Compass Charter Schools

Meeting of the Compass Board of Directors

Date and Time

Tuesday September 23, 2025 at 6:00 PM PDT

Location

This meeting will be held virtually through Zoom.

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

Carson Doubletree Hotel; 2 Civic Plaza Dr., Carson, CA 90745; Executive Boardroom

2540 Huntington Drive, Suite 107; San Marino, CA 91108

1965 Del Ciervo Place; Camarillo, Ca 93012

Doubletree Hilton; 1995 S Bascom Ave, Campbell, CA 95008; Vineyard Room

Hampton Inn; 30255 Agoura Rd, Agoura Hills, CA 91301; Lindero Room

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**			**6:00 PM**
	Opening Items			
A.	Call the Meeting to Order		Thomas Arnett	1 m
B.	Record Attendance		Tami Wrigley	2 m
II.	**Consent Items**			**6:03 PM**
A.	Consent Items	Vote	Thomas Arnett	3 m

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

- Approval of the September 23, 2025 Meeting Agenda
- Approval of the June 21, 2025 Regular Meeting Minutes
- Review and Approval of June and July 2025 Financial Statements
- Board Policy 43 - Residency Policy Updates

B.	Approval of June 21, 2025 Regular Meeting Minutes	Approve Minutes	Thomas Arnett	1 m

		Purpose	Presenter	Time
III.	**Public Comment**			**6:07 PM**
A.	Public Comment	FYI	Thomas Arnett	10 m

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 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.

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

IV.	**Communications**			**6:17 PM**
A.	Board Member Communication	Discuss	Thomas Arnett	10 m

- Thomas Arnett
- Therese Christopher
- Dr. Minita Clark
- Heather Hardy
- Samantha Herrod
- Corey Riley
- Dr. William Stinde

		Purpose	Presenter	Time
B.	Parent Advisory Council Update	Discuss	Samantha Herrod	5 m
C.	Scholar Leadership Council Report	Discuss	Zahra Grihma	3 m

V. Closed Session — 6:35 PM

A.	Enter Closed Session	Discuss	Thomas Arnett	30 m

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One Case

B.	Reconvene from Closed Session	Discuss	Thomas Arnett	2 m

Closed Session Report

VI. Board Business — 7:07 PM

A.	2025-2026 Board of Directors Annual Calendar	Vote	Thomas Arnett	10 m

Review and approve the updated calendar for the year.

B.	Board Training	Discuss	Elizabeth Brenner	5 m

VII. Scholar Spotlight — 7:22 PM

A.	Scholar Spotlight	FYI	Rebecca Rodriguez	2 m

VIII. Superintendent's Report — 7:24 PM

A.	Superintendent's Report	Discuss	Elizabeth Brenner	20 m
B.	Enrollment Capacity Resolution	Vote	Elizabeth Brenner	5 m

Review and approval of the updated enrollment capacity due to the loss of the OCLC and staff reductions.

IX. Operations Division — 7:49 PM

A.	Division Update	FYI	Danielle Gamez	5 m
B.	Fiscal Year 2025 Unaudited Actual Presentation	FYI	Danielle Gamez	5 m

		Purpose	Presenter	Time
C.	Approve Fiscal Year 2025 Unaudited Actual Reports- Los Angeles	Vote	Danielle Gamez	1 m
D.	Approve Fiscal Year 2025 Unaudited Actual Reports- San Diego	Vote	Danielle Gamez	1 m
E.	Approve Fiscal Year 2025 Unaudited Actual Reports-Yolo	Vote	Danielle Gamez	1 m
F.	Review and Approve the FY26 EPA Funds Allocation	Vote	Danielle Gamez	5 m
G.	Compass Conference 2026 Proposal	Vote	Danielle Gamez	5 m
H.	Submitted 2025-26 CDE Consolidated Applications	FYI	Danielle Gamez	5 m

X. Academic Services — 8:17 PM

A.	Academic Division Updates • Academic Division Update • Summer School Update. • Compass Conference Debrief	FYI	Greg Cohen	5 m
B.	Independent Study Administrative Regulations	FYI	Greg Cohen	3 m
C.	Tiered Re-engagement Internal Procedures	FYI	Greg Cohen	5 m
D.	Board Policy #24 Missed Assignments and Involuntary Removal Policy.pdf	Vote	Greg Cohen	5 m
E.	Proposition 28 FY 24-25 Annual Report for Compass Charter School of Los Angeles	Vote	Greg Cohen	5 m
F.	Proposition 28 FY 24-25 Annual Report for Compass Charter School of San Diego	Vote	Greg Cohen	2 m
G.	Proposition 28 FY 24-25 Annual Report for Compass Charter School of Yolo	Vote	Greg Cohen	2 m

XI. People Division — 8:44 PM

		Purpose	Presenter	Time
A.	People Division Update Attachments: • People Division Report • Additions Report • Terminations Report	FYI	Sophie Trivino	5 m

XII. Closing Items — 8:49 PM

A.	Upcoming Meetings December 9, 2025 Board of Directors Meeting: 6:00 p.m.	FYI	Elizabeth Brenner	1 m
B.	Adjourn Meeting	Vote	Thomas Arnett	1 m

Coversheet

Consent Items

Section: II. Consent Items
Item: A. Consent Items
Purpose: Vote
Submitted by: Danielle Gamez
Related Material: CCS_PL_June_2025.xlsx
CCS_BS_June_2025.xlsx
CCS_CR_June_2025.xlsx
Compass_Charter_Schools_FY2025_June.pptx
CCS_P_L_July_2025.xlsx
CCS_BS_July_2025.xlsx
CCS_CR_July_2025.xlsx
Board Policy # 43_Residency Policy.pdf

BACKGROUND:

Residency Policy: Summary of Changes

- Updated term “Extended Vacation” to “Temporary Out of County Residence”
- Updated “Executive Director” to “Program Director”
- Updated “Extended Vacation Form” to “Temporary Out of County Residence Form”
- Updated “Students” to “Scholar”

RECOMMENDATION:

Residency Policy:

Board Approval of minor changes in language and terminology.

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CSMC





Financials through Jun 30, 2025

Monthly Financial Board Report

Prepared for: Compass Charter Schools







Prepared by School's CSMC SBM - Kristin Nowak

Financial Summary

Actual to Budget:
This report is as of Jun 30, 2025, compared against our 2nd Interim budget on 03/08/2025, based on an enrollment count of 2,250 students enrolled and an enrollment ADA of 2,215.40.
YTD Revenues through **Jun 30, 2025,** are **$35,957,700** or **5.6% over** our current budget due to LCFF revenue coming in slightly higher than expected and having to recognize a great majority of the allocations for certain one-time grants such as AMIMBG, Prop 28 and Learning Recovery.
YTD Expenses through **Jun 30, 2025,** are **$36,748,266** or **8.2% over** our current budget due to being overspent in a few categories: Personnel expenses- Spent much more in Classified Salaries and Benefits than budgeted.
Therefore, net income is **($790,566)** or **-977.7% under** our current budget.

Balance Sheet:
As of Jun 30, 2025, we had total cash of $12,693,201, short-term liabilities of $9,242,001, and long-term liabilities of $238,545. The ending fund balance is $7,906,314. When compared to the previous month, total reconciled cash increased by $252K, short-term liabilities decreased by $1.5M (AP/Due to and from Grantor Governments/Deferred Revenue), and long-term liabilities increased by $1K (ROU Liability).

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Understanding the Financial Health of the Organization

The chart below explains some of the parameters that the school's leadership can evaluate to understand their financial health, and potential areas of weakness.

Cash Ratio

Ability to meet short-term obligations with cash



Current:	Target:
137.3%	> 100.0 %

Formula:
(Cash) / (Current Liabilities)

Current Ratio (Liquidity)

Ability to pay short-term obligations



Current:	Target:
1.9	> 1.0

Formula:
(Current Assets) / (Current Liabilities)

Defensive Interval

Months of continued operation without incoming funds



Current:	Target:
5.4	> 3 months

Formula:
(Cash + Securities + AR)/(Average Expenses for Past 12 Months)

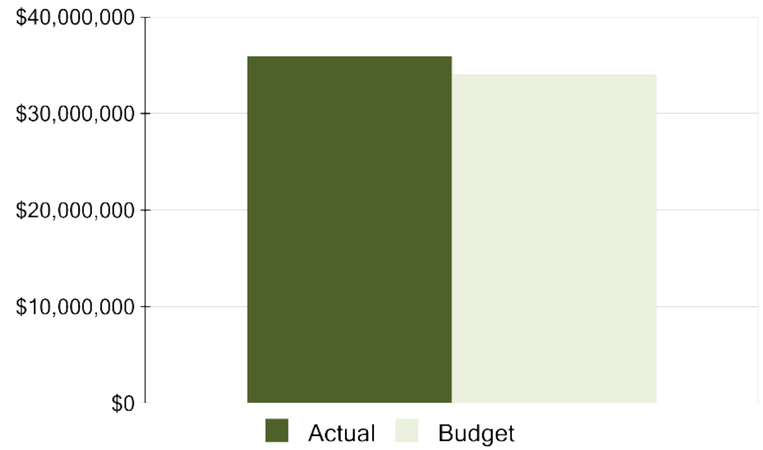
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Financial Snapshot

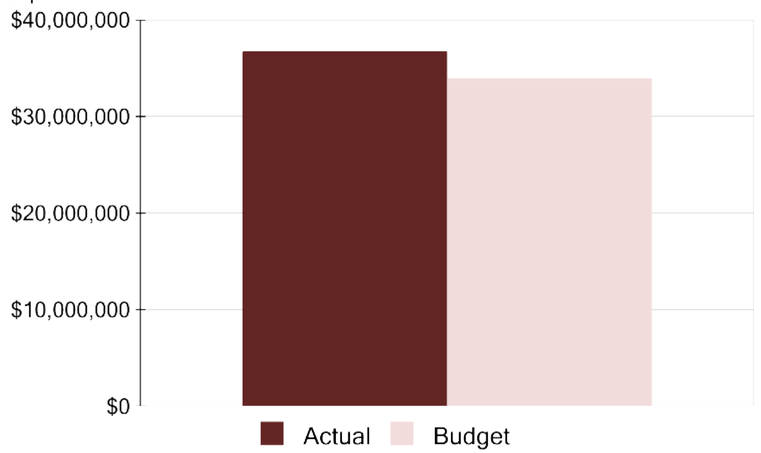
FY 2024-2025, July - June

Cash Balance
$12,700,623

Revenue to Date



Expense to Date



Revenue Summary	
Actual	$35,957,700
Budget	$34,054,993
Actual to Budget	5.6%

Expense Summary	
Actual	$36,748,266
Budget	$33,964,921
Actual to Budget	8.2%

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Actual to Budget Summary

FY 2024-2025, July - June

	July - Last Closed			2024-2025		
Account Description	**Actual**	**Budget**	**Variance $**	**Total Budget**	**Actual to Total Budget %**	**Remaining Budget**
LCFF Revenue	$27,625,667	$27,395,405	$230,262	$27,395,405	100.8%	($230,262)
Federal Revenue	$1,289,730	$1,413,969	($124,240)	$1,413,969	91.2%	$124,240
State Revenue	$6,860,630	$5,138,932	$1,721,698	$5,138,932	133.5%	($1,721,698)
Local Revenue	$181,673	$106,687	$74,986	$106,687	170.3%	($74,986)
Total Revenue	$35,957,700	$34,054,993	$1,902,707	$34,054,993	105.6%	($1,902,707)
Benefits	$6,798,902	$6,237,279	($561,623)	$6,237,279	109.0%	($561,623)
Classified Salaries	$4,006,109	$2,704,340	($1,301,769)	$2,704,340	148.1%	($1,301,769)
Certificated Salaries	$13,591,881	$13,845,976	$254,095	$13,845,976	98.2%	$254,095
Total Personnel Expenses	$24,396,891	$22,787,595	($1,609,296)	$22,787,595	107.1%	($1,609,296)
Other Outgo	$1,623,308	-	($1,623,308)	-	162,330,771.0%	($1,623,308)
Services	$5,881,111	$5,808,789	($72,322)	$5,808,789	101.2%	($72,322)
Books and Supplies	$4,846,956	$5,368,537	$521,581	$5,368,537	90.3%	$521,581
Total Operational Expenses	$12,351,375	$11,177,326	($1,174,048)	$11,177,326	110.5%	($1,174,048)
Total Expenses	$36,748,266	$33,964,921	($2,783,345)	$33,964,921	108.2%	($2,783,345)
Net Income	($790,566)	$90,072	($880,638)	$90,072	-877.7%	$880,638

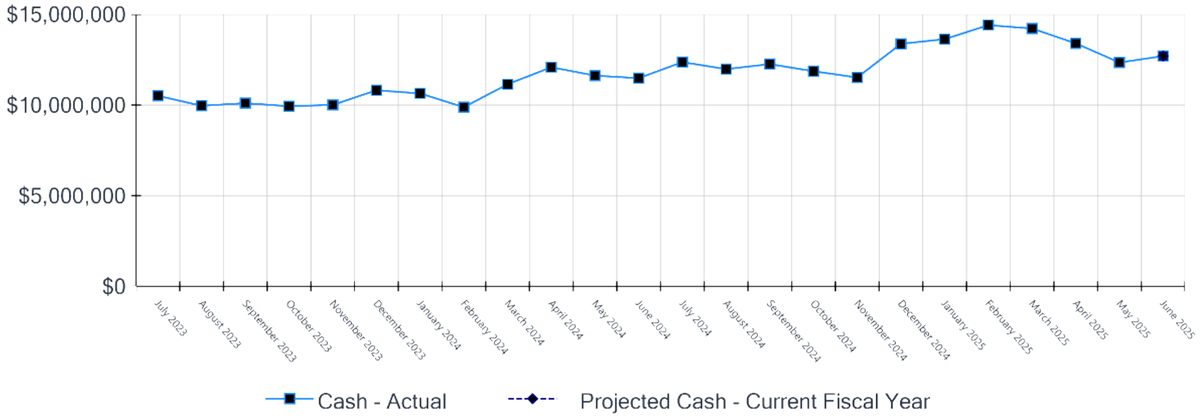
Revenue
$35,957,700
Expenses
$36,748,266
Surplus / (Deficit)
($790,566)

This report displays all actual and budgeted revenue and expenditures by object code series and by month. This report can be useful in revenue in a timely manner and that you stay within board approved expenditure levels.

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Monthly Cash Balance Over Time

Current fiscal year and prior year



	Cash Amount	Actual or Projected
July 2023	$10,508,844.93	Actual
August 2023	$9,959,137.57	Actual
September 2023	$10,105,879.44	Actual
October 2023	$9,930,907.61	Actual
November 2023	$10,007,748.21	Actual
December 2023	$10,812,556.80	Actual
January 2024	$10,638,059.56	Actual
February 2024	$9,879,965.30	Actual
March 2024	$11,144,745.19	Actual
April 2024	$12,082,993.54	Actual
May 2024	$11,621,334.34	Actual
June 2024	$11,479,792.11	Actual

	Cash Amount	Actual or Projected
July 2024	$12,366,145.46	Actual
August 2024	$11,977,697.30	Actual
September 2024	$12,256,076.46	Actual
October 2024	$11,861,823.58	Actual
November 2024	$11,518,092.98	Actual
December 2024	$13,374,731.25	Actual
January 2025	$13,630,095.42	Actual
February 2025	$14,404,735.08	Actual
March 2025	$14,217,309.19	Actual
April 2025	$13,398,375.40	Actual
May 2025	$12,341,750.18	Actual
June 2025	$12,700,623.27	Actual

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Balance Sheet Summary FY 2024-2025 - June

Assets	
Current Assets	
Accounts Receivable	$2,969,435
Cash and Cash Equivalents	$12,700,623
Employee Advances	$516
Prepaid Expenses	$597,645
Short Term Investments	$876,544
Total Current Assets	**$17,144,763**
Fixed Assets	
Fixed Assets	$236,877
Total Fixed Assets	**$236,877**
Other Assets	
Other Assets	$5,220
Total Other Assets	**$5,220**
Total Assets	**$17,386,860**

Liabilities and Net Assets	
Short-term Liabilities	
Accounts Payable	$372,687
Accrued Liabilities	$7,161,463
Other Short Term Liability	$1,707,850
Total Short-term Liabilities	**$9,242,001**
Long-term Liabilities	
Other Liabilities	$238,545
Total Long-term Liabilities	**$238,545**
Total Liabilities	**$9,480,545**
Total Unrestricted Net Assets	$7,073,572
Total Net Increase/(Decrease) in Net Assets	$832,742
Total Net Assets	**$7,906,314**
Total Liabilities and Net Assets	**$17,386,860**

Liquidity Ratio

1.9

The balance sheet displays all of the school's assets and the school's obligations ('liabilities') at a particular point in time. It is a useful way to ensure the school has enough money to pay off its debts.

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CSMC

CSMC Charter School Support Team



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Looking Ahead

AREA	DUE DATE	COMPLIANCE ITEM	COMPLETED BY	BOARD MUST APPROVED	ADDITIONAL INFORMATION
Accounting	9/30/2025	Fiscal Year Federal Interest Calculation -	CSMC	No	
Finance	10/1/2025	Prop 28 expenditure report - Proposition 28 (2020), the Arts and Music in Schools (AMS)—Funding Guarantee and Accountability Act—requires local educational agencies (LEAs) to submit two reports to the California Department of Education (CDE) regarding the use and expenditure of Proposition 28 funds. Specifically, LEAs are required to submit annual board-approved reports (Education Code Section [EC §] 8820[g][4]) detailing the number of full-time equivalent teachers, classified staff, teaching aides, students served, and the number of school sites providing arts education with the funds. LEAs are also required to submit final expenditure reports (EC § 8820[f][2]) no later than October 1 (or no later than 60 days after a charter school ceases to operate) detailing the amount of Proposition 28 funds that remain unexpended by the end of the three-year spending period authorized in law. On April 25, 2025, the CDE published a final expenditure report template that LEAs may use to meet the reporting requirement via the AMS portal between May 1, 2026, through September 30, 2026, for the fiscal year 2023-24 allocation. The Proposition 28 Frequently Asked Questions page also has been updated with additional guidance on reporting requirements. Important Reminder The AMS portal will be available for the submission of annual reports from May 1, 2025, through September 30, 2025. Annual reports must be approved by local governing boards before submission to the CDE. Failure to comply with these requirements may result in a loss of Proposition 28 funds.	CSMC with School Support	Yes	https://www.cde.ca.gov/eo/in/prop28artsandmusicedfundingfaq.asp
Student Data	10/31/2025	Collect Income Surveys for LCFF - Despite the implementation of California's Universal Meals Program, which provides free meals to all students, schools are still required to collect income eligibility data for the Local Control Funding Formula (LCFF). This data is essential for determining supplemental and concentration grant funding based on the unduplicated count of disadvantaged students, including those eligible for free or reduced-price meals. Schools not participating in federal meal programs must collect this information annually using Alternative Income Forms.	School with CSMC Support	No	https://www.cde.ca.gov/fg/aa/lc/lcfffaq.asp#FREE
Payroll	10/31/2025	3rd Quarter Payroll Tax filing -	Payroll Vendor	No	

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CSMC

HELPING THE EDUCATION MOVEMENT SUCCEED ONE SCHOOL AT A TIME

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Board Policy #: 43
Adopted/Ratified: July 7, 2023
Revision Date: September 23, 2025
SECTION 43 – SCHOLAR POLICY –RESIDENCY POLICY

California law requires that certain residency requirements are established in order for a scholar to be enrolled in an independent study charter school for which average daily attendance may be claimed. California law requires that a scholar be a California resident and requires that the scholar is a resident of the county in which the apportionment claim is reported or of a county immediately adjacent to the county in which the apportionment claim is reported.

A scholar has residency in the state and county of the residence of the parent/guardian/caregiver with whom that scholar maintains his or her place of abode. Residence denotes any factual place of abode of some permanency that is more than a mere temporary sojourn. Owning a home in California or in a particular county does not qualify a scholar to attend CCS, unless it can be shown that the scholar is also living in the home at least three (3) days per week during the school year.

Compass Charter Schools (“CCS” or the “Charter School”) requires (2) current proof of residency documents before the scholar is unconditionally enrolled. As stated in the Master Agreement and Acknowledgement of Responsibilities, it is the responsibility of parents, guardians, or adult foster care caregivers to inform the Charter School of any change of address. This information must be updated with the Records Department within five (5) business days to ensure timely communication with CCS staff. In order to request a change of contact information, the learning coach must complete the Change of Contact Information Form, which is located on CCS’s website. Additionally, scholars will be asked to submit a Housing Questionnaire each academic year to verify residency. In the event the address does not match the current household record, parents, guardians, or adult foster care caregivers will be required to submit (2) new proof of residence documents to the Records Department within (5) business days.

Reasonable evidence of residency for a scholar living with his or her parent or legal guardian shall be established by documentation showing the name and address of the parent or legal guardian within the prescribed service area, including, but not limited to, any of the following documentation:

1. Property tax payment receipts
2. Rental property contract, lease, or payment receipts
3. Utility service contract, statement, or payment receipts
4. Pay stubs
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the parent or legal guardian of a pupil

A scholar in a temporary out of county residence lasting no more than four months (cumulatively or consecutively) in one school year, will not be deemed to have lost California residency. Parents, guardians, or adult foster care caregivers must submit a temporary out of county residence form which is located on the CCS website. This form must be submitted prior to the absence. This policy covers extended travel, including participation in competitions, or activities relating to the scholar's obligations outside of school.

All materials will be mailed to the mailing address identified in the scholar's records in his/her proof of residence documentation. Pursuant to EC 48204.2(b)(1), if there are specific, articulable facts that gives CCS reason to believe that a scholar's residency is in question, CCS may investigate in order to determine the authenticity of the home address on file with the Charter School. When it is determined that a scholar lives outside of a county we serve, CCS will provide a written involuntary withdrawal notice due to non-residency within five days of the Charter School's intention to disenroll the scholar. Examples of such situations include, but are not limited to:

a. altered documents;
b. credible information from the property owner or neighbor that the scholar does not reside at the address provided;
c. results of a home visit by a Charter School employee indicating the scholar does not reside at the address provided;
d. credible information from the scholar stating he/she does not reside at the address provided; and/or
e. mail sent by the Charter School returned from the address provided.

The Program Director or designee shall call and email the parent/guardian to obtain further residency information. This call may be followed up with a Verification of Residence Followup Letter to parent/guardian.

a. If a letter is returned with forwarding information the new address shall be immediately entered into the school record system. If the address corresponds to an area outside of the CCS service boundary, the Program Director or designee shall attempt to conference with the parent/guardian.
b. If a letter is returned undeliverable, but without forwarding information, the Charter School must attempt to contact the parent/guardian to determine accurate information. If the parent refuses to provide such information, the Charter School shall exhaust all efforts to investigate as outlined below.

The Program Director or designee may use reasonable investigatory methods, as appropriate, to determine residency. These methods may include, but are not limited to:

a. Examination of records;
b. Request for follow-up conference with parent/guardian;
c. Home visit by Charter School personnel;
d. Interview of scholar and parent/legal guardian;

e. Contacting the landlord or neighbors regarding whether or not the scholar resides at the address provided;
f. Hiring of private investigator;
g. Employing electronic tracking of school owned property including laptops and hotspots.

If necessary, the Program Director or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Program Director or designee shall make other reasonable efforts to determine whether the scholar resides in CCS's jurisdiction.

For any investigation conducted pursuant to this policy, CCS shall:

a. Not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.
b. Require that any employee or contractor of CCS engaged in the investigation truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation.

CCS shall use due diligent efforts to exhaust all investigative procedures outlined above to determine the scholar's actual address, before a determination to withdraw the scholar can be Made.

If the Program Director or designee, upon investigation, determines that a prospective enrolling scholar does not meet CCS's residency requirements and denies the scholar's enrollment in CCS, the Program Director or designee shall send the scholar's parent/guardian written notice specifying the basis for CCS's determination. The notice shall contain an explanation of the parent/guardian/education rights holder's right to request a hearing adjudicated by a neutral officer within a reasonable number of days at which the scholar has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses and at which the scholar has the right to bring legal counsel or an advocate to dispute the finding of non-residency. This written notice shall specify CCS's intent to remove the scholar for failure to meet the residency requirements for continued enrollment, no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the scholar or the scholar's parent or guardian or, if the scholar is a foster child or youth or a homeless child or youth, the scholar's educational rights holder.

The Involuntary Removal Notice shall include the facts leading to the decision regarding scholar's residency and an explanation of the scholar's basic rights including the right to request an appeal hearing before the effective date of the action or provide new evidence of residency. The burden shall be on the parent/guardian to show why CCS's determination to deny enrollment should be overruled.

The hearing shall be consistent with the Charter School's involuntary removal procedures as described in its charter petition(s) and/or scholar handbooks. If the scholar's parent, guardian, or educational rights holder requests a hearing, the scholar shall remain enrolled and shall not be removed until CCS issues a final decision. If an appeal is made, the burden shall be on the parent/legal guardian to show why the decision of Program Director should be overruled.
The Board of Directors or an impartial administrative panel designated by the Board of Directors shall review any new evidence and make a final decision within 20 school days. If the parent/guardian/educational rights holder does not request a hearing within five days of receipt of the notice, the right to a hearing is waived, and the scholar will be immediately disenrolled. If the scholar's parent, guardian, or educational rights holder initiates the hearing, the scholar shall remain enrolled and shall not be disenrolled until CCS issues a final decision. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the scholar will be disenrolled, effective on the date of the hearing. If the parent, guardian, or educational rights holder of a scholar in the Options program initiates the hearing, from the time CCS sends the notice until the resolution of the residency hearing, CCS will not provide educational support funds for the scholar. If as a result of the hearing the scholar is disenrolled, notice will be sent to the scholar's last known district of residence within thirty (30) days.

Exceptions: If any of the following categories of scholars lose residency due to their status as described below, CCS shall serve these children as articulated and in accordance with law.

Children of Military Families

CCS will serve children of military families as follows:

1) Allow the scholar to continue his or her education at CCS, regardless of change of residence of the military family during that school year, for the duration of the scholar's status as a child of a military family; or

2) For a scholar whose status changes due to the end of military service of his or her parent during a school year, comply with either of the following, as applicable:

a) If the scholar is enrolled in any of grades TK to 12, inclusive, allow the scholar to continue his or her education at CCS through the duration of that academic school year;

b) If the child is enrolled in high school, allow the scholar to continue his or her education at CCS through graduation.

"Children of military families" means a school-aged child or children, enrolled in Transitional Kindergarten through 12th grade, in the household of an active duty member. "Active duty" means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders.

Homeless Youth

CCS will be considered to be a pupil's school of origin for a homeless youth when the child attended the Charter School when permanently housed or was last enrolled in the Charter School before becoming homeless. CCS will serve homeless youth, as defined below, whose

residency has changed as follows:

1) Allow the scholar to continue his or her education in CCS, for the duration of homelessness.
2) If the pupil is no longer homeless before the end of the academic year, either of the following applies:
    a. If the homeless youth is in high school, CCS shall allow the formerly homeless child to continue his or her education in the Charter School through graduation.
    b. If the homeless youth is in transitional kindergarten or any of grades 1 to 12, inclusive, CCS shall allow the formerly homeless youth to continue his or her education in CCS through the duration of the academic year.

The term “homeless youth” or “homeless pupil” shall mean individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 USC section 11302(a)(1)); and includes—

1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 42 USC section 11302(a)(2)(C));
3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4) migratory children (as such term is defined in 20 USC section 6399) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

Foster Youth

CCS will be considered to be a pupil’s school of origin for a foster youth when the child attended the Charter School at the initial detention or placement, or any subsequent change in placement of a foster child for the duration of the jurisdiction of the court. CCS will serve former foster youth, as defined below, whose residency has changed as follows:

1) If the jurisdiction of the court is terminated before the end of an academic year, CCS shall allow a former foster child who is in transitional kindergarten or any of grades 1 to 12, inclusive, to continue his or her education in the school of origin through the duration of the academic school year.
2) If the jurisdiction of the court is terminated while a foster child is in high school, CCS shall allow the former foster child to continue his or her education in CCS through graduation.

The term “foster youth” means a child who has been removed from his or her home pursuant to Welfare and Institutions (“W&I”) Code section 309, is the subject of a petition filed under W&I Code sections 300 or 602 or has been removed from his or her home and is the subject of a petition filed under W&I Code sections 300 or 602.

Migratory Youth

CCS will be considered to be a pupil's school of origin for a migratory youth when the child attended the Charter School at the time the pupil's status changed to a pupil who is a migratory youth. CCS will serve migratory youth, as defined below, whose residency has changed as follows:

1) If the migratory youth is enrolled in kindergarten or any of grades TK to 12, inclusive, allow the pupil to continue their education at CCS through the duration of that academic school year.

2) If the migratory youth is enrolled in high school, allow the pupil to continue their education at CCS through graduation.

The term "migratory youth" means a child who has moved with a parent, guardian or other person having custody, from one school to another, either within the State of California or from another state within the 12-month period immediately preceding his or her identification as such a child, in order that the child, a parent, guardian or other member of his or her immediate family might secure temporary or seasonal employment in an agricultural or fishing activity and whose parents or guardians have been informed of the child's eligibility for migrant education services. "Migratory youth" includes a child who, without the parent or guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.

Adopted: July 7, 2023
Amended: September 23, 2025

Residency Policy
Summary of Changes

Updated term “Extended Vacation” to “Temporary Out of County Residence”

Updated “Executive Director” to “Program Director”

Updated “Extended Vacation Form” to “Temporary Out of County Residence Form”

Updated “Students” to “Scholar”

Coversheet

Approval of June 21, 2025 Regular Meeting Minutes

Section:	II. Consent Items
Item:	B. Approval of June 21, 2025 Regular Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Meeting of the Compass Board of Directors on June 21, 2025 2025_06_21_board_meeting_minutes (1).pdf

APPROVED

Compass Charter Schools

Minutes

Meeting of the Compass Board of Directors

Annual Meeting

Date and Time
Saturday June 21, 2025 at 10:00 AM

Location
Location:
The Carson Doubletree
2 Civic Plaza Dr.
Carson, CA 90745
Mont Blanc Room

1965 Del Ciervo Pl, Camarillo, CA 93012

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.

Directors Present

C. Riley (remote), H. Hardy, M. Clark, S. Herrod, T. Arnett, T. Christopher, W. Stinde

Directors Absent
None

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 Jun 21, 2025 at 10:05 AM.

B. Record Attendance

II. Consent Items

A. Consent Items

S. Herrod made a motion to approve the consent items.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Arnett	Aye
H. Hardy	Aye
S. Herrod	Aye
W. Stinde	Aye
M. Clark	Aye
T. Christopher	Aye
C. Riley	Aye

B. Approval of May 17, 2025 Regular Meeting Minutes

S. Herrod made a motion to approve the minutes from Meeting of the Compass Board of Directors on 05-17-25.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Aye

Roll Call

W. Stinde	Aye
T. Christopher	Aye
H. Hardy	Aye
S. Herrod	Aye
T. Arnett	Aye
C. Riley	Aye

III. Public Comment

A. Public Comment

There was no public comment.

IV. Organization of the Board of Directors

A. Term Renewal for William Stinde

T. Arnett made a motion to approve the term Renewal for William Stinde.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Aye
H. Hardy	Aye
S. Herrod	Aye
W. Stinde	Abstain
C. Riley	Aye
T. Christopher	Aye
T. Arnett	Aye

B. Term renewal for Samantha Herrod.

T. Arnett made a motion to approve the term renewal for Samantha Herrod.
C. Riley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
S. Herrod	Abstain
T. Arnett	Aye
W. Stinde	Aye
C. Riley	Aye
H. Hardy	Aye
M. Clark	Aye

C. Election of the Chairperson

T. Christopher made a motion to approve Thomas Arnett as the Board Chairperson.

H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Herrod	Aye
T. Arnett	Aye
W. Stinde	Aye
M. Clark	Aye
H. Hardy	Aye
C. Riley	Aye
T. Christopher	Abstain

D. Election of the Secretary

H. Hardy made a motion to approve Therese Christopher as the Secretary.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

H. Hardy	Aye
S. Herrod	Aye
M. Clark	Aye
C. Riley	Aye
T. Christopher	Aye
W. Stinde	Abstain
T. Arnett	Aye

E. Election of the Treasurer

C. Riley made a motion to approve Minita Clark as the Treasurer.
H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Arnett	Aye
S. Herrod	Aye
C. Riley	Aye
H. Hardy	Aye
W. Stinde	Aye
T. Christopher	Aye
M. Clark	Abstain

There were no Board member communications.

V. Communications

A. Board Member Communication

There was no Board member communication.

B.

Parent Advisory Council Update

Samantha led a discussion regarding parent council member attendance.

C. Scholar Leadership Council Report

There was no discussion regarding the SLC report.

VI. Board Business

A. 2025-2026 Board of Directors Annual Calendar

The Board discussed locations, dates and times for future Board meetings.
A tentative plan was set to hold the December 2025 and June 2026 regular meetings in person, and the remaining regular meetings virtually.

VII. Superintendent's Report

A. Annual Recognitions

Elizabeth Brenner noted our annual recognitions.

B. Superintendent's Report

Elizabeth Brenner presented the Superintendent's report.

VIII. Approval of the Local Control Accountability Plans for 2025-2026.

A. Approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Los Angeles.

M. Clark made a motion to approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Los Angeles.
H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
W. Stinde	Aye
T. Christopher	Aye
C. Riley	Aye
M. Clark	Aye
S. Herrod	Aye
H. Hardy	Aye
T. Arnett	Aye

B. Approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of San Diego.

T. Arnett made a motion to approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of San Diego.

S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Arnett	Aye
W. Stinde	Aye
S. Herrod	Aye
M. Clark	Aye
C. Riley	Aye
T. Christopher	Aye
H. Hardy	Aye

C. Approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Yolo.

T. Christopher made a motion to approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Yolo.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
M. Clark	Aye
H. Hardy	Aye
T. Arnett	Aye
C. Riley	Aye
W. Stinde	Aye
S. Herrod	Aye

IX. Academic Services

A. Academic Division Update

Greg presented the Academic Division update.

B. Instructional Continuity Plan

T. Arnett made a motion to approve the Instructional Continuity Plan.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

H. Hardy	Aye
M. Clark	Aye
C. Riley	Aye
S. Herrod	Aye
T. Arnett	Aye
W. Stinde	Aye
T. Christopher	Aye

C. Special Education Contracts

T. Arnett made a motion to approve the listed Special Education Contracts.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Arnett	Aye
M. Clark	Aye
C. Riley	Aye
T. Christopher	Aye
W. Stinde	Aye
S. Herrod	Aye
H. Hardy	Aye

D. Update: Policy #20 Scholar Retention & Promotion

H. Hardy made a motion to approve updated Policy #20 Scholar Retention & Promotion.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Aye
H. Hardy	Aye
T. Christopher	Aye
C. Riley	Aye
T. Arnett	Aye
S. Herrod	Aye
W. Stinde	Aye

X. Operations Division

A. Division Update

Danielle Gamez presented the Operations Division update.

B. Review and Approval of the April 2025 Financial Statements

T. Arnett made a motion to approve the April 2025 Financial Statements.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Riley	Aye
M. Clark	Aye
S. Herrod	Aye
H. Hardy	Aye
T. Christopher	Aye

Roll Call

T. Arnett	Aye
W. Stinde	Aye

C. Adoption of the 2025-2026 Initial Budget

Kristin Nowak, from CSMC, presented the Initial budget.

M. Clark made a motion to approve the 2025-2026 Initial Budget for Los Angeles.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
W. Stinde	Aye
M. Clark	Aye
S. Herrod	Aye
C. Riley	Aye
H. Hardy	Aye
T. Arnett	Aye

T. Arnett made a motion to approve the 2025-2026 Initial Budget for San Diego.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Stinde	Aye
M. Clark	Aye
T. Christopher	Aye
S. Herrod	Aye
C. Riley	Aye
H. Hardy	Aye
T. Arnett	Aye

H. Hardy made a motion to approve the 2025-2026 Initial Budget for Yolo.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Stinde	Aye
C. Riley	Aye
T. Arnett	Aye
H. Hardy	Aye
M. Clark	Aye
T. Christopher	Aye
S. Herrod	Aye

D. Update to Board Policy #26 Homeless Education

Compass Charter Schools - Meeting of the Compass Board of Directors - Minutes - Tuesday, September 23, 2025 at 6:00 PM

T. Arnett made a motion to approve the updated Board Policy #26 Homeless Education.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Herrod	Aye
T. Christopher	Aye
T. Arnett	Aye
W. Stinde	Aye
M. Clark	Aye
C. Riley	Aye
H. Hardy	Aye

E. School Wide Program (SWP) Application for Compass Charter Schools of Yolo

H. Hardy made a motion to approve the School Wide Program (SWP) Application for Compass Charter Schools of Yolo.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Herrod	Aye
T. Arnett	Aye
W. Stinde	Aye
H. Hardy	Aye
T. Christopher	Aye
M. Clark	Aye
C. Riley	Aye

F. Fiscal Year 26 Application for Title Funding

T. Arnett made a motion to approve the Fiscal Year 26 Application for Title Funding.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

H. Hardy	Aye
W. Stinde	Aye
S. Herrod	Aye
C. Riley	Aye
M. Clark	Aye
T. Christopher	Aye
T. Arnett	Aye

G. Contract Approvals

T. Christopher made a motion to approve the listed contract addendums and amendments.
S. Herrod seconded the motion.

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

Roll Call	
H. Hardy	Aye
S. Herrod	Aye
M. Clark	Aye
T. Christopher	Aye
W. Stinde	Aye
T. Arnett	Aye
C. Riley	Aye

H. IT Department Year in Review

The Meeting stopped for a break at 11:44 pm.
The Meeting reconvened at 12:23 pm.

