

CCS will make reasonable efforts to provide employees who need lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such a room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access

to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

All employees, whether exempt or nonexempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affect the School's ability to implement its educational program and disrupts consistency in scholars' learning.

If it is necessary to be absent or late for the start of the workday or any other work functions, including but not limited to required meetings or trainings, employees are expected to notify their immediate supervisor as soon as possible but no later than one-half (1/2) hour before the start of the workday. If an employee is absent from work longer than one (1) day, he or she is expected to keep their immediate supervisor sufficiently informed of the situation. Time off requests must be entered using the HRIS (ADP) system.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Chief People Officer will be considered a voluntary resignation from employment.

Timecards/Records

By law, CCS is obligated to keep accurate records of the time worked by nonexempt employees. Such employees are required to utilize the School's timecard system.

Nonexempt employees must accurately submit their hours worked on the day they worked via Time Tracking, as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The Time Tracking indicates when the employee arrived and when the employee departed. All nonexempt employees must submit their hours worked on the day they worked, for all paid work time including lunch.

Nonexempt employees are solely responsible for ensuring accurate timekeeping in the HRIS (ADP) system and remembering to record time worked. If an employee misses a time punch, the employee must complete a Punch Correction Form, be signed by the employee, their immediate supervisor, and submitted to the Chief Operations Officer at the end of each pay period.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's timecard. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Adjunct Duties

All exempt employees will be assigned adjunct duties at the School's discretion. Satisfactory performance of these duties is a condition of continued employment.

School Events

Exempt Employees

Exempt employees may work during School events including but not limited to field trips, testing, and family engagement events, provided they are the type of events open to staff. Approval must come from the employee's direct supervisor via ADP, the Human Resources Information System (HRIS).

Supervisors and exempt employees must ensure the following:

- All meal and rest periods are being met in accordance with the School's policies
- Travel time to and from events are included in work hours

Nonexempt Employees

Nonexempt (hourly) employees may work to staff School events including but not limited to day field trips, testing, and family engagement events. Advance approval must come from the employee's direct supervisor via the Human Resources Information System (HRIS).

Supervisors and nonexempt employees must ensure the following:

- All meal and rest periods are being met in accordance with the School's policies
- Travel time to and from events are included in work hours, and
- No overtime will be approved without advance written permission from the Superintendent & CEO.

Use of Email, Voicemail, and Internet Access

CCS permits employees to use its electronic mail, voicemail systems, and Internet access subject to the following:

- Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols during work hours.
- The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
- The Internet may not be accessed on any school device outside of the United States.
- Employees may not attempt to gain access to another employee's personal file of email or voicemail messages or voicemail messages without the latter's express permission.
- School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. CCS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.

- Employees may not change any preset usernames and/or passwords established by CCS for access to School email, voicemail, or software provided to the employee by the School. Employees may not change or alter in any way the email signature for school email as determined by the School. No additional extraneous content may be added to the email signature unless requested by the Superintendent & CEO.
- Employees should not use personal devices or personal email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's CCS email account/CCS issued Zoom phone number.
- For information and expectations for staff use of school email (Gmail) and calendars (Google calendars) employees should reference the guideline/etiquette documents, which are available on the Human Resources guidesite and are subject to change.

Social Media Policy

Permissions

At CCS, we believe in open communication and encourage you to share your work and passion with family, friends, co-workers, and your professional networks around the world. Whether you do so by participating in a blog, wiki, any social media platform, or any other form of online publishing or discussion is up to you. In order to assist you in making responsible decisions in your use of social media, and to avoid any conflicts or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when operating on the Internet as an identifiable employee of CCS and its brands.

This policy applies to all full-time staff, part-time staff, and external contractors employed or providing services at CCS. Each and every employee and/or contractor should use the supplemental [CCS Social Media Handbook](#) provided by the Community Relations Coordinator for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with CCS, as well as any other form of electronic communication. Before creating any online content, please consider the following main guidelines:

- All employees and contractors must familiarize themselves with the CCS Social Media Policy prior to posting any content on our social media platforms.
- You are personally responsible for the content you publish on your blog, website, or any other form of user-generated media.
- If an item features the statement "For Internal Use Only," please do not forward it to anyone outside of CCS or publish it on any social media channel.
- Do not comment on work-related legal matters unless you are an official spokesperson, and have prior written authorization from the Superintendent & CEO.
- Please remember that the Internet never forgets, meaning everything you publish will be available for the world to see for a very long time and may come back to haunt you at a later

time. If you are about to publish something that makes you even the slightest bit uncomfortable, please contact the Community Relations Coordinator for guidance and approval.

Always remember to consider some of the risks and rewards that are involved with posting content to social media. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers or contractors, or otherwise adversely affects people who work on behalf of CCS or CCS's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines and the CCS Social Media Policies and ensure your postings are consistent with these policies. Always make sure to respect your audience. Any and all inappropriate postings, including but not limited to discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct that would not be acceptable in the CCS workplace, will not be tolerated and may warrant disciplinary action, up to and including termination.

Be Respectful

Always be fair and courteous to fellow staff, scholars, and families of scholars, or people who work on behalf of or provide services to CCS. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or a supervisor than by posting complaints to a social media outlet. Using your public voice to harass or embarrass your co-workers, CCS, scholars, families, or any other CCS educational partner is unacceptable and may subject you to disciplinary action, up to and including termination. Examples of such unacceptable conduct include but is not limited to: offensive posts meant to intentionally harm someone's personal or professional reputation, that belittles, degrades, harasses a co-worker, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by applicable law.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Please respect copyright laws. If the material is not yours, don't use it as it is that person's choice to share his or her material with the world, not yours. Before posting someone else's work, please check with the owner first and make sure you have the right to use or publish any data, images, videos, etc. When you make a reference to someone's work, where possible, link back to the source.

Respect Confidentiality and Professional Boundaries

Maintain the confidentiality of all of CCS's trade secrets, as well as private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related, personnel, or scholar information that is or may be confidential in nature.

Do not create a link from your blog, website, or other social networking sites to any CCS website without identifying yourself as a CCS staff member. Please remember that anything you publish about CCS can potentially harm the School, including all internal media as well, like the intranet or any

newsletters you send out. As soon as you act on the School's behalf by distributing information, you are responsible for upholding the School's image and fully complying with School policies. Please act responsibly when posting materials and if in doubt, contact the Community Relations Coordinator before you post or send said material.

Express only your personal opinions. Never represent yourself as a spokesperson for CCS. If CCS is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of CCS, fellow employees, scholars, parents, suppliers or people working on behalf of or providing services to CCS. If you publish a blog or post online related to the work you do or subjects associated with CCS, you must clearly state that you are not speaking on behalf of CCS. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of CCS."

Using Social Media at Work

You are prohibited from using your personal social media while on work time or on the equipment we provide, unless it is work-related as authorized by your immediate supervisor or consistent with the CCS Employee Handbook. All work-related posts should be made through social media accounts established for the posting of work-related posts only, separate from your personal social media accounts. Do not use CCS email addresses to register on social networks, blogs or other online tools utilized for personal use. Do not use your work social media accounts to post non-work related material including but not limited to personal family information or photos.

Retaliation is Prohibited

CCS prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who engages in retaliation of any sort will be subject to disciplinary action, up to and including termination.