Krisha Moeller, Director of IT, presented a very brief overview of the IT Review.

I. Operations Department End of Year Highlights

Danielle Gamez presented a few end of year highlights.

J. COO Budget Presentation

There was no discussion regarding the COO Budget.

XI. People Division

A. People Division Update

Sophie presented the People Division update.

B. 2025-26 Employee Handbook

S. Herrod made a motion to approve the 2025-26 Employee Handbook.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
S. Herrod	Aye
C. Riley	Aye
H. Hardy	Aye
T. Christopher	Aye
T. Arnett	Aye
M. Clark	Aye
W. Stinde	Aye

C. 2025-26 Staff Salary Schedules

M. Clark made a motion to approve the 2025-26 Staff Salary Schedules.

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

Roll Call	
T. Arnett	Aye
W. Stinde	Aye
M. Clark	Aye
S. Herrod	Aye
H. Hardy	Aye
C. Riley	Aye
T. Christopher	Aye

D. 2025-26 Staff Calendars

There was no discussion regarding the staff calendars.

XII. Executive

A. Review and Approval of the 2023-2025 Fixed Term Employment Agreement for the Superintendent

S. Herrod made a motion to approve the 2025 - 2027 Fixed Term Employment Agreement for the Superintendent.
H. Hardy seconded the motion.
Tom Arnett noted that this Agenda item title had a typo: the item listed the Employment Agreement as 2023-2025, but it is actually the 2025-2027 Employment Agreement.

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

Roll Call	
S. Herrod	Aye
M. Clark	Aye
C. Riley	Aye
H. Hardy	Aye
W. Stinde	Aye
T. Christopher	Aye
T. Arnett	Aye

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

1. Salary: $212,127
2. Health benefits: Same as staff
3. Stipends/Allowances: Auto ($9,000 annually), Higher Education ($1,500 annually), Longevity ($2.000 annually)

Compass Charter Schools - Meeting of the Compass Board of Directors - Minutes - Tuesday, September 23, 2025 at 6:00 PM

XIII. Closed Session

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957(b)(1)) Title: Superintendent and CEO

The Board moved into Closed Session at 12:40 pm.
The Board reconvened from Closed Session at 12:49 pm.

B. Report out action taken in Closed session

The Evaluation for the Superintendent is complete, and a memo will be shared with the Superintendent.

XIV. Closing Items

A. Upcoming Meetings

The next meeting will be scheduled in September 2025.
Date, time, and location to be announced on the Compass Board of Directors Meeting web page.

B. Adjourn Meeting

S. Herrod made a motion to end the meeting.
W. Stinde seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
S. Herrod	Aye
H. Hardy	Aye
T. Arnett	Aye
C. Riley	Aye
T. Christopher	Aye
W. Stinde	Aye
M. Clark	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:50 PM.

Respectfully Submitted,
T. Wrigley

DRAFT

Compass Charter Schools

Minutes

Meeting of the Compass Board of Directors

Annual Meeting

Date and Time
Saturday June 21, 2025 at 10:00 AM

Location
Location:
The Carson Doubletree
2 Civic Plaza Dr.
Carson, CA 90745
Mont Blanc Room

1965 Del Ciervo Pl, Camarillo, CA 93012

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

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Directors Present

C. Riley (remote), H. Hardy, M. Clark, S. Herrod, T. Arnett, T. Christopher, W. Stinde

Directors Absent
None

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 Jun 21, 2025 at 10:05 AM.

B. Record Attendance

II. Consent Items

A. Consent Items

S. Herrod made a motion to approve the consent items.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Riley	Aye
H. Hardy	Aye
W. Stinde	Aye
S. Herrod	Aye
T. Arnett	Aye
T. Christopher	Aye
M. Clark	Aye

B. Approval of May 17, 2025 Regular Meeting Minutes

S. Herrod made a motion to approve the minutes from Meeting of the Compass Board of Directors on 05-17-25.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye

Roll Call

W. Stinde	Aye
S. Herrod	Aye
T. Arnett	Aye
M. Clark	Aye
H. Hardy	Aye
C. Riley	Aye

III. Public Comment

A. Public Comment

There was no public comment.

IV. Organization of the Board of Directors

A. Term Renewal for William Stinde

T. Arnett made a motion to approve the term Renewal for William Stinde.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Aye
W. Stinde	Abstain
H. Hardy	Aye
C. Riley	Aye
T. Christopher	Aye
S. Herrod	Aye
T. Arnett	Aye

B. Term renewal for Samantha Herrod.

T. Arnett made a motion to approve the term renewal for Samantha Herrod.
C. Riley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
M. Clark	Aye
W. Stinde	Aye
H. Hardy	Aye
T. Arnett	Aye
S. Herrod	Abstain
C. Riley	Aye

C. Election of the Chairperson

T. Christopher made a motion to approve Thomas Arnett as the Board Chairperson.

H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Abstain
S. Herrod	Aye
C. Riley	Aye
W. Stinde	Aye
M. Clark	Aye
H. Hardy	Aye
T. Arnett	Aye

D. Election of the Secretary

H. Hardy made a motion to approve Therese Christopher as the Secretary.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Arnett	Aye
W. Stinde	Abstain
S. Herrod	Aye
T. Christopher	Aye
M. Clark	Aye
C. Riley	Aye
H. Hardy	Aye

E. Election of the Treasurer

C. Riley made a motion to approve Minita Clark as the Treasurer.
H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Abstain
C. Riley	Aye
T. Christopher	Aye
S. Herrod	Aye
W. Stinde	Aye
H. Hardy	Aye
T. Arnett	Aye

There were no Board member communications.

V. Communications

A. Board Member Communication

There was no Board member communication.

B.

Parent Advisory Council Update

Samantha led a discussion regarding parent council member attendance.

C. Scholar Leadership Council Report

There was no discussion regarding the SLC report.

VI. Board Business

A. 2025-2026 Board of Directors Annual Calendar

The Board discussed locations, dates and times for future Board meetings.
A tentative plan was set to hold the December 2025 and June 2026 regular meetings in person, and the remaining regular meetings virtually.

VII. Superintendent's Report

A. Annual Recognitions

Elizabeth Brenner noted our annual recognitions.

B. Superintendent's Report

Elizabeth Brenner presented the Superintendent's report.

VIII. Approval of the Local Control Accountability Plans for 2025-2026.

A. Approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Los Angeles.

M. Clark made a motion to approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Los Angeles.
H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
T. Christopher	Aye
H. Hardy	Aye
W. Stinde	Aye
S. Herrod	Aye
C. Riley	Aye
M. Clark	Aye
T. Arnett	Aye

B. Approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of San Diego.

T. Arnett made a motion to approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of San Diego.

S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Aye
C. Riley	Aye
T. Arnett	Aye
T. Christopher	Aye
S. Herrod	Aye
H. Hardy	Aye
W. Stinde	Aye

C. Approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Yolo.

T. Christopher made a motion to approve the 2025-2026 Local Control Accountability Plan and Local Indicators for Compass Charter Schools of Yolo.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
C. Riley	Aye
H. Hardy	Aye
M. Clark	Aye
T. Arnett	Aye
S. Herrod	Aye
W. Stinde	Aye

IX. Academic Services

A. Academic Division Update

Greg presented the Academic Division update.

B. Instructional Continuity Plan

T. Arnett made a motion to approve the Instructional Continuity Plan.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Aye
S. Herrod	Aye
T. Christopher	Aye
H. Hardy	Aye
C. Riley	Aye
W. Stinde	Aye
T. Arnett	Aye

Compass Charter Schools - Meeting of the Compass Board of Directors - Minutes - Saturday, September 21, 2024 at 10:00 AM

C. Special Education Contracts

T. Arnett made a motion to approve the listed Special Education Contracts.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
M. Clark	Aye
S. Herrod	Aye
T. Arnett	Aye
C. Riley	Aye
H. Hardy	Aye
W. Stinde	Aye

D. Update: Policy #20 Scholar Retention & Promotion

H. Hardy made a motion to approve updated Policy #20 Scholar Retention & Promotion.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Arnett	Aye
S. Herrod	Aye
M. Clark	Aye
C. Riley	Aye
W. Stinde	Aye
H. Hardy	Aye
T. Christopher	Aye

X. Operations Division

A. Division Update

Danielle Gamez presented the Operations Division update.

B. Review and Approval of the April 2025 Financial Statements

T. Arnett made a motion to approve the April 2025 Financial Statements.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Riley	Aye
T. Christopher	Aye
H. Hardy	Aye
M. Clark	Aye
T. Arnett	Aye

Roll Call

W. Stinde	Aye
S. Herrod	Aye

C. Adoption of the 2025-2026 Initial Budget

Kristin Nowak, from CSMC, presented the Initial budget.

M. Clark made a motion to approve the 2025-2026 Initial Budget for Los Angeles.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Arnett	Aye
W. Stinde	Aye
M. Clark	Aye
T. Christopher	Aye
S. Herrod	Aye
H. Hardy	Aye
C. Riley	Aye

T. Arnett made a motion to approve the 2025-2026 Initial Budget for San Diego.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
H. Hardy	Aye
W. Stinde	Aye
C. Riley	Aye
T. Arnett	Aye
S. Herrod	Aye
M. Clark	Aye

H. Hardy made a motion to approve the 2025-2026 Initial Budget for Yolo.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
W. Stinde	Aye
H. Hardy	Aye
C. Riley	Aye
S. Herrod	Aye
T. Arnett	Aye
M. Clark	Aye

D. Update to Board Policy #26 Homeless Education

T. Arnett made a motion to approve the updated Board Policy #26 Homeless Education.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Clark	Aye
C. Riley	Aye
T. Arnett	Aye
W. Stinde	Aye
H. Hardy	Aye
T. Christopher	Aye
S. Herrod	Aye

E. School Wide Program (SWP) Application for Compass Charter Schools of Yolo

H. Hardy made a motion to approve the School Wide Program (SWP) Application for Compass Charter Schools of Yolo.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

H. Hardy	Aye
W. Stinde	Aye
T. Arnett	Aye
M. Clark	Aye
T. Christopher	Aye
S. Herrod	Aye
C. Riley	Aye

F. Fiscal Year 26 Application for Title Funding

T. Arnett made a motion to approve the Fiscal Year 26 Application for Title Funding.
M. Clark seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Riley	Aye
M. Clark	Aye
T. Arnett	Aye
T. Christopher	Aye
W. Stinde	Aye
H. Hardy	Aye
S. Herrod	Aye

G. Contract Approvals

T. Christopher made a motion to approve the listed contract addendums and amendments.
S. Herrod seconded the motion.

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

Roll Call	
W. Stinde	Aye
M. Clark	Aye
H. Hardy	Aye
S. Herrod	Aye
T. Arnett	Aye
C. Riley	Aye
T. Christopher	Aye

H. IT Department Year in Review

The Meeting stopped for a break at 11:44 pm.
The Meeting reconvened at 12:23 pm.

Krisha Moeller, Director of IT, presented a very brief overview of the IT Review.

I. Operations Department End of Year Highlights

Danielle Gamez presented a few end of year highlights.

J. COO Budget Presentation

There was no discussion regarding the COO Budget.

XI. People Division

A. People Division Update

Sophie presented the People Division update.

B. 2025-26 Employee Handbook

S. Herrod made a motion to approve the 2025-26 Employee Handbook.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
T. Arnett	Aye
S. Herrod	Aye
H. Hardy	Aye
W. Stinde	Aye
M. Clark	Aye
T. Christopher	Aye
C. Riley	Aye

C. 2025-26 Staff Salary Schedules

M. Clark made a motion to approve the 2025-26 Staff Salary Schedules.

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

Roll Call	
T. Arnett	Aye
W. Stinde	Aye
H. Hardy	Aye
M. Clark	Aye
C. Riley	Aye
T. Christopher	Aye
S. Herrod	Aye

D. 2025-26 Staff Calendars

There was no discussion regarding the staff calendars.

XII. Executive

A. Review and Approval of the 2023-2025 Fixed Term Employment Agreement for the Superintendent

S. Herrod made a motion to approve the 2025 - 2027 Fixed Term Employment Agreement for the Superintendent.
H. Hardy seconded the motion.
Tom Arnett noted that this Agenda item title had a typo: the item listed the Employment Agreement as 2023-2025, but it is actually the 2025-2027 Employment Agreement.

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

Roll Call	
T. Arnett	Aye
C. Riley	Aye
S. Herrod	Aye
M. Clark	Aye
T. Christopher	Aye
H. Hardy	Aye
W. Stinde	Aye

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

1. Salary: $212,127
2. Health benefits: Same as staff
3. Stipends/Allowances: Auto ($9,000 annually), Higher Education ($1,500 annually), Longevity ($2.000 annually)

XIII. Closed Session

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957(b)(1)) Title: Superintendent and CEO

The Board moved into Closed Session at 12:40 pm.
The Board reconvened from Closed Session at 12:49 pm.

B. Report out action taken in Closed session

The Evaluation for the Superintendent is complete, and a memo will be shared with the Superintendent.

XIV. Closing Items

A. Upcoming Meetings

The next meeting will be scheduled in September 2025.
Date, time, and location to be announced on the Compass Board of Directors Meeting web page.

B. Adjourn Meeting

S. Herrod made a motion to end the meeting.
W. Stinde seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
T. Christopher	Aye
C. Riley	Aye
W. Stinde	Aye
H. Hardy	Aye
M. Clark	Aye
T. Arnett	Aye
S. Herrod	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:50 PM.

Respectfully Submitted,
T. Wrigley

Coversheet

Scholar Leadership Council Report

Section: IV. Communications
Item: C. Scholar Leadership Council Report
Purpose: Discuss
Submitted by:
Related Material: Scholar Leadership Council Report - September 2025.pdf

September Scholar Leadership Council Report

Prepared for September 23, 2025 Board Meeting

Scholar Leadership Council Meeting - September 9, 2025

Summary paragraph by Scholar Leadership Council Secretary, Tallulah Woolsey

We made it to our first Scholar Leadership Council Meeting of the 2025-2026 school year! The meeting began with introductions, attendance, and looking over the agenda. Ms. Brenner welcomed everyone and went over the Compass mission, vision and values. Along with that, the group reviewed the purpose of the Council, with an emphasis on the importance of scholar feedback on school circumstances to provide an enjoyable school environment. Ms. Brenner additionally mentioned the Leader in Me program that includes interactive lessons to help scholars develop their leadership skills. The new and returning members introduced themselves, and then discussed communication outside of meetings and the responsibilities of council members and officers. SLC Officer Elections will be held at the next meeting on October 21st, and all members have the opportunity to campaign. Zahra led a discussion about last year's idea to create a scholar study hall for middle and high school, describing the details of this proposal. The whole group also discussed ideas for the study hall, scheduling, an RSVP system, breakout rooms, and involving supervising teachers to ensure everything in the meetings stays appropriate. The Scholar Leadership Council plans to revisit the idea, and the meeting was adjourned at 2:43 pm.

Meeting AI Notes:

Scholar Leadership Council Meeting 2025-2026: The Scholar Leadership Council meeting for the 2025-2026 school year began with introductions and attendance taken by Tallulah. Elizabeth confirmed that while only 6 out of 10 attendees were present, the meeting would proceed with the agenda. The group discussed whether to record the meeting, with Tami suggesting to provide a link for those who missed it, which Elizabeth agreed to enable. Zahra called the meeting to order at 2:03, and Tallulah confirmed attendance.

Scholar Leadership Council Overview: Elizabeth welcomed the Scholar Leadership Council and outlined its purpose, emphasizing its role in providing scholar feedback on school policies and procedures to ensure alignment with Compass Charter Schools' mission, vision, and values. She explained the council's responsibilities, including acting as advisors, providing feedback on school processes, and serving as an advisory body. Elizabeth also mentioned the addition of the Leader in Me program, which includes interactive lessons to help scholars develop leadership skills.

Scholar Leadership Council Introductions: The Scholar Leadership Council meeting began with introductions from returning and new members, including details about their grade levels, years at Compass, and fun facts. Elizabeth, the superintendent and CEO, and Tami, an advisor, introduced themselves and shared personal facts. The group discussed the use of a group chat for communication outside meetings, and Elizabeth mentioned the roles and responsibilities of council members, which would be covered later.

Scholar Leadership Council Elections Overview: The meeting focused on the Scholar Leadership Council (SLC) structure and upcoming elections. Elizabeth explained the roles of the chair, vice chair, and secretary, emphasizing that all scholars are eligible to join the council by completing an application. She outlined the election process, noting that candidates must submit a campaign slide by October 17th and present it at the October 21st meeting. Elizabeth also mentioned a change in board meeting times and reminded members to attend meetings regularly or inform the council if they cannot. Zahra was scheduled to discuss the scholars' study group, but the transcript ended before she could present.

Study Hall Project Planning Overview: Zahra presented an overview of a study hall project using Google Classroom and Zoom breakout rooms for middle and high school students, with potential expansion to elementary students. The team discussed scheduling, considering Fridays and Mondays, and explored making it an official club accessible through the scholarship form and MMU. They also planned to involve supervising teachers to ensure appropriate content and considered whether meetings should be drop-in or require sign-ups.

Peer-Led Study Group Planning: The group discussed implementing a peer-led study group, with Tallulah proposing an RSVP system to manage attendance and Zahra suggesting breakout rooms for different subjects. Elizabeth offered support and mentioned an existing tutoring service called Upchieve that could complement the peer tutoring initiative. The group agreed to continue working on their study group proposal, which they plan to submit to the chief academic officer, and Tami offered to supervise additional meetings to focus on the project.

Meeting Plans and Assignments: The group discussed upcoming meetings and responsibilities. Elizabeth announced that the next meeting on October 21st will be an election. Zahra agreed to participate in the board meeting on September 23rd as chair until October, and will confirm her availability by Friday. Tallulah was assigned to take notes from the September 23rd meeting, due by the 19th. The meeting was adjourned at 2:43.

Coversheet

2025-2026 Board of Directors Annual Calendar

Section:	VI. Board Business
Item:	A. 2025-2026 Board of Directors Annual Calendar
Purpose:	Vote
Submitted by:	
Related Material:	Draft Board of Directors Annual Calendar - 2025-2026.docx.pdf

Annual Governance Calendar - Draft
2025-2026

December training is on Saturday December 13th from 9:00 am-4:00 pm
Location: Carson Doubletree; 2 Civic Plaza D.; Carson, CA 90745

June meeting is on Wednesday, June 10th after HS graduation
Location: Carson Doubletree; 2 Civic Plaza D.; Carson, CA 90745

All other meetings take place virtually.

September: **Tuesday 9/23 6:00 pm, virtual**	**December:** **Tuesday, 12/9 6:00 pm, virtual** **and** **Saturday 12/13 9:00-4:00 pm, in person**
January: **Tuesday. 1/27 6:00 pm, virtual**	**March:** **Tuesday, 4/10 6:00 pm, virtual**
May: **Tuesday, 5/19 6:00 pm, virtual**	**June:** **Annual Meeting- Wednesday, 6/10,** **12:00pm-3:00 pm (after graduation) in person**

Coversheet

Board Training

Section: VI. Board Business
Item: B. Board Training
Purpose: Discuss
Submitted by: Elizabeth Brenner
Related Material:
25-12-13 Proposal Full Day Board Governance Team Building Workshop Compass Charter.pdf

BACKGROUND:

Proposal for Board Professional Learning on December 13.

RECOMMENDATION:

That the board approve the training contract.

Fred Van Vleck, Ed.D. Chief Executive Officer, Lead Advisor
1234 Abbey Rd. Bayside, CA 95524 – 707-599-0032

August 26, 2025

Compass Chater Schools
Elizabeth Brenner, Superintendent
850 Hampshire Road, Suite R
Thousand Oaks, California 91361

Dear Ms. Brenner,

I want to extend my appreciation for the opportunity to present a proposal from the National Center for Executive Leadership and School Board Development (National Center) to provide a full-day Board Governance/Team Building Workshop. The workshop will be provided by Fred Van Vleck, Ed.D, Lead Advisor for the National Center. The primary benefit of this workshop is that it will be a foundational step toward developing and ensuring a long-term culture of quality leadership and governance. The process will include creating governance protocols and your governance handbook.

The workshop process stimulates active discussion between Board members and provides a product that will help guide the working relationships between Board members and the Superintendent. We assert that the culture of a charter school reflects the positive or negative atmosphere created by the way people within the organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will interact with one another. Effective charter boards discuss and agree on the formal structures and processes used by the board and Superintendent, in their functioning as a team. This two-part workshop focuses on how the board will operate and how members agree they will do business to govern effectively.

The initial activity will be focused on presenting leadership style research that will enable Board members to become more effective in working with one another and with the staff members they lead. The workshop provides leaders with an understanding and appreciation for the unique leadership characteristics of each team member they work with and how to synergistically create an effective and productive team. The workshop is designed for each leader to develop a deeper understanding of their leadership tendencies and the unique differences in how their fellow team members lead and react. Each participant will gain a much clearer understanding of themselves and reasons to celebrate the unique differences of each member of the leadership team.

Fred Van Vleck, Ed.D. Chief Executive Officer, Lead Advisor
1234 Abbey Rd. Bayside, CA 95524 – 707-599-0032

The second activity, which will take the majority of time, will be the Board Protocol Workshop. It is an interactive process that enables the charter board to "proactively" create governance protocols. The workshop includes video vignettes to stimulate discussion, a highly participatory environment that assists in developing mutual understanding and support between board members, and, most importantly, produces a draft "governance handbook" that formalizes the protocols that will ensure that the charter's leadership culture is highly functional and respected by those working with and for the Board. *The draft Governance Handbook produced will also include, where appropriate, much of the material that is in the existing Governance Handbook.*

The following topics will, minimally, be addressed within the workshop:

- Why protocols are important
- Decision-Making Roles of the Board and Superintendent
- Board Member Authority and the role of an Individual Board Member
- Addressing Community Concerns/Complaints
- Role of the Board in Networking
- Visiting/Assessing School Staff and Programs
- Board Member Interactions with Staff
- Scheduling of Board Meetings
- Designing and Developing the Board Agenda
- Administration of Oath of Office
- Policy Development and Roles
- Fiscal Decision-making: Role of the Board
- Requesting Information
- Public Board Meetings and Public Meeting Law Implications
- Top Ten Public Meeting Law Mistakes
- Use of Technology and Social Media
- Closed Session Confidentiality
- Conducting the Board Meeting
- Trustee Voting Responsibilities
- Conflict of Interest and Voting Implications
- Public Participation at Board Meetings
- Election of Officers of the Board
- Board and Superintendent Relationship
- Organization of Staff/Hiring and Firing of Staff
- Spokesperson for the charter
- Board and Superintendent Conflicts
- Board Direction: Road Map
- Superintendent Evaluation
- New Board Member Training Expectations
- Review and Implementation of Protocols

Fred Van Vleck, Ed.D. Chief Executive Officer, Lead Advisor
1234 Abbey Rd. Bayside, CA 95524 – 707-599-0032

Potential Future Areas of Focus

As a result of the discussions held and decisions made, the following topics may be of future consideration:

- Defining foundations for fiscal integrity
- Strategic Planning and Vision/Mission development
- Board training and development
- Superintendent's Annual Objectives
- Facilitation of the Superintendent's Evaluation
- Role of the Board in Supporting Leadership and Succession Development

Time and Financial Consideration

The fee associated with the full-day workshop includes preparation, presentation of the workshop, and providing leadership style (DiSC) individual surveys for each participant and a draft updated customized Board Governance Handbook. The presentation and preparation fee is $5,500, and the fee for the leadership style reports is $1,452 ($190 for each participant survey/report and $312 for the Team Reports). A description of these reports is noted in an attached document. The total cost for the workshop will be $6,952, not including travel. A flat fee of $975 will cover all travel-related expenses, including airfare, hotel, meals and car rental as long as I have confirmation of the workshop by the end of August 2025.

Preparation

Regarding the logistics related to the workshops, we ask the following:

- Any necessary financial documents are sent to the National Center to complete, in advance of the workshop.
- An LCD projector/Large Monitor will be available and be able to connect to the consultant's laptop;
- A sound/speaker connection to the consultant's laptop be available.
- The room set-up is such that the participants can see one another and have clear visibility to the screen and presenter.
- Meal logistics are addressed by the Charter.
- The Board meeting is properly posted as a Study Session.

If you have questions or need further information, please feel free to call me at 707-599-0032. Thank you for your consideration. If this proposal meets your needs, please sign and return a copy to me.

Sincerely,

Fred Van Vleck, Ed.D

Elizabeth Brenner, Superintendent Date

Fred Van Vleck, Ed.D. Chief Executive Officer, Lead Advisor
1234 Abbey Rd. Bayside, CA 95524 – 707-599-0032



Fred Van Vleck, Ed.D. Advisor:

Dr. Van Vleck's distinguished career in California's public schools spans more than 25 years, with two decades dedicated to administration. His professional journey, evolving from a Teacher to Superintendent and currently as the CEO of the National Center, reflects a remarkable commitment to education. As an Executive Coach, Dr. Van Vleck goes beyond imparting leadership insights; he strategically influences executives, employing adult learning theory to instill systemic approaches to leadership and decision-making, leaving a lasting impact beyond the formal coaching relationship.

A stalwart in strategic planning, Dr. Van Vleck excels in aligning business models with organizational goals, emphasizing outcomes and metrics. His dedication to user efficiency ensures that these plans are not only effective but also tailored to the unique goals and priorities of the organizations he serves.

Dr. Van Vleck's consulting foundation is deeply rooted in his role as the Superintendent of Eureka City Schools, where he oversaw 4,000 students and garnered acclaim with two Gold Ribbon Schools. His prior position as Assistant Superintendent of Business Services at Ceres Unified, a district with 12,000 students and numerous distinguished schools, further adds to his rich and diverse experience.

Educationally, Dr. Van Vleck earned a bachelor's degree with a double major in Agriculture Business and Agriculture Science from Cal Poly San Luis Obispo. He continued his academic journey with a Master's in Agriculture and teaching credentials, later obtaining an Administrative Services Credential from Stanislaus State University and a Doctorate in Education Administration from the University of the Pacific.

A trailblazer throughout his career, Dr. Van Vleck founded Central Valley High School, gaining national recognition as a top 100 high school by US News and World Report. His financial acumen is evident in managing over $300 million in construction projects and successfully leading his district in passing local school bonds totaling over $65 million. Dr. Van Vleck is also a State Certified Chief Business Official, showcasing his effective management of district and school budgets exceeding $100 million, even during challenging times such as the great recession and the recent pandemic.

Recognized in 2017 by the California Association of the FFA as the California State Star Administrator, Dr. Van Vleck extends his influence beyond education. He has served on various boards, including the Humboldt County Fair Board of Directors and the St. Joseph Hospital Foundation Board. As a graduate of the CSBA Master's in Governance Program, he actively contributes as a presenter for esteemed platforms like the Association of California School Administrators and the California School Board Association.

In addition to his educational contributions, Dr. Van Vleck is an accomplished auctioneer who has raised over $10 million for charities, primarily focused on serving school-age children. His commitment to community service is further exemplified by his role as the Region 1 Vice President of Legislative Action for the Association of California School Administrators and his active participation on the CSBA Superintendent's Advisory Panel. Dr. Van Vleck's visionary leadership continues to shape the educational landscape, making him a true asset to the field.

Fred Van Vleck, Ed.D., CEO fvanvleck@nationalleadership.net (707)599-0032

Fred Van Vleck, Ed.D. Chief Executive Officer, Lead Advisor
1234 Abbey Rd. Bayside, CA 95524 – 707-599-0032

DiSC Reports
Overview and Charges

DiSC provides individuals and teams with detailed, personalized information to help them apply DiSC learning in a variety of business applications and offers a wide range of practical interpretive reports that help people improve their effectiveness in management and customer service.

PERSONAL PROFILE

People can significantly enhance personal effectiveness by honestly evaluating their behavior and selecting self-management strategies. The Personal Profile can be used to train and coach respondents in specific application areas and to focus respondents' attention on particular areas of behavior.

Everything DiSC Management Profile = $190.00

The Management Profile will address those areas that help shape your management experience including those priorities that motivate you and those that drain your energy as a manager. In addition, you will learn strategies to help develop the strengths of your organization and employees.

Everything DiSC Workplace Profile = $190.00

The Workplace Profile uses your individual assessment data to provide a wealth of information about your workplace priorities and preferences. In addition, you will learn how to connect better with colleagues whose priorities and preferences differ from yours and ways to increase your effectiveness in the workplace.

TEAM REPORTS

Team View = $106.00

Today, as organizations rely more on teams to innovate, problem-solve, produce, and compete at the speed of change, understanding and capitalizing on individual approaches to group processes is key to creating high-performance teams.
The Team View creates a personalized overview of your organizational team.

Group Culture Report = $206.00

Just as individuals have unique styles; groups also tend to develop their own unique styles or cultures. This culture is an informal combination of behaviors, values, and attitudes that most people in the group take for granted. Put in the simplest terms, culture is "the way we do things."
Although not everybody agrees with or flows with the culture, most group members feel the pressure that a culture exerts to act in a certain way. DiSC does not address all elements of culture, but it helps you understand many important needs, goals, fears, emotions, and behaviors within your culture.

Fred Van Vleck, Ed.D. Chief Executive Officer, Lead Advisor
1234 Abbey Rd. Bayside, CA 95524 – 707-599-0032

Why is Group Culture Important?

Group culture has a large impact on the behavior, attitudes, and satisfaction of each group member. People who fit into the culture often feel right at home in the group. But for other people, the culture leads them to feel like strangers in a strange land. The environment makes them uncomfortable.

Culture also has implications for the group as a whole. It affects such things as the pace at which work gets done, how outsiders are treated, the attention paid to details, or the risks that the group takes. These in turn influence the success of the group in meeting its goals.

Where Does Group Culture Come From?

Group culture is not simply the average of all the people in the group. Many different factors determine group culture, such as:

- The style of the group leaders
- The most pronounced styles within the group
- The type of work the group does
- The historical culture of the group
- The cohesion or tension within the group
- The goals and mission that the group faces

These are just some of the factors that help shape group culture. Understanding the origins of your culture may be important if you hope to change it or capitalize on its strengths.

Coversheet

Scholar Spotlight

Section: VII. Scholar Spotlight
Item: A. Scholar Spotlight
Purpose: FYI
Submitted by:
Related Material: Scholar Spotlight.pdf

COMPASS CHARTER SCHOOLS

Scholar Spotlight

The Lopez Family

Sophia, Grade 5

Reasons we love Compass...

The one on one interaction with our daughter

They have shown our daughter basic respect



We get to watch our daughter not only learn, but thrive!

We are allowed to teach her compassion and allow her to learn in a slower, more nurturing environment

Coversheet

Superintendent's Report

Section: VIII. Superintendent's Report
Item: A. Superintendent's Report
Purpose: Discuss
Submitted by:
Related Material: Superintendent's Report BOD September 2025.pdf

COMPASS
CHARTER SCHOOLS

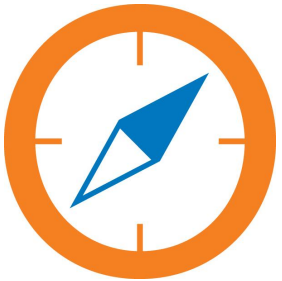
Superintendent's Report to the Board of Directors September 23, 2025

COMPASS
CHARTER SCHOOLS

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

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.

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.

COMPASS
CHARTER SCHOOLS

Superintendent's Goals

Top 4 Areas For Improvement



Foster Transparent and Inclusive Decision-Making

- Involve staff in discussions that affect them
- Communicate decisions clearly
- Consider and act on employee feedback, including from surveys

Empower and Support Staff Through Trust and Recognition

- Grant teachers professional autonomy
- Recognize and appreciate staff contributions regularly

Strengthen Communication and Collaboration Across Teams

- Facilitate regular interdepartmental meetings
- Promote structured opportunities for cross-department relationship building

Ensure a Safe, Respectful, and Fair Work Environment

- Create safe, confidential feedback channels
- Resolve conflicts fairly and address unprofessional behavior
- Improve transparency in payroll and compensation practices

2025-26 Goal 1

WIG 1

100% of staff will report improved school culture

Strengthen Communication and Collaboration Across Teams

The Superintendent will lead continued professional learning for the leadership team building on the 4 Essential Roles of Leadership (4ERLS) and Trust & Inspire through the Speed of Trust.

Success will be measured by the annual staff survey that includes questions specifically about trust.

Speed of Trust

Debra LaCroix led the management team in an introduction to the Speed of Trust at the conference in August.



2025-26 Goal 2

WIG 2

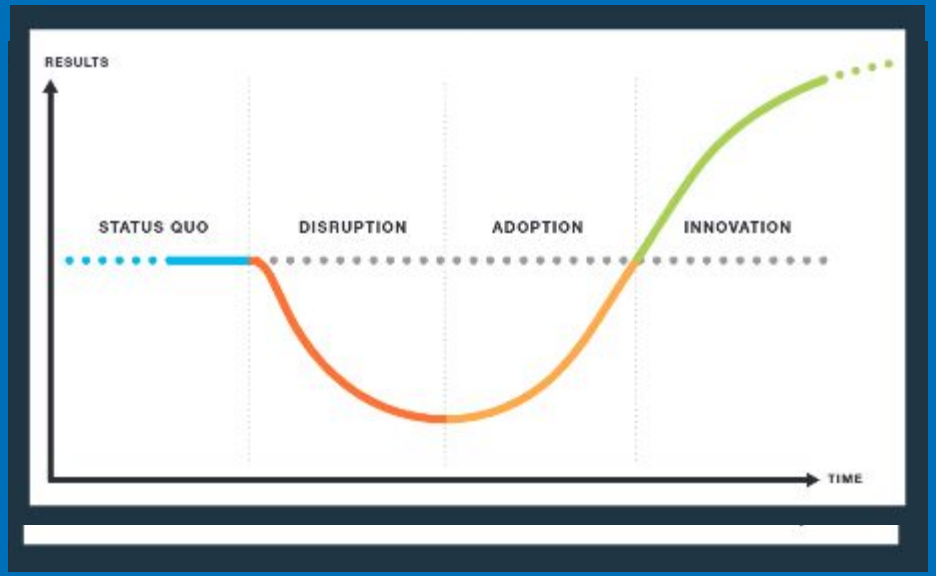
100% of staff will report improved school culture

Foster Transparent and Inclusive Decision-Making

The Superintendent will implement a universal process for change that clearly identifies the change that needs to be made with benchmarks and timelines that include staff input and regular progress reporting. Updates will be provided at monthly Town Hall meetings.

Success will be measured by the annual staff survey that includes questions specifically about trust.

Change Model



Change Model

Envision

Involve all partners in discussing the potential change.

Essential question:

Will changing our model to be tailored to each scholar's personalized learning plan so that all scholars have access to all of the resources Compass offers better support scholar success?

2025-26 Goal 3

Strategic Priority

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

The superintendent will seek out new opportunities for charter authorization and renewal of the Los Angeles and Yolo charters to support growth and continue to provide personalized learning to its current and prospective families.

Success will be measured by enrollment numbers and the successful renewal of the LA and Yolo Charters and the approval of any additional charters.

Legislation Impact



SB 414 has passed the Senate and Assembly and is being sent to the governor for signature.

The moratorium will be lifted in 2026.

More will be know in October if the governor signs the bill.

2025-26 Goal 4

Strategic Priority

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

Empower and Support Staff Through Trust and Recognition

Mentor and support Compass staff in attending conferences and participating in opportunities that promote a shared understanding of how charter schools operate and how they contribute to the support of the charter school movement.

Success will be measured by tracking the percentage of leadership staff who attend and present at conferences.

2025-26 Conferences

Charter Schools Development Center

Reaching At-Promise Students Association

APlus+

California Consortium for Independent Study

California Charter Schools Association

California Association of School Business Officials

Small School District Association

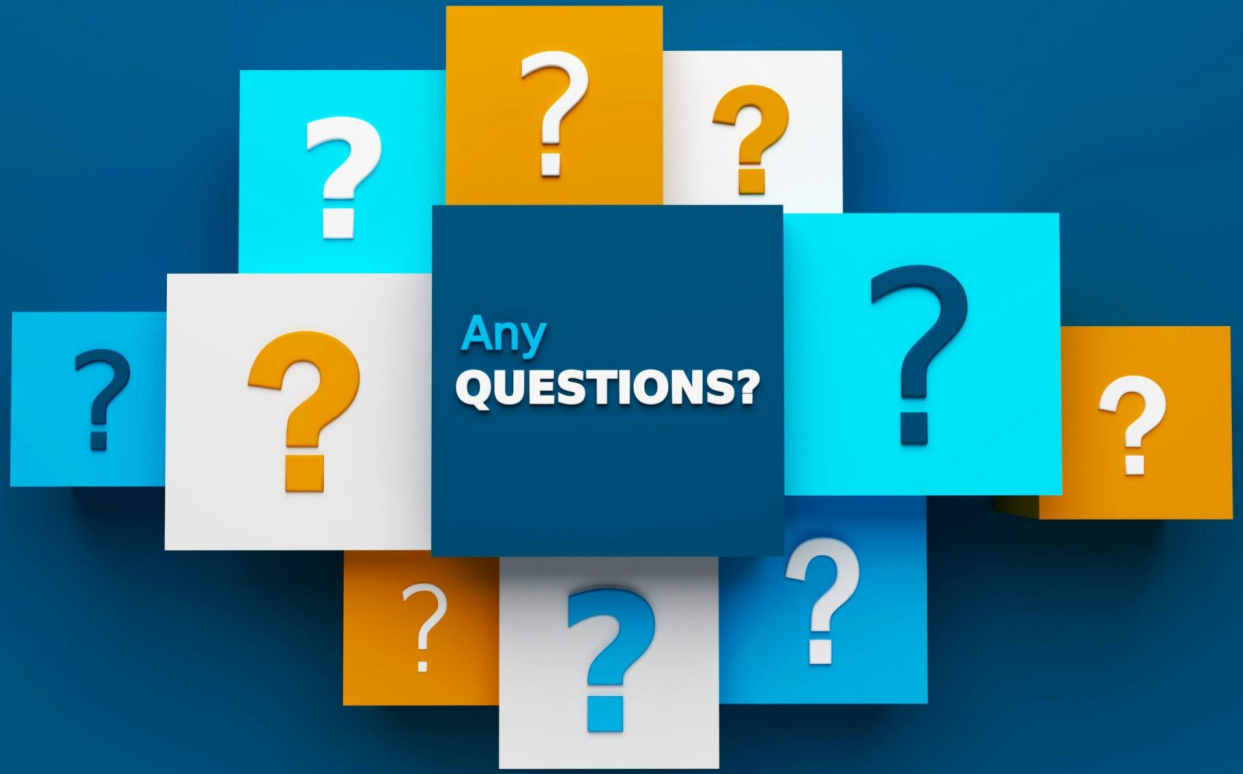
Measure What We Value

2025-26 Conferences

Total number of leaders= 44

Number signed up to attend conferences= 15

Current %= 34%


Any
QUESTIONS?

Coversheet

Enrollment Capacity Resolution

Section: VIII. Superintendent's Report
Item: B. Enrollment Capacity Resolution
Purpose: Vote
Submitted by:
Related Material: 2025-26-Enrollment-Capacity-Resolution 2025-02.pdf

RESOLUTION OF THE BOARD OF DIRECTORS OF COMPASS CHARTER SCHOOLS

Board Resolution 2025 - 02

Enrollment Capacity and Procedures for the 2025 - 26 School Year

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

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

WHEREAS, the Charter Schools comply with all applicable legal requirements pertaining to the admission and enrollment of scholars;

WHEREAS, consistent with Education Code 47605(e)(2), the Charter Schools admit all scholars who wish to attend, subject only to capacity; and

WHEREAS, upon consideration of the number of supervising teachers interested in and eligible for hire in the 2025-26 school year and the Charter Schools' ability to maintain an average daily attendance ("ADA") to full time equivalent ("FTE") teacher ratio of 25:1 as required by Education Code Section 51745.6(d), the Board herein establishes an enrollment capacity for each of the Charter School's programs for the 2025 - 26 school year.

NOW, THEREFORE, BE IT RESOLVED, that the enrollment capacity for the 2025-26 school year for the Charter Schools shall be as follows:

	Compass Charter Schools Options Program	Compass Charter Schools Online Program
Capacity	1736	532

BE IT FURTHER RESOLVED, that the open enrollment period for the 2025 -26 school year shall began on March 1, 2025 , with a lottery(ies) to be held monthly beginning in October, if enrollment exceeds capacity.

BE IT FURTHER RESOLVED, that the Superintendent & CEO hereby is authorized to certify this resolution.

* * *

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution at a regular Board meeting this 23rd day of September, 2025.

By: _____

Elizabeth Brenner, Superintendent & CEO

Coversheet

Division Update

Section: IX. Operations Division
Item: A. Division Update
Purpose: FYI
Submitted by:
Related Material: Operations Division Board Report 09_23_2025.pdf

COMPASS
CHARTER SCHOOLS

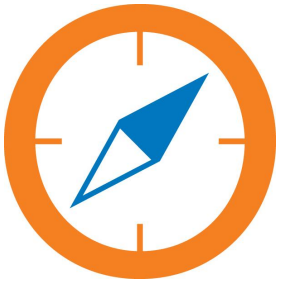
Operations Division | September 23, 2025

COMPASS
CHARTER SCHOOLS

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

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.

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.

CBO Update



Dr. Danielle Gamez
Chief Business Officer

The Operations Division is in full swing for the 25-26 school year with many updates and improvements to showcase!

Community Providers



Kim Constanza, Donnell Tyler, Linh Haas, Jeanne Hlebo, & Brittany Simi

Successful Outcome: Early August orders delivered before school start—students ready on day one.

Provider Renewals: **390** service providers renewed on time (Linh Haas & Kim Constanza).

Accuracy & Onboarding: Donnell Tyler updated OPS provider notes; supported onboarding with Brittany.

Team Collaboration: CP, Academics, and Amazon staff supported renewals, onboarding, and storefront rollout.

Amazon Storefront Launch (Aug. 1): Pre-approved, grade-specific items; ST-approved orders submitted within 1 business day.

Early OPS Access: Platform opened July 28 for Learning Coaches; STs began approvals Sept. 1.

Improved Order Flow: Early access reduced mid-August surge; CP Team processed orders in 1–2 business days.

Finance



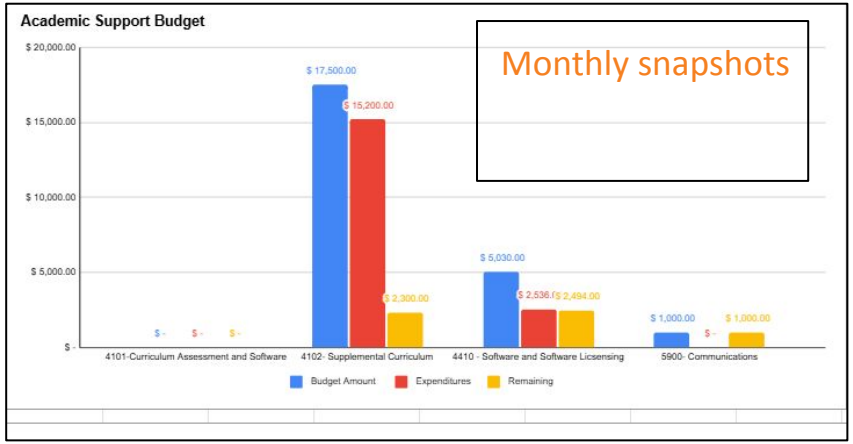
Melissa Alcaraz, Brooklyn Coney, Danielle Gamez, and Nicole Sendejaz

Finance has kicked off the 2025–26 school year with the return of our monthly budget meetings.

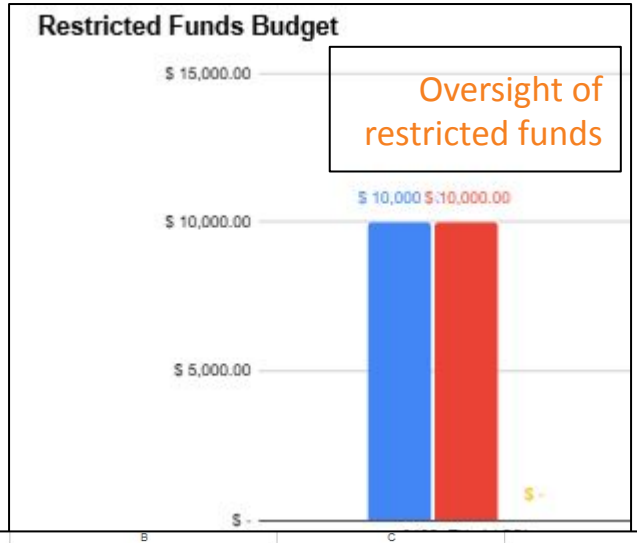
We've refreshed our budget document to promote greater transparency, clarity, and a more collaborative, inclusive approach between our team and the directors who oversee their departmental budgets.

A special thank you to our Finance Clerk, Brooklynn Coney, for her invaluable support in preparing these documents. We're looking forward to a great year ahead and are excited to share our financial knowledge and insights with our staff!

Sneak Peek of New Budget Docs!



Monthly snapshots



Oversight of restricted funds

Code	Budget Amount	Expenditures	Remaining
4101-Curriculum Assessment and Software	$ -	$ -	$ -
4102- Supplemental Curriculum	$ 17,500.00	$ 15,200.00	$ 2,300.00
4410 - Software and Software Licsensing	$ 5,030.00	$ 2,536.00	$ 2,494.00
5900- Communications	$ 1,000.00	$ -	$ 1,000.00
RESTRICTED FUNDS	**Budget Amount**	**Expenditures**	**Remaining**
3182- Title I / CSI	$ 10,000.00	$ 10,000.00	$ -
3010- Title I Part A (Salary only for C.Saez)	$ -	$ -	$ -
7815- Literacy Screenings Professional Development	$ 13,358.00	$ 12,880.00	$ 478.00
4203-Title III (SD Only)	$ 10,290.00	$ 5,250.00	$ 5,040.00
LCAP	**Budget Amount**	**Expenditures**	**Remaining**

Detailed expenditure tracking

Month	Links		Resources
July/August	088-GL.xlsx		CCS Invoice Process.docx
September			Finance Account Code Reference.docx
October			Finance-E-Stamp-Process.pdf
November		Purchase Approval Jot Form	https://www.jotform.com/form/252444758567066
December			

Resources!

Operations Department



Operations Department

Enrollment

Signed and Approved MAs as of the first day of school = **2041**

As of today (9/17/25), Compass is FULL in Options Early Explorers (TK/KN) and nearly full in Options 1-8!

While applications are slowing down, we are still getting many phone calls and actively pursuing about 60 potential incoming scholars.

Parent feedback on the Enrollment Process and Team has been fantastic. Overall, most parents are happy with the process, speed, and level of communication.

Compliance

With the shift of doing our rollover process sooner, we had a smoother process in reviewing master agreements since returning scholar master agreements were sent starting May 1st, the Compliance team was able to review many master agreements before the end of the school year and focus in August on reviewing master agreements for new scholars. This was positive win for the earlier shift of sending master agreements during the Spring.

Operations Department

Attendance

The Attendance Coordinator presented with the Engagement Department during Weeks of Welcome and a presentation for the Learning Coach Academy that was held on September 8th to share tips and resources, and why attendance in school is so important for our scholars.

We've also changed our learning log to be more streamlined and increase ease of use. Instead of learning coaches having to check subjects worked on for each day, we've moved to a singular check for each day to indicate that "student engaged in assigned educational activities" to align with our gradebooks, assignment and work record (AWR) language.

Scholar Community Advocate

Our Scholar Community Advocate, also referred to as our McKinney-Vento Liaison, has been hard at work sending housing questionnaires to all families and providing supports or referrals to overcome challenges or barriers. Our Scholar Community Advocate has connected and collaborated with our Counseling Services team to streamline supports and referrals for our McKinney-Vento, Foster youth, and military-connected scholars.

Operations Department

Marketing

Great progress is being made on our new website via ParentSquare's Smart Sites. Our Community Relations Coordinator is working closely with our IT department that the content transfer process is seamless. We are hoping to have our new website launch to the public ahead of the 26/27 school year. She is also working on our social media strategies and gathering content from various engagement events at the start of the school year.

Records

The Records Department has been busy this start of the school year with processing 198 Change of Contact Information requests, 697 outgoing records requests, and 579 incoming records requests. These requests are crucial in helping our scholars start the school year seamlessly.

IT Department



Marco Mattaliano, Krisha Moeller, Miguel Aguilar

IT Department

Staff Device Upgrades

What we did

Completed a refresh during the All Staff Conference in August. Increased memory, updated operating systems, replaced batteries, and, in limited cases, replaced full devices.

Value to CCS

Faster, more reliable devices for staff. Fewer support requests.

ReadyCloud Onboarding: Asset Retrievals

What we are doing

Implementing ReadyCloud for remote equipment returns and integrating it into offboarding steps.

How it works

We pay only for successful returns. Staff receive a QR code to generate a prepaid label. Packaging is simple. Device returns are tracked end to end.

Value to CCS

Higher return rates, faster recovery of school-wide property, and accurate inventory.

IT Department

Scholar Provisioning

What we built

An automated process that creates scholar accounts during registration and assigns the right access across platforms.

Value to CCS

Scholars get access sooner. No data entry and fewer manual fixes. Consistent data.

Productivity Impact

We cut work by **83.5%** and the process is now **6 times faster**. Moving from eight hours per week before school and two and a half hours per week during the year to about thirty minutes per week for review.

Next

Extend the same approach to scholar device issuing. Once scholar accounts are created in the inventory platform (SDP), we'll be able to track the device issue process sooner.

IT Department

System Operating School Year Expansion

What is changing

Not the typical OPS rollover from years past. Preparing earlier integrations between scholar data and the OPS ordering system so we can open pre-orders accurately for Spring 2026.

Value to CCS

Earlier purchase orders and a cleaner start to the next school year. Better service to families and staff.

Next

Update plan of action milestones with Operations and Community Provider Departments in order to complete a dry run with sample data.

COMPASS
CHARTER SCHOOLS

Thank you!

Questions & Comments

Coversheet

Fiscal Year 2025 Unaudited Actual Presentation

Section:	IX. Operations Division
Item:	B. Fiscal Year 2025 Unaudited Actual Presentation
Purpose:	FYI
Submitted by:	Danielle Gamez
Related Material:	CCS FY25 UAR PPT FINAL.pdf

CSMC

FY25

UNAUDITED ACTUALS

Compass Charter Schools

FY25 Unaudited Actuals Summary

FY25

Largest variance due to underspending in 4100 (Student funds) and 5810 (Ed Consultants)

STRs on behalf contributions of $1.2M- offsetting

Posted dt.	Doc	Memo/Description	Location	Credit
859000 - All Other State Revenues (Balance forward As of 07/01/2				
06/30/2025		FY 24/25 STRS on behalf contribution	COM020	434,887.25
06/30/2025		FY 24/25 STRS on behalf contribution	COM040	562,809.38
06/30/2025		FY 24/25 STRS on behalf contribution	COM070	202,323.37
Totals for 859000 - All Other State Revenues				1,200,020.00

Compass Charter Schools - COM
Statement of Activities

Reporting Book: ACCRUAL
As of Date: 06/30/2025
Location: Compass Charter Schools - COM

	NPO Year To Date 06/30/2025	*Los Angeles Year To Date 06/30/2025*	*San Diego Year To Date 06/30/2025*	*Yolo County Year To Date 06/30/2025*	*Compass Charter Year To Date 06/30/2025*
	Actual	*Actual*	*Actual*	*Actual*	*Actual*
Total LCFF Revenue	**0**	**12,947,052**	**10,166,813**	**4,511,802**	**27,625,667**
Total Federal Revenue	**0**	**570,946**	**478,062**	**240,721**	**1,289,730**
Total State Revenue	**0**	**3,162,907**	**2,408,340**	**1,289,383**	**6,860,630**
Total Local Revenue	**3,563**	**35,407**	**129,975**	**12,728**	**181,673**
Total Revenue	**3,563**	**16,716,312**	**13,183,190**	**6,054,634**	**35,957,700**
Total Certificated Salaries	**0**	**5,927,278**	**5,530,792**	**2,133,811**	**13,591,881**
Total Classified Salaries	**0**	**1,866,561**	**1,468,540**	**671,007**	**4,006,109**
Total Benefits	**0**	**3,115,248**	**2,597,581**	**1,086,073**	**6,798,902**
Total Salaries and Benefits	**0**	**10,909,087**	**9,596,913**	**3,890,891**	**24,396,891**
Total Books and Supplies	**0**	**2,253,483**	**1,760,812**	**832,660**	**4,846,956**
Total Services	**0**	**2,785,928**	**2,318,653**	**776,530**	**5,881,111**
Total Other Outgo	**556,881**	**643,164**	**0**	**423,263**	**1,623,308**
Total Operational Expenses	**556,881**	**5,682,575**	**4,079,465**	**2,032,453**	**12,351,375**
Total Expenses	**556,880.8**	**16,591,662.6**	**13,676,378.3**	**5,923,344.2**	**36,748,265.9**
Other Financing Sources/Uses					
Total Other Sources	**1,066,427**	**0**	**556,881**	**0**	**1,623,308**
Total Contributions	**0**	**(0)**	**0**	**0**	**0**
Total Other Financing Sources/Uses	**(1,066,427)**	**0**	**(556,881)**	**(0)**	**(1,623,308)**
Total Net Increase/(Decrease) in Net Assets	***513,109***	***124,650***	***63,692***	***131,290***	***832,742***
Ending Fund Balance before transfers:	4,634,201	651,541	1,573,562	27,918	2,253,021
NPO (Contribution to 010)/Draw Down:	**509,546**	**(643,164)**	**556,881**	**(423,263)**	
Ending Fund Balance after transfers:	5,143,747	1,294,705	1,016,681	451,180	2,253,021
As a % of LCFF Revenue:		10.00%	10.00%	10.00%	
Ending Positions After Transfers:		**124,650**	**63,692**	**131,290**	**319,632**

Powered by BoardOnTrack

Fund Balance Transfers

FY25

Compass Charter Schools - COM						
Statement of Activities						
Reporting Book:	ACCRUAL					
As of Date:	06/30/2025					
Location:	Compass Charter Schools - COM					
		NPO Year To Date 06/30/2025	***Los Angeles Year To Date 06/30/2025***	***San Diego Year To Date 06/30/2025***	***Yolo County Year To Date 06/30/2025***	***Compass Charter Year To Date 06/30/2025***
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	As a % of LCFF Revenue:		10.00%	10.00%	10.00%	
Ending Positions After Transfers:			**124,650**	**63,692**	**131,290**	**319,632**

Average Daily Attendance Results

FY25 ACTUALS

ADA Increase (Actuals: 2,242.34- Budgeted: 2,215.40)of 26.94

FY25 2nd Interim Budget

	Yolo	San Diego	Los Angeles	Total
Average Daily Attendance by Grade Range				
ADA Grades TK-3	149.54	299.68	408.74	857.95
ADA Grades 4-6	103.23	207.16	230.22	540.61
ADA Grades 7-8	54.99	131.74	144.37	331.10
ADA Grades 9-12	67.53	186.04	232.17	485.74
Average Overall Daily Attendance	**375.29**	**824.61**	**1,015.50**	**2,215.40**

FY25 P2 Actuals

Charter School ADA

County: Yolo
District: Winters Joint Unified
LEA: Compass Charter School of Yolo

Period: 2024-25 P-2
CDS Code: 57 72702 0139436
Charter No: 2059

ATTENDANCE CHARTER SCHOOL
Attendance Charter School - Funded ADA

Grades TK/K-3 (Line A-6)	E-1	154.95
Grades 4-6 (Line B-6)	E-2	103.69
Grades 7-8 (Line C-6)	E-3	56.96
Grades 9-12 (Line D-6)	E-4	65.16
Total Funded ADA (Sum of E-1 to E-4)	E-5	380.76

Charter School ADA

County: Los Angeles
District: Acton-Agua Dulce Unified
LEA: Compass Charter Schools of Los Angeles

Period: 2024-25 P-2
CDS Code: 19 75309 0135145
Charter No: 1651

ATTENDANCE CHARTER SCHOOL
Attendance Charter School - Funded ADA

Grades TK/K-3 (Line A-6)	E-1	414.69
Grades 4-6 (Line B-6)	E-2	232.49
Grades 7-8 (Line C-6)	E-3	153.03
Grades 9-12 (Line D-6)	E-4	236.99
Total Funded ADA (Sum of E-1 to E-4)	E-5	1,037.20

Charter School ADA

County: San Diego
District: Mountain Empire Unified
LEA: Compass Charter Schools of San Diego

Period: 2024-25 P-2
CDS Code: 37 68213 0127084
Charter No: 1454

ATTENDANCE CHARTER SCHOOL
Attendance Charter School - Funded ADA

Grades TK/K-3 (Line A-6)	E-1	303.37
Grades 4-6 (Line B-6)	E-2	207.96
Grades 7-8 (Line C-6)	E-3	132.39
Grades 9-12 (Line D-6)	E-4	180.66
Total Funded ADA (Sum of E-1 to E-4)	E-5	824.38

Posted dt.	Doc	Memo/Description	Location	Credit
859000 - All Other State Revenues (Balance forward As of 07/01/2				
06/30/2025		FY 24/25 STRS on behalf contribution	COM020	434,887.25
06/30/2025		FY 24/25 STRS on behalf contribution	COM040	562,809.38
06/30/2025		FY 24/25 STRS on behalf contribution	COM070	202,323.37
Totals for 859000 - All Other State Revenues				1,200,020.00

UAR: CCS San Diego

FY25

Statement of Activities - Actual vs Budget

	07/01/2024 Through 06/30/2025 Actual	Year Ending 06/30/2025 2nd Interim Budget	Remaining Budget Summary	Year Ending 06/30/2025 % Variance
Net Increase/(Decrease) in Net Assets				
Total Revenue				
LCFF Revenue	10,166,813.00	10,096,376.31	(70,436.69)	(0.7) %
Federal Revenue	478,062.25	550,294.45	72,232.20	13.1 %
State Revenue	2,408,339.65	1,459,742.14	(948,597.51)	(65.0) %
Local Revenue	129,975.03	72,389.78	(57,585.25)	(79.5) %
Total Revenue	13,183,189.93	12,178,802.68	(1,004,387.25)	(8.2) %
Total Expenses				
Salaries and Benefits				
Certificated Salaries	5,530,792.13	5,325,006.57	(205,785.56)	(3.9) %
Classified Salaries	1,468,540.25	931,025.89	(537,514.36)	(57.7) %
Benefits	2,597,580.51	2,394,516.93	(203,063.58)	(8.5) %
Total Salaries and Benefits	9,596,912.89	8,650,549.39	(946,363.50)	(10.9) %
Operational Expenses				
Books and Supplies	1,760,812.44	1,810,678.38	49,865.94	2.8 %
Services	2,318,653.00	2,074,822.46	(243,830.54)	(11.8) %
Total Operational Expenses	4,079,465.44	3,885,500.84	(193,964.60)	(5.0) %
Total Expenses	13,676,378.33	12,536,050.23	(1,140,328.10)	(9.1) %
Other Financing Sources/Uses				
Other Sources				
897900 - Other Sources	556,880.79	0.00	(556,880.79)	0.0 %
Total Other Sources	556,880.79	0.00	(556,880.79)	0.0 %
Contributions Between Resources				
898000 - Contributions to/from Unrestricted	0.06	0.00	(0.06)	0.0 %
Total Contributions	0.06	0.00	(0.06)	0.0 %
Total Other Financing Sources/Uses	(556,880.85)	0.00	556,880.85	0.0 %
Total Net Increase/(Decrease) in Net Assets	**63,692.45**	**(357,247.55)**	**(420,940.00)**	**117.8 %**

SD

STRS on Behalf- $435K

LREBG- $354K in additional revenue recognized (not budgeted)

AMIMBG- $136K in additional revenue recognized (not budgeted)

Services- $243K Overspent

Meeting Funding Determination targets

Powered by BoardOnTrack

Posted dt.	Doc	Memo/Description	Location	Credit
859000 - All Other State Revenues (Balance forward As of 07/01/2				
06/30/2025		FY 24/25 STRS on behalf contribution	COM020	434,887.25
06/30/2025		FY 24/25 STRS on behalf contribution	COM040	562,809.38
06/30/2025		FY 24/25 STRS on behalf contribution	COM070	202,323.37
Totals for 859000 - All Other State Revenues				1,200,020.00

UAR: CCS Los Angeles

FY25

Statement of Activities - Actual vs Budget

	07/01/2024 Through 06/30/2025	Year Ending 06/30/2025	Remaining Budget	Year Ending 06/30/2025
	Actual	2nd Interim Budget	Summary	% Variance
Net Increase/(Decrease) in Net Assets				
Total Revenue				
LCFF Revenue	12,947,052.00	12,787,819.64	(159,232.36)	(1.2) %
Federal Revenue	570,946.26	659,071.85	88,125.59	13.4 %
State Revenue	3,162,907.44	2,528,733.26	(634,174.18)	(25.1) %
Local Revenue	35,406.63	20,661.79	(14,744.84)	(71.4) %
Total Revenue	16,716,312.33	15,996,286.54	(720,025.79)	(4.5) %
Total Expenses				
Salaries and Benefits				
Certificated Salaries	5,927,277.78	6,230,692.81	303,415.03	4.9 %
Classified Salaries	1,866,561.39	1,296,680.69	(569,880.70)	(43.9) %
Benefits	3,115,248.07	2,809,899.04	(305,349.03)	(10.9) %
Total Salaries and Benefits	10,909,087.24	10,337,272.54	(571,814.70)	(5.5) %
Operational Expenses				
Books and Supplies	2,253,483.37	2,593,271.79	339,788.42	13.1 %
Services	2,785,927.76	2,752,765.87	(33,161.89)	(1.2) %
Other Outgo	643,164.23	0.00	(643,164.23)	0.0 %
Total Operational Expenses	5,682,575.36	5,346,037.66	(336,537.70)	(6.3) %
Total Expenses	16,591,662.60	15,683,310.20	(908,352.40)	(5.8) %
Other Financing Sources/Uses				
Contributions Between Resources				
898000 - Contributions to/from Unrestricted	(0.07)	0.00	0.07	0.0 %
Total Contributions	(0.07)	0.00	0.07	0.0 %
Total Other Financing Sources/Uses	0.07	0.00	(0.07)	0.0 %
Total Net Increase/(Decrease) in Net Assets	**124,649.66**	**312,976.34**	**188,326.68**	**60.2 %**

LA

STRS on Behalf- $563K

LCFF- $159K higher than budgeted

Books and Supplies- $340K underspent (4100)

Meeting Funding Determination targets

Powered by BoardOnTrack

Posted dt.	Doc	Memo/Description	Location	Credit
859000 - All Other State Revenues (Balance forward As of 07/01/2				
06/30/2025		FY 24/25 STRS on behalf contribution	COM020	434,887.25
06/30/2025		FY 24/25 STRS on behalf contribution	COM040	562,809.38
06/30/2025		FY 24/25 STRS on behalf contribution	COM070	202,323.37
Totals for 859000 - All Other State Revenues				1,200,020.00

UAR: CCS Yolo

FY25

Statement of Activities - Actual vs Budget

	07/01/2024 Through 06/30/2025 Actual	Year Ending 06/30/2025 2nd Interim Budget	Remaining Budget Summary	Year Ending 06/30/2025 % Variance
Net Increase/(Decrease) in Net Assets				
Total Revenue				
LCFF Revenue	4,511,802.00	4,511,209.19	(592.81)	(0.0) %
Federal Revenue	240,721.00	204,602.80	(36,118.20)	(17.7) %
State Revenue	1,289,383.18	1,150,456.47	(138,926.71)	(12.1) %
Local Revenue	12,728.27	13,635.34	907.07	6.7 %
Total Revenue	6,054,634.45	5,879,903.80	(174,730.65)	(3.0) %
Total Expenses				
Salaries and Benefits				
Certificated Salaries	2,133,810.87	2,290,276.79	156,465.92	6.8 %
Classified Salaries	671,007.09	476,633.33	(194,373.76)	(40.8) %
Benefits	1,086,073.07	1,032,862.81	(53,210.26)	(5.2) %
Total Salaries and Benefits	3,890,891.03	3,799,772.93	(91,118.10)	(2.4) %
Operational Expenses				
Books and Supplies	832,659.99	964,586.94	131,926.95	13.7 %
Services	776,530.49	981,200.91	204,670.42	20.9 %
Other Outgo	423,262.69	0.00	(423,262.69)	0.0 %
Total Operational Expenses	2,032,453.17	1,945,787.85	(86,665.32)	(4.5) %
Total Expenses	5,923,344.20	5,745,560.78	(177,783.42)	(3.1) %
Other Financing Sources/Uses				
Contributions Between Resources				
898000 - Contributions to/from Unrestricted	0.01	0.00	(0.01)	0.0 %
Total Contributions	0.01	0.00	(0.01)	0.0 %
Total Other Financing Sources/Uses	(0.01)	0.00	0.01	0.0 %
Total Net Increase/(Decrease) in Net Assets	**131,290.26**	**134,343.02**	**3,052.76**	**2.3 %**

YOLO

STRS on Behalf- $202K
LREBG- $250K Revenue Deferral to meet FDF
State SPED- $209K in additional revenue
Salaries/Benefits- $108K Underspent
Books and Supplies- $132k Underspent (4100)
Services- $205K Underspent (Ed Consultants-100K)

Meeting Funding Determination targets *TEST YEAR*

Section VI. Calculated Funding Determination Percentage		
Ch.#		Charter
	48.52%	**1. Percent spent on Certificated Employee Salaries & Benefits to Total Public Revenues** (5 *CCR* 11963.3[c][1]) **Formula:** Certificated S&B costs Line B.1.a(1) / Federal Revenues Lines A.1.a - PCSGP A.1.a(i) + State Revenues A.1.b.
	80.29%	**2. Percent spent on Instruction & Instruction-Related Services to Total Revenues** (5 *CCR* 11963.3[c][2]) **Formula:** Instructional & Related Services costs. Line B.1.d. + Allowable Facilities costs 2.f.(iv) / Total Revenues Line A.1.e.

Proposed: FY26 Reserve Designations & Yolo LCFF Overpayment Information

	$ 7,906,314	FY26 Designations
25%	1,976,579	Economic Uncertainty
20%	1,581,263	Future SPED costs
20%	1,581,263	Future LEGAL costs
0%	-	Future FACILITY costs
35%	2,767,210	Enrollment Uncertainty
100%	**7,906,314**	**Total**

FY26

	Los Angeles Year To Date 06/30/2025 Current Year Balance	NPO Year To Date 06/30/2025 Current Year Balance	San Diego Year To Date 06/30/2025 Current Year Balance	Yolo County Year To Date 06/30/2025 Current Year Balance	Year To Date 06/30/2025 Comp on Actual
Total Cash and Cash Equivalents	***480,456.08***	***404,189.82***	***7,734,752.57***	***4,081,224.80***	***12,700,623.27***
Total Accounts Receivable	***2,065,364.32***	***40,102.49***	***406,356.95***	***457,611.00***	***2,969,434.76***
Total Prepaid Expenses	***0.00***	***591,894.87***	***5,750.00***	***0.00***	***597,644.87***
Total Employee Advances	***0.00***	***515.86***	***0.00***	***0.00***	***515.86***
Total Short Term Investments	***0.00***	***876,544.12***	***0.00***	***0.00***	***876,544.12***
Total Fixed Assets	***0.00***	***236,877.09***	***0.00***	***0.00***	***236,877.09***
Total Other Assets	***0.00***	***5,219.63***	***0.00***	***0.00***	***5,219.63***
Total Assets	**2,545,820.40**	**2,155,343.88**	**8,146,859.52**	**4,538,835.80**	**17,386,859.60**
Total Accounts Payable	***159,366.65***	***15,421.01***	***157,451.58***	***40,447.93***	***372,687.17***
950100 - Accrued Salaries	0.00	633,212.59	0.00	0.00	633,212.59
950300 - Accrued STRS	(13,262.39)	17,746.15	(10,247.95)	(4,767.67)	(10,531.86)
950500 - Accounts Payable-Accrual	17,366.00	0.00	0.00	77,314.81	94,680.81
950600 - Credit Card Payable	0.00	(33,148.17)	0.00	0.00	(33,148.17)
959000 - Due to Grantor Governments	26,066.22	0.00	835,950.67	5,615,233.13	6,477,250.02
Total Accrued Liabilities	***30,169.83***	***617,810.57***	***825,702.72***	***5,687,780.27***	***7,161,463.39***
Total Other Short Term Liability	***419,877.96***	***446,568.29***	***341,040.97***	***500,363.16***	***1,707,850.38***
Total Other Liabilities	***0.00***	***238,544.52***	***0.00***	***0.00***	***238,544.52***
Total Interfund Due to	***641,700.76***	***(4,306,747.95)***	***5,805,982.95***	***(2,140,935.76)***	***0.00***
Total Liabilities	***1,251,115.20***	***(2,988,403.56)***	***7,130,178.22***	***4,087,655.60***	***9,480,545.46***
Net Increase/(Decrease) in Net Assets	***124,649.66***	***513,109.35***	***63,692.45***	***131,290.26***	***832,741.72***
Total Unrestricted Net Assets	***1,170,055.54***	***4,630,638.09***	***952,988.85***	***319,889.94***	***7,073,572.42***
Total Unrest Net Assets with Inc/(Dec) to date	***1,294,705.20***	***5,143,747.44***	***1,016,681.30***	***451,180.20***	***7,906,314.14***
Total Net Assets	***1,294,705.20***	***5,143,747.44***	***1,016,681.30***	***451,180.20***	***7,906,314.14***
Liabilities and Net Assets	**2,545,820.40**	**2,155,343.88**	**8,146,859.52**	**4,538,835.80**	**17,386,859.60**

Total Cash

Yolo LCFF Overpayment Liability

Reserve balance (6.30.25)

CSMC

info@csmci.com
888.994.CSMC

43460 Ridge Park Dr., Ste. 100,
Temecula

Coversheet

Approve Fiscal Year 2025 Unaudited Actual Reports- Los Angeles

Section:	IX. Operations Division
Item:	C. Approve Fiscal Year 2025 Unaudited Actual Reports- Los Angeles
Purpose:	Vote
Submitted by:	Danielle Gamez
Related Material:	2025-09-04 CCS LA FY24-25 UAR TRC Checklist (1).pdf 2025-09-04 CCS LA FY24-25 UAR Alt Form (2).pdf

RECOMMENDATION:

Approve

SACS Web System - SACS V13
9/4/2025 9:14:50 AM 19-75309-0135145

Unaudited Actuals
Unaudited Actuals 2024-25
Technical Review Checks
Phase - All
Display - All Technical Checks

Compass Charter Schools of Los Angeles **Los Angeles County**

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

ALT FORM CHECKS

CHALT_AR_AP_POSITIVE - (**Warning**) - Accounts Receivable (Line G.3., Object 9200) and Accounts Payable (Line I.1., Object 9500) should have a positive balance by column (Unrestricted, Restricted, and Total). **Passed**

CHALT_ASSETS_POSITIVE - (**Warning**) - The following amount(s) reported in each cell of Section G., ASSETS, lines G.1 through G.9 (Except Object 9111), is(are) negative: **Exception**

Object Code	Column	Value
9340	Unrestricted	($641,700.76)

Explanation: Interfund due to amount and negative value is accurate.