Technology Policy

Purpose

CCS may, in its sole discretion, provide computers and laptop computers or other hand-held or similar computing devices, as well as mobile devices, to certain employees for the express purpose of enhancing the productivity and operational efficiency of School-based and administrative activities, functions and instruction. The purpose of this policy is to establish general guidelines for the issuance and utilization of all such devices by officials, management, and personnel within the School.

Guidelines

1. All computers and devices shall be used for the sole and express purpose of conducting official business and maintaining the operations of the School. Use of all such computers and devices is subject to the School's Computing and Internet Acceptable Use Policy.
2. An employee may be issued a computer or device for the performance of specific job-related duties and responsibilities and as determined by the Superintendent & CEO or their designee and has an "active" employment status; and the employee's job-related duties and responsibilities require regular and systematic use of a computer or device; or the employee is required to perform the majority of their duties away from their primary work location.

3. Persons not directly employed by the School, including but not limited to volunteers, retired employees, employees hired on a per diem basis, consultants, vendors, or employees on extended leave or with an employment status of "inactive" shall not be eligible for the issuance of any computer or device.
4. Although issued to an individual employee, all computers or devices are considered the property of CCS and shall be returned upon termination of employment with the School, or immediately upon request at any time by an official of the School.
5. Employees must take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of services and shall include the following:
 - a. Keep all computers and devices in a locked and secured environment when not being used;
 - b. Do not leave the computer or device for prolonged periods of time in a vehicle, especially in extreme temperatures;
 - c. Keep food and drinks away from all computers and devices and work areas;
 - d. Do not leave the computer or device unattended at any time in an unsecured location;
 - e. Keep the computer or device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.
6. Should an employee's computer or device be lost or stolen, the employee MUST: (i) immediately report the incident to their immediate supervisor and the Director of IT; (ii) obtain an official police report documenting the theft or loss; and (iii) provide a copy of the police report to the Director of IT. If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the School for the replacement of such equipment.
7. For all warranty and non-warranty repairs and maintenance of all such computers and devices, the employee must contact the School IT Help Desk. All repairs and maintenance will and must be performed in accordance with the School's current repair and maintenance policies and procedures issued by the Office of Information Technology. For damage that is not covered by the School's warranty, the employee may be held responsible.
8. The School is under no legal, financial or other obligation to provide for a replacement computer or device to any employee whose computer or device is lost, stolen or damaged.
9. The School may add security and other tracking technology to any and all computers and devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls.
10. The IT Department will be responsible for issuance of all such computers and devices and shall:
 - a. Maintain direct oversight of the inventory of equipment, software, service contracts, and internal controls for all computers and devices;
 - b. Fully enforce the specifications of this policy and other similar IT policies and procedures setting forth the parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all such computers, devices, and software under their direct control and supervision; and
 - c. Ensure compliance with regulatory policies and procedures as applicable.
11. Non-compliance with any policies or procedures regarding computers, devices, and software issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

- a. Employees are prohibited from changing any of the settings programmed into the computer or device itself, or the computer or device software, without prior approval from the Information Systems Specialist. This includes (without limitation) changing desktop settings, screensaver settings, clock settings, software settings, and the like. This also includes checking the "Remember Password" box to save a password in the computer, file server, and the like.
- b. Employees are prohibited from downloading software of any kind without prior approval from the Information Systems Specialist. This includes desktop backgrounds, screensavers, anti-virus software, and the like. Employees may submit a request with the School IT Help Desk to get certain programs reviewed and whitelisted if they feel these programs are necessary or beneficial to their work.
- c. Employees are expected not to save documents or files to any locations other than the CCS Google Drive. This includes saving to the desktop, local drives, USB drives, memory cards, CDs, DVDs, and the like. Files that must be downloaded to a device in order to be edited or moved should be removed from that device as soon as possible. In the event your computer crashes, files not saved to Google Drive cannot be recovered. Under no circumstances should files containing CCS information be uploaded to private cloud storage systems or drop boxes (e.g., personal Google Drive accounts), nor should such files be transferred using private email accounts (e.g., personal Gmail accounts).
- d. Employees are prohibited from accessing any school files from unsecured internet connections or internet connections outside the United States.

Employees acknowledge upon receipt of their computer or device, the computer or device is the property of CCS. Employees will agree to pay all costs associated with user-inflicted damage (as determined by the manufacturer) to the computer or device, or its associated peripheral equipment, or its replacement costs should it be lost or stolen. The replacement cost for a laptop computer and/or mobile device will be determined by the fair market value replacement cost of comparable equipment to that which the employee was provided by the School.

CCS reserves the right to use and disclose any electronic, non-privileged communication on its Computer and Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials. Any person who discovers misuse of any of the Charter School's Computer and Communications Systems should immediately contact the Superintendent & CEO or their designee. Any user who violates any part of this policy will be subject to discipline, up to and including termination.

Computer and Device Care and Maintenance

- All computer stations are to be clean and well organized.
- All computers and devices must be maintained clean and damage-free.
 - There is to be no food or liquid on surfaces that share a computer or device.
 - Care should be taken to prevent animal hair, dirt, fine substances, and kids from damaging computers or devices.
- Mousepads on stationary computers are to be used.
- Cleaning of equipment is to be conducted regularly.

Software License

Agreement Software is to be used according to the provisions of the license agreements. Unauthorized copies of software will not be made under any circumstances. Copying software other than for backup purposes is subject to administrative and/or disciplinary action, up to and including termination. Employees should be aware that civil and criminal penalties up to \$250,000.00 per work copied are possible. Any known misuse of software is to be reported to the Superintendent & CEO immediately.

Electronic Accounts

CCS also provides electronic accounts where an Employee can access the School Internet connection, email addresses, software programs, and the like for authorized business purposes (herein "Electronic Accounts"). Electronic Accounts and all data stored on such are considered School property, even if the data is personal in nature. The School reserves the right to access, inspect, and monitor Electronic Accounts and any data stored on or transmitted through such, with or without notice. An Employee should not have any expectation of privacy or confidentiality in Electronic Accounts.

The School does not condone or endorse any material encountered on the Internet. An Employee accessing the Internet does so at the Employee's own risk and the School is not responsible for material encountered, viewed, or downloaded by the Employee from the Internet.

1. Usernames and Passwords
 - a. An Employee must take all necessary precautions to safeguard the integrity and confidentiality of usernames or passwords related to the Employee's Electronic Accounts, whether the Electronic Account is created by the School or by the Employee.
2. Email Signatures
 - a. Each Employee is required to use the School-owned email signature and email disclaimer assigned to the Employee when sending email messages from Employee's School-owned email address. In addition, an Employee may not amend any verbiage, graphic formatting, or text formatting in the Employee's email signature or email disclaimer without approval of the Superintendent & CEO.

Phone/Voicemail

1. All employees have an assigned Compass phone number via the Zoom web-based platform. Zoom can be used to make and receive calls and texts on school-provided devices such as laptops and tablets.
2. Employees have the option to download the Zoom application on their school-provided tablet (i.e. iPad), or personal phones (at their own expense).
3. Employees are not required to use their personal phone numbers to conduct Compass business with educational partners including staff, scholars, and families.
 - a. Professional communication should go through the Zoom application
 - b. Use of personal devices (computers, laptops, tablets, and/or phones) may be considered discoverable evidence in the event of a legal or litigious situation.
 - i. Please note any staff choosing to use their personal mobile device or laptop may be subject to providing information from those devices during a Public Records Act request or in any pending litigation. A litigant could issue a subpoena to you demanding the information on your personal phone or laptop relevant to their case.