CHALT_BAL_TOTAL - (**Warning**) - Adjusted Beginning Fund Balance/Net Position (Line F.1.c.) plus Total Revenues (Lines A.5., D.1. and D.3.) minus Total Expenditures (Lines B.8. and D.2.) minus Total Assets (Line G.10.) minus Total Deferred Outflows (Line H.2.) plus Total Liabilities (Line I.6.) plus Total Deferred Inflows (Line J.2.), Total of the Unrestricted column plus the total of the Restricted column, should equal zero. **Passed**

CHALT_CEFB_FD_EQUITY_ACCRUAL - (**Warning**) - Components of Ending Net Position, lines F.3.a through F.3.c, Total column (objects 9796, 9797, and 9790A), should agree with Fund Equity, Total column (Total Assets [line G.10.] plus Total Deferred Outflows [line H.2.] minus Total Liabilities [line I.6.] minus Total Deferred Inflows [line J.2.]). **Passed**

CHALT_CEFB_POSITIVE - (**Warning**) - Components of Ending Fund Balance (lines F.2.a.1. through F.2.e.1., and lines F.3.a through F.3.c., objects 9711 through 9797 or 9790A) should be positive individually by column (Unrestricted, Restricted, and Total). **Passed**

CHALT_CHK_UNBALANCED_A - (**Warning**) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **Passed**

CHALT_CHK_UNBALANCED_B - (**Fatal**) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed. **Passed**

CHALT_CONTRIB_POSITIVE - (**Warning**) - The amount reported on line D.3., Contributions Between Unrestricted and Restricted Accounts, Restricted column, should be positive. **Passed**

CHALT_DIR_COSTS - (**Fatal**) - Transfers of Direct Costs (B.5., Services and Other Operating Expenditures, Object Code 5700-5799), sum of Unrestricted and Restricted columns, should equal zero. **Passed**

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19-75309-0135145 - Compass Charter Schools of Los Angeles - Unaudited Actuals - Unaudited Actuals 2024-25
9/4/2025 9:14:50 AM

CHALT_INDIRECT - (**Warning**) - Transfers of Indirect Costs (Line B.7., objects 7300-7399) sum of Unrestricted and Restricted columns, should equal zero. **Passed**

CHALT_LCFF_SOURCES - (**Warning**) - The amounts reported in A.1. for State Aid - Current Year (Object 8011), Education Protection Account State Aid - Current Year (Object 8012), and Transfers to Charter Schools in Lieu of Property Taxes (Object 8096) in A.1. should equal the respective amount(s) from the Second Principal Apportionment certification. **Passed**

CHALT_MOE_CAP_OUTLAY - (**Warning**) - The calculated total amount in the Capital Outlay column of L.1., Total Federal Revenue Used for Capital Outlay and Debt Service, should be less than or equal to the calculated total amount in the Total column of B.6., Total, Capital Outlay. **Passed**

CHALT_MOE_DEBT_SERVICE - (**Warning**) - The calculated total amount in the Debt Service column of L.1., Total Federal Revenue Used for Capital Outlay and Debt Service, should be less than or equal to the calculated Total Debt Service subtotal in the Total column of B.7., Total Other Outgo. **Passed**

CHALT_MOE_POSITIVE - (**Warning**) - The amount reported for Capital Outlay & Debt Service on Line L.4.e., should be positive. **Passed**

CHALT_MOE_STATE_LOCAL_EXP_POSITIVE - (**Warning**) - Line L.4.c., Subtotal of State & Local Expenditures, should be positive. **Passed**

CHALT_NET_INV_CAP_ASSETS - (**Warning**) - If amounts are keyed in Capital Assets (Line G.9.), Unrestricted and/or Restricted column, then an amount should be reported in the respective column for Net Investment in Capital Assets (line F.3.a.). **Passed**

CHALT_OBJ_POSITIVE - (**Warning**) - The following object codes have a negative balance, by column: **Exception**

Object Code	Column	Value
9340	Unrestricted	($641,700.76)
Explanation: Interfund due to amount and negative value is accurate.		
9340	Total	($641,700.76)
Explanation: Interfund due to amount and negative value is accurate.		

CHALT_OTHER_SOURCES_POSITIVE - (**Warning**) - The amount reported on line D.1., Other Sources, Restricted column, should be positive. **Passed**

CHALT_OTHER_USES_POSITIVE - (**Warning**) - The amount reported on line D.2., Less: Other Uses, Restricted column, should be positive. **Passed**

CHALT_PY_EFB_CY_BFB - (**Fatal**) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance Line F.1.a. (Object 9791), Unrestricted and Restricted columns. **Passed**

CHALT_UNR_NET_POSITION_NEG - (**Warning**) - Unrestricted Net Position (Line F.3.c., Object 9790A), Restricted column, should be zero or negative. **Passed**

VERSION-CHECK - (**Warning**) - All versions are current. **Passed**

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

CHARTER SCHOOL CERTIFICATION

Charter School Name:	Compass Charter Schools of Los Angeles
CDS #:	19-75309-0135145
Charter Approving Entity:	Acton-Agua Dulce Unified
County:	Los Angeles
Charter #:	1651

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:	For Approving Entity:	For Charter School:
Demetra Moore	Khai Nguyen	Danielle Gamez
Name	Name	Name
Business Services Consultant	Assistant Superintendent of Business Services	Chief Operations Officer
Title	Title	Title
562-401-5497	661-261-0750	855-937-4227
Telephone	Telephone	Telephone
moore_demetra@lacoe.edu	knguyen@aausd.k12.ca.us	dgamez@compasscharters.org
Email address	Email address	Email address

To the entity that approved the charter school:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____

Charter School Official

(Original signature required)

Printed Name: Danielle Gamez Title: Chief Operations Officer

To the County Superintendent of Schools:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____

Authorized Representative of Charter Approving Entity

(Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____

County Superintendent/Designee

(Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name: Compass Charter Schools of Los Angeles
CDS #: 19-75309-0135145
Charter Approving Entity: Acton-Agua Dulce Unified
County: Los Angeles
Charter #: 1651

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	12,218,532.00		12,218,532.00
Education Protection Account State Aid - Current Year	8012	207,440.00		207,440.00
State Aid - Prior Years	8019	5,716.00		5,716.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	515,364.00		515,364.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		12,947,052.00	0.00	12,947,052.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		243,885.00	243,885.00
Special Education - Federal	8181, 8182		167,578.00	167,578.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		159,483.26	159,483.26
Total, Federal Revenues		0.00	570,946.26	570,946.26
3. Other State Revenues				
Special Education - State	StateRevSE		978,446.00	978,446.00
All Other State Revenues	StateRevAO	808,988.86	1,375,472.58	2,184,461.44
Total, Other State Revenues		808,988.86	2,353,918.58	3,162,907.44
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	35,406.63		35,406.63
Total, Local Revenues		35,406.63	0.00	35,406.63
5. TOTAL REVENUES		13,791,447.49	2,924,864.84	16,716,312.33
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	3,412,883.33	977,902.87	4,390,786.20
Certificated Pupil Support Salaries	1200	640.70	506,705.58	507,346.28
Certificated Supervisors' and Administrators' Salaries	1300	810,755.14	218,390.16	1,029,145.30
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		4,224,279.17	1,702,998.61	5,927,277.78
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	56,985.88	161,730.84	218,716.72
Noncertificated Support Salaries	2200	696,245.21	249,719.59	945,964.80
Noncertificated Supervisors' and Administrators' Salaries	2300	310,640.34	2,814.00	313,454.34
Clerical, Technical and Office Salaries	2400	240,671.29	147,754.24	388,425.53
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		1,304,542.72	562,018.67	1,866,561.39
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	1,352,986.24	354,433.68	1,707,419.92
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	160,202.70	59,332.59	219,535.29

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	Health and Welfare Benefits	3401-3402	830,045.99	179,245.86	1,009,291.85
	Unemployment Insurance	3501-3502	23,936.90		23,936.90
	Workers' Compensation Insurance	3601-3602	45,946.13		45,946.13
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	109,117.98		109,117.98
	Total, Employee Benefits		2,522,235.94	593,012.13	3,115,248.07
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	1,737,567.06	171,335.87	1,908,902.93
	Books and Other Reference Materials	4200	62,870.64	7,506.81	70,377.45
	Materials and Supplies	4300	8,590.12	236.12	8,826.24
	Noncapitalized Equipment	4400	131,195.50	134,181.25	265,376.75
	Food	4700			0.00
	Total, Books and Supplies		1,940,223.32	313,260.05	2,253,483.37
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	96,648.65	192,834.45	289,483.10
	Dues and Memberships	5300	45,402.06		45,402.06
	Insurance	5400	47,657.89		47,657.89
	Operations and Housekeeping Services	5500	2,941.12		2,941.12
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	28,855.18		28,855.18
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	852,599.74	1,459,906.82	2,312,506.56
	Communications	5900	59,081.85		59,081.85
	Total, Services and Other Operating Expenditures		1,133,186.49	1,652,741.27	2,785,927.76
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900			0.00
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		0.00	0.00	0.00
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299	643,164.23		643,164.23
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438			0.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		0.00	0.00	0.00
	Total, Other Outgo		643,164.23	0.00	643,164.23
8.	TOTAL EXPENDITURES		11,767,631.87	4,824,030.73	16,591,662.60

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		2,023,815.62	(1,899,165.89)	124,649.73
D. OTHER FINANCING SOURCES / USES				

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1.	Other Sources	8930-8979			0.00
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(1,899,165.89)	1,899,165.89	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(1,899,165.89)	1,899,165.89	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		124,649.73	0.00	124,649.73
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	1,170,055.54		1,170,055.54
	b. Adjustments/Restatements	9793, 9795			0.00
	c. Adjusted Beginning Fund Balance /Net Position		1,170,055.54	0.00	1,170,055.54
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		1,294,705.27	0.00	1,294,705.27
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	1,294,705.27	0.00	1,294,705.27

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	480,456.08		480,456.08
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200			0.00
4. Due from Grantor Governments	9290	2,065,364.32		2,065,364.32
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340	(641,700.76)		(641,700.76)
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400-9489			0.00
10. TOTAL ASSETS		1,904,119.64	0.00	1,904,119.64
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	163,470.26		163,470.26
2. Due to Grantor Governments	9590	26,066.22		26,066.22
3. Current Loans	9640			0.00

4.	Unearned Revenue	9650	279,369.40		279,369.40
5.	Long-Term Liabilities (accrual basis only)	9660-9669	140,508.56		140,508.56
6.	TOTAL LIABILITIES		609,414.44	0.00	609,414.44
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		1,294,705.20	0.00	1,294,705.20

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.		Arts and Music Discretionary Block Grant	298,044.81
b.		Prop 28 Arts and Music	151,488.68
c.		Learning Recovery Emergency Block Grant	1,229,029.25
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		1,678,562.74

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	16,591,662.60
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	570,946.26
c.	Subtotal of State & Local Expenditures	16,020,716.34
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	0.00
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	1,678,562.74

Declared Disaster		
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	$	14,342,153.60

Coversheet

Approve Fiscal Year 2025 Unaudited Actual Reports- San Diego

Section:	IX. Operations Division
Item:	D. Approve Fiscal Year 2025 Unaudited Actual Reports- San Diego
Purpose:	Vote
Submitted by:	Danielle Gamez
Related Material:	2025-09-04 CCS SD FY24-25 UAR TRC Checklist.pdf 2025-09-04 CCS SD FY24-25 UAR Alt Form (1).pdf

RECOMMENDATION:

Approve

SACS Web System - SACS V13
9/4/2025 9:16:28 AM 37-68213-0127084

Unaudited Actuals
Unaudited Actuals 2024-25
Technical Review Checks
Phase - All
Display - All Technical Checks

Compass Charter Schools of San Diego **San Diego County**

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

ALT FORM CHECKS

CHALT_AR_AP_POSITIVE - (Warning) - Accounts Receivable (Line G.3., Object 9200) and Accounts Payable (Line I.1., Object 9500) should have a positive balance by column (Unrestricted, Restricted, and Total). **Passed**

CHALT_ASSETS_POSITIVE - (Warning) - The following amount(s) reported in each cell of Section G., ASSETS, lines G.1 through G.9 (Except Object 9111), is(are) negative: **Exception**

Object Code	Column	Value
9340	Unrestricted	($5,805,982.95)

Explanation: This is an interfund due to and the negative value is accurate.

CHALT_BAL_TOTAL - (Warning) - Adjusted Beginning Fund Balance/Net Position (Line F.1.c.) plus Total Revenues (Lines A.5., D.1. and D.3.) minus Total Expenditures (Lines B.8. and D.2.) minus Total Assets (Line G.10.) minus Total Deferred Outflows (Line H.2.) plus Total Liabilities (Line I.6.) plus Total Deferred Inflows (Line J.2.), Total of the Unrestricted column plus the total of the Restricted column, should equal zero. **Passed**

CHALT_CEFB_FD_EQUITY_ACCRUAL - (Warning) - Components of Ending Net Position, lines F.3.a through F.3.c, Total column (objects 9796, 9797, and 9790A), should agree with Fund Equity, Total column (Total Assets [line G.10.] plus Total Deferred Outflows [line H.2.] minus Total Liabilities [line I.6.] minus Total Deferred Inflows [line J.2.]). **Passed**

CHALT_CEFB_POSITIVE - (Warning) - Components of Ending Fund Balance (lines F.2.a.1. through F.2.e.1., and lines F.3.a through F.3.c., objects 9711 through 9797 or 9790A) should be positive individually by column (Unrestricted, Restricted, and Total). **Passed**

CHALT_CHK_UNBALANCED_A - (Warning) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **Passed**

CHALT_CHK_UNBALANCED_B - (Fatal) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed. **Passed**

CHALT_CONTRIB_POSITIVE - (Warning) - The amount reported on line D.3., Contributions Between Unrestricted and Restricted Accounts, Restricted column, should be positive. **Passed**

CHALT_DIR_COSTS - (Fatal) - Transfers of Direct Costs (B.5., Services and Other Operating Expenditures, Object Code 5700-5799), sum of Unrestricted and Restricted columns, should equal zero. **Passed**

SACS Web System - SACS V13
37-68213-0127084 - Compass Charter Schools of San Diego - Unaudited Actuals - Unaudited Actuals 2024-25
9/4/2025 9:16:28 AM

CHALT_INDIRECT - (**Warning**) - Transfers of Indirect Costs (Line B.7., objects 7300-7399) sum of Unrestricted and Restricted columns, should equal zero. **Passed**

CHALT_LCFF_SOURCES - (**Warning**) - The amounts reported in A.1. for State Aid - Current Year (Object 8011), Education Protection Account State Aid - Current Year (Object 8012), and Transfers to Charter Schools in Lieu of Property Taxes (Object 8096) in A.1. should equal the respective amount(s) from the Second Principal Apportionment certification. **Passed**

CHALT_MOE_CAP_OUTLAY - (**Warning**) - The calculated total amount in the Capital Outlay column of L.1., Total Federal Revenue Used for Capital Outlay and Debt Service, should be less than or equal to the calculated total amount in the Total column of B.6., Total, Capital Outlay. **Passed**

CHALT_MOE_DEBT_SERVICE - (**Warning**) - The calculated total amount in the Debt Service column of L.1., Total Federal Revenue Used for Capital Outlay and Debt Service, should be less than or equal to the calculated Total Debt Service subtotal in the Total column of B.7., Total Other Outgo. **Passed**

CHALT_MOE_POSITIVE - (**Warning**) - The amount reported for Capital Outlay & Debt Service on Line L.4.e., should be positive. **Passed**

CHALT_MOE_STATE_LOCAL_EXP_POSITIVE - (**Warning**) - Line L.4.c., Subtotal of State & Local Expenditures, should be positive. **Passed**

CHALT_NET_INV_CAP_ASSETS - (**Warning**) - If amounts are keyed in Capital Assets (Line G.9.), Unrestricted and/or Restricted column, then an amount should be reported in the respective column for Net Investment in Capital Assets (line F.3.a.). **Passed**

CHALT_OBJ_POSITIVE - (**Warning**) - The following object codes have a negative balance, by column: **Exception**

Object Code	Column	Value
9340	Unrestricted	($5,805,982.95)
Explanation: This is an interfund due to and the negative value is accurate.		
9340	Total	($5,805,982.95)
Explanation: This is an interfund due to and the negative value is accurate.		

CHALT_OTHER_SOURCES_POSITIVE - (**Warning**) - The amount reported on line D.1., Other Sources, Restricted column, should be positive. **Passed**

CHALT_OTHER_USES_POSITIVE - (**Warning**) - The amount reported on line D.2., Less: Other Uses, Restricted column, should be positive. **Passed**

CHALT_PY_EFB_CY_BFB - (**Fatal**) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance Line F.1.a. (Object 9791), Unrestricted and Restricted columns. **Passed**

CHALT_UNR_NET_POSITION_NEG - (**Warning**) - Unrestricted Net Position (Line F.3.c., Object 9790A), Restricted column, should be zero or negative. **Passed**

VERSION-CHECK - (**Warning**) - All versions are current. **Passed**

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

CHARTER SCHOOL CERTIFICATION

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

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:	For Approving Entity:	For Charter School:
Roxanna Travers	Christina Noland	Danielle Gamez
Name	Name	Name
Financial Accounting and Data Support Manager	Director of Fiscal Services	Chief Operations Officer
Title	Title	Title
858-295-6700	619-473-9022 x160	855-937-4227
Telephone	Telephone	Telephone
roxanna.travers@sdcoe.net	christina.noland@meusd.org	dgamez@compasscharters.org
Email address	Email address	Email address

To the entity that approved the charter school:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____

Charter School Official

(Original signature required)

Printed Name: Danielle Gamez Title: Chief Operations Officer

To the County Superintendent of Schools:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____

Authorized Representative of Charter Approving Entity

(Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____

County Superintendent/Designee

(Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

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

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	4,967,421.00		4,967,421.00
Education Protection Account State Aid - Current Year	8012	3,212,094.00		3,212,094.00
State Aid - Prior Years	8019	82,189.00		82,189.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,905,109.00		1,905,109.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		10,166,813.00	0.00	10,166,813.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		178,247.00	178,247.00
Special Education - Federal	8181, 8182		138,586.00	138,586.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		161,229.25	161,229.25
Total, Federal Revenues		0.00	478,062.25	478,062.25
3. Other State Revenues				
Special Education - State	StateRevSE		785,878.00	785,878.00
All Other State Revenues	StateRevAO	632,423.46	990,038.19	1,622,461.65
Total, Other State Revenues		632,423.46	1,775,916.19	2,408,339.65
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	129,975.03		129,975.03
Total, Local Revenues		129,975.03	0.00	129,975.03
5. TOTAL REVENUES		10,929,211.49	2,253,978.44	13,183,189.93
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	3,422,395.49	804,538.11	4,226,933.60
Certificated Pupil Support Salaries	1200	495.11	393,254.43	393,749.54
Certificated Supervisors' and Administrators' Salaries	1300	737,357.22	172,751.77	910,108.99
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		4,160,247.82	1,370,544.31	5,530,792.13
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	44,033.41	124,970.81	169,004.22
Noncertificated Support Salaries	2200	537,994.18	192,960.25	730,954.43
Noncertificated Supervisors' and Administrators' Salaries	2300	240,034.24	2,174.40	242,208.64
Clerical, Technical and Office Salaries	2400	185,968.62	114,170.84	300,139.46
Other Noncertificated Salaries	2900	26,233.50		26,233.50
Total, Noncertificated Salaries		1,034,263.95	434,276.30	1,468,540.25

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	1,216,484.03	283,978.40	1,500,462.43
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	137,893.39	46,614.02	184,507.41

	Health and Welfare Benefits	3401-3402	652,219.52	127,668.20	779,887.72
	Unemployment Insurance	3501-3502	18,496.25		18,496.25
	Workers' Compensation Insurance	3601-3602	35,502.87		35,502.87
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	78,723.83		78,723.83
	Total, Employee Benefits		2,139,319.89	458,260.62	2,597,580.51
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	1,345,416.66	149,209.86	1,494,626.52
	Books and Other Reference Materials	4200	40,612.88	13,767.18	54,380.06
	Materials and Supplies	4300	9,364.47	182.50	9,546.97
	Noncapitalized Equipment	4400	117,548.38	84,710.51	202,258.89
	Food	4700			0.00
	Total, Books and Supplies		1,512,942.39	247,870.05	1,760,812.44
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	80,535.37	184,239.70	264,775.07
	Dues and Memberships	5300	31,386.38		31,386.38
	Insurance	5400	36,825.65		36,825.65
	Operations and Housekeeping Services	5500	2,272.63		2,272.63
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	84,486.54		84,486.54
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	689,436.57	1,163,793.09	1,853,229.66
	Communications	5900	45,677.07		45,677.07
	Total, Services and Other Operating Expenditures		970,620.21	1,348,032.79	2,318,653.00
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900			0.00
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		0.00	0.00	0.00
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299			0.00
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438			0.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		0.00	0.00	0.00
	Total, Other Outgo		0.00	0.00	0.00
8.	TOTAL EXPENDITURES		9,817,394.26	3,858,984.07	13,676,378.33

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		1,111,817.23	(1,605,005.63)	(493,188.40)
D. OTHER FINANCING SOURCES / USES				

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	Description	Object Code	Unrestricted	Restricted	Total
1.	Other Sources	8930-8979	556,880.79		556,880.79
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(1,605,005.63)	1,605,005.63	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(1,048,124.84)	1,605,005.63	556,880.79
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		63,692.39	0.00	63,692.39
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	952,988.85		952,988.85
	b. Adjustments/Restatements	9793, 9795			0.00
	c. Adjusted Beginning Fund Balance /Net Position		952,988.85	0.00	952,988.85
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		1,016,681.24	0.00	1,016,681.24
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	1,016,681.24	0.00	1,016,681.24
G.	**ASSETS**				
1.	Cash				
	In County Treasury	9110			0.00
	Fair Value Adjustment to Cash in County Treasury	9111	3,710.90		3,710.90
	In Banks	9120	7,731,041.67		7,731,041.67
	In Revolving Fund	9130			0.00
	With Fiscal Agent/Trustee	9135			0.00
	Collections Awaiting Deposit	9140			0.00
2.	Investments	9150			0.00
3.	Accounts Receivable	9200	3,291.76		3,291.76
4.	Due from Grantor Governments	9290	403,065.19		403,065.19
5.	Stores	9320			0.00
6.	Prepaid Expenditures (Expenses)	9330	5,750.00		5,750.00
7.	Other Current Assets	9340	(5,805,982.95)		(5,805,982.95)
8.	Lease Receivable	9380			0.00
9.	Capital Assets (accrual basis only)	9400-9489			0.00
10.	TOTAL ASSETS		2,340,876.57	0.00	2,340,876.57
H.	**DEFERRED OUTFLOWS OF RESOURCES**				
1.	Deferred Outflows of Resources	9490			0.00
2.	TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I.	**LIABILITIES**				
1.	Accounts Payable	9500	147,203.63		147,203.63
2.	Due to Grantor Governments	9590	835,950.67		835,950.67
3.	Current Loans	9640			0.00

4.	Unearned Revenue	9650	232,468.89		232,468.89
5.	Long-Term Liabilities (accrual basis only)	9660-9669	108,572.08		108,572.08
6.	TOTAL LIABILITIES		1,324,195.27	0.00	1,324,195.27
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		1,016,681.30	0.00	1,016,681.30

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.		Educator Effectiveness	68,287.61
b.		Arts and Music Discretionary Block Grant	275,937.18
c.		Prop 28 Arts and Music	123,442.00
d.		Learning Recovery Emergency Block Grant	946,649.73
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		1,414,316.52

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	13,676,378.33
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	478,062.25
c.	Subtotal of State & Local Expenditures	13,198,316.08
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	0.00
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	1,414,316.52

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Declared Disaster		
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	$	11,783,999.56

Coversheet

Approve Fiscal Year 2025 Unaudited Actual Reports-Yolo

Section:	IX. Operations Division
Item:	E. Approve Fiscal Year 2025 Unaudited Actual Reports-Yolo
Purpose:	Vote
Submitted by:	Danielle Gamez
Related Material:	2025-09-04 CCS YOLO FY24-25 UAR TRC Checklist.pdf 2025-09-04 CCS YOLO FY24-25 UAR Alt Form (1).pdf

RECOMMENDATION:

Approve

SACS Web System - SACS V13
9/4/2025 9:12:59 AM 57-72702-0139436

Unaudited Actuals
Unaudited Actuals 2024-25
Technical Review Checks
Phase - All
Display - All Technical Checks

Compass Charter School of Yolo **Yolo County**

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

ALT FORM CHECKS

CHALT_AR_AP_POSITIVE - (**Warning**) - Accounts Receivable (Line G.3., Object 9200) and Accounts Payable (Line I.1., Object 9500) should have a positive balance by column (Unrestricted, Restricted, and Total). **Passed**

CHALT_ASSETS_POSITIVE - (**Warning**) - The amount reported in each cell of Section G., ASSETS, lines G.1 through G.9 (except Object 9111), Unrestricted and Restricted columns, should be positive individually by column (Unrestricted, Restricted, and Total). **Passed**

CHALT_BAL_TOTAL - (**Warning**) - Adjusted Beginning Fund Balance/Net Position (Line F.1.c.) plus Total Revenues (Lines A.5., D.1. and D.3.) minus Total Expenditures (Lines B.8. and D.2.) minus Total Assets (Line G.10.) minus Total Deferred Outflows (Line H.2.) plus Total Liabilities (Line I.6.) plus Total Deferred Inflows (Line J.2.), Total of the Unrestricted column plus the total of the Restricted column, should equal zero. **Passed**

CHALT_CEFB_FD_EQUITY_ACCRUAL - (**Warning**) - Components of Ending Net Position, lines F.3.a through F.3.c, Total column (objects 9796, 9797, and 9790A), should agree with Fund Equity, Total column (Total Assets [line G.10.] plus Total Deferred Outflows [line H.2.] minus Total Liabilities [line I.6.] minus Total Deferred Inflows [line J.2.]). **Passed**

CHALT_CEFB_POSITIVE - (**Warning**) - Components of Ending Fund Balance (lines F.2.a.1. through F.2.e.1., and lines F.3.a through F.3.c., objects 9711 through 9797 or 9790A) should be positive individually by column (Unrestricted, Restricted, and Total). **Passed**

CHALT_CHK_UNBALANCED_A - (**Warning**) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **Passed**

CHALT_CHK_UNBALANCED_B - (**Fatal**) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export is completed. **Passed**

CHALT_CONTRIB_POSITIVE - (**Warning**) - The amount reported on line D.3., Contributions Between Unrestricted and Restricted Accounts, Restricted column, should be positive. **Passed**

CHALT_DIR_COSTS - (**Fatal**) - Transfers of Direct Costs (B.5., Services and Other Operating Expenditures, Object Code 5700-5799), sum of Unrestricted and Restricted columns, should equal zero. **Passed**

CHALT_INDIRECT - (**Warning**) - Transfers of Indirect Costs (Line B.7., objects 7300-7399) sum of Unrestricted and Restricted columns, should equal zero. **Passed**

SACS Web System - SACS V13
57-72702-0139436 - Compass Charter School of Yolo - Unaudited Actuals - Unaudited Actuals 2024-25
9/4/2025 9:12:59 AM

CHALT_LCFF_SOURCES - (**Warning**) - The following amount(s) reported in A.1. does/do not equal the respective amount(s) from the Second Principal Apportionment certification. Provide an explanation for the variance, including prior year adjustment amounts for Transfers in Lieu of Property Taxes. **Exception**

Object Code	Amount Reported In A. 1.	Preloaded Apportionment Amount	Difference
8096	$1,223,350.00	$1,072,068.00	($151,282.00)

Explanation: This was to adjust an overpaid balance to YOLO for the prior FY23-24.

CHALT_MOE_CAP_OUTLAY - (**Warning**) - The calculated total amount in the Capital Outlay column of L.1., Total Federal Revenue Used for Capital Outlay and Debt Service, should be less than or equal to the calculated total amount in the Total column of B.6., Total, Capital Outlay. **Passed**

CHALT_MOE_DEBT_SERVICE - (**Warning**) - The calculated total amount in the Debt Service column of L.1., Total Federal Revenue Used for Capital Outlay and Debt Service, should be less than or equal to the calculated Total Debt Service subtotal in the Total column of B.7., Total Other Outgo. **Passed**

CHALT_MOE_POSITIVE - (**Warning**) - The amount reported for Capital Outlay & Debt Service on Line L.4.e., should be positive. **Passed**

CHALT_MOE_STATE_LOCAL_EXP_POSITIVE - (**Warning**) - Line L.4.c., Subtotal of State & Local Expenditures, should be positive. **Passed**

CHALT_NET_INV_CAP_ASSETS - (**Warning**) - If amounts are keyed in Capital Assets (Line G.9.), Unrestricted and/or Restricted column, then an amount should be reported in the respective column for Net Investment in Capital Assets (line F.3.a.). **Passed**

CHALT_OBJ_POSITIVE - (**Warning**) - All applicable object codes should have a positive balance by worksheet (Unrestricted, Restricted, and Unrestricted/Restricted) by data type. **Passed**

CHALT_OTHER_SOURCES_POSITIVE - (**Warning**) - The amount reported on line D.1., Other Sources, Restricted column, should be positive. **Passed**

CHALT_OTHER_USES_POSITIVE - (**Warning**) - The amount reported on line D.2., Less: Other Uses, Restricted column, should be positive. **Passed**

CHALT_PY_EFB_CY_BFB - (**Fatal**) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance Line F.1.a. (Object 9791), Unrestricted and Restricted columns. **Passed**

CHALT_UNR_NET_POSITION_NEG - (**Warning**) - Unrestricted Net Position (Line F.3.c., Object 9790A), Restricted column, should be zero or negative. **Passed**

VERSION-CHECK - (**Warning**) - All versions are current. **Passed**

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

CHARTER SCHOOL CERTIFICATION

Charter School Name:	Compass Charter School of Yolo
CDS #:	57-72702-0139436
Charter Approving Entity:	Winters Joint Unified
County:	Yolo
Charter #:	2059

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:	For Approving Entity:	For Charter School:
Veronica Moreno	Russell Barrington	Danielle Gamez
Name	Name	Name
Director, External Business Services	Assistant Superintendent of Business Services	Chief Operations Officer
Title	Title	Title
530-668-3719	530-795-6100 x8003	855-937-4227
Telephone	Telephone	Telephone
Veronica.Moreno@ycoe.org	rbarrington@wintersjusd.org	dgamez@compasscharters.org
Email address	Email address	Email address

To the entity that approved the charter school:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____

Charter School Official

(Original signature required)

Printed Name: Danielle Gamez Title: Chief Operations Officer

To the County Superintendent of Schools:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____

Authorized Representative of Charter Approving Entity

(Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2024-25 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____

County Superintendent/Designee

(Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS

FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2024 to June 30, 2025

Charter School Name: Compass Charter School of Yolo
CDS #: 57-72702-0139436
Charter Approving Entity: Winters Joint Unified
County: Yolo
Charter #: 2059

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900-6920, 7438, 9400-9489, 9660-9669, 9796, and 9797)**

Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6700, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	3,340,118.00		3,340,118.00
Education Protection Account State Aid - Current Year	8012	161,731.00		161,731.00
State Aid - Prior Years	8019	(213,397.00)		(213,397.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,223,350.00		1,223,350.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		4,511,802.00	0.00	4,511,802.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		116,785.00	116,785.00
Special Education - Federal	8181, 8182		123,936.00	123,936.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299			0.00
Total, Federal Revenues		0.00	240,721.00	240,721.00
3. Other State Revenues				
Special Education - State	StateRevSE		555,496.00	555,496.00
All Other State Revenues	StateRevAO	301,780.37	432,106.81	733,887.18
Total, Other State Revenues		301,780.37	987,602.81	1,289,383.18
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	12,728.27		12,728.27
Total, Local Revenues		12,728.27	0.00	12,728.27
5. TOTAL REVENUES		4,826,310.64	1,228,323.81	6,054,634.45
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,228,114.74	350,321.38	1,578,436.12
Certificated Pupil Support Salaries	1200	230.32	185,178.78	185,409.10
Certificated Supervisors' and Administrators' Salaries	1300	291,456.94	78,508.71	369,965.65
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		1,519,802.00	614,008.87	2,133,810.87
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	20,485.77	58,140.35	78,626.12
Noncertificated Support Salaries	2200	250,292.02	89,771.37	340,063.39
Noncertificated Supervisors' and Administrators' Salaries	2300	111,671.50	1,011.60	112,683.10
Clerical, Technical and Office Salaries	2400	86,518.48	53,116.00	139,634.48
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		468,967.77	202,039.32	671,007.09

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	486,616.35	127,181.21	613,797.56
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	57,608.80	21,311.65	78,920.45

	Health and Welfare Benefits	3401-3402	297,804.87	65,023.61	362,828.48
	Unemployment Insurance	3501-3502	8,604.99		8,604.99
	Workers' Compensation Insurance	3601-3602	16,517.12		16,517.12
	OPEB, Allocated	3701-3702			0.00
	OPEB, Active Employees	3751-3752			0.00
	Other Employee Benefits	3901-3902	5,404.47		5,404.47
	Total, Employee Benefits		872,556.60	213,516.47	1,086,073.07
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	620,853.75	84,390.73	705,244.48
	Books and Other Reference Materials	4200		25,300.26	25,300.26
	Materials and Supplies	4300	3,088.03	84.88	3,172.91
	Noncapitalized Equipment	4400	40,469.53	58,472.81	98,942.34
	Food	4700			0.00
	Total, Books and Supplies		664,411.31	168,248.68	832,659.99
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100			0.00
	Travel and Conferences	5200	19,775.01	16,516.71	36,291.72
	Dues and Memberships	5300	20,268.71		20,268.71
	Insurance	5400	17,132.46		17,132.46
	Operations and Housekeeping Services	5500	1,057.29		1,057.29
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	10,373.10		10,373.10
	Transfers of Direct Costs	5700-5799			0.00
	Professional/Consulting Services and Operating Expend.	5800	267,761.09	402,469.15	670,230.24
	Communications	5900	21,176.97		21,176.97
	Total, Services and Other Operating Expenditures		357,544.63	418,985.86	776,530.49
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6700 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Subscription Assets	6700			0.00
	Depreciation Expense (accrual basis only)	6900			0.00
	Amortization Expense - Lease Assets (accrual basis only)	6910			0.00
	Amortization Expense - Subscription Assets (accrual basis only)	6920			0.00
	Total, Capital Outlay		0.00	0.00	0.00
7.	Other Outgo				
	Tuition to Other Schools	7110-7143			0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
	All Other Transfers	7281-7299	423,262.69		423,262.69
	Transfers of Indirect Costs	7300-7399			0.00
	Debt Service:				
	Interest	7438			0.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		0.00	0.00	0.00
	Total, Other Outgo		423,262.69	0.00	423,262.69
8.	TOTAL EXPENDITURES		4,306,545.00	1,616,799.20	5,923,344.20

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		519,765.64	(388,475.39)	131,290.25
D. OTHER FINANCING SOURCES / USES				

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1.	Other Sources	8930-8979			0.00
2.	Less: Other Uses	7630-7699			0.00
3.	Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(388,475.39)	388,475.39	0.00
4.	TOTAL OTHER FINANCING SOURCES / USES		(388,475.39)	388,475.39	0.00
E.	**NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)**		131,290.25	0.00	131,290.25
F.	**FUND BALANCE / NET POSITION**				
1.	Beginning Fund Balance/Net Position				
	a. As of July 1	9791	319,889.94		319,889.94
	b. Adjustments/Restatements	9793, 9795			0.00
	c. Adjusted Beginning Fund Balance /Net Position		319,889.94	0.00	319,889.94
2.	Ending Fund Balance /Net Position, June 30 (E+F1c)		451,180.19	0.00	451,180.19
	Components of Ending Fund Balance (Modified Accrual Basis only)				
	a. Nonspendable				
	1. Revolving Cash (equals Object 9130)	9711			0.00
	2. Stores (equals Object 9320)	9712			0.00
	3. Prepaid Expenditures (equals Object 9330)	9713			0.00
	4. All Others	9719			0.00
	b. Restricted	9740			0.00
	c. Committed				
	1. Stabilization Arrangements	9750			0.00
	2. Other Commitments	9760			0.00
	d. Assigned	9780			0.00
	e. Unassigned/Unappropriated				
	1. Reserve for Economic Uncertainties	9789			0.00
	2. Unassigned/Unappropriated Amount	9790M			0.00
3.	**Components of Ending Net Position (Accrual Basis only)**				
	a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
	b. Restricted Net Position	9797			0.00
	c. Unrestricted Net Position	9790A	451,180.19	0.00	451,180.19

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	4,081,224.80		4,081,224.80
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200			0.00
4. Due from Grantor Governments	9290	457,611.00		457,611.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330			0.00
7. Other Current Assets	9340	2,140,935.76		2,140,935.76
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400-9489			0.00
10. TOTAL ASSETS		6,679,771.56	0.00	6,679,771.56
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	112,995.07		112,995.07
2. Due to Grantor Governments	9590	5,615,233.13		5,615,233.13
3. Current Loans	9640			0.00

4.	Unearned Revenue	9650	449,851.98		449,851.98
5.	Long-Term Liabilities (accrual basis only)	9660-9669	50,511.18		50,511.18
6.	TOTAL LIABILITIES		6,228,591.36	0.00	6,228,591.36
J.	**DEFERRED INFLOWS OF RESOURCES**				
1.	Deferred Inflows of Resources	9690			0.00
2.	TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K.	**FUND BALANCE /NET POSITION**				
	Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
	(must agree with Line F2)		451,180.20	0.00	451,180.20

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

	Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a.		$		0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
f.				0.00
g.				0.00
h.				0.00
i.				0.00
j.				0.00
	TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

	Objects of Expenditures		Amount (Enter "0.00" if none)
a.	Certificated Salaries	1000-1999	
b.	Noncertificated Salaries	2000-2999	
c.	Employee Benefits	3000-3999	
d.	Books and Supplies	4000-4999	
e.	Services and Other Operating Expenditures	5000-5999	
	TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

	Date of Presidential Disaster Declaration	Brief Description (If no amounts, indicate "None")	Amount
a.		Arts and Music Discretionary Block Grant	107,143.64
b.		Prop 28 Arts and Music	77,006.10
c.		Learning Recovery Emergency Block Grant	444,679.32
d.			
	TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)		628,829.06

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2023-24 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2026-27.

a.	Total Expenditures (B8)	5,923,344.20
b.	Less Federal Expenditures (Total A2)	
	[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	240,721.00
c.	Subtotal of State & Local Expenditures	5,682,623.20
	[a minus b]	
d.	Less Community Services	0.00
	[L2 Total]	
e.	Less Capital Outlay & Debt Service	0.00
	[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	
f.	Less Supplemental Expenditures made as the result of a Presidentially	628,829.06

Declared Disaster		
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE	$	5,053,794.14
[c minus d minus e minus f]		

Coversheet

Review and Approve the FY26 EPA Funds Allocation

Section: IX. Operations Division
Item: F. Review and Approve the FY26 EPA Funds Allocation
Purpose: Vote
Submitted by: Danielle Gamez
Related Material: 2025-09-09 CCS FY26 EPA Resolution & FY25 EPA Results (1).pdf

BACKGROUND:

The Education Protection Account (EPA) provides local educational agencies (LEAs) with general purpose state aid funding pursuant to Section 36 of Article XIII of the California Constitution. The EPA funding is a component of an LEA's total Local Control Funding Formula (LCFF) entitlement as calculated in the Principal Apportionment.

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

RECOMMENDATION:

Approve the FY26 EPA Resolution and FY25 EPA Results

2025-26 Education Protection Account (EPA)

Compass Charter Schools
RESOLUTION OF THE GOVERNING BOARD OF

Compass Charter Schools

BE IT RESOLVED that the Education Protection Account funds to be received by **Compass Charter Schools** for FY 2025-26 in the amount of approximately **$1,845,975** will be used solely for instructional, non-administrative expenses.

PASSED AND ADOPTED at a meeting of the Board of Directors of **Compass Charter Schools**.

Dated **September 23, 2025**.

Board Chair, **Compass Charter Schools**

BUDGET: Fiscal Year 2025-26 BUDGET (for Board Resolution):

Compass Charter Schools
Revenue
2025-26 Budget- Initial Budget 2.3% COLA

SACS		070 Yolo	020 San Diego	040 Los Angeles	Total
State					
8012	LCFF; EPA portion	$ 79,958.00	$ 1,548,207.00	$ 217,810.00	1,845,975.00

REPORT OUT: Fiscal Year 2024-25 ACTUALS (for website posting):

Compass Charter Schools - COM
Statement of Activities

Reporting Book: ACCRUAL
As of Date: 06/30/2025
Restriction: 1400-Education Protection Account
Location: Compass Charter Schools - COM

	Los Angeles Year To Date 06/30/2025 Actual	San Diego Year To Date 06/30/2025 Actual	Yolo County Year To Date 06/30/2025 Actual	Compass Charter Schools - COM (All) Year To Date 06/30/2025 Actual
LCFF Revenue				
801200 - Education Protection Account Revenue	207,440.00	3,212,094.00	161,731.00	3,581,265.00
801900 - Prior Year Income/Adjustments	192.00	3,948.00	0.00	4,140.00
Total LCFF Revenue	**207,632.00**	**3,216,042.00**	**161,731.00**	**3,585,405.00**
Total Revenue	**207,632.00**	**3,216,042.00**	**161,731.00**	**3,585,405.00**
Certificated Salaries				
110000 - Teachers' Salaries	155,383.60	2,406,759.00	121,033.10	2,683,175.70
Total Certificated Salaries	**155,383.60**	**2,406,759.00**	**121,033.10**	**2,683,175.70**
Benefits				
310100 - State Teachers' Retirement System, Certificated	29,678.27	459,690.97	23,117.32	512,486.56
330100 - OASDI/Medicare, Certificated	2,253.06	34,898.01	1,754.98	38,906.05
340100 - Health & Welfare Benefits, Certificated	19,001.42	294,315.71	14,800.79	328,117.92
350100 - State Unemployment Insurance, Certificated	450.65	6,980.14	351.02	7,781.81
360100 - Worker Compensation Insurance, Certificated	865.00	13,398.17	673.79	14,936.96
Total Benefits	**52,248.40**	**809,283.00**	**40,697.90**	**902,229.30**
Total Salaries and Benefits	**207,632.00**	**3,216,042.00**	**161,731.00**	**3,585,405.00**
Total Expenses	**207,632.00**	**3,216,042.00**	**161,731.00**	**3,585,405.00**
Total Net Increase/(Decrease) in Net Assets	***0.00***	***0.00***	***0.00***	***0.00***

Coversheet

Compass Conference 2026 Proposal

Section: IX. Operations Division
Item: G. Compass Conference 2026 Proposal
Purpose: Vote
Submitted by: Danielle Gamez
Related Material:
Compass Charter Schools 2026 Contract - Aug 2026 - DoubleTree by Hilton San Diego Mission Valley - revised 9.5.25 (1) (1).docx
Encore Estimate (1) (1).pdf
2025 Compass Conference Final Receipt.pdf

BACKGROUND:

Purchases exceeding $100,000 require the approval of the board.

2026 Proposed Total Cost $234,320.19

2025 Final Cost $244,930.70

RECOMMENDATION:

Approved the 2026 Conference proposal.

Hilton

GROUP MEETING & EVENT AGREEMENT

DoubleTree by Hilton San Diego Mission Valley
7450 Hazard Center Drive
San Diego, CA 92108

This **Group Meeting & Event Agreement** ("Agreement") is by and between **Compass Charter Schools** ("Group") and **San Diego Lessee LLC** d/b/a **DoubleTree by Hilton San Diego Mission Valley** (the "Hotel").

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Elizabeth Brenner	**Name of "Event":**	Compass Charter Schools
Title:	Superintendent	**Date(s) of Event:**	August 09, 2026 - August 13, 2026
Company Name:	Compass Charter Schools	**Post to Reader Board As:**	Compass Charter Schools
Address:	850 Hampshire Rd. Suite R	**Hotel Contact:**	Cari Radford
City, State, Zip:	Thousand Oaks, CA 91361	**Title:**	Senior Sales Manager
Phone:	805-358-4761	**Phone:**	(619) 288-2992
Email:	ebrenner@compasscharters.org	**Email:**	cari.radford@hilton.com

Room Block and Rates

Hotel is pleased to confirm the following negotiated group room rates:

		1 King Executive Suite		1 King Presidential Suite		Standard Guestrooms	
	Occupancy	**Rooms**	**Rate**	**Rooms**	**Rate**	**Rooms**	**Rate**
Sun 08/09/2026	S/D	1	$199.00	1	$199.00	5	$199.00
Mon 08/10/2026	S/D	1	$199.00	1	$199.00	178	$199.00
Tue 08/11/2026	S/D	1	$199.00	1	$199.00	178	$199.00
Wed 08/12/2026	S/D	1	$199.00	1	$199.00	178	$199.00

Standard Rooms as noted above are made up of Double Queen and Single King Room types. On average, your group block will be made up of 50% Double Queens and 50% Single King rooms due to the nature of our inventories. Exact room types cannot be guaranteed. ***The Bedroom Unit in our One Bedroom or Two Bedroom Suite(s) will be taken from Standard inventory.***

TOTAL SLEEPING ROOM NIGHTS RESERVED: 547

Group room rates as noted in the "Room Block" above are quoted *net non-commissionable* and are quoted *exclusive* of applicable state and local taxes, fees and assessments.

For those attendees that book a room in the official Room Block over the peak Event dates, quoted sleeping room rates will be offered to Group's attendees, based on availability of contracted room type(s), 3 days before and 3 days after the above Event dates.

Group agrees to provide to Hotel with information summarizing all events of a similar type to the one described in this Agreement that Group holds between the date this Agreement is signed and the date of the Event described in this Agreement, and no later than 60 days after each such similar event is completed. This information will be used by Hotel to assist Group and Hotel in planning for this Event.

Meet with Purpose

Hilton's Meet with Purpose program provides opportunities for groups to host sustainable meetings. Prior to the Event, Group may request that the Hotel run Hilton's proprietary "*Meeting Calculator Report*" that uses the number of Event days, attendees, meals, room nights, and total amount of contracted meeting and function space, along with the Hotel's specific environmental measurements, to *estimate* carbon emissions, energy use, water use, and waste that will be produced during the Event. The Hotel can then use these metrics to provide Group with ways to reduce the environmental footprint of the Event that align with Group's goals and values such as climate conscious menus, waste reduction strategies, incorporating a social impact event in the Hotel's local community, and/or food donation opportunities (where legally allowable).

Summary of Revenue Anticipated by Hotel from this Agreement

For Group's information and guidance, the following chart illustrates the total potential value of Group's Event. The Hotel has offered the negotiated group room rates, meeting room inventory and other concessions in this Agreement based upon the total revenue contracted, as well as additional revenue from providing additional services to Group and Group's attendees at additional charge. Any requests for additional sleeping rooms, meeting rooms, function space and/or food and beverage to be added after Agreement signing will be subject to availability, and agreed upon changes would be confirmed in a written amendment to this Agreement signed by both parties.

Summary of Revenue Anticipated by Hotel from this Agreement	
Total Anticipated Sleeping Room Revenue:	**$108,853.00**
Total Anticipated Food and Beverage Revenue: ***Total Anticipated Food and Beverage Revenue does not include gratuities, facility charge, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales.***	**$87,000.00**
"Total Anticipated Revenue":	**$195,853.00**

Option Dates

These arrangements are being held on a **first option basis** until **September 26, 2025** (the "**Option Period**"). However, should other business opportunities arise such that Hotel is in a position to confirm immediately, Group will be advised and given **3 days**, or until the end of Group's Option Period (whichever is shorter) to confirm this Agreement on a definite basis by returning a signed copy of this Agreement to Hotel. Please note that it is Group's responsibility to notify Hotel if Group needs to request an extension of Group's Option Period. If Hotel does not receive a signed copy of this Agreement by **September 26, 2025**, Hotel may, at Hotel's sole option and with no notice required, release this first option, review Hotel's rates, or continue to hold the arrangements.

Taxes

Group agrees to pay any and all applicable federal, state, municipal or other taxes, fees, or assessments imposed on or applicable to Group's Event. Currently, the sales tax rate is **7.75%**, and the hotel occupancy tax rate is **12.75%**; San Diego Marketing Assessment **2.00%**; CA Tourism Assessment **0.20%**. Total current Occupancy Tax is **14.95%** (subject to change without notice). Hotel will honor any available tax exemptions for which Group qualifies, provided that Group properly completes and timely provides all documentation required by the applicable jurisdiction to substantiate the exemption.

FastPay Rebate or Subsidy

FastPay will pay 3% of the applicable negotiated group room rate (excluding any taxes, commission, housing company fees or other rebates/subsidies) for each sleeping room night actually occupied and paid for by Group's attendees that was reserved as part of the established Room Block at the negotiated group room rates contained in this Agreement to **Compass Charter Schools** for the purpose of defraying costs of the Event,. No rebate or subsidy payments will be paid on complimentary rooms or discounted staff rooms, as applicable. Payment of the actual value of the earned rebate or subsidy will be made by FastPay after receipt by the Hotel of full payment for the Event. Group agrees to take full responsibility for determining whether further disclosure of the rebate or subsidy is required and for making such disclosure if it is required. **At contracting the customer may elect to have their rebate applied directly to Master Account.**

Event Planner Program

("**Event Planner**") is eligible to earn an Event Planner Bonus for a qualifying event. The Event Planner's Hilton Honors Account Number is _____**.** For this Event, Event Planner is eligible to earn **DOUBLE** Hilton Honors bonus points for every eligible dollar spent. Eligible revenue will include **all revenue actualized on Group Master Account** up to a maximum of $100,000 of eligible revenue. Full details and rules regarding the Event Planner Program are available by visiting www.hilton.com. Group agrees to take full responsibility for determining whether further disclosure of the Event Planner Bonus is required and for making such disclosure if it is required.

Complimentary Rooms

In consideration of Group's sleeping room revenue commitment, Hotel is pleased to extend one (1) complimentary room night per every **40** revenue room nights actually utilized within Group's official Room Block. A standard parlor of a suite is counted as one room, with a standard one-bedroom suite being counted as two rooms. Group should provide a list of names to Hotel in order of preference for complimentary room assignment. If Group fills all of the rooms reserved in the Room Block, Group will be entitled to **13** complimentary rooms, valued at a minimum of $**2,587.00**. No complimentary room credits will be earned on discounted rooms such as staff rooms.

Additional Concessions

In consideration of the entire value Group's Event will bring to the Hotel, the Hotel is pleased to offer the following additional concessions based on Group's achievement of **75**% or greater of the combined **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**. If the actual total sleeping room revenue and the actual total food and beverage revenue for Group's Event materializes at less than **75%** of the combined **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**, the concessions will be *reduced* proportionately at the discretion of the Hotel or, at Group's request, provided and charged to Group's Master Account at retail value, in addition to any performance damages Group may owe related to sleeping room revenue and Food & Beverage revenue, plus applicable Meeting Room Rental Fees. Please advise Group's assigned Event Manager no later than seven (7) days prior to first guest room arrival of Group's decision whether Group prefers to have concessions reduced or if Group wants to retain and pay for the unearned concessions. If Group elects to pay for unearned concessions, Group agrees that Group will pay all applicable labor/union charges, state and local taxes, administrative and/or facility charges on all concessions provided.

Item	Retail Value per Unit	Units/Quantity	Duration	Concession	Total Retail Value	Savings
Presidential Suite	$799	1	8/9/26 – 8/13/26	One (1) Presidential Suite at the group rate	$3,196.00	$2,400.00
Executive Suite	$599	1	8/9/26 – 8/13/26	One (1) Executive Suite at the group rate	$2,396.00	$1,600.00
Guestroom Internet	$9.95 Standard Wireless Internet	547	8/9/26 – 8/13/26	Complimentary standard wireless internet in guestrooms	$5,442.65	$5,442.65
Food & Beverage	Varies	Varies	8/10/26 – 8/13/26	10% Discount on August 2026 published banquet menus (excludes alcohol and custom menus)	Varies	Varies
Food & Beverage				One complimentary 1-hour reception including up to 2 drink tickets per person for hotel's choice house beer or house wine and chips, salsa and guacamole (maximum 200 people) *Requests for additional labor, sub-contracted equipment, décor, early/late or extended serve times will be the responsibility of the Group and will be charged to the Group at retail pricing. Hosted function will only be sponsored on a complimentary basis by the Hotel if the Group meets or exceeds the Total Anticipated Food and Beverage Revenue spend of $62,500++ (excludes tax and service charge)*		
Food & Beverage Credit				$5,000 Food & Beverage credit to be applied to the Group Master Account		
Audio Visual		Varies	8/10/26 – 8/13/26	20% Discount on prevailing audio visual equipment rental if Encore is used exclusively	Varies	Varies
Self-Parking	$40	Varies	8/9/26 – 8/13/26	Overnight self-parking discounted to $20 per vehicle/per24-hours and day self-parking discounted to a flat rate of $10 per vehicle/day	Varies	Varies

Amenities	$40	5		Five (5) complimentary amenities, valued at $40 each	$200.00	$200.00
Clean-up fee for Food Truck Lunch Event				One-time cleaning fee of $500 for one group lunch with outside food trucks		

Audio-Visual Discount (sole provider)

Hotel (or Hotel's in-house AV provider, as applicable) will offer a 20% discount off prevailing published pricing guidelines for Hotel's in-house inventory of equipment (excludes labor, facility charges, consumables, sales tax and shipping/delivery charges) if Hotel is selected as the ***primary and sole provider*** of all audiovisual and production related services for the Event, including without limitation any general session. Discounts on outsourced equipment, labor and consumables will depend on total spend and will be negotiated directly with Hotel's audiovisual manager (or Hotel's in-house AV provider, as applicable).

Breakout Exclusivity:

A complete range of state-of-the-art equipment, technical expertise, and production services are available through the Hotel's in-house partner, Encore. Their experience working in coordination with other Doubletree by Hilton San Diego Mission Valley operating departments will ensure your event is a success. Subject to compliance with the requirements imposed on Outside Contractors by the Production Guidelines, Group may elect to use a different audio-visual contractor for its main/general session. Group must use the Hotels in-house audio-visual provider for all other rooms and spaces. The cost for such audio-visual needs will be determined between the in-house provider and the Group. Encore is the exclusive provider of all rigging, electrical services, outdoor lighting, house sound, and house lighting systems. Any connection to the Hotel's ceiling, supporting structure, or any infrastructure must be ordered through and approved by Encore. Appropriate charges will apply for the use the aforementioned services at prevailing rates and the Group will be responsible for all charges whether they are ordered directly by the Group or by their associated production company. Detailed Production Guidelines will be supplied by your Event Manager and detailed Encore Exclusive Services Guidelines will be supplied by your Encore Sales Representative during the planning process.

Encore functions as an extension of the **Doubletree by Hilton San Diego Mission Valley** staff. Should you elect to hire an outside audio-visual provider for your main/general session, an audio-visual liaison will be assigned to your program. The audio-visual liaison will be scheduled during the load in and load out of your program for a minimum of 5 hours at prevailing rates. This will ensure the convenience of having experienced audio-visual representative with intimate knowledge of the meeting space to be available onsite to assist with any last-minute assistance or emergency support. The complexity of the setup will determine the actual length of the shift. This liaison will serve solely in a supervisory capacity and will not interact with an outside company's equipment.

Food & Beverage Discount

Hotel will extend a **10**% discount off **August 2026** published banquet menu prices, excluding alcohol. If for any reason Group does not provide the Hotel with final menu selections, final agendas, and detailed daily room set specifications at least **forty-five (45) days** prior to the first day of the Event (the **"F&B Cut-Off Date**"), Group will be *ineligible* to receive any food and beverage discount. The discount does not reduce Group's guaranteed expenditure of a minimum of **$87,000.00** in banquet food and beverage, excluding taxes, gratuities and facility charges. If Group requests customized menus or other discounted food and beverage options for any/all events, the discount will not apply in addition to the special pricing. Discount does not apply to service or administrative charge, which will be charged based on published retail price. Requests for additional labor, sub-contracted equipment, décor, early/late or extended serve times will be the responsibility of the Group and will not be discounted. Retail value potential of the food and beverage discount based on Total Anticipated Food and Beverage Revenue of $87,000 is $8,700.

Cut-Off Date

In order to assign specific room types to Group's attendees, each sleeping room in the Room Block must be confirmed in the manner described below no later than **July 20, 2026**. This date will be known as the "**Cut-Off Date**." After the Cut-Off Date, the Hotel will continue to hold any rooms in Group's Room Block not assigned to a specific attendee for Group **if Group pays for such rooms in full at that time**. If Group has not prepaid such rooms or guaranteed such rooms (but only if Group has established Master Account billing privileges), Group agrees that Hotel may offer unused sleeping rooms held in Group's Room Block to other customers to reduce Hotel's losses. Group agrees that the release of rooms will not affect the enforceability of this Agreement or Group's obligation to pay for unsold rooms in Group's Room Block. Advance payments will be refunded by the Hotel after Group's Event dates if rooms Group paid for in advance were later paid for by Group's attendees. Confirmation

of rooms after the Cut-Off Date will only be accepted based on availability of contracted room type(s) and at the Hotel's prevailing rates.

Check-In/Out Time

Currently, the Hotel's check-in time is **4:00 PM**, and check-out time is **11:00 AM** (subject to change without notice). All guests arriving before check-in time may be accommodated as rooms become available, provided that such guests elect to pay an early arrival fee (currently**, $50)**. The Hotel can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

Early Departure Fee

If a guest who has requested a room within the Room Block checks out prior to the guest's reserved checkout date, the Hotel will add an early checkout fee to that guest's individual account (currently, **one night stay plus tax**). Guests wishing to avoid an early checkout fee should advise the Hotel at or before check-in of any change in planned length of stay.

The Hotel will deduct any collected early departure fees from the amount Group may owe as sleeping room performance damages.

Porterage

In the event of prearranged transportation (outside bus, shuttle etc company.) of a group arrival or group departure (10 people or more arriving or departing at a common date and time), arranged by the client/group/company, a mandatory baggage handling charge of **$10.00** per person round trip will be posted to the Group's Master Account. This charge includes groups that require pre- registration and pre keyed arrival. Please advise us of a group arrival/departure at least two weeks prior to arrival. These charges will be applicable to the Group and added to each guest folio as an incidental charge on the Group's Master Account. Baggage fees are subject to change without notice.

Shipping & Receiving

Storage: Due to our limited storage space, a $50.00 per day storage/handling fee will be applied to all shipments, up to 25 boxes. Anything in excess of 25 boxes will incur an additional $25.00 per day charge. Pallets or any extremely heavy items that will require a pallet jack or fork lift, will also incur an additional $25.00 per day charge.

Boxes and Packages Delivery: $2.50 per box or $25 per pallet delivered to meeting rooms or guestrooms will be charged to the Master Account or Individual Folio as instructed. All fees are given to the team member who delivers the boxes.

Parking

The **DoubleTree by Hilton San Diego Mission Valley** offers self-parking for our guests at $40.00 per day. Rates are subject to change without notice.

- Overnight self-parking discounted to $20 per vehicle, per 24-hours
- Day Time event self-parking offered at a flat rate of $10 per vehicle

Room Assignments

Group's assigned Event Manager will discuss Group's housing requirements with Group to customize a solution that will provide the most effective method for Group's attendees to book their reservations and for Group's management of the Room Block powered by GroupMax™ housing technology. All published housing information on Group's website or registration materials must be reviewed by the Hotel to ensure rate, date, Cut-Off Date, and Hotel specific information is correct. This link will take Group to a site that discusses Passkey in more detail: http://www.cvent.com/en/event-management-software/passkey.shtml.

Method of Reservations

Reservations will be made: via a rooming list. Group's designated Event Manager will send Group an Excel template to create Group's rooming list. Group's final rooming list must be received on or before the Cut-Off Date.

Guest Payment Arrangements

Room and tax will be charged to Group's Master Account. Incidental charges will be paid by individuals, in which case these charges must be paid in full prior to the guest's departure, with individual credit being established upon check-in. If Group submits a rooming list with reservations that will be paid for by Group such reservations will be considered guaranteed for the

full length of stay unless the reservations are cancelled by Group or the guest no later than **3** days in advance of arrival. Early departure charges will be applied to Group's Master Account for guests guaranteed by Group's rooming list that depart early.

Individual Guest Deposits/Confirmation

To confirm a sleeping room within the Room Block, the sleeping room must be secured with a valid credit card provided either by Group or the guest attending the Event, along with a first night's deposit, **refundable up to 3 days in advance of arrival**. Checks and major credit cards are acceptable to establish prepayment. All credit cards used to prepay the room deposit may be charged immediately. Should Group secure sleeping rooms on behalf of Group's guests with Group's credit card, Group's attendees may thereafter provide their own credit card information for their own sleeping rooms. Group's advance payments and deposits will either be refunded by Hotel to Group within 30 days after completion of Group's Event if sleeping rooms Group paid for in advance were later paid for by Group's attendees *or*, at Hotel's election, credited to Group's Master Account. The Hotel will deduct any collected nonrefundable prepayment fees from the amount Group may owe as sleeping room performance damages or cancellation damages (if applicable).

Audit of Attendees

The Hotel is pleased to offer **G.R.I.P.,** Hilton's proprietary Group Reservation Identification Program, which automates the process of cross referencing registration lists to identify rooms booked outside of the reserved Room Block. Group's final report of consumed rooms will reflect all rooms associated with the Room Block.

If Group requests a comparison through G.R.I.P., Group will need to electronically provide to the Hotel the first and last names of attendees registered for the Event. Group agrees that Group takes full responsibility for (a) determining whether it is necessary to disclose to Group's attendees that information is being provided to Hotel by Group or vice versa which may be considered private or confidential, and for making such disclosure, if it is required, and (b) obtaining any necessary permissions from attendees allowing for such exchange of information. After comparing Group's list to the Hotel's guest registry, Hotel will advise Group of the number of room nights occupied by Group's attendees reserved outside the official Room Block.

If Group requests Hotel to provide Group with the names of the guests who reserved rooms outside of the official Room Block, Group agree to sign an addendum relating to the release of the audit information for Group's Event and to fully defend, indemnify and hold Hotel and Hilton Domestic Operating Company Inc. ("**Hilton**") harmless from and against any and all claims, settlements, judgments, fees or costs, including reasonable attorney's fees and expert witness fees and costs, incurred as a result of any third party claim by any person or entity arising out of the release of information about a guest or guests to Group, as part of this comparison process.

Group's assigned Event Manager will discuss how Hotel can assist Group in managing Group's attendees' booking behavior so that attendees will reserve rooms within the Room Block.

The revenue generated by those room nights booked outside of the reserved Room Block *will* be added to Group's revenue achieved for purposes of determining Group's obligations under the Sleeping Rooms Performance clause. Group will be given credit for rooms used by Group's attendees outside the Room Block at the rate actually paid for the rooms used. Rooms reserved outside Group's Room Block will be counted in determining any complimentary room credit or staff room allotments (as applicable).

Unavailability of Guestrooms

The parties agree that on occasions due to unanticipated circumstances, the Hotel may not have rooms available for all guests who wish to check in on a particular night. While Hotel will use reasonable efforts to avoid such situation impacting Group, if an attendee with a confirmed reservation guaranteed for late arrival in the Room Block cannot be accommodated by the Hotel, the Hotel will provide the following:

1. Accommodations at a comparable hotel as close as possible and at no charge to the guest for each night the guest is displaced from the Hotel.
2. One daily complimentary round trip ground transportation between Hotel and the alternate hotel.
3. The Hotel will make necessary arrangements for the displaced guest's telephone messages and mail to ensure that they are properly forwarded.
4. Group will receive credit for any guests displaced towards Group's pick up for purposes of this Agreement.
5. If a room becomes available at the Hotel for the displaced guest and the guest elects not to return to the Hotel, the Hotel will have no further obligations under this clause.

Function Space

Based on Group's requirements as Group has indicated them to be, the Hotel has reserved the attached program of function space needs (see **Schedule 1** labeled as "**Schedule of Events"**). The Hotel's standard rental charges for the space held would be $60,000.00

Based on the Total Anticipated Sleeping Room Revenue and the Total Anticipated Food and Beverage Revenue as indicated in this Agreement as well as the other anticipated revenue that Hotel will realize from this Event, the function space for Group's program will be provided on a complimentary basis.

Supplemental Surcharges

For Group's information, supplemental surcharges are charges added to Group's Master Account to pay for costs incurred by the Hotel in connection with additional equipment, administration, and staffing necessary for the Event. These surcharges will be solely retained by the Hotel and are not distributed to hourly or tipped employees. Examples include, but are not limited to, early sets, set-up charges, late end times, outdoor venues, resets, refreshes, cleaning and other services that require staffing above normal levels and/or services outside of the normal scope contracted and paid products and services.

Food & Beverage Guarantees and Timeline

In order for Hotel to deliver on Group's expectations for a successful Event, it is critical for Group to provide timely and complete information to the Hotel. So that the Hotel may make appropriate plans for purchasing and preparing product, as well as properly scheduling staff, the following mandatory timeline relates to final menus and program meal functions:

TIMELINE	Action
Menu Prices Set by Hotel **90 days** prior to the Event	At that time, Hotel will confirm in writing Group's menu prices for catered food and beverage functions.
Room Block Review by Hotel **60 days** prior to the Event	Hotel will review the number of requests for room assignments that have been made by Group's attendees in order to compare Group's obligations with Group's actual likely Room Block performance. Should it appear at that time that the actual number of attendees will fall below the attendance Hotel expects based upon Group's reserved Room Block, the Hotel reserves the right to assign alternate meeting space commensurate with Group's reduced space needs as indicated by the attendees' requests for room assignments. Hotel will notify Group of any such changes.
"F&B Cut-Off Date" **45 days** prior to the Event	No later than the F&B Cut-Off Date, Group must submit the final agenda with detailed daily room set specifications, final catered menu selections and the updated ***anticipated*** attendance for all scheduled catered food functions. Upon review of Group's final menus and Event requirements, Hotel will send Event Orders to Group to review all arrangements and prices. If Group does not advise Hotel of any changes on the Event Orders by the date requested by Hotel, Group agrees that the Event Orders will be considered accepted by Group as correct and Group will be billed accordingly.
Expected Number of Attendees Due no later than Noon (local Hotel time), **ten (10) business days** prior to the first day of the Event	Group must submit the ***expected*** number of attendees for each catered food function. If for any reason Group's *expected* number of attendees are not submitted by the due date, Hotel will use the ***anticipated*** number of attendees listed in the Event Orders as the basis to determine the ***expected*** number of attendees. Group may either reduce or increase the ***expected*** number of attendees when giving the ***final guaranteed*** number of attendees for each scheduled catered food function by up to 10% without incurring any liability to Hotel for additional costs or supplemental surcharges.
Final Guaranteed Number of Attendees Due no later than **Noon (local Hotel time), three (3) business days** prior to the first day of the Event	Group must inform Hotel of the ***final guaranteed*** number of attendees that will attend each of the catered food functions by contacting the Events/Catering Department by email or phone. Guarantees cannot be reduced after this time. Guarantees by text message cannot be accepted. Group will be charged the final guaranteed attendance or the number of attendees served, *whichever is greater*. Hotel will only prepare food for the final guaranteed number of attendees. If Group ***reduced*** the ***expected*** number of attendees for a catered food function by more than 10%, then the Hotel may add a supplemental surcharge to the Group's Master Account equal to the actual menu price per person as stated on the applicable Event Order (plus taxes and applicable administrative and facility charge) multiplied by the number of attendees reduced in excess of 10%. If Group ***increased*** the ***expected*** number of attendees for a catered food function by more than 10%, then the Hotel may add a supplemental surcharge equal to **15%** of the meal cost to the Group's Master Account to cover costs incurred by the Hotel for rush orders and overtime, and the menu offering may be based on Chef's

	Selection and Group agrees to accept such substitutions. This also applies if there are any ***increases*** to the final guaranteed number of attendees within three (3) business days before the start of the Event or if Group adds a new catered food function added within three (3) business days before the start of the Event.

Facility Charge and Administrative Charge: The combined facility charges and administrative charge that is in effect on the day of Group's Event will be added to Group's Master Account. Currently the combined charge is equal to 27% of the food and beverage total, plus any applicable state and/or local taxes. A portion of this combined charge is fully distributed to servers, captains and where applicable bussers and/or bartenders assigned to the Event. The remainder of the combined charge is an administrative charge that is not a gratuity and is the property of Hotel to cover discretionary and administrative costs of Group's Event. The current breakdown is as follows:

Food: Server(s) 15.70%; Banquet Captain(s) 3.54%; Banquet Houseperson .50%; Administrative 7.26%. Beverage: When applicable, Bartender(s) 20.20%; Administrative 5.80%.

Hotel will endeavor to notify Group in advance of Group's Event of any increases to the combined charge should different facility charge and/or administrative charge amounts be in effect on the day of Group's Event.

F&B Events Under 25 People -- Extra Room Charge

A supplemental surcharge of $**5.00** will be added to Group's Master Account for each food and beverage function with a guaranteed number of less than twenty (25) guests in attendance.

Outdoor Events

Hotel reserves the right to move any outdoor function to available indoor backup space if Hotel management reasonably believes that the Group's outdoor function will be adversely affected by unfavorable weather conditions. Group will be advised of all options for Group's function at a minimum of six (6) hours in advance of the function. The Hotel's decision is final.

All entertainment for outdoor functions must end by **10:00** pm.

Master Accounts

Group agrees to the following deposit schedule:

DEPOSIT SCHEDULE		
	Due Date	**Amount**
Initial Deposit	No later than **45** days after receipt of a final signed Agreement from Hotel	**$40,000.00**
Second Deposit	**5/15/26**	**$40,000.00**
Third Deposit	**July 9, 2026**	**Remaining estimated master account charges**

No later than 30 days in advance of arrival, or **7/9/26**, Group will either provide Hotel with a valid credit card to which all remaining estimated Master Account charges will be charged on that date, *or* provide payment of all remaining estimated Master Account charges by company check, certified check, wire transfer or credit card.

Hotel reserves the right to increase the amount of deposits and/or pre-payments should there be a negative change in Group's financial status, even if credit had previously been approved.

If advance payments or deposits are not paid on a timely basis, the Hotel will have the right, at Hotel's option, to consider the Agreement cancelled and Hotel will be entitled to cancellation damages as provided in this Agreement.

If Group is paying by credit card, Hotel requests that Group provide Hotel with Group's credit card information at the time of Group's Event so that Hotel may charge the credit card account at departure. If any charges are disputed, Group must provide an itemized list of disputed charges to Hotel so that Hotel may charge the undisputed charges to the credit card account immediately and the remainder will be charged upon resolution.

If payment of all undisputed charges is not received within thirty (30) days after Group's receipt of the final invoice, a finance charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice. Group must submit to Hotel an itemized list of any disputed charges within fifteen (15) days of receipt of the final invoice, or else all disputes are waived. If any charges are disputed, all undisputed amounts will be paid within thirty (30) days and the parties agree to work in good faith to resolve the disputed invoiced charges in a timely manner, and Group agree to pay the remainder immediately upon resolution of the dispute.

Impossibility

If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the United States; government regulations in effect 60 days or less before the Event dates that would prevent the Event from taking place as contracted; terrorist attacks in the city in which Hotel is located; or curtailment of transportation either in the city in which Hotel is located or in the countries/states of origin of the attendees that prevents at least 40% of the attendees from arriving for the first peak night of the Event) any of which make it illegal or impossible to perform under this Agreement, the affected party may terminate this Agreement, without liability, upon providing written notice to the other party.

If the Event is terminated due to a valid Impossibility/force majeure occurrence, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the cancelled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the cancelled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits, less all documented expenses incurred by Hotel in preparation for the cancelled Event (*i.e.*, food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labor costs incurred by Hotel if staff schedules were posted and the Event is cancelled, etc.).

Performance and Cancellation Policies

Sleeping Room Performance Policy

The Total Sleeping Room Nights Reserved under this Agreement will generate **$108,853.00** in revenue for Hotel ("**Total Anticipated Sleeping Room Revenue**"). If Group does not use all of the sleeping rooms in Group's Room Block, Group agrees that the Hotel will suffer damages because the Hotel will have lost the opportunity to offer Group's unused rooms to others either individually or as part of another block and the Hotel will incur additional costs in attempting to resell inventory that was already sold to Group. If the Event is held as scheduled, Hotel will not seek performance damages for sleeping rooms if Group achieves a minimum of **75**% of the Total Anticipated Sleeping Room Revenue. Should Group achieve less than this amount, Group agrees to pay to Hotel, as reasonable liquidated damages and not a penalty, the difference between **75**% of the Total Anticipated Sleeping Room Revenue and the actualized guest room revenue received by Hotel for rooms used and paid for as part of the official Room Block, plus any applicable state and local taxes as required by law, as a reasonable estimate of the Hotel's losses on sleeping rooms, ancillary revenue, costs of sale and other losses.

All estimated sleeping room performance damages will be due and payable to the Hotel no later than **seven** (**7**) days prior to Group arrival date, regardless of Master Account credit status.

Hotel will deduct all collected non-refundable individual deposits, all collected early departure fees, and all advance payments and deposits previously paid by Group to Hotel from the amount Group owes Hotel as sleeping room performance damages.

Food and Beverage Performance Policy

The guestroom rates and concessions outlined are based on Group's guaranteed expenditure of a minimum of **$87,000** in banquet food and beverage ("**Total Anticipated Food and Beverage Revenue**"). The Total Anticipated Food and Beverage Revenue amount does not include gratuities, facility charges, supplemental surcharges, applicable federal, state or local taxes, or any other fees outside of food and beverage product sales.

Should Group fall short of this Total Anticipated Food and Beverage Revenue, whether due to reduction in size of Group's meeting, drop in attendance, change in food and beverage functions or otherwise, Group agrees that the Hotel will suffer damages that will be difficult to determine. Therefore, Group agrees that Group will pay the Hotel, as liquidated damages and not as a penalty, the amount equal to the difference between the guaranteed Total Anticipated Food and Beverage Revenue and the actual food and beverage revenue amount received by Hotel for Group's banquet food and beverage functions during Group's Event dates, plus any applicable state and local taxes as required by law. Group agrees that this charge is a reasonable estimate of the Hotel's losses on food and beverage.