- ii. If the School or you are parties to a lawsuit, you can also be required to provide information through what is called a "request to produce" issued by one party to another party without a subpoena, and under general information disclosure requirements in some lawsuits that apply to parties and people affiliated with them.
 - iii. It doesn't matter who owns the phone or laptop. Usually, the subpoena will apply to all accounts and devices within your possession, custody, and control. So, even if you don't have the phone in your possession when you are served with the subpoena (e.g. your son borrowed it for the week), and even if you made a call on your spouse's phone or laptop if you have the legal right or practical ability to get the information, you must provide it.
- 4. The apps installed on the phone don't matter. What matters is whether there is information relevant to the case (or potentially relevant to the case) that can be accessed with your phone OR laptop and whether the subpoena has asked for it.

Mobile Devices

CCS distributes School-owned mobile devices to employees as needed. Each employee who receives a mobile device:

- 1. Must keep the mobile device battery charged at all times; and
- 2. May not alter any settings on any mobile device as outlined above. Although employees use mobile devices for work-related matters, whether these devices belong to the employee or are issued by CCS, employees are prohibited from using such devices for work-related matters while driving due to safety reasons. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the employee's first priority. If, because of weather, traffic conditions, or any other reason, an employee is unable to concentrate fully on the road, the employee must either end the conversation, or pull over and safely park their vehicle before resuming the call. Employees must also utilize the password protection feature on mobile devices in order to safeguard any confidential School data which may be stored on their mobile device.
- 3. Staff experiencing any issues with their school own device should submit a ticket to ZOHO help desk CCS Support.

Requests for mobile devices should be directed to the IT department.

Internet Access

Employees who are authorized to work remotely are required to have adequate internet access to enable remote work. The employee is responsible for the setup, installation, support, and maintenance of internet service at their off-campus location. Compass will reimburse employees a proportionate amount based on the average cost for internet speeds of 50 to 100 mbps and the number of working days from their off-campus location.

Remote staff should procure internet services that deliver a download speed of at least 50 Mbps and an upload speed of at least 5 Mbps to facilitate online web conferencing calls, software updates, and automated backups. Service will degrade below this level. Higher connection speeds may be required if there are multiple devices and/or multiple people simultaneously using the same connection. In-home Wi-Fi Routers may also have an impact on your actual connection speeds.

Maintaining an adequate internet connection is the responsibility of the Employee. While the Internet Service Provider (ISP) can promise to provide speeds that meet Compass requirements, the connection setup and number of users connected to the network at the remote work site must also be taken into consideration when procuring the needed bandwidth to support your remote work arrangement. You can test the speed of your connection by visiting [speedtest.net](https://www.speedtest.net).

Service (internet, phone, systems) may be interrupted due to weather or system demand. Some employees may be dependent on the internet for their cellular connection, depending on the cellular coverage where they live. Discuss with your supervisor what work you should do if your personal internet service goes down.

Personal Business

CCS facilities for handling mail and telephone calls are designed to accommodate School business. All personal mail must be directed to your home address and limit personal telephone calls to an absolute minimum. Long-distance toll calls may not be made from the School's telephone system or your school-issued mobile phone. If you need to make a personal call it should be made on a personal calling card or mobile phone. The School's material, time or equipment may not be used for personal projects.

Personal Appointments: Whenever possible, personal appointments should be made for either first thing in the morning or late in the afternoon. Appointments should have minimal impact on office hours and availability.

Personal Purchases/Orders: Employees will not have any personal purchases, orders, invoices, bank statements or mail sent to the School. No one is permitted to use the School's name or address for personal purchases, orders, invoices or mail. "Personal" is defined as purchases, orders, invoices or mail that is non-educational and is not intended for classroom use. This excludes items purchased for use at the School.

Personal Appearance/Standards of Dress

As educators, our commitment to excellence should be reflected in our appearance. In general, a business casual style is appropriate for all employees. It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. Differences may be necessary because of the type of activity done, special days, office area assignments, and other circumstances.

However, clothing that reveals cleavage, back, chest, stomach, or underwear is not appropriate for a place of business. Overall attention to modesty, professionalism, cleanliness and safety will be expected and required. Appropriate attire will demonstrate a high regard for education and the teaching profession, and will present an image consistent with job responsibilities and CCS's values and expectations.

Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire.

Academic Freedom

Teachers must be free to think and to express ideas, free to select and employ materials and methods of instruction within the School's curriculum framework, free from undue pressures of authority, and free to act within their professional group. Such freedom should be used judiciously and prudently to the end that it is in concert with established community standards and promotes the free exercise of intelligence and scholar learning. Academic freedom is not absolute. It must be exercised within the basic ethical responsibilities of the teaching profession.

Those responsibilities include:

- An understanding of our democratic traditions and methods.
- A concern for the welfare, growth, maturity, and development of children.
- The use of accepted scholastic methods.
- Application of good taste and judgment in selecting and employing materials and methods of instruction.
- Teachers must follow the California State Standards.

Professional Learning

CCS believes in the continuing education of our staff. Professional Learning funds will be allocated in the budget by division for the employees in that Division to use for either Professional Learning, Conferences, Workshops, or Tuition Reimbursement. In order to qualify for these funds, the employee must agree to the following.

- All Professional Learning Conferences or Workshops must directly relate to the employee's current assignment, and serve as a benefit to the School.
- Employees will be expected to create a Professional Learning presentation and or webinar from their conference/workshop within thirty (30) days of completion.

Employees may not leave early to attend courses unless prior approval is granted by the direct supervisor. Courses taken must directly relate to the employee's current position and the employee must be prepared to create projects on how their coursework will assist CCS in the future.

All-Staff Retreat

The Compass All-Staff Retreat is an annual opportunity for professional learning and team building prior to the start of the academic (scholars) school year. As part of the job requirements, all full-time employees, whether certificated or classified, are required to attend the school's in-person annual All-Staff Retreat during regular working hours. All necessary travel accommodations and expenses will be arranged and paid for by the school.

Compass provides substantial advance notice to employees by or before May 30th (annually) of the retreat dates to ensure that all employees have ample time to prepare their schedule. Employees with any medical issues or limitations that may interfere with their attending the in-person event may be entitled to an accommodation by submitting a request and a medical certification in writing to the Human Resources Manager or Chief People Officer. Certification should be submitted no later than June 30th, annually.

The All-Staff Retreat dates are considered blackout dates and no conflicting absences or events will be approved at the same time.

Media Contacts

Employees are prohibited from speaking to the media on CCS's behalf without contacting the Community Relations Coordinator. All media inquiries must be directed to the Superintendent & CEO.

Health and Safety Policy

CCS is committed to providing and maintaining a healthy and safe work environment for all employees. Employees are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. Employees are required to report any potential health or safety hazards, and all injuries or accidents immediately to the Chief Operating Officer.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

CCS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances, exits, and service areas. Report any suspicious persons or activities to the Chief Operating Officer. Employee work areas or offices must be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a workstation that may be accessible. The security of facilities, as well as the welfare of employees, depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Chief Operating Officer when keys are missing or if security access codes or passes have been breached.