For example, if the Total Anticipated Food and Beverage Revenue is contracted at **$87,000** and if the actual expenditure during the Event is **$5,000**, then the food and beverage performance damages will equal **$82,000 ($87,000** - **$5,000**).

Once food and beverage functions have been established under the Event Orders sent to Group by the Hotel, performance damages for food and beverage will be determined separately based on the terms of the Event Orders if the anticipated food and beverage revenue under the Event Orders is higher. At the time Event Orders are prepared, Hotel will advise Group if the food and beverage selections based on the Event Orders will achieve the Total Anticipated Food and Beverage Revenue. If not, the Hotel will provide Group with food and beverage options that would achieve the Total Anticipated Food and Beverage Revenue. Group will then have the option of either altering the Event Orders to achieve the Total Anticipated Food and

Beverage Revenue, or paying the estimated food and beverage performance damages pursuant to this Food and Beverage Performance Policy.

All estimated food and beverage performance damages will be due and payable to the Hotel no later than **seven (7)** days prior to Group arrival date, regardless of Master Account credit status.

Cancellation Policy

Hotel has offered the favorable sleeping room rates and other concessions in this Agreement based upon the Total Anticipated Revenue for Group's Event, plus additional revenue that the Hotel anticipates Hotel would receive from providing additional services to the Group and Group's attendees at additional charge. If this Agreement is cancelled by Group, the parties agree that the Hotel will have lost the revenue represented by this Agreement, and also the opportunity to offer Group's unused facilities to others either individually or as part of another block and Hotel will incur additional costs in attempting to resell inventory that was already sold to Group. The parties agree that since the exact amount of such damages will be difficult to determine, the liquidated damage clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to a cancellation. Therefore, Group agrees that should Group cancel Group's Event for any reason other than due to a valid Impossibility occurrence, including changing Group's meeting site to another hotel, Group will pay as liquidated damages to the Hotel a percentage of the Total Anticipated Revenue for Group's Event, plus any applicable state and local taxes as required by law, as follows:

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue	Amount of Cancellation Damages
Cancellation between date of signing and **12/31/25:**	**50** % =	**$97,926.50**
Cancellation between **1/1/26** and **4/1/26:**	**60** % =	**$117,511.80**
Cancellation between **4/2/26** and **6/2/26:**	**70** % =	**$137,097.10**
Cancellation between **6/3/26** and **date of arrival:**	**80** % =	**$156,682.00**

Total Anticipated Revenue for this Event is **$195,853.00**

The parties agree that the sliding scale of damages above is intended to reflect that the closer in time to the date of Group's Event that a cancellation occurs, the less likely it is that Hotel will be able to replace any or all of Group's business with comparable business. Therefore, no analysis of resale or mitigation will be required and damages will be due as set forth below.

Payment of cancellation damages is due within 30 days following Group's written notice of cancellation to Hotel. Hotel may consider Group's notice of cancellation to be invalid and thus may not release accommodations held until payment of the applicable cancellation damages is received; therefore, delay in payment may result in higher cancellation damages owed.

Group may request that Hotel prepare a statement detailing the applicable cancellation damages payment, plus any applicable state and local taxes. Hotel will subtract any advance payments and deposits previously paid by Group to Hotel.

Indemnification

Group agrees to indemnify, defend and hold harmless the Hotel, Hotel's owners, managers, partners, subsidiaries, affiliates, and each of their respective officers, directors, employees and agents (collectively, the "**Hotel Indemnified Parties**"), from and against any and all third party claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "**Claim(s)**"), in any way arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) arise out of the negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, exhibitors, or attendees. Nothing in this indemnification shall require Group to indemnify the Hotel Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Hotel Indemnified Parties.

Hotel agrees to indemnify, defend and hold harmless Group, Group's owners, managers, partners, subsidiaries, affiliates, and each of their respective officers, directors, employees and agents (collectively, the "**Group Indemnified Parties**"), from and against any and all Claims (as such term is defined above) arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) to the extent any such Claim(s) arise out of the negligence, gross negligence or intentional misconduct of Hotel's employees, agents, or contractors. Nothing in this indemnification shall require Hotel to indemnify any of the Group Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Group Indemnified Parties.

This section shall not waive any statutory limitations of liability available to either party, including innkeeper's limitation of liability laws, nor shall it waive any defenses a party may have with respect to any Claim. This section shall survive any termination or expiration of this Agreement.

Insurance

Group agrees to maintain insurance reasonably commensurate with all activities arising from or connected with Group's Event, including, but not limited to, general liability insurance, with limits not less than $2,000,000 per occurrence, covering personal injury, property damage, and other liability arising from Group's Event. Group further agrees to add Hotel and Hotel's Owner as additional insureds under all applicable policies for Group's Event.

Hotel agrees to maintain general liability insurance with limits not less than $2,000,000 per occurrence, covering liability for personal injury, property damage, liquor liability, and automobile liability, as well as Workers Compensation insurance per applicable laws and Employers Liability insurance.

Upon written request, each party shall make evidence of coverage available to the other party. For hotels that participate in Hilton's general liability insurance program, proof of Hotel's insurance coverage is satisfied by Hilton's Memorandum of Insurance available at: https://marshdigital.marsh.com/marshconnect/viewMOI.action?clientId=645498676. The Hotel can confirm whether the Hotel participates.

Governing Law

The Agreement will be governed by and interpreted pursuant to the laws of the state in which Hotel is located, excluding any laws regarding the choice or conflict of laws.

Dispute Resolution

The parties will use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to this Agreement by presenting the dispute to senior representatives of Hotel and Group for their discussion and possible resolution in the order set forth herein; *provided, however*, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, and/or infringement of intellectual property rights shall not be subject to this provision. All negotiations pursuant to this section are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. If within a period of thirty (30) calendar days after submission of a disputed matter in accordance with this clause, the respective senior representatives are unable to agree upon a resolution of such dispute, then the dispute will be resolved by binding arbitration using one arbitrator before JAMS or the American Arbitration Association in the state and city in which Hotel is located, or the closest available location. The parties further agree that in any arbitration proceeding, they may conduct reasonable discovery pursuant to the arbitration rules, and any arbitration award will be enforceable in State or Federal court.

Attorney's Fees/Costs

The parties agree that the prevailing party in any arbitration or court proceeding arising out of or related to this Agreement will be entitled to recover an award of its reasonable attorney's fees and expert witness fees, costs and pre and post judgment interest at the highest available legal rate. The parties further agree that if Hotel must retain counsel or initiate arbitration or legal action to collect of any monies owed to Hotel by Group under this Agreement, whether or not an arbitration or court action is filed, Hotel will be entitled to recover Hotel's reasonable attorney's fees incurred in such efforts to collect.

Renovation/Remodeling

As of the date of the signing of this Agreement, Hotel has no scheduled plans for renovation or remodeling of any facilities that will be utilized by Group pursuant to this Agreement, other than ordinary maintenance. If after this Agreement is signed, Hotel confirms any plans to remodel or renovate its facilities, Hotel agrees to inform Group in writing within a reasonable amount of time of the following:

a. Planned scope of project;
b. Schedule for commencement and completion;
c. Anticipated impact project will have on areas to be utilized by Group; and
d. Hotel's plan for minimizing impact of project on Group.

Hotel's plan to renovate or remodel will not constitute grounds for termination of this Agreement unless mutually agreed upon by both parties. The parties agree to negotiate in good faith to resolve any concerns raised as a result of renovations or remodeling and to enter into such amendments of this Agreement as may be necessary to reasonably accommodate both parties' interests.

Entire Agreement/Amendments/Changes

This Agreement, Exhibit A entitled “Standard Terms and Conditions” (attached hereto and incorporated herein by reference), Exhibit B entitled “Use of Exhibit Space” (attached hereto and incorporated herein by reference), and all other exhibits attached hereto (if any), upon signature by both parties below, together constitute the entire understanding between the parties and may not be amended or changed unless done so in writing and signed by both Hotel and Group; provided, however, that this Agreement includes all signed or unsigned Event Orders issued by Hotel for this Event and that Group’s final guarantee of attendance may be made by phone.

This Agreement will become a binding commitment upon signature by both Group and Hotel (even if signed after the Option Period).

Hotel will use the Sertifi system for the Hotel to upload the Agreement for eSignature by the parties.

If for any reason this Agreement is returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by Group that may be accepted or rejected by the Hotel in Hotel’s sole discretion.

For purposes of this Agreement and any amendment or modification thereto, or for any other notice or communication between the parties, signatures sent or received by email with a scanned document attached or by facsimile transmission will be considered as enforceable and valid as an original signature by the party signing. The effective date of communications between the parties will be determined as follows:

(a) Communications sent via U.S. Mail or private mail delivery service (*i.e.*, Fed Ex) or email will be effective as of the date sent; or

(b) Communications sent via facsimile will be considered effective as of the date and time on the facsimile confirmation sheet retained by the sender.

For the avoidance of doubt, emails, including emails that bear an electronic “signature block” identifying the sender, do not constitute signed writings for purposes of this Agreement.

The undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign.

ACCEPTED AND AGREED TO:

GROUP:	**HOTEL:**
	San Diego Lessee LLC **d/b/a DoubleTree by Hilton San Diego Mission Valley** **By Doubletree Management LLC, Managing Agent**
By:	By:
Title:	Title:
Dated:	Dated:
	By:
	Title:
	Dated:

SCHEDULE 1

SCHEDULE OF EVENTS

Date	Time	Event	Room*	Setup	AGR
Mon, 08/10/26	6:00 AM - 11:45 PM	Academic Division/Options Dept.	Great Room IV/V	Round Tables	200
Mon, 08/10/26	6:00 AM - 11:45 PM	Academic Support	Great Room VIII	Classroom	20
Mon, 08/10/26	6:00 AM - 11:45 PM	Community Providers	Shutters East I	Classroom	20
Mon, 08/10/26	6:00 AM - 11:45 PM	Counseling	Great Room VI	Classroom	20
Mon, 08/10/26	6:00 AM - 11:45 PM	Engagement	Shutters East II	Classroom	20
Mon, 08/10/26	6:00 AM - 11:45 PM	General Session	Gallery	Round Tables	200
Mon, 08/10/26	6:00 AM - 11:45 PM	HI/IT	Shutters West I	Classroom	20
Mon, 08/10/26	6:00 AM - 11:45 PM	Office	Hub	Existing Set-up	14
Mon, 08/10/26	6:00 AM - 11:45 PM	Online Learning	Great Room II/III	Classroom	50
Mon, 08/10/26	6:00 AM - 11:45 PM	Operations Division / Department	Shutters West II	Classroom	20
Mon, 08/10/26	6:00 AM - 11:45 PM	Registration	South Foyer All	Registration	4
Mon, 08/10/26	6:00 AM - 11:45 PM	Scholar Support	Great Room VII	Classroom	20
Mon, 08/10/26	6:00 AM - 11:45 PM	SPED	Great Room I	Classroom	20
Mon, 08/10/26	12:00 PM - 1:00 PM	All Staff Lunch	The Patio	Round Tables	180
Mon, 08/10/26	6:00 PM - 7:00 PM	Welcome Reception	The Deck	Round Tables	200
Mon, 08/10/26	7:00 PM - 8:30 PM	All Staff Welcome Dinner	The Patio	Round Tables	180
Tue, 08/11/26	6:00 AM - 11:45 PM	Academic Division/Options Dept.	Great Room IV/V	Round Tables	200
Tue, 08/11/26	6:00 AM - 11:45 PM	Academic Support	Great Room VIII	Classroom	20
Tue, 08/11/26	6:00 AM - 11:45 PM	Breakout 1	Loft I		
Tue, 08/11/26	6:00 AM - 11:45 PM	Breakout 2	Loft II		
Tue, 08/11/26	6:00 AM - 11:45 PM	Community Providers	Shutters East I	Classroom	20
Tue, 08/11/26	6:00 AM - 11:45 PM	Counseling	Great Room VI	Classroom	20
Tue, 08/11/26	6:00 AM - 11:45 PM	Engagement	Shutters East II	Classroom	20
Tue, 08/11/26	6:00 AM - 11:45 PM	General Session	Gallery	Theater	200
Tue, 08/11/26	6:00 AM - 11:45 PM	HI/IT	Shutters West I	Classroom	20
Tue, 08/11/26	6:00 AM - 11:45 PM	Office	Hub	Existing Set-Up	14
Tue, 08/11/26	6:00 AM - 11:45 PM	Online Learning	Great Room II/III	Classroom	50
Tue, 08/11/26	6:00 AM - 11:45 PM	Operations Division / Department	Shutters West II	Classroom	20
Tue, 08/11/26	6:00 AM - 11:45 PM	Registration	South Foyer All	Registration	4
Tue, 08/11/26	6:00 AM - 11:45 PM	Scholar Support	Great Room VII	Classroom	20
Tue, 08/11/26	6:00 AM - 11:45 PM	SPED	Great Room I	Classroom	20
Tue, 08/11/26	7:00 AM - 8:00 AM	Breakfast	The Patio	Round Tables	200
Tue, 08/11/26	10:15 AM - 10:45 AM	Break AM	South Foyer All	Buffet-Standing	200
Tue, 08/11/26	12:00 PM - 1:00 PM	Lunch	The Patio	Round Tables	200
Tue, 08/11/26	6:00 PM - 7:00 PM	All Staff Dinner	The Patio	Round Tables	200
Wed, 08/12/26	6:00 AM - 11:45 PM	Academic Division/Options Dept.	Great Room IV/V	Round Tables	200
Wed, 08/12/26	6:00 AM - 11:45 PM	Academic Support	Great Room VIII	Classroom	20
Wed, 08/12/26	6:00 AM - 11:45 PM	Breakout 1	Loft I		
Wed, 08/12/26	6:00 AM - 11:45 PM	Breakout 2	Loft II		
Wed, 08/12/26	6:00 AM - 11:45 PM	Community Providers	Shutters East I	Classroom	20
Wed, 08/12/26	6:00 AM - 11:45 PM	Counseling	Great Room VI	Classroom	20
Wed, 08/12/26	6:00 AM - 11:45 PM	Engagement	Shutters East II	Classroom	20
Wed, 08/12/26	6:00 AM - 11:45 PM	HI/IT	Shutters West I	Classroom	20
Wed, 08/12/26	6:00 AM - 11:45 PM	Office	Hub	Existing Set-Up	14
Wed, 08/12/26	6:00 AM - 11:45 PM	Online Learning	Great Room II/III	Classroom	50
Wed, 08/12/26	6:00 AM - 11:45 PM	Operations Division / Department	Shutters West II	Classroom	20
Wed, 08/12/26	6:00 AM - 11:45 PM	Registration	South Foyer All	Registration	4
Wed, 08/12/26	6:00 AM - 11:45 PM	Room Hold	Gallery		
Wed, 08/12/26	6:00 AM - 11:45 PM	Scholar Support	Great Room VII	Classroom	20
Wed, 08/12/26	6:00 AM - 11:45 PM	SPED	Great Room I	Classroom	20
Wed, 08/12/26	7:00 AM - 8:00 AM	Breakfast	The Patio	Round Tables	200
Wed, 08/12/26	10:15 AM - 10:45 AM	Break AM	South Foyer All	Buffet Standing	200
Wed, 08/12/26	12:00 PM - 1:00 PM	Lunch	The Patio	Round Tables	200
Thu, 08/13/26	6:00 AM - 11:45 PM	Academic Division/Options Dept.	Great Room IV/V	Round Tables	200
Thu, 08/13/26	6:00 AM - 11:45 PM	Academic Support	Great Room VIII	Classroom	20

Thu, 08/13/26	6:00 AM - 11:45 PM	Breakout 1	Loft I		
Thu, 08/13/26	6:00 AM - 11:45 PM	Breakout 2	Loft II		
Thu, 08/13/26	6:00 AM - 11:45 PM	Community Providers	Shutters East I	Classroom	20
Thu, 08/13/26	6:00 AM - 11:45 PM	Counseling	Great Room VI	Classroom	20
Thu, 08/13/26	6:00 AM - 11:45 PM	Engagement	Shutters East II	Classroom	20
Thu, 08/13/26	6:00 AM - 11:45 PM	HI/IT	Shutters West I	Classroom	20
Thu, 08/13/26	6:00 AM - 11:45 PM	Office	Hub	Existing Set-Up	14
Thu, 08/13/26	6:00 AM - 11:45 PM	Online Learning	Great Room II/III	Classroom	50
Thu, 08/13/26	6:00 AM - 11:45 PM	Operations Division / Department	Shutters West II	Classroom	20
Thu, 08/13/26	6:00 AM - 11:45 PM	Registration	South Foyer All	Registration	4
Thu, 08/13/26	6:00 AM - 11:45 PM	Room Hold	Gallery		
Thu, 08/13/26	6:00 AM - 11:45 PM	Scholar Support	Great Room VII	Classroom	20
Thu, 08/13/26	6:00 AM - 11:45 PM	SPED	Great Room I	Classroom	20
Thu, 08/13/26	7:00 AM - 8:00 AM	Breakfast	The Patio	Round Tables	200
Thu, 08/13/26	10:15 AM - 10:45 AM	Break AM	South Foyer All	Buffet Standing	200
Thu, 08/13/26	12:30 PM - 1:00 PM	Wrap Up & Townhall	Gallery	Round Tables	200
Thu, 08/13/26	1:00 PM - 2:00 PM	Lunch	The Patio	Round Tables	200

- ***Subject to change without notice**
- **Group agrees to confirm with Hotel the assigned function space *before* printing any materials listing specific meeting or function locations**
- **Ant = Anticipated**
- **Agr = Number of Attendees**

EXHIBIT A

STANDARD TERMS AND CONDITIONS

BANQUET FUNCTIONS: For Group's organized food and beverage functions and meetings, the following will apply:

Overtime; End Time: Group agrees to begin Group's functions and meetings promptly at the scheduled start time(s) and to have Group's guests, invitees and other persons completely vacate (clean and clear) the designated function space at the agreed upon end time(s) as noted in the Schedule of Events. Group understands that Hotel may have contractual obligations with other customers for their exclusive use of some or all of Group's assigned meeting and function space following the scheduled conclusion of Group's meetings/functions. Group agrees that Hotel may add charges to the Group's final invoice, and Group agrees to pay such charges, for the actual costs and expenses incurred by Hotel related to Group's failure to completely vacate the meeting and function spaces by the indicated end time(s). Costs and expenses may include, but are not limited to, additional costs of Hotel labor including overtime wage payments to ensure that the meeting and function space are cleared and cleaned, costs for storing Group's property and materials that were not removed from the meeting and function spaces, and reimbursement of damages and costs incurred by Hotel related to the Hotel's inability to provide the contracted meeting and function space to other customers by their respective start times.

Set Up Charges: Upon receipt and review of Group's Event requirements, should Hotel reasonably determine that extensive meeting room set-ups or elaborate staging will be required, Hotel will advise Group of the potential set-up charges to cover Hotel costs and additional labor. If equipment is necessary that exceeds Hotel's inventory, then Group agrees to pay for the cost of renting this additional equipment.

Additional Spend: Group agrees to pay the Hotel for any food, beverages and other services not expressly set out in the Agreement and but provided on Group's request during the Event. On or before the arrival date, Group will confirm to Hotel in writing the names of those persons who Group has authorized to sanction additional spend at the Event over and above the contracted amounts. All Hotel's records for additional spend (meeting room rental, audio/visual equipment, flipcharts, F&B functions and other incidentals) will be presented to one of Group's authorized signatories to be checked and signed on a daily basis. Failure of Group's authorized signatory to review any or all charges on a daily basis will not be grounds for disputing the charges.

Outside Food and Beverage: Due to applicable law, Group may not bring alcoholic beverages into the Hotel for Group's Event. Group must obtain Hotel's prior approval before Group bring any food or non-alcoholic beverages from outside sources into Hotel's Hotel. If approval is granted by Hotel, Group may be required to sign a hold harmless and indemnification agreement in the form currently in use at Hotel if food or beverage products not purchased by Hotel but served by Hotel staff are brought in for consumption by Group's attendees. Service fees will apply to any outside food or beverage served in Hotel's function space, regardless whether Hotel labor is required.

Displays and Decorations; Group's Property: Group may, at Group's option, purchase insurance to cover Group's personal property, including decorations, special objects and other property. To the fullest extent permitted by law, Hotel us not responsible for any loss or damage to property belonging to Group or Group's attendees, and Hotel does not maintain insurance covering such personal property. All displays and/or decorations will be subject to Hotel's prior written approval and Hotel reserves the right to contract and charge Group for Hotel staff to provide the labor for any installations or removals of such. Hotel can advise Group of such potential charges upon request.

Outside Contractors: Should Group elect to utilize outside contractors on Hotel premises during Group's Event, Group must notify Hotel at least thirty (30) days in advance of Group's Event. Hotel may require that Group's outside contractors sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and provide proof of insurance in amounts acceptable to Hotel (amounts and types of insurance to be determined in Hotel's sole discretion based on the type of services the outside contractor will be providing) before the outside contractor will be allowed to provide services on Hotel's Hotel premises. In some instances, despite Group's use of an outside contractor, Hotel may be required, pursuant to obligations imposed on Hotel by labor unions or collective bargaining agreements, to utilize Hotel labor to provide certain services, and Group agrees to pay the fees and/or charges associated with these services. Upon request by Group, Hotel will disclose prior to the Event those services that are required to be performed by Hotel labor (if any) as well as the potential fees and charges associated with such Hotel labor usage.

Conduct of Event: To the fullest extent permitted by law, Group assumes full responsibility for any damage done to Hotel premises and property during Group's Event (reasonable wear and tear excepted), but only to the extent such damage is caused by Group, Group's employees, guests, agents, or contractors, including any damage done resulting from the installation, placement, and removal of Group's displays, equipment, exhibits, or other items. For clarity, Group will not be responsible for damage caused by guests to guest rooms unless Group has guaranteed payment of the room rate and incidentals for such guest rooms, given that in those instances the Hotel will not always have a credit card on file from the individual guest. Group agrees that Group's use of function space will not create any unreasonable disturbance to other guests or meetings, such as excessive noise, smoke or fog machines, dry ice, confetti cannons, candles, incense, or any other activity that generates offensive smells. Group will not use such items without advance approval from Hotel. Hotel must exercise

reasonable discretion by taking into account the nature of the function when determining whether the function is in fact creating an *unreasonable* disturbance (i.e., noise levels associated with a live band or music provided for 500+ guests will generate high levels of noise). Hotel reserves the right to end Group's use of function space immediately if Group does not promptly comply with Hotel's request to reduce or eliminate any such disturbance, in which case Group will remain responsible for payment of all charges related to Group's use of the function space and no refunds will be issued by Hotel.

Fire Safety: For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. All room sets must be in compliance with the local Fire Department regulations, including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. Any Event function that has vehicle displays, fog machines, fueled cooking demonstrations, lasers, exhibits (including tabletop) or extensive productions with staging and props, must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are Group's responsibility and final approved copies of all such permits must be provided to Hotel at least three (3) days prior to Group's Event. Should Group require any rigging services for this Event, all such services must be arranged through the in-house audio-visual provider or the Hotel and Group will be responsible for all costs associated therewith.

Security: If required, in Hotel's reasonable judgment, in order to maintain adequate security measures in light of the size and/or nature of the Group's Event, Group will provide, at Group's expense, security personnel supplied by a licensed guard or security agency, which agency will be subject to Hotel's prior approval. ***Such security personnel may not carry weapons***. Group's security agency will be required to provide proof of insurance and sign a hold harmless agreement in the form currently in use at Hotel before they will be allowed to provide services on Hotel premises.

GUEST RESERVATION INFORMATION: If Group requests that Hotel provide Group and/or Group's representative(s) with access to guest reservation information pertaining to guests who have reserved rooms at the Hotel as part of the Room Block established pursuant to this Agreement, then Group certifies that Group have already obtained, or will obtain, consent from each of Group's attendees for the Hotel or Hilton to provide to Group and/or Group's representative(s) such attendee's reservation information, and Group further agree to reimburse Hotel and Hilton for any costs, damages, fees or expenses of any kind arising from any claim(s) by an attendee relating to the Hotel's or Hilton's disclosure of any attendee's reservation information.

TRANSMISSION AND USE OF GUEST DATA: The Hotel handles guest personal information in a manner consistent with Hilton's Global Privacy Statement. "**Personal Data**" shall have the same meaning as defined by the European Union's General Data Protection Regulation (Regulation (EU) 2016/679) ("**GDPR**") or other applicable law. The Hotel is committed to collecting, protecting, and using Personal Data in a reasonable manner in accordance with applicable laws. Each party acts as an independent "Data Controller" with respect to its processing of Personal Data in connection with this Agreement, and each party will comply with its respective obligations as such. To the extent that either party provides Personal Data to the other party pursuant to this Agreement, the party supplying the Personal Data confirms that it has consent or another legal basis to provide the Personal Data to the receiving party. Nothing in this Agreement limits a party's ability to use an individual's Personal Data to the extent directed by, consented to or requested by such individual. To the extent Group will share Personal Data with the Hotel, the following terms shall apply: https://hiltondistribution.com/group-sales-privacy-terms-english/addlterms.htm (or a successor URL as provided by Hilton).

AUXILIARY AIDS: The Hotel represents that it contains accessibility features for individuals with disabilities and, where needed, the Hotel will provide equivalent facilitation, auxiliary aids and services, and reasonable modifications to policies and procedures to ensure that its guests have equivalent access to its goods, services, and accommodations. Except as required by applicable laws, Group agree that Group will be responsible for the procurement and payment of all charges for auxiliary aids and services required by Group's Event or program attendees in the meeting or function space that Group have reserved. Hotel will, upon Group's request, furnish Group with the names of businesses Group can contact to obtain these aids. Group agree that one week in advance of Group's Event Group will furnish to Hotel a list of any auxiliary aids and/or services that Group will be providing for Group's attendees in the meeting or function space that Group have reserved. Group also agree to be responsible for compliance with the Americans with Disabilities Act in the set up and conduct of meetings for Group's Event.

COMPLIANCE WITH LAWS: Each party agrees to comply with all applicable laws and regulations related to the Event that is the subject of this Agreement, including without limitation, health and safety codes, anti-terrorism, anti-corruption, anti-money laundering laws and regulations, and fire regulations. Each party agrees to cooperate with the other party and any relevant government authority to ensure compliance with such applicable laws and regulations. Group expressly acknowledges and agrees that Hotel's ability to perform under this Agreement is subject to Hotel's compliance with applicable laws, including but not limited to sanctions laws and regulations. In addition to any other legal rights and remedies available to Hotel under applicable laws, Hotel may cancel the Event and this Agreement without liability to Group, Group's attendees or any third parties who may otherwise have benefitted from the use of Hotel facilities under this Agreement if Hotel reasonably believes it is necessary to do so in order for Hotel to comply with Hotel's obligations under all applicable laws or regulations.

PROMOTIONAL CONSIDERATIONS: Hotel has the right to review and approve any advertisements or promotional materials in connection with Group's Event that specifically reference the name of the Hotel or a name or logo owned by Hilton. Group agrees that Hotel may share Group's Event and event planner information with Hotel's third party providers who offer support services to groups holding meetings/functions at the Hotel, including audio/visual services, decorators, florists, and others.

DISPUTES INVOLVING CREDIT CARD PAYMENTS: As a condition of Hotel agreeing to accept Group's credit card as an approved form of payment for all Master Account charges, Group agrees that any disputes that Group may raise with respect to any Master Account charges must be addressed directly by Group and Hotel, and the parties agree to work in good faith to resolve any such disputed invoices in a timely manner. Any dispute that cannot be timely resolved to the mutual satisfaction of the parties shall resolved in accordance with the dispute resolution provisions as contained elsewhere in this Agreement.

HOTEL'S RIGHT TO CANCEL FUTURE CONTRACTED EVENTS: Should the Group's Master Account remain unpaid after 60 days, or if advance payments requested are not paid as required, in addition to Hotel's other remedies, Hotel reserves the right to cancel any subsequent arrangements agreed upon herein or any agreements separately made by that time between Group and the Hotel for additional events/meetings to be held in the future at the Hotel, and that in such event the Hotel shall have no liability to Group for such cancellation (no fees, charges, damages or penalties shall be due from the Hotel as a result of the cancellation and no claim shall be brought against the Hotel as a result of the cancellation). In the event of cancellation by Hotel pursuant to this clause, Group will be responsible for cancellation damages set forth in each of the event agreements. Additionally, should employees, agents, contractors or attendees of the Group entity signing this Agreement cause unreasonable damage or disruption to Hotel's premises, operations or guests, or in the event of any criminal activity on Hotel's premises arising out of or related to Group's Event, Hotel reserves the right to cancel any subsequent arrangements agreed upon herein or any agreements already contracted for additional functions/meetings to be held in the future at this Hotel, and that in such event the Hotel shall have no liability to Group for such cancellation (no fees, charges, damages or penalties shall be due from the Hotel as a result of the cancellation and no claim shall be brought against the Hotel as a result of the cancellation). In the event of cancellation by Hotel pursuant to this clause, Group will be responsible for cancellation damages set forth in each of the applicable event agreements.

SUCCESSORS AND ASSIGNS: The commitments made by each party will be binding on their respective successors and assigns. In the event that Group assigns, sells, conveys, pledges or otherwise disposes of all or substantially all of its assets (collectively referred to as "assignment"), by operation of law or otherwise, this Agreement and the obligations herein must also be assigned to and assumed by the successor organization, subject to approval by Hotel. If an assignment is completed, Group agrees to notify Hotel no later than 30 days following the close of the assignment transaction of the entities involved. Hotel will thereafter have 20 days in which to notify Group if the assignment is approved (such consent not to be unreasonably withheld by Hotel, although the Hotel may assess factors including the creditworthiness of the successor organization). Group may not otherwise assign this Agreement or any rights hereunder. Group may not re-sell reservations. If Hotel becomes aware of any violation of this section, Hotel may immediately terminate the Agreement without incurring any liability to Group for contracted rooms or rates and Group will be responsible for any damages resulting from the cancellation as set forth herein.

SEVERABILITY; NON-WAIVER: Any provision in this Agreement that is held to be illegal or unenforceable in any jurisdiction shall be ineffective to the extent of such illegality or unenforceability without invalidating the remaining provisions and any such illegal or unenforceable provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law. Either party's failure to enforce any term or condition of this Agreement does not waive that party's right to enforce that or any other term or condition at any time.



Event Estimate

Compass Charter Schools

08/09/2026 - 08/13/2026

Encore is a global full-service event production partner that annually produces over 350,000 events. We provide unmatched capabilities and a commitment to service excellence to ensure your events connect and inspire. With a footprint reaching more than 20+ countries, our vast network of local and global resources knows individual markets inside and out.



encore
EVENTS THAT TRANSFORM



Doubletree by Hilton Hotel San Diego/Mission Valley
7450 Hazard Center Dr
San Diego, CA 92108
Tel: 619-291-3062 Fax: 619-688-4088

Currency: **USD**

Quote # 3014-10270

Compass Charter Schools
Attn: Nicole Sendejaz
850 HAMPSHIRE RD STE P
Thousand Oaks, CA 91361

Contact Name:	Nicole Sendejaz	Show Date(s):	**08/09/2026 - 08/13/2026**
Email:	nsendejaz@compasscharters.org	Show Name:	**Compass Charter August 2026**
Quote No:	3014-10270	Show Location:	**Doubletree by Hilton Hotel San Diego/Mission Valley 7450 Hazard Center Dr San Diego, CA 92108**
Sales Representative:	Alebon Farrier		
Hotel CS Manager:	Natalie Carrillo		
Venue Sales Manager:	Cari Radford		
		Billing Method:	Master

Date: 08/09/2026 - 08/12/2026
Room: All Meeting Spaces **Time:** 7:00AM - 3:30PM

Equipment And Sales

Qty	Item Description	Days Billed	Rate	Subtotal
	Continued Use of Previously Set AV			
1	Daily Dedicated Bandwidth 30Mbps	3.00	$6,175.00	~~$18,525.00~~
Equipment And Sales Subtotal				**$0.00**
Subtotal:				**$0.00**

Encore
Prepared For: Compass Charter Schools
Quote No: 3014-10270
Total Estimate: $38,467.19

Date: 08/10/2026 - 08/12/2026
Room: TBD **Time:** 7:00AM - 3:30PM

Equipment And Sales

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
	Video					
2	**NEC 6K LCD Projector Package**	3.00	$1,570.00	$9,420.00	$1,884.00	$7,536.00
1	*6500 Lumen 1920x1200 LCD Projector*		$1,330.00	$7,980.00	$1,596.00	
1	*NEC 1.30-3.08 LCD Zoom Lens*		$240.00	$1,440.00	$288.00	
2	**7'6"x13'4" Fast Fold Screen Package**	3.00	$540.00	$3,240.00	$648.00	$2,592.00
1	*7'6"x13'4" Dress Kit Black*		$165.00	$990.00	$198.00	
1	*7'6"x13'4" Screen Frame*		$375.00	$2,250.00	$450.00	
1	*7'6"x13'4" Front Projection Surface*		$0.00	$0.00		
5	**Pipe & Drape**	3.00	$21.00	$315.00	$63.00	$252.00
1	*16' Tall Drape Per Foot - Black*		$21.00	$315.00	$63.00	
	Audio					
2	**Powered Speaker System Package**	3.00	$210.00	$1,260.00	$252.00	$1,008.00
1	*Tripod Speaker Stand 3'8" - 6'7"*		$35.00	$210.00	$42.00	
1	*15" 2-Way Self Powered Speaker*		$175.00	$1,050.00	$210.00	
4	**Wireless Microphone Package - House Sound**	3.00	$260.00	$3,120.00	$624.00	$2,496.00
1	*UHF Wireless Mic Receiver - Single*		$260.00	$3,120.00	$624.00	
1	*UHF Wireless Mic Handheld - SM58*		$0.00	$0.00		
1	Gooseneck Microphone	3.00	$110.00	$330.00	$66.00	$264.00
1	10 Channel (4) XLR Compact Mixer	3.00	$170.00	$510.00	$102.00	$408.00
1	Encore Music: Commercial Bckgrnd Music w/Player	3.00	$145.00	$435.00	$87.00	$348.00
	Audio					
1	Passive Direct Box	3.00	$90.00	$270.00	$54.00	$216.00
Equipment And Sales Subtotal						**$15,120.00**

Labor

Qty	Item Description	Rate	OT Rate	DT Rate	Days	Reg Hrs	OT Hrs	DT Hrs	Subtotal
	AV Labor - General AV								
3	Technician To Set	$135.00	$202.50	$270.00		4.00	0.00	0.00	$1,620.00
2	Technician To Strike	$135.00	$202.50	$270.00		3.00	0.00	0.00	$810.00
Subtotal:									**$17,550.00**

Encore
Prepared For: Compass Charter Schools
Quote No: 3014-10270
Total Estimate: $38,467.19

Date: 08/10/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Equipment And Sales

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
	Video					
1	**Meeting Room Projector Pkg**	3.00	$860.00	$2,580.00	$516.00	$2,064.00
1	*Desktop LCD Projector 2000-4500 Lumen*		$515.00	$1,545.00	$309.00	
1	*Wireless Presenter*		$85.00	$255.00	$51.00	
1	*Safelock Cover*		$0.00	$0.00		
1	*8' Tripod Screen*		$115.00	$345.00	$69.00	
1	*Safelock Stand 17"x25" Shelf*		$40.00	$120.00	$24.00	
1	*Small Video Cable Lot*		$105.00	$315.00	$63.00	
	Audio					
1	**JBL EON715 Audio Speaker Kit**	3.00	$420.00	$1,260.00	$252.00	$1,008.00
2	*JBL 15" 2-Way Powered Speaker*		$350.00	$1,050.00	$210.00	
2	*Tripod Speaker Stand*		$70.00	$210.00	$42.00	
2	*Speaker Tripod Stand Cover*		$0.00	$0.00		
1	10 Channel 4 Mic Compact Recording Mixer	3.00	$170.00	$510.00	$102.00	$408.00
1	**Wireless Microphone Single Channel Package**	3.00	$260.00	$780.00	$156.00	$624.00
1	*Shure Wireless Receiver - Single*		$260.00	$780.00	$156.00	
1	*UHF Wireless Mic Bodypack & Lav*		$0.00	$0.00		
1	*Shure Wireless Handheld*		$0.00	$0.00		

Labor

Qty	Item Description	Rate	OT Rate	DT Rate	Days	Reg Hrs	OT Hrs	DT Hrs	Subtotal
	Labor								
2	Technician To Set/Strike	$135.00	$202.50	$270.00		1.50	0.00	0.00	$405.00

Equipment And Sales

Encore
Prepared For: Compass Charter Schools
Quote No: 3014-10270
Total Estimate: $38,467.19

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
Subtotal:						**$4,509.00**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
Video						
1	**Meeting Room Projector Pkg**	2.00	$860.00	$1,720.00	$344.00	$1,376.00
1	*Desktop LCD Projector 2000-4500 Lumen*		$515.00	$1,030.00	$206.00	
1	*Wireless Presenter*		$85.00	$170.00	$34.00	
Video						
1	*Safelock Cover*		$0.00	$0.00		
1	*8' Tripod Screen*		$115.00	$230.00	$46.00	
1	*Safelock Stand 17"x25" Shelf*		$40.00	$80.00	$16.00	
1	*Small Video Cable Lot*		$105.00	$210.00	$42.00	
Labor						
1	Technician To Set/Strike	$135.00	$202.50	$270.00	1.50 0.00 0.00	$202.50
Subtotal:						**$1,578.50**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
Video						
1	**Meeting Room Projector Pkg**	2.00	$860.00	$1,720.00	$344.00	$1,376.00
1	*Desktop LCD Projector 2000-4500 Lumen*		$515.00	$1,030.00	$206.00	
1	*Wireless Presenter*		$85.00	$170.00	$34.00	
Video						
1	*Safelock Cover*		$0.00	$0.00		
1	*8' Tripod Screen*		$115.00	$230.00	$46.00	
1	*Safelock Stand 17"x25" Shelf*		$40.00	$80.00	$16.00	
1	*Small Video Cable Lot*		$105.00	$210.00	$42.00	
Labor						
1	Technician To Set/Strike	$135.00	$202.50	$270.00	1.50 0.00 0.00	$202.50

Encore
Prepared For: Compass Charter Schools
Quote No: 3014-10270
Total Estimate: $38,467.19

Subtotal:	**$1,578.50**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Video							
1 Meeting Room Projector Pkg	2.00	$860.00	$1,720.00		$344.00		$1,376.00
1 Desktop LCD Projector 2000-4500 Lumen		$515.00	$1,030.00		$206.00		
1 Wireless Presenter		$85.00	$170.00		$34.00		
Video							
1 Safelock Cover		$0.00	$0.00				
1 8' Tripod Screen		$115.00	$230.00		$46.00		
1 Safelock Stand 17"x25" Shelf		$40.00	$80.00		$16.00		
1 Small Video Cable Lot		$105.00	$210.00		$42.00		
Labor							
1 Technician To Set/Strike	$135.00	$202.50	$270.00	1.50	0.00	0.00	$202.50

Subtotal:	**$1,578.50**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Video							
1 Meeting Room Projector Pkg	2.00	$860.00	$1,720.00		$344.00		$1,376.00
1 Desktop LCD Projector 2000-4500 Lumen		$515.00	$1,030.00		$206.00		
1 Wireless Presenter		$85.00	$170.00		$34.00		
Video							
1 Safelock Cover		$0.00	$0.00				
1 8' Tripod Screen		$115.00	$230.00		$46.00		
1 Safelock Stand 17"x25" Shelf		$40.00	$80.00		$16.00		
1 Small Video Cable Lot		$105.00	$210.00		$42.00		
Labor							
1 Technician To Set/Strike	$135.00	$202.50	$270.00	1.50	0.00	0.00	$202.50

Encore
Prepared For: Compass Charter Schools
Quote No: 3014-10270
Total Estimate: $38,467.19

Subtotal:	**$1,578.50**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Video							
1 Meeting Room Projector Pkg	2.00	$860.00	$1,720.00		$344.00		$1,376.00
1 Desktop LCD Projector 2000-4500 Lumen		$515.00	$1,030.00		$206.00		
1 Wireless Presenter		$85.00	$170.00		$34.00		
Video							
1 Safelock Cover		$0.00	$0.00				
1 8' Tripod Screen		$115.00	$230.00		$46.00		
1 Safelock Stand 17"x25" Shelf		$40.00	$80.00		$16.00		
1 Small Video Cable Lot		$105.00	$210.00		$42.00		
Labor							
1 Technician To Set/Strike	$135.00	$202.50	$270.00	1.50	0.00	0.00	$202.50

Subtotal:	**$1,578.50**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Video							
1 Meeting Room Projector Pkg	2.00	$860.00	$1,720.00		$344.00		$1,376.00
1 Desktop LCD Projector 2000-4500 Lumen		$515.00	$1,030.00		$206.00		
1 Wireless Presenter		$85.00	$170.00		$34.00		
Video							
1 Safelock Cover		$0.00	$0.00				
1 8' Tripod Screen		$115.00	$230.00		$46.00		
1 Safelock Stand 17"x25" Shelf		$40.00	$80.00		$16.00		
1 Small Video Cable Lot		$105.00	$210.00		$42.00		
Labor							
1 Technician To Set/Strike	$135.00	$202.50	$270.00	1.50	0.00	0.00	$202.50

Encore
Prepared For: Compass Charter Schools
Quote No: 3014-10270
Total Estimate: $38,467.19

Subtotal:	**$1,578.50**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Video							
1 Meeting Room Projector Pkg	2.00	$860.00	$1,720.00		$344.00		$1,376.00
1 Desktop LCD Projector 2000-4500 Lumen		$515.00	$1,030.00		$206.00		
1 Wireless Presenter		$85.00	$170.00		$34.00		
Video							
1 Safelock Cover		$0.00	$0.00				
1 8' Tripod Screen		$115.00	$230.00		$46.00		
1 Safelock Stand 17"x25" Shelf		$40.00	$80.00		$16.00		
1 Small Video Cable Lot		$105.00	$210.00		$42.00		
Labor							
1 Technician To Set/Strike	$135.00	$202.50	$270.00	1.50	0.00	0.00	$202.50

Subtotal:	**$1,578.50**

Date: 08/11/2026 - 08/12/2026
Room: TBD **Time:** 8:00AM - 11:00AM

Video							
1 Meeting Room Projector Pkg	2.00	$860.00	$1,720.00		$344.00		$1,376.00
1 Desktop LCD Projector 2000-4500 Lumen		$515.00	$1,030.00		$206.00		
1 Wireless Presenter		$85.00	$170.00		$34.00		
Video							
1 Safelock Cover		$0.00	$0.00				
1 8' Tripod Screen		$115.00	$230.00		$46.00		
1 Safelock Stand 17"x25" Shelf		$40.00	$80.00		$16.00		
1 Small Video Cable Lot		$105.00	$210.00		$42.00		
Labor							
1 Technician To Set/Strike	$135.00	$202.50	$270.00	1.50	0.00	0.00	$202.50

Subtotal:	**$1,578.50**

	Ext. Price
Event Technology Support	$1,333.80

	Gross	**Discount**	**Complimentary**	**Ext. Price**
Subtotal	$62,103.80	$7,558.00	$18,525.00	$36,020.80
Tax				$2,446.39

Total Estimate	**$38,467.19**

*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

Thank you for your business.

ENCORE GENERAL TERMS AND CONDITIONS

1.**ACCEPTANCE.** This Quote will be valid until the earlier of (i) thirty (30) days from the date of the Quote or (ii) December 31 of the calendar year in which the Quote was issued, or (iii) any expiration date otherwise noted on the Quote ("Acceptance Period").These General Terms and Conditions ("Terms") govern the provision of equipment, labor, and services to be provided by Encore Group (USA) LLC ("Encore") to the customer ("Customer") for the event ("Event") at the venue ("Venue"), each as specified in the Quote to which these Terms are attached and form an integral part of such Quote. In the event that this Quote is not accepted, signed and returned to Encore within the Acceptance Period, it will be void. All prices are subject to change without notice if this Quote is not executed during the Acceptance Period. Encore agrees to provide, and Customer agrees to pay for, the charges for equipment, labor, and services specified in the Quote. The Quote and these Terms may be collectively referred to as the "Agreement."

2. **ESTIMATE.** Encore developed this Quote based upon information provided by the Customer. This Quote is only an estimate of equipment and services Encore will provide in connection with the Event. Therefore, any estimate provided to Customer in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Customer will be charged for those overages at Encore's standard rates, less any applicable discounts. In the case where Customer requests and Encore provides, equipment, services, or labor in connection with the Event that is in excess of what is specified in the Quote, the parties will execute updated/amended forms or change orders as needed to indicate approval of these additional terms. Customer will be charged and pay for all such additional equipment, services, or labor (including rental fees and freight) at Encore's prevailing standard rates, whether or not any additional forms are executed. Unless otherwise itemized on the Quote, all pricing excludes sales tax, freight, shipping/handling, and electrical charges (if applicable to the Event), which will be charged to, and payable by, Customer upon final invoice. Sales tax-exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. If Customer does not send tax exemption certificates to Encore prior to commencement of the Event, sales tax will be charged to, and payable by, the Customer, and will be included in the final invoice.

3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates, and per diems apply, and Encore bases them upon prevailing rates and practices at the Venue and of the Encore business division providing the equipment and services. Encore developed labor estimates based on information provided by the Customer. All labor calls are subject to a minimum charge period based on the Venue rules, Encore servicing division policies, and union rules, as they may apply. In the event that a labor resource works more hours than priced in the Quote, Encore will bill the Customer and Customer will pay the appropriate prevailing or premium rate for the additional hours worked.

4. **EVENT TECHNOLOGY SUPPORT.** If Event Technology Support (ETS) is listed on your Quote, then this Section 4 shall apply. ETS covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing, and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to Encore (or other) employees in connection with the Event, and amounts comprising ETS are not otherwise shared with Encore (or other) employees.

5. **SERVICE CHARGES**. If Service Charges are listed on your Quote, then this Section 5 shall apply.The Venue or Encore may bill service charges in association with an Event. Service charges are NOT gratuities that are paid in whole or in part to Encore or other employees in connection with the Event.

6. **ADMINISTRATION FEES**. If Administration Fees are listed on your Quote, then this Section 6 shall apply. Administration Fees are billed in association with all Events and cover general, administrative and overhead expenses incurred in connection with the equipment and services provided by Encore and its operations. These fees are not gratuities and are not received by Encore employees.

7. **LOSS DAMAGE WAIVER (LDW).** If LDW is quoted in the Quote and is accepted by Customer, then Encore will waive charges for loss or damage to Encore-owned equipment provided that: (1) if any loss or damage occurs, Customer agrees it will be required to participate in any investigation by Encore, facility security, insurers, or other authorities; and (2) if Encore determines that the loss or damage was intentionally caused by Customer or its representatives, the LDW will not apply and Customer will be fully responsible for all such loss or damage.

8. **EQUIPMENT RATES.** This Section 8 does not apply to a fully virtual event. Unless otherwise noted, Encore bases all rates upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM to 11:59 PM. Customer agrees to pay the rental fees described in the Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be subject to Encore's prevailing rates until Customer returns the equipment.

9. **EQUIPMENT HANDLING.** This Section 9 does not apply to a fully virtual event. Encore personnel must handle all equipment. Customer may not move, store, or service the equipment or any other party. Customer may not operate the equipment unless authorized in writing by Encore. Customer will incur additional charges if Customer violates this requirement. Customer permits Encore free access to the equipment at any time before, during, or after the Event for purposes of set/strike, maintenance, and routine checks. Encore retains all title and rights in and to the equipment and all related accessories.

10. **DAMAGE & SECURITY.** This Section 10 does not apply (a) to a fully virtual event, or (b) if Loss Damage Waiver (LDW) has been purchased. Customer agrees that, prior to the beginning of the event, it shall have the right to review and inspect the equipment with Encore personnel to confirm it is in good operating condition. Customer shall immediately notify Encore if any equipment is defective or not in good operating condition. Customer's failure to review or inspect the equipment prior to the start of the event or notify Encore if the equipment is defective or not in good operating condition shall be deemed an acknowledgment that the equipment is in good operating condition.Customer will be responsible for all equipment that is damaged, lost, or stolen (whether by use, misuse, accident, or neglect), unless caused by Encore's negligence. In addition to amounts due to Encore in connection with the Quote, Customer agrees to pay Encore, upon demand, all amounts incurred by Encore on account of lost, damaged and stolen equipment, based upon repair costs for reparable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer will be responsible for rental fees while an Encore-authorized company repairs or replaces equipment as required. If Customer requires security or Encore deems security necessary during an event, Customer will be responsible for all costs in connection with the provision of security.

11. **EQUIPMENT FAILURE.** Encore maintains and services its equipment in accordance with the manufacturer's specifications and standard industry practice. However, Encore does not warrant or guarantee that the equipment or services Encore provides will be free of defect, malfunction, or operator error. If the equipment malfunctions or

does not operate properly during the Event for any reason, Customer agrees to immediately notify an Encore representative. Encore will attempt to remedy the problem as soon as possible so that no problems interrupt the Event. Customer agrees and acknowledges that Encore assumes no responsibility or liability for any loss, cost, damage, or injury to persons or property in connection with the Event because of inoperable equipment or other service issues.

12. **MASTER BILLED EVENTS**.If the Venue requires Customer to establish, or if Customer elects to establish, a "Master Account" with the Venue, the Venue will be Encore's agent for payment, and Encore's charges will be included on Customer's Master Account billing. Upon conclusion of the Event, if Customer has established a Master Account, then Customer will make full and final payment to Encore through such Master Account with the Venue in accordance with the Venue's payment terms. Customer must notify Encore prior to the Event if Customer did not secure a Master Account with the Venue in order to confirm direct billing arrangements.

13. **DIRECT BILLED EVENTS**. (a) If the Customer will not be invoiced by the Venue through a Master Account with the Venue, Customer will be direct billed for all equipment rental, labor, or services provided by Encore, and must establish credit with Encore by completing a credit application at least 30 days prior to the first day of the Event or at signing of the Quote if that date is within 30 days of the Event start date. Based on the results of the credit application, Encore may require Customer to make a deposit payment of up to the full amount at least 30 days prior to the first day of the Event, or at signing of the Quote if such date is within 30 days of the first day of the Event. Encore will credit the deposit received to the final invoice for the Event. Encore requires Customer to make full and final payment to Encore within the terms determined by Encore from Customer's credit application. (b) If Customer fails to make payment by the specified payment date outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law. (c) Encore accepts credit cards (Visa, Master Card, American Express, or Discover) as payment for invoices in certain situations, such as COD orders and orders under $50,000. For non-COD orders and orders over $50,000, Customer will pay by ACH or by check as directed by Encore. There may be circumstances in which Customer may pay orders over $50,000 via a credit card, but Encore must approve such payment arrangements in writing in advance. (d) Encore reserves the right to run a credit check on Customer before this Agreement is signed and at any time after the Agreement is signed, so long as this Agreement is in effect or Customer has outstanding funds due to Encore. Should Encore determine that Customer's credit history is such that Encore must modify the payment terms included above, Customer agrees to work with Encore reasonably and in good faith to update the payment terms. Customer specifically authorizes Encore to prepare and file without Customer's signature any Uniform Commercial Code ("UCC") financing statement amendments to Customer's existing UCC financing statements and any other filings or recordings in all jurisdictions where Encore determines necessary or desirable and authorizes Encore to describe the collateral in such filings in any manner as Encore determines appropriate.

14. **EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore **30 days or more** before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received **29 to 15 days before** the first day of the Event will be subject to a cancellation charge equal to **50%** of the charges contained in the Quote. Cancellations received **14 to 3 days before** the first day of the Event will be subject to a cancellation charge of **75%** of the charges contained in the Quote. Cancellations received **less than 3 days (72 hours) before** the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to **100%** of the total charges set out in the Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO Encore REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY Encore OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

15. **CHANGES TO QUOTE.** Customer may request changes to equipment, labor, or services specified in the Quote, and the cancellation charges in Section 14 will not apply if Customer signs a revised Quote within 24 hours of the first day of the Event and provided that the total charges in the revised Quote are not less than ninety percent (90%) of the charges in the original Quote. Encore will use commercially reasonable efforts to accommodate all such Customer requests but will not be liable to Customer for any failure to do so.

16. **CONFIDENTIALITY**. (a) Confidential Information" means any non-public, confidential, proprietary or privileged information or material used, supplied, made accessible or disclosed by or on behalf of a party or its affiliates or their respective employees, contractors or subcontractors to the other party, whether in written, visual, electronic or oral format, under and during the term of the Agreement including, without limitation, information of a technical, financial, legal, operational or business nature. Notwithstanding the foregoing, information shall not be considered Confidential Information if (i) public disclosure of the information has been expressly authorized in writing by the disclosing party, (ii) the information is or comes to be generally available within the public domain other than as a result of a breach of this Agreement, (iii) the information was, on or before the date of disclosure by the disclosing party, in the receiving party's possession as shown by its business records, (iv) the information was independently developed by the receiving party without the benefit of having received said Confidential Information, or (v) the information is received on a non-confidential basis from a third party who is not, to the knowledge of the receiving party, bound to or in breach of any confidentiality obligations with the disclosing party.

(b) Each party shall (i) keep confidential all Confidential Information and use the same degree of care as the party uses to protect its own Confidential Information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information of the other party, (ii) not disclose such Confidential Information to any third party, except as expressly authorized herein, without the prior written consent of the other party, (iii) restrict disclosure only to those persons who are on a need-to-know basis and only in relation to this Agreement, and (iv) not use the Confidential Information except for the purposes related to the Services and fulfilling its obligations or exercising its rights under this Agreement. Notwithstanding the foregoing, each party may produce the Confidential Information if required by law, or if requested by any judicial, administrative, governmental or regulatory process. In the event that any personal information is disclosed to either party under this Agreement, each party warrants, represents and covenants that it shall at all times comply with all applicable privacy legislation. Upon the disclosing party's request or promptly following expiration or termination of this Agreement, the receiving party shall cease use of, and immediately return to the disclosing party, or destroy, the disclosing party's Confidential Information and all copies, reproductions or any parts thereof in any form whatsoever in the receiving party's possession or control, and certify that all such Confidential Information and all copies, reproductions or any parts thereof have been returned or destroyed. Notwithstanding the foregoing, the receiving party shall not be required to return or destroy the disclosing party's Confidential Information to the extent (v) required pursuant to legal, compliance, accounting, audit, or regulatory requirements, or document retention policies, or (vi) saved pursuant to disaster recovery or automated computer backup procedures where it would be impractical to delete or destroy such information; provided, however, that any such retained Confidential Information shall continue to be subject to the terms of this Section 16, which shall survive the termination or expiration of this Agreement for a period of two (2) years from the date of this Agreement.

17. **INSURANCE.** Customer and Encore shall each keep in place commercial general liability insurance with limits of at least $1,000,000 per occurrence and $2,000,000 in the aggregate, as well as workers' compensation insurance in accordance with applicable statutory requirements, each of which shall name the other party and its parents, subsidiaries as additional insured and shall be issued by an insurance company having an A.M. Best rating of A-VII or better. Each party shall deliver to the other valid insurance certificates evidencing the insurance policies set forth herein.

18. **INDEMNIFICATION.** Customer and Encore each hereby agree to indemnify, defend, and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent or willful misconduct of, or the violation of any law, regulation, statute, or ordinance by, the indemnifying party and its respective employees, agents, representatives, and contractors. Customer also agrees to indemnify, defend, and hold harmless Encore against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Encore's use of any and all Customer-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the Event.

19. **LIMITATION OF LIABILITY.** Under no circumstances will either party be liable to each other for any indirect, exemplary, reliance, special, or consequential damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) howsoever caused, whether arising in contract, tort, or otherwise, and even if such damages are foreseeable to such party or such party has been advised of the possibility of such damages. EACH PARTY'S TOTAL LIABILITY IN THE AGGREGATE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH THIS QUOTE AND THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (INCLUDING INDEMNIFICATION OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED AN AMOUNT THAT IS EQUIVALENT TO THE CHARGES TO BE PAID BY CUSTOMER IN RESPECT OF THE APPLICABLE EVENT.

20. **COOPERATION IN INVESTIGATIONS**. Encore and Customer each agree to promptly notify the other of any incidents, physical injuries, property damage, claims, demands, losses, causes of action, general damages, and expenses that may arise during Encore's performance of the services for Customer. Encore and Customer further agree to work together on the investigation of any such matters unless its own legal counsel, any law enforcement, or any other authority otherwise instructs either party.

21. **INTELLECTUAL PROPERTY.** Customer allows Encore to use the trademarks, trade names, service marks, and other intellectual property provided by Customer to Encore for the purposes of carrying out Encore's duties under this Quote and as otherwise requested by Customer. Customer is solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted or trademarked works (including without limitation, music, audio, or video recordings, art, etc.) that Customer may use or request to be used at the Event. By signing this Agreement, Customer agrees that it has full authority to use the trademarks, trade names, service marks, and other intellectual property given to Encore for use in connection with the Encore Services under this Agreement. Further, Customer permits Encore to include photos, renderings of set designs and other elements of Customer's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

22. **NO OTHER WARRANTY**. EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE EQUIPMENT, LABOR, AND SERVICES ARE PROVIDED BY ENCORE ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND ENCORE DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, WHETHER EXPRESS OR IMPLIED.

23. **FORCE MAJEURE.** The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement ("Force Majeure Event"). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, provided that in the event of any cancellation or postponement of the Event or termination of this Agreement due to a Force Majeure Event, Encore will return to Customer any and all prepayments and deposits made by Customer, less reimbursement for any work performed and expenses incurred by Encore up through the date of cancellation, postponement or termination (or Customer shall, within fourteen days of invoice, pay Encore for all such expenses incurred and work performed if no deposit or prepayment has been made). Notwithstanding anything in this Section 23, in the event that a Force Majeure Event occurs after load-in for the Event has started, then the cancellation fees in Section 14 shall apply.

24. **INTERNET/NETWORK EQUIPMENT AND SERVICES**. In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the internet/network must have a purchased IP address from Encore, whether or not the IP address is used; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers; (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/room or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations; (h) WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Customer provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Customer wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

25. **VIRTUAL/HYBRID MEETINGS AND SERVICES.** In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any Customer-, attendee-, presenter-, or third-party-provided equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (b) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's equipment, platforms, applications, connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer or attendee found to have violated this Agreement or and usage restrictions without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, an attendee or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services.

26. **CUSTOMER MATERIAL HANDLING**. Unless this Agreement expressly includes or otherwise necessitates Encore's handling of Customer's materials in connection with the provision of services, Customer shall not ask Encore to handle or assist in handling Customer's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Customer's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Customer's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

27. **GOVERNING LAW.** This Agreement shall be governed and interpreted in accordance with the laws of the state where the Event is located, without regard to principles of conflicts of laws. If the Event is a virtual event (or a hybrid in-person/virtual event) and the majority of the Event attendees are located in two or more states, this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois without regard to principles of conflicts of laws.

28. **MISCELLANEOUS.** This Agreement (as may be subsequently amended or supplemented as mutually agreed) is the entire agreement between the parties and supersede any prior agreements, amendments, purchase orders, written communications of any kind, or other terms previously entered into by the parties for the same services and may only be modified by written agreement signed between the parties. For the avoidance of doubt, handwritten changes to these Terms or any Quote are expressly rejected unless signed or initialed by both parties. The terms of any purchase order or other document issued by Customer will not bind Encore unless otherwise expressly agreed to by Encore in a signed writing. Customer acknowledges and agrees that if additional services are requested, the updated Quote may be subject to additional Event-specific terms or provisions. The parties agree that the Agreement and related documents may be digitally signed, scanned and transmitted, and such will be deemed for all purposes to be an executed original. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, is deemed to be an original, and all of which, taken together, are deemed to be one and the same document. In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement. All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**Revised 01.01.2024*

Printed On: 09/08/2025 03:11 PM
Prepared By: Alebon Farrier
Prepared For: Compass Charter Schools (Nicole Sendejaz)

I acknowledge that I have been offered and refused to purchase Loss Damage Waiver (LDW). I understand that I will be held fully liable for any damage and/or loss to the above listed rented equipment.

Signed Acceptance must be received prior to delivery of equipment to Customer/show site.

Customer:

Name: _____

Title: _____

Date: _____

Signature as Acceptance of the Proposal and Terms

Hilton

COMPASS CHARTER SCHOOLS
ATTN: ELIZABETH BRENNER
850 HAMPSHIRE RD SUITE R
WESTLAKE VILLAGE, CA 91361

ORIGINAL DATE: 8/22/2025

INVOICE NUMBER: MA_COM
CUSTOMER ID: COM

SERVICES RENDERED IN CONNECTION WITH YOUR MEETING HELD AT THE DOUBLETREE HOTEL SAN DIEGO- MISSION VALLEY.

GUEST ROOM CHARGES	119,556.11
FOOD AND BEVERAGE CHARGES	125,064.59
MISCELLANEOUS	310.00
SUBTOTAL	244,930.70
PAYMENTS, DEPOSITS & ADJUSTMENTS	-244,930.70

TOTAL: 0.00

IT HAS BEEN OUR PLEASURE SERVING YOU. WE LOOK FORWARD TO YOUR NEXT VISIT TO DOUBLETREE HOTEL SAN DIEGO- MISSION VALLEY.
"PLEASE REMIT TO": 7450 HAZARD CENTER DR. SAN DIEGO CA 92108 TEL 619-297-5466

ORIGINAL

ORIGINAL DATE: 8/22/2025

DOUBLETREE HOTEL SAN DIEGO- MISSION VALLEY
STATEMENT OF GUEST FOLIO CHARGES
COMPASS CHARTER SCHOOLS

GUEST NAME	ROOM NUMBER	DEPARTURE DATE	ROOM & TAX	FOOD AND BEVERAGE CHARGES	TELEPHONE	MISCELLANEOUS	SHOPS	OTHER	PAYMENTS DEPOSITS	TOTAL
ABELLA, DIANE	733	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
AGUILAR, MIGUEL	801	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
ALCARAZ, MELISSA	916	8/7/2025	738.00	0.00	0.00	60.00	4.00	0.00	0.00	802.00
ANGELO, ERICA	902	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
ARMSTRONG, KE'LEN	930	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
ARNHEITER, DANIELLE	1129	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
ASHLEY-MACQUARRIE, TERRI	911	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
ATTALLA, BRIANNA	827	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
AYALA, GABRIELA	912	8/7/2025	669.03	0.00	0.00	20.00	0.00	0.00	0.00	689.03
BADESCU, CARRIE	929	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
BARBOSA, KARINA	921	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
BARNHART, NORA	917	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
BARRY, SUSAN	808	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
BARTLETT, RACHEL	926	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
BASANI, RICCARDO	633	8/7/2025	669.03	0.00	0.00	20.00	0.00	0.00	0.00	689.03
BATEMAN, MICHELLE	817	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
BEE, JASON	927	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
BEYER, VANESSA	1012	8/7/2025	738.00	0.00	0.00	0.00	0.00	0.00	0.00	738.00
BRENNER, ELIZABETH	1109	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
BROUSSARD, TIFFANY	1009	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
BULLER, JEAN	1017	8/7/2025	669.03	14.93	0.00	0.00	0.00	0.00	0.00	683.96
CASTILLO, TAYLOR	1018	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
CHALCO-PAZ, LINDSEY	1014	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
CHAVEZ-RIVERA, RUTH	329	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
CHILDERS, ELIZABETH	NO-SHOW	8/7/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
CHILDERS, ELIZABETH	510	8/6/2025	235.44	0.00	0.00	0.00	4.00	0.00	0.00	239.44
CLIFFORD, REBECCA	1020	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
COE, TANYA	1030	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
COHEN, GREG	908	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
COLLIER, MELISSA	1021	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
COMPALAS, CRISTINA	1022	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
CONEY, BROOKLYNN	910	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
CONSTANZA, KIMBERLY	904	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
COUGHLIN, RACHAEL	425	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
CYPHER, MELISSA	727	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03

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STATEMENT OF GUEST FOLIO CHARGES
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GUEST NAME	ROOM NUMBER	DEPARTURE DATE	ROOM & TAX	FOOD AND BEVERAGE CHARGES	TELEPHONE	MISCELLANEOUS	SHOPS	OTHER	PAYMENTS DEPOSITS	TOTAL
D'AGOSTIN, ANNA	909	8/7/2025	738.00	0.00	0.00	0.00	0.00	0.00	0.00	738.00
DAIZADEH, ROYA	726	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
DANN, LAUREN	720	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
DARLEY, KELLY	713	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
DAVIS, SHANNON	701	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
DELNEGRO, DANIELLE	624	8/7/2025	738.00	0.00	0.00	60.00	4.00	0.00	0.00	802.00
DIAZ, LILLIAN	702	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
DICKENS, KATIE	604	8/4/2025	0.00	0.00	0.00	246.00	0.00	0.00	0.00	246.00
DIGIAMBATTISTA, KALPANA	709	8/7/2025	669.03	0.00	0.00	68.97	0.00	0.00	0.00	738.00
DOMINO, ALIXANDRA	608	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
DUARTE, STEPHEN	626	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
EAGLETON, SARAH	617	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
EL MASSRY, TERRY	828	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
ELLISON, AUTUMN	613	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
EMINENTE, DARIO	628	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
FARMER, MICHAEL	723	8/6/2025	223.01	0.00	0.00	20.00	4.00	0.00	0.00	247.01
FISHMAN, MAXWELL	1028	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
FLETCHER, ASHLEY	621	8/7/2025	669.03	0.00	0.00	94.50	4.00	0.00	0.00	767.53
FLINT, SARAH	620	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
FOWLER, SHANNON	609	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
GAMEZ, DANIELLE	1029	8/7/2025	892.04	0.00	0.00	0.00	0.00	0.00	0.00	892.04
GANKAS, STEPHANIE	527	8/6/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
GARCIA, TIFFANY	NO-SHOW	8/7/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
GERTSEN, ERIN	509	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
GIOVANINI, JOANNA	513	8/7/2025	669.03	0.00	0.00	20.00	0.00	0.00	0.00	689.03
GOMEZ, ANA MARIA	427	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
GONZALEZ, KARLA	326	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
GRIMES, MONIQUE	321	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
GUZMAN, WENDY	317	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
HALL, JENNIFER	1015	8/7/2025	446.02	0.00	0.00	40.00	0.00	0.00	0.00	486.02
HANSON, JEREMY	311	8/7/2025	0.00	0.00	0.00	60.00	4.00	0.00	0.00	64.00
HARDING, CLAIRE	1129	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
HARMAN, KRISTA	601	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
HARMON, HOPE	303	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
HEINRICY, ANDREA	301	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03

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GUEST NAME	ROOM NUMBER	DEPARTURE DATE	ROOM & TAX	FOOD AND BEVERAGE CHARGES	TELEPHONE	MISCELLANEOUS	SHOPS	OTHER	PAYMENTS DEPOSITS	TOTAL
HELSLEY, JESSENIA	203	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
HELSLEY, JESSENIA	719	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
HENRY, JASON	206	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
HERNANDEZ, ODALIS	211	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
HLEBO, JEANNE	1026	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
HOOPER, KATHERINE	308	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
HUERTA, LISA	715	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
HUNT EDDY, LINDA	610	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
HURTADO, ALYSIA	725	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
JABUKA, LYNN	724	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
JACOBS, REBECCA	606	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
JAHANGARD, BRIANNA	208	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
JANS, REBECCA	611	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
JONES, JENNIFER	715	8/4/2025	0.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00
KASPER, DEBBIE	405	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
KIEFNER, DANIELLE	603	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
LACROIX, DEBRA	712	8/7/2025	892.04	0.00	0.00	0.00	2.00	0.00	0.00	894.04
LARSON, LINDA	625	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
LE HAAS, LINH	502	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
LEE, STEPHANIE	731	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
LEHMAN, LACEY	423	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
LEWERS, KAREN	914	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
LOERA, SARAH	918	8/7/2025	669.03	0.00	0.00	60.00	6.00	0.00	0.00	735.03
LOMELI, ANDREA	922	8/7/2025	669.03	26.94	0.00	0.00	0.00	0.00	0.00	695.97
LOPEZ, GINA	923	8/7/2025	669.03	0.00	0.00	20.00	0.00	0.00	0.00	689.03
LOTHRINGER, DAWN	925	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
LOVE, KIMBERLY	619	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MACALPINE, REBECCA	1116	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MACHGAN, ARIANNE	924	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
MALDONADO, HALEY	320	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
MARQUEZ, FERDINAND	932	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MARROQUIN, KARLA	1111	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MASCARIN, DEREK	833	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
MATTALIANO, MARCO	832	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
MAYER, MELISSA	703	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03

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GUEST NAME	ROOM NUMBER	DEPARTURE DATE	ROOM & TAX	FOOD AND BEVERAGE CHARGES	TELEPHONE	MISCELLANEOUS	SHOPS	OTHER	PAYMENTS DEPOSITS	TOTAL
MCCAULLEY, KELLI	824	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
MCFARLAND, HEATHER	822	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MCFARLANE, REBECCA	823	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
MCGREGOR, CYNTHIA	819	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
MEJIA, JAZMINE	815	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
MELTON, BAYLEE	814	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MENDOZA MONTGOMERY, AUTUMN	805	8/7/2025	669.03	0.00	0.00	20.00	0.00	0.00	0.00	689.03
METTEN, ANNETTE	806	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
MILES, KIM	810	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MOELLER, KRISHA	1031	8/7/2025	892.04	0.00	0.00	0.00	4.00	0.00	0.00	896.04
MORALES, JENNA	807	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MORAN, ROSALINDA	722	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
MORENO, KATHY	517	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
MOYHER, MICHELLE	433	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
NAVARRETE, LUIS	432	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
NERI, SILVIA	1131	8/7/2025	738.00	0.00	0.00	0.00	0.00	0.00	0.00	738.00
NOLLER, KIMBERLY	431	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
OLSON, MATAYA	430	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
PEREA, WHITNEY	418	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
PLASCENCIA, VANESSA	416	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
POLLOCK, CATHERINE	415	8/7/2025	669.03	0.00	0.00	60.00	2.00	0.00	0.00	731.03
POPELAR, JOYCE	414	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
RAMIREZ, ADAM	718	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
RAMIREZ, GEORGINA	530	8/7/2025	669.03	0.00	0.00	20.00	4.00	0.00	0.00	693.03
RAMON, MELISSA	607	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
REYNOSO, COREY	304	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
ROBERTS, KARLE	1123	8/7/2025	738.00	0.00	0.00	0.00	0.00	0.00	0.00	738.00
RODRIGUEZ, REBECCA	1027	8/7/2025	669.03	0.00	0.00	40.00	4.00	0.00	0.00	713.03
ROSEN, SHARON	528	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
ROWDEN, RACHYL	1118	8/7/2025	738.00	0.00	0.00	0.00	4.00	0.00	0.00	742.00
SAEZ, CHRISTY	333	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
SAMPLES, JACOB	707	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
SAMSON, SOPHIE	706	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SCHEETZ, KIMBERLY	205	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
SCHLATTER, SARAH	705	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03

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GUEST NAME	ROOM NUMBER	DEPARTURE DATE	ROOM & TAX	FOOD AND BEVERAGE CHARGES	TELEPHONE	MISCELLANEOUS	SHOPS	OTHER	PAYMENTS DEPOSITS	TOTAL
SCHWARTZBERG, MANDI	302	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
SENDEJAZ, NICOLE	931	8/7/2025	892.04	0.00	0.00	80.00	4.00	0.00	0.00	976.04
SHARMA, LESLIE	533	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SHOELEH, APRIL	NO-SHOW	8/7/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
SHOELEH, APRIL	518	8/6/2025	235.44	0.00	0.00	20.00	0.00	0.00	0.00	255.44
SHORE, SIOBHANN	514	8/4/2025	223.01	0.00	0.00	0.00	0.00	0.00	0.00	223.01
SHORE, SIOEHANN	514	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SIMI, BRITTANY	521	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SMITH, ERIN	1114	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SMITH, JANAE	1120	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SMITH, KRISTY	532	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SMITH, RHEAMA	501	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SNEYD, ELIZABETH	524	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
SOMERVILLE, TIFFANY	504	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
SOTTILE, WENDY	525	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
SOWELL, ROSETTE	505	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
STEPHAN, DEBRA	831	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
STROSKY, STEPHANIE	506	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
SUGGETT, LAUREN	507	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
SULLENS, KAYLA	523	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
TALCOTT, CARRIE	511	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
TATUM, JENNIFER	512	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
TAYLOR, JULIA	522	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
TERRELL, ABIGAIL	520	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
THEOBALD, TRISHA	519	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
THOMAS, LATONYA	1019	8/7/2025	738.00	0.00	0.00	0.00	0.00	0.00	0.00	738.00
TOJO, ROBIN	426	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
TUNGET, AMBER	424	8/6/2025	446.02	0.00	0.00	223.01	0.00	0.00	0.00	669.03
TYLER, DONNELL	825	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
VALLADARES, HEBERTO	409	8/7/2025	669.03	0.00	0.00	20.00	0.00	0.00	0.00	689.03
VERT, CHRISTINA	332	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
VILLALOBOS, SHEILA	723	8/5/2025	223.01	0.00	0.00	0.00	0.00	0.00	0.00	223.01
VREEMAN, MICHELLE	325	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
WALKER, SHARLIE	526	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
WARREN, JORDANNA	NO-SHOW	8/6/2025	223.01	0.00	0.00	0.00	0.00	0.00	0.00	223.01