Key Procedures: When an employee loses a school office key, the following guidelines will be followed:

- 1st Incident: Written Warning
- 2nd Incident: Employee will pay for lost keys and all costs for re-keying
- 3rd Incident: Violation of Code of Ethics and appropriate disciplinary action

Occupational Safety

CCS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every school supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. CCS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Work Environment

All employees are entitled to work in an environment that is safe and conducive to a happy and productive workflow while following all district policies, administrative regulations, work schedules, and job assignments. For that reason, employees are expected to work from a specific, pre-approved home office location that is safe, ergonomic, secure, and appropriate. The home office location must be located in California.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace in connection with their employment as soon as practically possible. Employees must report to the School if they intend to work from San Francisco as the rules for their work conditions may differ based on San Francisco-specific municipal laws/ordinances.

Employees must separate vacation/away time and work time and may not schedule an overlap of vacation and work time (e.g., going on vacation but working as needed without taking leave) as it can be distracting and disruptive to the workflow and place the employee in a non-approved work location not covered by the School's workers' compensation insurance coverage. For the employee's own safety and the continuity of school operations, such an overlap should be avoided.

Military or Government Agency Relocation Requests

Requests to work out-of-state based on military or other government agency relocation orders or change of station must be submitted to the Chief People Officer at least ninety (90) days prior to the estimated move date. Employees must include the date, location, and any other applicable details so information can be reviewed and submitted for approval from the Superintendent & CEO.

Employees will be required to submit annual certification confirming active status and location.

Temporary Relocation Requests

Requests for temporary out-of-state work must be submitted in writing to the Human Resources Team for review and approval by the Superintendent & CEO. The location address, working dates and hours must be included with the request.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Incidents can be reported directly to Human Resources or to an employee's supervisor, which should be communicated with the Human Resources department as soon as practicably possible.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by contacting a member of the Human Resources department or management. In addition, all employees should know the local emergency numbers such as 911.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security for nonexempt employees, State Teachers' Retirement System (STRS) for Teachers/Administration, and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount. .
3. Non-exempt employees: The Federal Insurance Contribution Act (FICA) requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School, for purposes of funding Social Security and Medicare. Teachers do not contribute to Social Security because they are members of STRS.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.
5. Exempt employees: Full-time administrators, teachers, and other employees performing creditable service as defined by applicable law are required to participate in STRS via payroll withholdings.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the School shall initiate a legal action to validate the overpayment before proceeding with recoupment. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Payroll or HR Team to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to both the Payroll and HR Teams. The office maintains a supply of these forms or a pdf version can be found on the HR Guidesite.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 (Federal) and DE-4 (State) forms. The W-4 and DE-4 forms should be completed upon hire and it is the employee's responsibility to

report any changes in filing status to the Payroll and HR Team and to fill out a new W-4 and/or DE-4 form.

At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns, an electronic copy is also available in the payroll system, ADP. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee’s job description. All salaried staff are considered to be exempt employees unless otherwise indicated. California overtime laws – as well as other wage and hour laws requiring meal and rest breaks – do not apply to exempt employees. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek apply in calculating overtime for nonexempt employees. Company Holidays or any Paid Time off is not included in the overtime pay calculation. CCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Superintendent & CEO. CCS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime: all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee’s regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Paydays

All full and part-time employees of CCS are paid semi-monthly on the 10th and 25th of each month. When either of these days falls on a weekend or holiday, employees are paid on the first workday preceding the weekend or Holiday. Employees should report any errors in their paychecks to the Chief Operations Officer as soon as possible.

Pay Periods

Paydays are ten (10) days following the closing of each pay period. The schools pay periods are as follows:

- 1st of the month – 15th of the month (paid on the 25th of that month)
- 16th of the month – months end (paid on the 10th of the next month)

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the school is presented with a second garnishment request concerning an employee, the payroll administrator will discuss the situation with the employee.

Administrative Fees

CCS may charge employees up to \$1.50 per deduction as administrative costs are associated with the enforcement of a garnishment order. This charge shall be deducted from the employee's wages, and not the deduction made for the garnishment order.

Expenses

Please note that any items (i.e. non consumable office supplies or any pre-approved books) that you have purchased and have been reimbursed become the property of CCS and must have CCS Property written on them.

The following items are purchased in bulk by the School and will not be reimbursed: ink cartridges; toner cartridges, books (unless with prior approval); copy paper; office supplies; construction paper; transparency sheets and markers; wall clocks; facial tissue; paper towels; bandages.

Classroom Materials

Staff members who need to purchase classroom materials that cannot be ordered through the School's Amazon account are required to properly fill out a Purchase Request Form and to submit it along with an estimate of the purchase expense to their Supervisor prior to making any purchases. Following the approved purchase, reimbursement information should be entered onto the reimbursement form for exempt and nonexempt employees. The form and instructions can be found on the Financial Services guidesite. Expense reimbursements should be completed and signed by the employee, and submitted to the approving supervisor (this would be the party responsible for approving the events budget) for signature and submission to the payroll department.

Reimbursements for classroom materials must be submitted as a single PDF file with required back up such as a copy of an original itemized receipt within fourteen (14) days of the purchase dates. The School will not honor reimbursement requests if submitted after the deadline. School-related purchases should not be combined with any personal purchases. Separate receipts for school purchases are required. Purchase Request Forms are available on the Financial Services guidesite and should be filled out electronically.

Before submitting your reimbursement and receipts as a PDF, please follow the naming conventions below:

Employee first initial and last name - Event Name - Pay Date

H Granger - Marshmallows- 08-25-25

Travel Policies

A travel request form must be completed and approved by the supervisor and the administrator responsible for the travel prior to any staff travel.

The School incurs the actual cost of travel expenses when (i) the School requests that the Employee travel to a conference; (ii) the expense is incurred within the scope of Employee's employment; and (iii) the expense was made on behalf of the Employee (and no other persons) unless approved in advance and in writing by the Superintendent & CEO. Each Employee must provide original receipts for travel expenses to the School's Payroll Finance Office within fourteen (14) five (5) calendar days of the Employee's return from travel.

The School incurs the actual cost of lodging and applicable taxes, but not the cost of gratuity or incidental items. Lodging is arranged by the School, at the School's discretion.

Mileage Reimbursement

Mileage will only be reimbursed for official school business that has been approved in advance by the supervisor. At times employees may be required to use their personal car for business purposes. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. Other expenses must be substantiated by receipts. The costs of commuting (travel between home and the work site) will not be reimbursed. Any employee participating in approved, work-related travel in excess of sixty-five (65) miles each way may request a rental vehicle at the School's expense.

All CCS employees who use their cars for business purposes must have current and adequate automobile/liability insurance coverage. A copy of current car insurance must be uploaded to the travel request form. Employees must not transport volunteers or scholars in their personal vehicles. If transportation of this type is necessary, a rented vehicle must be used.

Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided. Only pre-approved mileage will be reimbursed. Mileage reimbursement includes gas, so no additional reimbursement will be provided for gas that is purchased for the travel.

The reimbursement form and instructions can be found on the Financial Services guidesite. Expense reimbursements should be completed and signed by the employee, and submitted to the approving supervisor (this would be the party responsible for approving the events budget) for signature and submission to the finance department.

Staff members are required to properly fill out a Reimbursement Form and to enter the information along with the original receipts within fourteen (14) days of the business trip. The School will not honor mileage reimbursement requests if submitted after the deadline.

Required Work Locations and Events

The school reserves the right to determine if staff will be reimbursed for mileage to a required in-person work location or event if the option for carpooling is available.

Meals and Incidental Expenses

Employees in travel status on School business are reimbursed up to the per diem rate for travel-related meal expenses for their travel destination. Receipts are required for reimbursement of travel meals using per diem rates.

Meals

The School does not reimburse meals included with a conference or if the hotel provides a meal with the cost of a room. If a conference includes meals, then the School reimburses only the meals where the traveler incurred an expense. If the meal provided is on the first or last day of travel the per diem should be reduced by the meal provided, then multiplied by 75%.

The School either incurs the cost or reimburses the employee for the actual cost of breakfast not to exceed \$20.00 per day; lunch not to exceed \$25.00 per day, and dinner not to exceed \$30.00 per day, including the actual cost of tax and gratuity for such. The School incurs the actual cost of these items, not to exceed \$75.00 per day, non-cumulative and non-compounding. The School does not reimburse the Employee for the purchase of any alcohol or snacks in addition to their meals. Employee receipts for meals must not include food for anyone outside of CCS staff. Any purchase of alcohol must be on a separate receipt and is not eligible for reimbursement.

If an employee has agreed to attend a conference, the fee has been paid by the School, and the employee cannot attend he/she must: (1) advise their supervisor as soon as possible; and (2) assist in arranging for another employee to attend in their place. An employee who fails to attend conferences that have been paid for by the School shall lose their ability to attend such conferences. Exceptions will be made at the discretion of the Superintendent & CEO or their designee.

Payment for Meals

Tips should be no more than 20% of the bill, any tips over 20% will not be reimbursed. Also, employees must check their receipt prior to adding a tip to avoid over-tipping. Expense invoices must include an itemized business meal receipt, which includes the total amount plus tip.

Incidentals

Employees may include the daily incidental amount of \$5.00 when determining the maximum rates. Gratuities for baggage carriers, porters, hotel staff (bellhops and house cleaners), as well as ATM fees, bank fees, and check cashing fees are included in the daily incidental amount. As applicable, receipts must be provided to obtain reimbursement.

Employees will be required to submit a written itemized summary of their incidentals on behalf of business for CCS. An explanation for the incidental expense must be listed on the school reimbursement form to be reimbursed.

Reimbursement Claim Process

All employees must comply with the Reimbursement Claim process for any material purchases or travel expenses. Prior to making a purchase, employees must complete the purchase request form, include the reason for purchase, estimated cost, and include an amount not to exceed, and submit to the supervisor no less than five (5) days prior to purchase. **EMPLOYEES ARE PROHIBITED FROM MAKING A PURCHASE UNTIL THEY HAVE RECEIVED PRIOR APPROVAL.**

Employees should complete a Reimbursement Form in its entirety including After you have received approval and purchased items, complete the description section for items purchased, attach a clear copy of an original receipt (uploaded as a PDF) (copies shall not be accepted), sign and submit the claim form to your supervisor for approval. If the supervisor approves, the form will be routed to the Finance Department for review and final processing. Reimbursements are made directly through payroll.

Lost Receipts

All reimbursements must be accompanied by the original itemized receipt and "total" receipt. If you do not have the original receipt you must complete a Lost Receipt affidavit form.

Health Care Insurance Coverage for Regular, Full-Time Employees

CCS offers certain insurance benefits that may include medical, dental, vision, and long-term disability insurance benefits to its regular, full-time employees. Regular, full-time employees can access the summary descriptions of the School's benefit plans through the online benefit enrollment system. Available benefit plans may vary and may change from time to time. Affected employees will be advised of any such changes as required by applicable law.

All new employees will become eligible for medical benefits on the first of the month following thirty (30) days of employment. Part-time employees may be eligible for benefits per the School's policy and applicable laws.

Employer Contributions

Compass contributes between \$9,000.00 and \$15,444.00 per year for all benefits eligible employees who elect medical coverage (including dental, vision, and/or supplemental) towards benefits coverage. The employer contribution will be on a tiered structure based on medical carrier (Anthem or Kaiser) and plan coverage selection.

Plan Coverage Options:

- Employee Only
- Employee + Child(ren)
- Employee + Spouse
- Employee + Family

12-month (24 pay periods)		PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution			11-month (22 pay periods)	PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution
ANTHEM		EE Only	\$1,024.00	\$12,288.00			ANTHEM	EE Only	\$1,117.09	\$12,288.00
		EE + CH	\$1,187.00	\$14,244.00				EE + CH	\$1,294.91	\$14,244.00
		EE + SP	\$1,187.00	\$14,244.00				EE + SP	\$1,294.91	\$14,244.00
		EE + FAM	\$1,287.00	\$15,444.00				EE + FAM	\$1,404.00	\$15,444.00
12-month (24 pay periods)		PLAN COVERAGE	Monthly Employer Contribution	Annual			11-month (22 pay periods)	PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution
KAISER		EE Only	\$800.00	\$9,600.00			KAISER	EE Only	\$872.73	\$9,600.00
		EE + CH	\$1,013.00	\$12,156.00				EE + CH	\$1,105.09	\$12,156.00
		EE + SP	\$1,013.00	\$12,156.00				EE + SP	\$1,105.09	\$12,156.00
		EE + FAM	\$1,100.00	\$13,200.00				EE + FAM	\$1,200.00	\$13,200.00
Employer contribution amount is determined by Medical plan election (carrier and plan coverage). Can be used for Medical + Dental, Vision, and/or supplemental (Anthem Voluntary Life policies are 100% employee sponsored)										

The tiered contribution structure will be reviewed annually by the cabinet and adjusted as needed, subject to approval by the Superintendent & CEO.

For staff who do not elect medical coverage, but choose vision, dental, and/or supplemental benefits the employer contribution will be \$2,400.00 per year.

- 11-month staff receive \$218.18/month or \$109.09/per pay period.
- 12-month staff receive \$200.00/month or \$100.00/per pay period.

Additionally, Compass provides employer-paid Life/AD&D and Long Term Disability coverage for all eligible employees. Compass does not offer cash in lieu of benefits.

Compass does not offer cash in-lieu of benefits.

Employee Contributions

Any employee contributions due for benefits will be automatically deducted from the correlating pay period.

State Disability Insurance

Each employee contributes to the State of California to provide disability insurance Contributions are made through payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the School or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the Chief People Officer.

Retirement, Life Insurance, and Other School-Sponsored Benefits

CCS offers certain school-sponsored benefits that may include retirement and life insurance to its regular, full-time employees. Regular, full-time employees can access summary descriptions of the School's benefit plans through the online benefits enrollment system, the HRIS, or the Human Resources guidesite.

Available benefit plans may vary and may change from time to time within the sole discretion of the School. Affected employees will be advised of any such changes as required by applicable law.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

- Medical coverage for an employee, their spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:
- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time, employee or part-time, making an employee ineligible for the plan.
- This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.
- An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:
- The employee dies while covered by the plan;
- The employee and their spouse become divorced or legally separated; · The employee becomes eligible for Medicare coverage, but their spouse has not yet reached age sixty-five (65), or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

- Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.
- CCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies,
- or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. CCS will then notify the employee or their dependents of the employee's rights.
- Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage or within sixty (60) days after the event causing the loss, whichever is later.
- There are certain circumstances under which coverage will end automatically. This happens if:
- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or their spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- CCS stops providing group health benefits;
- The employee (or the employee's spouse or child) becomes entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

PERSONNEL EVALUATION AND RECORD-KEEPING

Employee Reviews and Evaluations

Employees will utilize the school's growth and development plan process to set, and manage performance goals. Employees will meet with their supervisor to set performance goals and schedule follow-up meetings throughout the school year. Growth and Development plans are intended to make employees aware of their progress, areas for improvement, objectives or goals for future work performance, and provide coaching, support, and resources as needed. The School's evaluation system will in no way alter the employment at-will relationship.

Due dates for employee Growth & Development Plan submission can be found on the School's master calendar.

Personnel Files and Record-Keeping Protocols

At the time of employment, an electronic personnel file is established for each employee. It is each employee's responsibility to keep the Human Resources Department advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. CCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Chief People Officer. Only the Chief People Officer or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations or as otherwise legally required. Copies of an employee's personnel file can be provided upon request. A fee of .25 cents per page will be charged to the employee. Requests for digital copies of an employee file will be provided at no cost.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

HOLIDAYS, VACATIONS, AND LEAVES

Holidays

An employee who qualifies to receive pay for a holiday will receive one (1) day of pay at the employee's regular rate of pay. To qualify to receive pay for a holiday, an employee must meet the following conditions:

1. Be a full-time employee scheduled to work on the date of the School holiday;
2. Work all hours that the employee is scheduled to work on the last regular working day before and after the holiday or using a paid sick leave day (except for employees inactive on leave). Employees on leaves of absence (FMLA, CFRA, ADA, FEHA, etc.) are considered inactive and are ineligible for holiday pay.

Qualifying regular full-time and salaried exempt employees will receive the following paid holidays:

- Labor Day
- Columbus/Indigenous People's Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr.'s Birthday
- President's Day
- Spring Break
- Memorial Day
- Juneteenth (specific eleven-month staff, all twelve-month staff)
- Summer Break (twelve-month staff)

When a holiday falls on a Saturday, the preceding Friday will be celebrated as the holiday; if it falls on a Sunday, the following Monday will be celebrated as the holiday.

Employee holidays, professional development, and school days are outlined in the Employee Calendars.

Vacation

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school.

For full-time twelve (12) month employee vacation will accrue as follows:

- One (1) to four (4) years of employment: Ten (10) days of paid vacation per year (3.33 hours per pay period)
- Five (5) years or more: Fifteen (15) days of paid vacation per year (5.0 hours per pay period)

No employee will receive pay in lieu of vacation during employment. Vacation does not accrue during an unpaid leave of absence or on disability salary continuation.

Employees cannot use paid vacation leave until the ninetieth (90th) calendar day following the employee's start date. Employees must request the use of vacation days through the ADP system at least two (2) weeks prior to scheduled use in one (1) hour increments. It is advised to wait to book travel until the immediate supervisor has granted the use of vacation time.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of one and a half times (1.5) their annual vacation accrual for full-time twelve (12) month employees. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

Sick Leave

CCS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition.

Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings), or a designated person (i.e., a person identified by the employee at the time the employee requests sick leave), who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of mental health, domestic violence, sexual assault, or stalking. Paid sick leave is also available for bone marrow or organ donation by an employee or their family member, to provide care for a guide, signal or service dog of an employee or their family member, or if CCS or an employee's child care provider's business is closed due to a public health emergency, an accident involving the employee's person or property or the person or property of an immediate family member, adoption of a child, or the birth of child making it necessary for an employee who is the parent of the child to be absent from their position during work hours.

Paid sick leave is available to all CCS employees. All full-time employees shall accrue one day per month which will accrue at the rate of four (4) hours per pay period. Part-time employees will accrue sick leave on a pro-rated basis but will never receive less than forty (40) hours or five (5) days of sick leave per year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour. Unused, accrued sick leave carries over from year to year for full-time employees and caps at one hundred and sixty (160) hours, and eighty (80) hours for all other employees.

Employees absent five (5) or more consecutive days due to illness are required to submit medical evidence of an employee's fitness to return to work. If an employee is unable or unwilling to provide

medical evidence of their fitness to return to work, they will be placed on an unpaid leave of absence until the time they can provide said medical release.

Submission of medical evidence of an employee's fitness to return to work can be submitted directly to the Human Resources Manager, the Chief People Officer, or via the Time Off Certification form, a link may be found on the Human Resources guidesite.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave.

Sick leave is not to be used as vacation leave. Unused sick leave will not be paid out upon termination of employment.

Transfer of Sick Leave

The School does not transfer sick leave credit from other districts. Sick leave hours will be tracked for retirement reporting purposes. Employees should provide an official letter from the previous district(s) certifying the total days and/or hours available for transfer to CalSTRS.

If accepted, accrued and unused sick time can be transferred from the School to another district upon the termination of the employee-employer relationship.

Personal Necessity Leave

Full-time employees will receive forty (40) hours of Personal Necessity Leave per school year. Uses of personal necessity leave may include but are not limited to: death or serious illness of a member of the employee's immediate family (this is in addition to Bereavement Leave), an accident involving the employee's person or property or the person or property of an immediate family member, school appearance and activities for a school-aged child, personal legal matters, religious observances, an employee's birthday, and business matters that cannot be conducted outside of the workday.

Employees requesting the use of personal necessity leave must do so by submitting a request through the payroll platform (ADP) at least two (2) weeks in advance unless an emergency situation occurs. If there is an emergency, please reach out to your direct supervisor to communicate the need for use of personal necessity leave so they may make the necessary approval in the payroll platform.

Personal necessity leave days are not considered the same as time worked, days used in conjunction with five (5) or more sick days will require medical certification of an employee's fitness to return to work, same as the Compass Sick Time policy.

Personal necessity leave is not vacation, does not roll over, and is not paid out upon termination of employment.

Catastrophic Injury/Illness Leave

Catastrophic injury or illness is defined as a life-threatening injury or illness of an employee which totally incapacitates the employee from work, or of an employee's family member (e.g., spouse/partner,

child, or parent), as verified by a licensed physician and which forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation for the employee. Conditions that are short-term in nature (e.g., the flu, back pain, a broken limb, etc.) are not catastrophic. Acute chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work, and which are long-term in nature and require long recuperation periods, may be considered catastrophic. The catastrophic leave program shall be implemented as follows:

1. Eleven (11) month employees may donate up to two (2) sick leave days per fiscal year and twelve (12) month employees may donate up to three (3) sick leave days per fiscal year to a sick leave bank for employees suffering a catastrophic illness/injury; however, each eleven (11) month employee must retain at least six (6) sick leave days, and each twelve (12) month employee must retain at least ten (10) sick leave days, for their own account. All transfers of sick leave are irrevocable.
2. Catastrophic leave requests must be submitted in writing to the School. Any employee requesting to receive donated sick leave under this program shall first exhaust all paid leave he/she has accrued.
3. The Superintendent & CEO shall determine whether or not to grant a request for catastrophic leave based on verification by a medical doctor as to the nature of the illness or injury, anticipated length of absence, and the prognosis for recovery. There is no right to receive catastrophic leave donations. The Superintendent & CEO may in their unreviewable discretion decline an employee's request for catastrophic leave benefits for any reason.
4. All information provided by the employee requesting catastrophic leave shall be held in strict confidence by the School and shall be isolated from other employment records as required by applicable law.
5. The number of sick days that can be received by an employee from the catastrophic leave bank is limited to twenty (20) per fiscal year.
6. If an employee is also receiving any form of disability benefits, which is paid on a weekly basis, the total amount of catastrophic leave pay the employee may receive on a weekly basis, when added to the amount of disability benefits the employee is receiving, shall not exceed the employee's total weekly salary. Employees must disclose to the School whether they are receiving any such disability benefits.
7. Any reinstatement rights for employees utilizing catastrophic leave shall be in accordance with applicable law.
8. Participation in this program is voluntary. Recipient employees shall not offer anything of value to another employee in exchange for donating leave. Likewise, donating employees shall not receive anything of value from another employee in exchange for donating leave.
9. Sick pay accrued during any period of unpaid leave only until the end of the month in which unpaid leave began.

Unpaid Leave of Absence

CCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant an employee a leave of absence. Any unpaid leave of absence must be approved thirty (30) days in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Employment During Leave

No employee, including employees on Catastrophic Illness/Injury leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Employees on a leave of absence are prohibited from performing work duties during their leave. This includes but is not limited to answering emails, grading, responding to surveys, and communication with staff or other stakeholders. Employees in violation of this policy may be subject to restricted email access until their official return date and/or disciplinary action.

Family Care and Medical Leave (FMLA) and California Family Rights Act (CFRA)

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

FMLA and CFRA will run concurrently when applicable.

Employee Eligibility Criteria

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

Events That May Entitle an Employee to FMLA/CFRA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.

2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
 - i. A "serious health condition" is an illness, injury (including, but not limited to, on the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment,
 - ii. including, but not limited to, treatment for substance abuse.
 - iii. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - iv. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - v. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
2. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.
3. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
4. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call
5. or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

Amount of FMLA/CFRA Leave Which May Be Taken

1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.

2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of their own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted their sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

Health Benefits

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of their group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

CCS may recover the health benefit costs paid on behalf of an employee during their FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

Medical Certifications

1. An employee requesting FMLA/CFRA leave because of their own or a relative’s serious health condition must provide medical certification from the appropriate healthcare provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School’s request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a healthcare provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, healthcare provider to provide a final and binding opinion
4. Recertifications are required if leave is sought after the expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Chief People Officer. An employee asking for a Request for Leave form will be given a copy of the School’s then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days’ notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or their qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School’s operations.

4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of their own serious health condition, the employee must obtain a certification from their healthcare provider that he/she is able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If an accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Employees on a leave of absence are prohibited from performing work duties during their leave, This includes but is not limited to answering emails, grading, responding to surveys, and communication with staff or other stakeholders. Employees in violation of this policy may be subject to restricted email access until their official return date and/or disciplinary action.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro-rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits

CCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12)-month period. CCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - a. The employee is taking leave under the California Family Rights Act.
 - b. There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - c. There is a non-pregnancy related medical condition requiring further leave. Any other circumstance beyond the control of the employee.

Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after the expiration of the time estimated by the healthcare provider. Failure to submit the required recertification can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Chief People Officer. An employee asking for a Request for Leave form will be referred to the School's then-current pregnancy disability leave policy.
2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the

- leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing, and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position; she must be reinstated to a comparable position unless one of the following is applicable:
 - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.
 - c. A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with CCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from their healthcare provider that they are able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If an accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Employees on a leave of absence are prohibited from performing work duties during their leave. This includes but is not limited to answering emails, grading, responding to surveys, and communication with staff or other stakeholders. Employees in violation of this policy may be subject to restricted email access until their official return date and/or disciplinary action.

Industrial Injury Leave (Workers' Compensation)

CCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Chief Operating Officer;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Chief of Staff, and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. CCS, with the help of its insurance carrier, has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high-quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Chief Operating Officer and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of their shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by their personal physician at their own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.

- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

CCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employees shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, CCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

CCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

Each employee will be provided with five (5) total bereavement days for the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law) per year. Three (3) days will be paid, and two (2) days will be unpaid. Employees have the option of subsidizing accrued Sick Time or Vacation Time (when applicable) in place of unpaid bereavement.

If an employee requires more than five (5) days off for bereavement leave, the employee may use accrued sick and/or vacation days. Please contact a member of the Human Resources department if you wish to utilize accrued sick, vacation, or personal necessity leave days for bereavement.

Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. Upon request, an employee may be required to provide documentation of the death of a covered family member.

Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

Jury Duty or Witness Leave

Jury and Witness leave is provided for any employee who is called to serve jury or witness duty in any court during regularly assigned working hours. Prior notification to and approval by the Human Resources Department is required. The School will pay an employee up to fifteen (15) days paid per jury service term.

If an employee is asked to use the call-in jury system and he/she is not selected to appear the next morning, the employee must report to work. The employee must notify HR if he/she has been selected to serve on a jury and if possible to notify how long the trial may last in order to plan ahead.

As a reminder as of August 2004, in an effort to avoid duplicate payment of public funds, California Superior Court jurors employed by a government entity (including school districts) who receive their regular compensation during jury service may not be paid daily jury duty fees by the court (California Code of Civil Procedure, Section 215). Hence, when completing the juror affidavit questionnaire, it is your responsibility to check the "Government/Public Employee" box (rather than "Employed"). This alerts the court to withhold payment of jury fees (although you will still receive mileage reimbursement, unless you have elected to waive it).

Note: Employees summoned to United States District Court are entitled to jury fees. Therefore, in accordance with current employee agreements, an amount equal to the jury fees paid by the court will automatically be withheld from the employee's subsequent pay.

Employees must provide a copy of Jury Summons or Witness Subpoena when requesting Jury Duty Leave and must submit employer paperwork received from the court at the completion of jury service. Employees must request time off for Jury Service using the HRIS.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their immediate supervisor at least two (2) days' notice.

School Appearance and Activities Leave

As required by law, CCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of CCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation, personal necessity, or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a twelve (12) month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Victims of Abuse Leave

CCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide CCS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide CCS one (1) of the following certifications upon returning back to work:

- a. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
- b. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
- c. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
- d. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, CCS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact Human Resources.

Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization. When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement.

An employee should give the Human Resources department thirty (30) days' notice prior to returning from leave. Whenever the School is notified of an employee's intent to return from leave, the School will attempt to place the employee in their former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult the Chief People Officer.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare, and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Unprofessional conduct or violation of the schools established ARTIC values.
3. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties, or responsibilities.
4. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property or via the school intranet (i.e. Workplace, guidesite) by employees and non-employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
5. Acceptance, from any source, of a reward, gift, or other forms of remuneration in excess of \$100.00, in addition to regular compensation to all staff.
6. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
7. Fighting or instigating a fight on School premises.
8. Violations of the drug and alcohol policy include using, possessing, dealing, distributing, or being under the influence of intoxicating beverages, non-prescribed drugs or any unlawful drugs while on duty or at a work location.
9. Actions which constitute an unwholesome influence on scholars or other staff members, such as harassment, which includes but is not limited to sexual harassment.
10. Using or possessing firearms, weapons, or explosives of any kind on school premises.
11. Gambling on school premises.
12. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and timecards.
13. Electronically clocking for another employee or permitting or arranging for another employee to record your clock time.
14. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
15. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
16. Excessive absenteeism or tardiness excused or unexcused.

17. Posting any notices on School premises without the prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
18. Immoral or indecent conduct.
19. Conviction of a criminal act, especially a felony, or conviction of a misdemeanor involving moral turpitude.
20. Engaging in sabotage or espionage (industrial or otherwise).
21. Violation of the unlawful harassment, discrimination, and retaliation policy.
22. Violation of the School's policies regarding discrimination, harassment, or retaliation.
23. Failure to report a job-related accident to the employee's manager, school administrator, or failure to take or follow prescribed tests, procedures or treatment.
24. Sleeping during work hours.
25. Release of confidential information relating to staff, scholars or CCS without prior authorization from the Human Resources Department and/or the Superintendent & CEO.
26. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
27. Any willful act of conduct undertaken in bad faith, either during or outside of duty hours, which is of such a nature that causes discredit to the School.
28. Violation of any federal, state or local laws affecting the School or the employee's employment or fitness for employment with the School.
29. Failure to comply with the School's safety protocols and procedures.
30. Refusal to speak to supervisors or other employees.
31. Dishonesty.
32. Failure to possess or maintain the credential/certificate required of the position.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.

- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using School facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. CCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Employee Improvement Opportunities and Progressive Disciplinary Process

Situations may arise where an employee's conduct and performance needs to be addressed by the school's progressive disciplinary process. All situations will be reviewed by the Human Resources Team when determining the appropriate actions. Use of progressive discipline remains within the sole and unreviewable discretion of CCS and in no way alters or impairs the at-will nature of employment at the School.

Coaching and Mentoring

Compass believes in the importance of holding crucial conversations regarding performance and mentoring opportunities whenever possible. Supervisors should address concerns of employee performance directly with the employee in either their regular recurring check-in (one-on-one) meetings or a scheduled meeting.

Coaching Support Plan (CSP)

This document is meant to identify and address opportunities for growth. Employees and supervisors are expected to collaborate on completion of the CSP.

A CSP usually follows a verbal warning, but may be issued with a written warning.

Performance Improvement Plan (PIP)

The Performance Improvement Plan (PIP) is an escalation from a CSP, this is a detailed plan for improvement based on requirements and regular duties based on an employee's role and job description. This can include daily or weekly check-ins, and may be used in conjunction with a written warning.

Subject to the at-will nature of employment, employees are expected to meet conditions of a PIP on an immediate and sustained basis but by no later than within thirty (30) days.

30-Day Follow-up to Performance Improvement Plan:

Conditions Met: Update notes on the PIP documentation and additional support through regular check-in (one-on-one) meetings.

Significant Improvement: Update notes on the PIP documentation and re-visit within an agreed upon timeline, usually one (1) to two (2) weeks.

Conditions Not Met or No Improvement: Termination of employment.

Progressive Discipline Procedures

Although employment with the School is “at-will,” meaning that either the employee or the School may terminate the employment relationship at any time, with or without cause or advance notice, the School shall generally utilize a discipline process which includes the following progression: verbal warning; written reprimand; suspension without pay; and release.

Verbal Warning: A verbal warning may result in a post-conference summary or memorandum. The employee shall have the right to have a written response attached to the warning and retained in the file.

Written Warning: Unless conduct warrants a written warning/reprimand in the first instance, a written reprimand shall not be used unless the employee has been verbally warned about similar actions within the last three (3) years. The School, in its discretion, may also issue a performance improvement plan (“PIP”) concurrent with the written reprimand. The employee shall have the right to have a written response attached to the reprimand and retained in the file.

Suspension: The School, in its discretion, may choose to place the employee on unpaid suspension in lieu of releasing the employee. However, placement on unpaid suspension does not bar the School from releasing the employee should disciplinary issues continue.

Release from At-Will Employment: Release from at-will employment shall be the final step of progressive discipline and shall generally be used only when prior steps of progressive discipline have failed, or unless the basis for the release constitutes misconduct or significant unsatisfactory job performance.

The School reserves the right in all instances to determine the appropriate level of disciplinary action, where progressive steps may not always be taken. Neither this policy nor any action taken or not taken by the School in relation to employee discipline alters the at-will nature of relationship at the School.

Misconduct

For the purposes of this policy, “misconduct” includes but is not limited to employee actions or inactions which: tend to threaten the safety of School students, families and staff; violate the terms of the School’s charter, Employee Handbook, or any other policies/procedures; violate federal, state, or local law; or tend to damage the School’s reputation within the community. The School shall have the sole authority to determine when a disciplinary matter rises to the level of constituting “misconduct.”

Administrative Leave with Pay

The Superintendent & CEO or their designee, at his or her discretion, may place any employee on administrative leave with pay for the purpose of investigating charges or complaints against such employee. Full benefits shall remain in force pending the completion of an investigation. Such leave will not be considered disciplinary in nature.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Human Resources Manager or Chief People Officer regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

Employees are expected to return all School equipment/property upon termination of employment.

INTERNAL COMPLAINT REVIEW

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Human Resources Team or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a coworker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Human Resources Team:

1. The complainant will bring the matter to the attention of a member of the Human Resources Team as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed, or if not appropriate.
2. The complainant will reduce their complaint to writing, indicating all known and relevant facts. The Human Resources Team will then investigate the facts and provide a solution or explanation.
3. If the complaint is about the Chief People Officer, the complainant may file their complaint in writing to the Superintendent & CEO. The Superintendent & CEO or designee will then investigate the facts and provide a solution or explanation.
4. If the complaint is about the Superintendent & CEO, the complainant may file their complaint in writing to the Chair of the Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third-party investigator on behalf of the Board. The Board Chair or investigator will report his or her findings to the Board for review and action, if necessary.
5. This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequences to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with a member of the Human Resources Team or Superintendent & CEO (if the complaint concerns the Chief People Officer) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the Human Resources Team shall abide by the following process:

1. The Human Resources Team shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Human Resources Team finds that a complaint against an employee is valid, the Human Resources Team may take appropriate disciplinary action against the employee. As appropriate, a member of the Human Resources Team may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. A member of the Human Resources Team decision relating to the complaint shall be final unless it is appealed to the Superintendent & CEO. The decision of the Superintendent & CEO shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances, absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Superintendent & CEO) or member of the Human Resources Team will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

CCS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A - Harassment/Discrimination/Retaliation Complaint Form

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Human Resources Manager or Superintendent & CEO.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

CCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant: _____

Date: _____

Print Name: _____

To be completed by School Representative:

Received by: _____

Date: _____

Title: _____

APPENDIX B - Internal Complaint Form

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name and title of person(s) you have a complaint against:

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true

and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant: _____ Date: _____

Print Name: _____

To be completed by School Representative:

Received by: _____ Date: _____

Title: _____

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**2024-25 Employee Handbook Changes
December 2024**

- + Update to "Health Care Insurance Coverage for Regular, Full-Time Employees - Employer Contributions" (p.54)
 - + Updated language for tiered employer contributions based on plan carrier and plan coverage.