HILTON

ORIGINAL DATE: 8/22/2025

DOUBLETREE HOTEL SAN DIEGO- MISSION VALLEY
STATEMENT OF GUEST FOLIO CHARGES
COMPASS CHARTER SCHOOLS

GUEST NAME	ROOM NUMBER	DEPARTURE DATE	ROOM & TAX	FOOD AND BEVERAGE CHARGES	TELEPHONE	MISCELLANEOUS	SHOPS	OTHER	PAYMENTS DEPOSITS	TOTAL
WHITE, JESSICA	324	8/4/2025	0.00	0.00	0.00	223.01	0.00	0.00	0.00	223.01
WHITNEY, MICHELLE	322	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
WIEDERRICH, YOLANDA	428	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
WINBERRY LITT, TARA	319	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
WINGATE, KASEY	1119	8/7/2025	669.03	0.00	0.00	40.00	0.00	0.00	0.00	709.03
WINTER, KRISTEN	318	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
WOLFORD, BARBARA	1125	8/7/2025	669.03	0.00	0.00	60.00	0.00	0.00	0.00	729.03
WOODS, LINDSAY	315	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
WOODS, MICHELLE	314	8/7/2025	669.03	0.00	0.00	0.00	0.00	0.00	0.00	669.03
WORMALD, AMY	305	8/7/2025	669.03	0.00	0.00	60.00	4.00	0.00	0.00	733.03
WRIGLEY, TAMI	1108	8/7/2025	0.00	0.00	0.00	80.00	0.00	0.00	0.00	80.00
ZACCARO, TAMI	307	8/6/2025	446.02	0.00	0.00	223.01	0.00	0.00	0.00	669.03
ZAMORA, JESSE	306	8/7/2025	669.03	0.00	0.00	0.00	4.00	0.00	0.00	673.03
		TOTAL	**111,858.61**	**41.87**	**0.00**	**7,477.63**	**178.00**	**0.00**	**0.00**	**119,556.11**

HILTON

ORIGINAL DATE: 8/22/2025

DOUBLETREE HOTEL SAN DIEGO- MISSION VALLEY
STATEMENT OF FOOD & BEVERAGE CHARGES
COMPASS CHARTER SCHOOLS

DATE	REFERENCE	LOCATION	CHECK#					TOTAL
8/4/2025	7674466	BANQUETS GROUP	#105111					500.00
8/4/2025	7674467	BANQUETS GROUP	#105067					910.21
8/5/2025	7675384	BANQUETS GROUP	#105095					250.00
8/5/2025	7675385	BANQUETS GROUP	#105105					17,427.57
8/5/2025	7675386	BANQUETS GROUP	#105120					4,840.99
8/5/2025	7675387	BANQUETS GROUP	#105104					15,733.22
8/5/2025	7675390	BANQUETS GROUP	#105119					2,546.57
8/5/2025	7675391	BANQUETS GROUP	#105097					250.00
8/5/2025	7675392	BANQUETS GROUP	#105103					13,312.73
8/6/2025	7676059	BANQUETS GROUP	#105108					16,217.33
8/6/2025	7676060	BANQUETS GROUP	#105098					250.00
8/6/2025	7676061	BANQUETS GROUP	#105100					250.00
8/6/2025	7676062	BANQUETS GROUP	#105126					2,546.57
8/6/2025	7676063	BANQUETS GROUP	#105106					12,802.16
8/7/2025	7676821	BANQUETS GROUP	#105110					16,943.47
8/7/2025	7676822	BANQUETS GROUP	#105182					5,325.09
8/7/2025	7676825	BANQUETS GROUP	#105127					1,145.95
8/7/2025	7676826	BANQUETS GROUP	#105096					250.00
8/7/2025	7676827	BANQUETS GROUP	#105099					250.00
8/7/2025	7676829	BANQUETS GROUP	#105109					13,312.73
			TOTAL	**0.00**	**0.00**		**0.00**	**125,064.59**

HILTON



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105111
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Monday, August 4, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Mon, 08/04	4:00 PM - 6:00 PM	Meeting	The Patio			
Mon, 08/04	6:00 PM - 7:30 PM	Meeting	The Patio	192		

Function Room Rental

Quantity	Item	Price	Amount
1	The Patio	$500.00	$500.00
		Subtotal:	**$500.00**
		Function Room Rental Total:	**$500.00**

Check Subtotal	**$500.00**
Total Facility Charges	$.00
Total Administrative Charges	$.00
Total Taxes	$.00
Check Grand Total	**$500.00**

Organization Authorized Signature Date

Date Printed: 8/22/2025

DOUBLETREE by Hilton SAN DIEGO–MISSION VALLEY

DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105067

Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Monday, August 4, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Mon, 08/04	6:00 AM - 12:00 PM	Setup	Shutters West II			
Mon, 08/04	12:00 PM - 1:00 PM	Boxed Lunch	Shutters West II	14	14	
Mon, 08/04	1:00 PM - 3:00 PM	Meeting	Shutters West II			

Food

Quantity	Item	Price	Amount
1	Freshly Brewed Iced Tea	$99.00	$89.10
5	BEEF & CHEDDAR SANDWHICH BOXED LUNCH	$46.00	$207.00
4	GRILLED VEGETABLES WRAP BOXED LUNCH	$43.00	$154.80
4	ROASTED TURKEY SANDWICH BOXED LUNCH	$44.00	$158.40
1	HAM & BACON WRAP BOXED LUNCH	$45.00	$40.50
		Subtotal:	**$649.80**
		Facility Charge 19.74%:	$142.51
		Admin 7.26%:	$52.43
		Sales Tax 7.75%:	$65.48
		Food Total:	**$910.22**

Check Subtotal	**$649.80**
Total Facility Charges	$142.51
Total Administrative Charges	$52.43
Total Taxes	$65.48
Check Grand Total	**$910.22**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105095
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Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Tuesday, August 5, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Tue, 08/05	8:00 AM - 5:00 PM	Breakout/Syndicate	Loft I	10		

Function Room Rental

Quantity	Item	Price	Amount
1	Loft I	$250.00	$250.00
		Subtotal:	**$250.00**
		Function Room Rental Total:	**$250.00**

Check Subtotal	**$250.00**
Total Facility Charges	$.00
Total Administrative Charges	$.00
Total Taxes	$.00
Check Grand Total	**$250.00**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
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Check #: 105105
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Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Tuesday, August 5, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Tue, 08/05	7:00 PM - 8:30 PM	Dinner	Gallery	192	192	

Food

Quantity	Item	Price	Amount
192	PLATED DINNER	$72.00	$12,441.60
		Subtotal:	**$12,441.60**
		Facility Charge 19.74%:	$2,728.86
		Admin 7.26%:	$1,003.62
		Sales Tax 7.75%:	$1,253.49
		Food Total:	**$17,427.57**

Check Subtotal	**$12,441.60**
Total Facility Charges	$2,728.86
Total Administrative Charges	$1,003.62
Total Taxes	$1,253.49
Check Grand Total	**$17,427.57**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
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Check #: 105120
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Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Tuesday, August 5, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Tue, 08/05	2:30 PM - 3:00 PM	Break	South Foyer All	192	192	

Food

Quantity	Item	Price	Amount
192	VEGGIES & FRUITS	$20.00	$3,456.00
		Subtotal:	**$3,456.00**
		Facility Charge 19.74%:	$758.02
		Admin 7.26%:	$278.78
		Sales Tax 7.75%:	$348.19
		Food Total:	**$4,840.99**

Check Subtotal	**$3,456.00**
Total Facility Charges	$758.02
Total Administrative Charges	$278.78
Total Taxes	$348.19
Check Grand Total	**$4,840.99**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105104
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Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Tuesday, August 5, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Tue, 08/05	12:00 PM - 1:00 PM	Lunch Buffet	Great Room IV/V	192	192	

Food

Quantity	Item	Price	Amount
192	SOUTH OF THE BORDER LUNCH BUFFET - MODIFIED	$65.00	$11,232.00
		Subtotal:	**$11,232.00**
		Facility Charge 19.74%:	$2,463.55
		Admin 7.26%:	$906.05
		Sales Tax 7.75%:	$1,131.62
		Food Total:	**$15,733.22**

Check Subtotal	**$11,232.00**
Total Facility Charges	$2,463.55
Total Administrative Charges	$906.05
Total Taxes	$1,131.62
Check Grand Total	**$15,733.22**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105119
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Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Tuesday, August 5, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Tue, 08/05	10:00 AM - 4:00 PM	Refreshment Break	Total Foyers	192	192	

Food

Quantity	Item	Price	Amount
10	Freshly Brewed Coffee	$101.00	$909.00
5	Freshly Brewed Decaffeinated Coffee	$101.00	$454.50
5	Assorted Hot Teas	$101.00	$454.50
		Subtotal:	**$1,818.00**
		Facility Charge 19.74%:	$398.75
		Admin 7.26%:	$146.65
		Sales Tax 7.75%:	$183.16
		Food Total:	**$2,546.56**

Check Subtotal	**$1,818.00**
Total Facility Charges	$398.75
Total Administrative Charges	$146.65
Total Taxes	$183.16
Check Grand Total	**$2,546.56**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105097
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Thursday, August 7, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Thu, 08/07	8:00 AM - 5:00 PM	Breakout/Syndicate	Loft I	10		

Function Room Rental

Quantity	Item	Price	Amount
1	Loft I	$250.00	$250.00
		Subtotal:	**$250.00**
		Function Room Rental Total:	**$250.00**

Check Subtotal	**$250.00**
Total Facility Charges	$.00
Total Administrative Charges	$.00
Total Taxes	$.00
Check Grand Total	**$250.00**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105103
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Tuesday, August 5, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Tue, 08/05	7:00 AM - 8:00 AM	Setup	Gallery			
Tue, 08/05	8:00 AM - 9:00 AM	Breakfast Buffet	The Patio	192	192	
Tue, 08/05	8:00 AM - 4:00 PM	General Session/Congress	Gallery	192		
Tue, 08/05	4:00 PM - 7:00 PM	Setup	Gallery			

Food

Quantity	Item	Price	Amount
192	SUNRISE BREAKFAST BUFFET - MODIFIED	$55.00	$9,504.00
		Subtotal:	**$9,504.00**
		Facility Charge 19.74%:	$2,084.54
		Admin 7.26%:	$766.66
		Sales Tax 7.75%:	$957.53
		Food Total:	**$13,312.73**

Check Subtotal	**$9,504.00**
Total Facility Charges	$2,084.54
Total Administrative Charges	$766.66
Total Taxes	$957.53
Check Grand Total	**$13,312.73**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105108
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Wednesday, August 6, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Wed, 08/06	12:00 PM - 1:30 PM	Lunch Buffet	Great Room IV/V	192	192	

Food

Quantity	Item	Price	Amount
192	LITTLE ITALY LUNCH BUFFET - MODIFIED	$67.00	$11,577.60
		Subtotal:	**$11,577.60**
		Facility Charge 19.74%:	$2,539.35
		Admin 7.26%:	$933.93
		Sales Tax 7.75%:	$1,166.44
		Food Total:	**$16,217.32**

Check Subtotal	**$11,577.60**
Total Facility Charges	$2,539.35
Total Administrative Charges	$933.93
Total Taxes	$1,166.44
Check Grand Total	**$16,217.32**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105098
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Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Tuesday, August 5, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Tue, 08/05	8:00 AM - 5:00 PM	Breakout/Syndicate	Loft II	10		

Function Room Rental

Quantity	Item	Price	Amount
1	Loft II	$250.00	$250.00
		Subtotal:	**$250.00**
		Function Room Rental Total:	**$250.00**

Check Subtotal	**$250.00**
Total Facility Charges	$.00
Total Administrative Charges	$.00
Total Taxes	$.00
Check Grand Total	**$250.00**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105100
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Thursday, August 7, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Thu, 08/07	8:00 AM - 5:00 PM	Breakout/Syndicate	Loft II	10		

Function Room Rental

Quantity	Item	Price	Amount
1	Loft II	$250.00	$250.00
		Subtotal:	**$250.00**
		Function Room Rental Total:	**$250.00**

Check Subtotal	**$250.00**
Total Facility Charges	$.00
Total Administrative Charges	$.00
Total Taxes	$.00
Check Grand Total	**$250.00**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108
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Check #: 105126
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Wednesday, August 6, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Wed, 08/06	8:00 AM - 10:00 AM	Setup	Total Foyers			
Wed, 08/06	10:00 AM - 5:00 PM	Refreshment Break	Total Foyers	192	192	
Wed, 08/06	10:00 AM - 5:00 PM	Exhibition/Trade Show	Total Foyers	192		
Wed, 08/06	5:00 PM - 11:45 PM	Teardown	Total Foyers			

Food

Quantity	Item	Price	Amount
10	Freshly Brewed Coffee	$101.00	$909.00
5	Freshly Brewed Decaffeinated Coffee	$101.00	$454.50
5	Assorted Hot Teas	$101.00	$454.50
		Subtotal:	**$1,818.00**
		Facility Charge 19.74%:	$398.75
		Admin 7.26%:	$146.65
		Sales Tax 7.75%:	$183.16
		Food Total:	**$2,546.56**

Check Subtotal	**$1,818.00**
Total Facility Charges	$398.75
Total Administrative Charges	$146.65
Total Taxes	$183.16
Check Grand Total	**$2,546.56**

Organization Authorized Signature Date

Date Printed: 8/22/2025



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Check #: 105106
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Wednesday, August 6, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Wed, 08/06	8:00 AM - 9:00 AM	Breakfast Buffet	The Patio	192	192	
Wed, 08/06	8:00 AM - 9:00 AM	Room Hold	Gallery	192		

Food

Quantity	Item	Price	Amount
50	Breakfast Burritos	$14.00	$630.00
25	Breakfast Burritos (GF)	$15.00	$337.50
75	Croissant Sandwiches	$14.00	$945.00
25	Vegan Wraps (VG, GF)	$14.00	$315.00
192	SAN DIEGO CONTINENTAL	$40.00	$6,912.00
		Subtotal:	**$9,139.50**
		Facility Charge 19.74%:	$2,004.60
		Admin 7.26%:	$737.26
		Sales Tax 7.75%:	$920.80
		Food Total:	**$12,802.16**

Check Subtotal	**$9,139.50**
Total Facility Charges	$2,004.60
Total Administrative Charges	$737.26
Total Taxes	$920.80
Check Grand Total	**$12,802.16**

Organization Authorized Signature Date

Date Printed: 8/22/2025



DoubleTree by Hilton San Diego Mission Valley

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Phone: 619-297-5466

Check #: 105110
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Thursday, August 7, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Thu, 08/07	12:00 PM - 1:00 PM	Lunch Buffet	Great Room IV/V	192	192	

Food

Quantity	Item	Price	Amount
192	BACKYARD Q LUNCH BUFFET - MODIFIED	$70.00	$12,096.00
		Subtotal:	**$12,096.00**
		Facility Charge 19.74%:	$2,653.06
		Admin 7.26%:	$975.74
		Sales Tax 7.75%:	$1,218.67
		Food Total:	**$16,943.47**

Check Subtotal	**$12,096.00**
Total Facility Charges	$2,653.06
Total Administrative Charges	$975.74
Total Taxes	$1,218.67
Check Grand Total	**$16,943.47**

Organization Authorized Signature Date

Date Printed: 8/22/2025



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Check #: 105128
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Thursday, August 7, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
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Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Thu, 08/07	10:30 AM - 11:00 AM	Break	South Foyer All	192	192	

Food

Quantity	Item	Price	Amount
192	BUILD YOUR OWN TRAIL MIX	$22.00	$3,801.60
		Subtotal:	**$3,801.60**
		Facility Charge 19.74%:	$833.82
		Admin 7.26%:	$306.66
		Sales Tax 7.75%:	$383.01
		Food Total:	**$5,325.09**

Check Subtotal	**$3,801.60**
Total Facility Charges	$833.82
Total Administrative Charges	$306.66
Total Taxes	$383.01
Check Grand Total	**$5,325.09**

Organization Authorized Signature Date

Date Printed: 8/22/2025



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Check #: 105127
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

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Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
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Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Thu, 08/07	10:00 AM - 11:00 AM	Refreshment Break	South Foyer All	192	192	

Food

Quantity	Item	Price	Amount
3	Freshly Brewed Coffee	$101.00	$272.70
3	Freshly Brewed Decaffeinated Coffee	$101.00	$272.70
3	Assorted Hot Teas	$101.00	$272.70
		Subtotal:	**$818.10**
		Facility Charge 19.74%:	$179.43
		Admin 7.26%:	$66.00
		Sales Tax 7.75%:	$82.41
		Food Total:	**$1,145.94**

Check Subtotal	**$818.10**
Total Facility Charges	$179.43
Total Administrative Charges	$66.00
Total Taxes	$82.41
Check Grand Total	**$1,145.94**

Organization Authorized Signature Date

Date Printed: 8/22/2025



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Check #: 105096
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Wednesday, August 6, 2025**
Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
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Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Wed, 08/06	8:00 AM - 5:00 PM	Breakout/Syndicate	Loft I	10		

Function Room Rental

Quantity	Item	Price	Amount
1	Loft I	$250.00	$250.00
		Subtotal:	**$250.00**
		Function Room Rental Total:	**$250.00**

Check Subtotal	**$250.00**
Total Facility Charges	$.00
Total Administrative Charges	$.00
Total Taxes	$.00
Check Grand Total	**$250.00**

Organization Authorized Signature Date

Date Printed: 8/22/2025



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Phone: 619-297-5466

Check #: 105099
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

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Account:	Compass Charter Schools	**Catering Manager:**	Kathryn Leones
Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
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Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Wed, 08/06	8:00 AM - 5:00 PM	Breakout/Syndicate	Loft II	10		

Function Room Rental

Quantity	Item	Price	Amount
1	Loft II	$250.00	$250.00
		Subtotal:	**$250.00**
		Function Room Rental Total:	**$250.00**

Check Subtotal	**$250.00**
Total Facility Charges	$.00
Total Administrative Charges	$.00
Total Taxes	$.00
Check Grand Total	**$250.00**

Organization Authorized Signature Date

Date Printed: 8/22/2025



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7450 Hazard Center Drive, San Diego, CA 92108
Phone: 619-297-5466

Check #: 105109
Page 1 of 1
Date Printed: 8/22/2025

Banquet Check

Group Catering

Post As:	**Compass Charter Schools**	**Event Date:**	**Thursday, August 7, 2025**
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Contact:	Elizabeth Brenner	**Phone:**	619-688-4007
Phone:	(805) 358-4761	**Email:**	kathryn.leones@hilton.com
Email:	ebrenner@compasscharters.org	**Service Manager:**	Kathryn Leones
Address:	850 Hampshire Rd Suite R Thousand Oaks, CA 91361 United States of America	**Phone:** **Email:**	619-688-4007 kathryn.leones@hilton.com
Onsite Contact:	Kasey Wingate	**Master Account #:**	COM - 10% F&B Discount
Onsite Phone:	(805) 405-3758	**Payment Method:**	Check/Cheque

Date	Time	Function	Room	Expect	GTD	Actual
Thu, 08/07	7:00 AM - 8:00 AM	Setup	Gallery			
Thu, 08/07	8:00 AM - 9:00 AM	Breakfast Buffet	The Patio	192	192	
Thu, 08/07	8:00 AM - 3:00 PM	General Session/Congress	Gallery	192		
Thu, 08/07	3:00 PM - 5:00 PM	Teardown	Gallery			

Food

Quantity	Item	Price	Amount
192	SUNRISE BREAKFAST BUFFET - MODIFIED	$55.00	$9,504.00
		Subtotal:	**$9,504.00**
		Facility Charge 19.74%:	$2,084.54
		Admin 7.26%:	$766.66
		Sales Tax 7.75%:	$957.53
		Food Total:	**$13,312.73**

Check Subtotal	**$9,504.00**
Total Facility Charges	$2,084.54
Total Administrative Charges	$766.66
Total Taxes	$957.53
Check Grand Total	**$13,312.73**

Organization Authorized Signature Date

Date Printed: 8/22/2025

ORIGINAL DATE: 8/22/2025

DOUBLETREE HOTEL SAN DIEGO- MISSION VALLEY
STATEMENT OF MISCELLANEOUS CHARGES
COMPASS CHARTER SCHOOLS

DATE	REFERENCE	DESCRIPTION	AMOUNT
8/11/2025	7680940	BANQUET PARKING	310.00
TOTAL			**310.00**

HILTON

ORIGINAL DATE: 8/22/2025

DOUBLETREE HOTEL SAN DIEGO- MISSION VALLEY
STATEMENT OF DEPOSITS, PAYMENTS & ADJUSTMENTS
COMPASS CHARTER SCHOOLS

DATE	REFERENCE	DESCRIPTION	AMOUNT
3/21/2025	7543720	SERTIFI VISA/MASTER	-40,000.00
5/23/2025	7604638	SERTIFI VISA/MASTER - ADVANCE DEPOSIT	-40,000.00
7/22/2025	7662307	CHECK - ADVANCE DEPOSIT	-176,170.57
8/11/2025	7680987	FOOD & BEVERAGE CREDIT	-5,000.00
8/13/2025	7682525	GROUP REBATES & SUBSIDIES	-2,907.59
8/18/2025	7687241	Refund	19,147.46
TOTAL			**(244,930.70)**

HILTON

Coversheet

Submitted 2025-26 CDE Consolidated Applications

Section:	IX. Operations Division
Item:	H. Submitted 2025-26 CDE Consolidated Applications
Purpose:	FYI
Submitted by:	Danielle Gamez
Related Material:	CCS YOLO CONAPP FY25-26 Summer Application (1).xlsx CCS SD CONAPP FY25-26 Summer Application (1).xlsx CCS LA CONAPP FY25-26 Summer Application (1).xlsx

BACKGROUND:

During the June 2025 board meeting, the 2025-2026 Consolidated Applications were approved. The final applications are attached for information purposes.

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

CCS YOLO CONAPP FY25-26 Summer Application (1).xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

CCS SD CONAPP FY25-26 Summer Application (1).xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

CCS LA CONAPP FY25-26 Summer Application (1).xlsx

Coversheet

Academic Division Updates

Section: X. Academic Services
Item: A. Academic Division Updates
Purpose: FYI
Submitted by:
Related Material: 2025 Summer Session Data for BOD 2025_09.pdf
Conference Debrief for Board Report 2025_09_25.pdf
Academic Division Board Report 2025_09_23.pdf

BACKGROUND:

- Academic Division Update
- Summer School Update.
  Participating scholars spent more time than last year working, with 93% passing 1 or more summer courses.
- Compass Conference Debrief

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July 2025 Summer Session Data

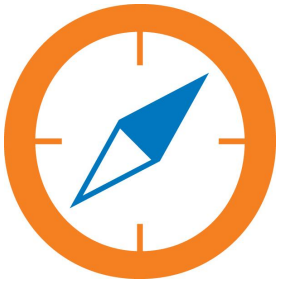
COMPASS
CHARTER SCHOOLS

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.

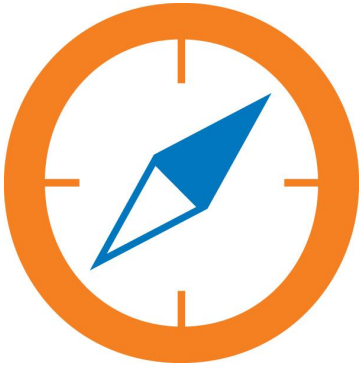


OUR ARTIC VALUES



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.

Compass Agreements



We are present. We reduce or eliminate distractions for ourselves and others.

We are learners. We are all learners and engaged in the learning process.

We are inclusive. We respect one another and value the inclusion of multiple perspectives.

We are considerate. We consider how our words and actions impact others and take responsibility for our impact.

We assume positive intent. We act with grace and generosity toward each other.

July 2025 RTI Virtual Summer Camp

Criteria used for invitation:

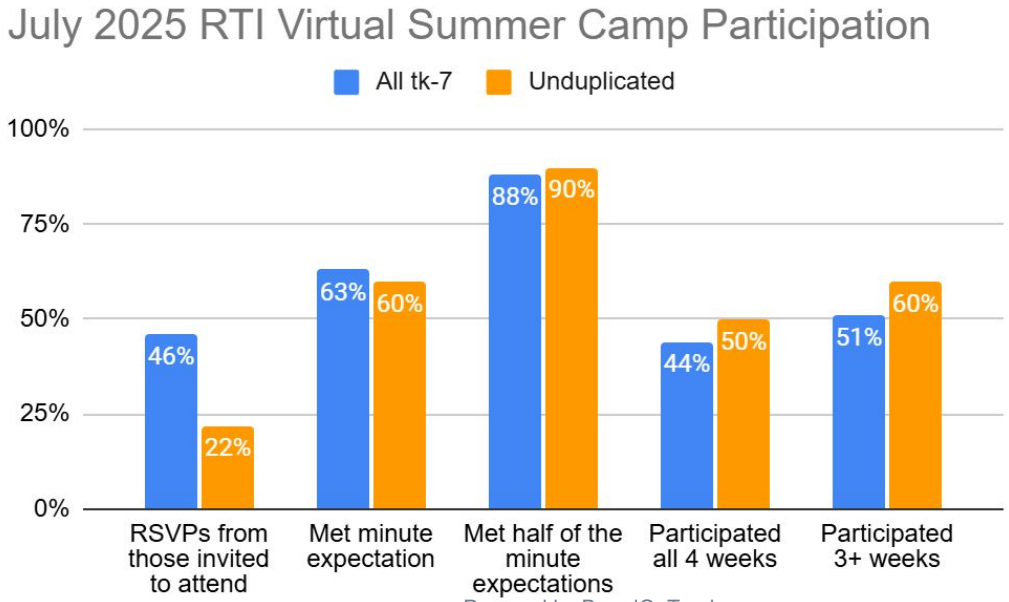
- All Unduplicated scholars in grades Tk-7
- Scholar Intervention/Urgent Intervention 3 cycles
- Scholars Declined from BOY to MOY
- Scholars from Intervention/Urgent Intervention to On Watch BOY to MOY
- Tk-K scholars who were On-watch, Intervention, Urgent Intervention MOY 2023-24
- Teacher Recommendation

Program expectation:

- Scholars work in iXL ELA and Math 40 minutes a day for a total of 200 minutes a week
- Goal is to participate for 800 minutes for the 4 week session

RTI Virtual Summer Camp Data

Compared to July 2024, there was a 29% increase in scholars meeting the minute expectation rising from 34% in 2024 to 63% in 2025

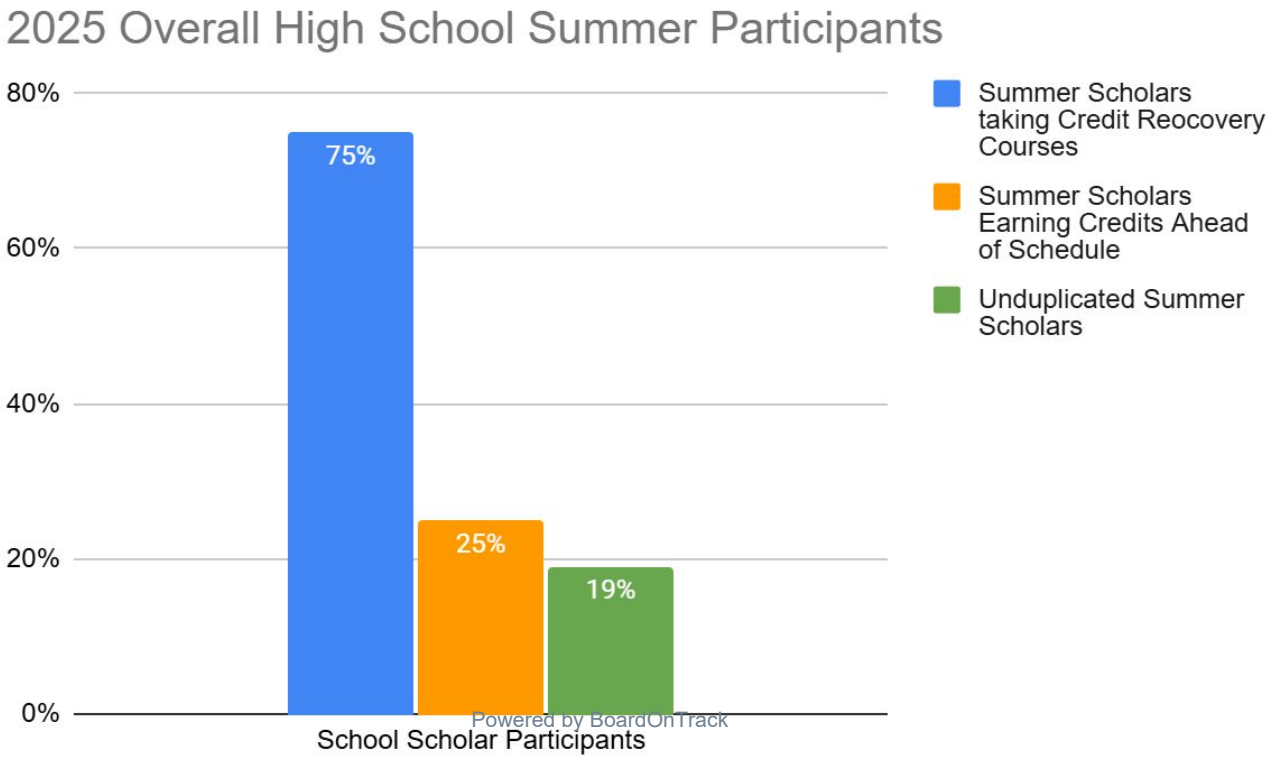


July 2025 High School Summer School

Program Overview:

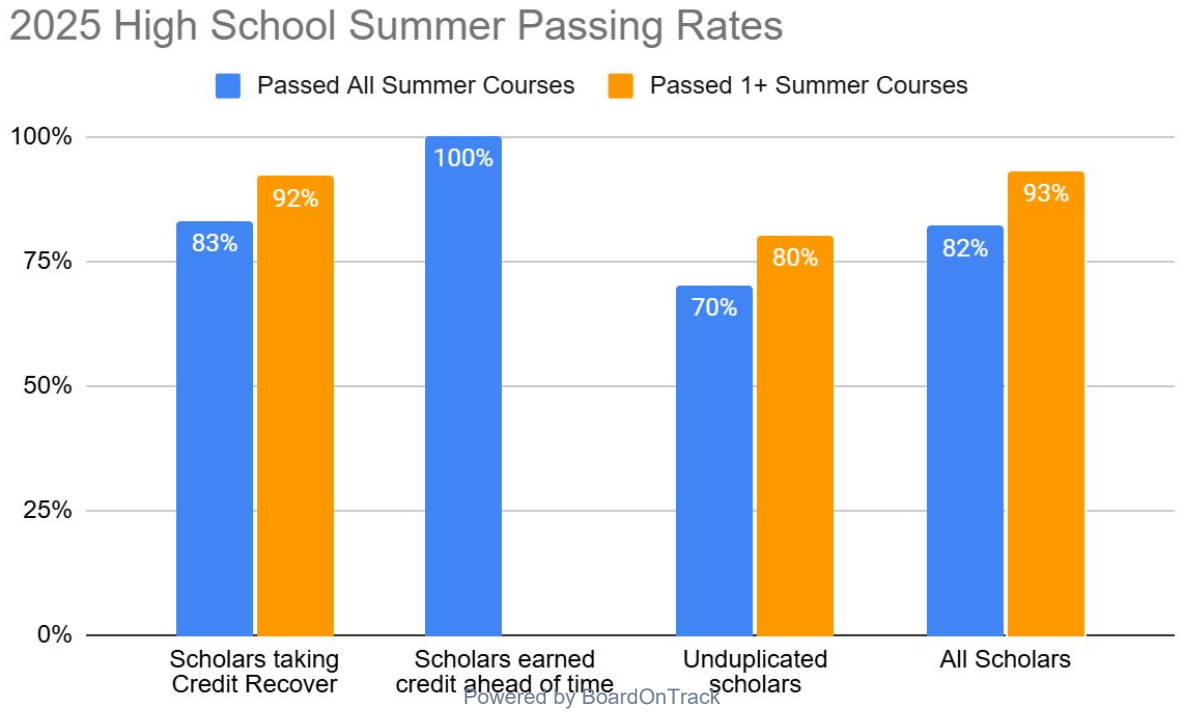
- All incoming 9th grade scholars and current high school scholars can participate in Summer School.
- Scholars can take courses to work ahead of their four year plan timeline to earn credits towards graduation.
- Scholars can also take courses for credit recovery to earn credits towards graduation.
- Most scholars signed up for 2 courses to complete

High School Summer School Data



High School Summer School Data

Compared to 2024 Summer School:



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Thank you.

Janae Smith, Director of Online Learning
jsmith@compasscharters.org

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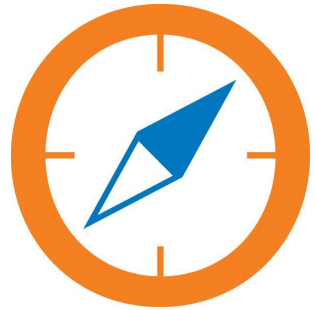
Compass Conference Board Debrief September 23, 2025

COMPASS
CHARTER SCHOOLS

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

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.

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.

Conference Logistics and Planning

- In February, a 15 member Conference Committee, led by Director of Staff Support Kasey Wingate, launched the planning process. With an early start, determined purpose, and consideration of feedback from previous conferences, the committee set a conference goal to continue to build staff capacity through learning that that would **strengthen relationships and build trust, community, and connections**.
- A smaller Conference Logistics Committee used a detailed Plan of Action and Milestones (POAM) to meet deadlines and ensure every logistical detail attended to. This work proved to be impactful, as several staff shared this was Compass' most seamless conference yet.



Training Highlights

- ❑ Strength Deployment Inventory
- ❑ Crucial Conversations
- ❑ Team Building Activities: Staff User Manual
- ❑ Team Time
- ❑ Problem Solving Sessions
- ❑ Restorative Circles
- ❑ AVID - The Scholar Profile
- ❑ Charter School Advocacy
- ❑ Yes, and… The Tenets of Improv in Your Work and Practice
- ❑ Crucial Conversations Practice and Implementation



Conference Feedback Summary

- **102** staff responses to feedback survey
  - Widely regarded as the best yet
  - Highlights:
    - relationship-building
    - structured team collaboration
    - Training & Development Manager's facilitation of our of all staff training on our professional learning pillars



- **97%** of respondents said the conference was *extremely or very organized*.
- **82%** of respondents said the conference *exceeded or met expectations*.
- **87%** of respondents rated the venue good, very good, or excellent.
- **Lasting Impact:** Many left feeling more energized and ready for the school year; one even said "the conference was life-changing."
- **Powerful Connections:** Restorative circles, in-person team time, and SDI training strengthened trust, collaboration, and relationships.

For 26-27 Conference

Staff thoughts on improvements

- ❑ More dedicated team/department time, especially for live sync teaching teams, Options, and Coordinators; more space to plan, set up rosters, align on new procedures, and tackle practical tasks before the year begins.

Positives to Keep

- ❑ Organization, structure, pacing, & a more relaxed, positive vibe.
- ❑ Increased personal interactions and face to face connection opportunities that built relationships, strengthened bonds, and cemented a strong foundations for the school year and fostered collaboration across teams.
- ❑ Food trucks, after work social activities, and opportunities for cross-departmental collaboration.



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Thank you.

Questions & Comments.

COMPASS
CHARTER SCHOOLS

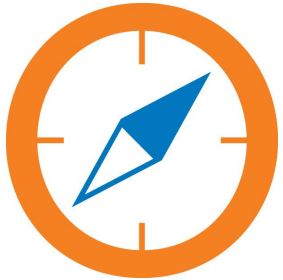
Academic Services Division | Board Report
September 23, 2025

COMPASS
CHARTER SCHOOLS

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

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.

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

- Consolidated High School programs under Director Janae Smith
  - More efficient PLC & Subject Matter coordination
  - More equitable scholar/staffing distribution
- Working on WASC mid cycle report
  Date of Visit December 12
- Growing internal speech program.

Academic Support

- **New: UPchieve**
  - Free Tutoring for All 6th-12th Grade Scholars
    - Key Service:

      Math, Science, English, Social Studies & SAT/ACT Prep
    - As of 9/18/25:
      - 213 scholars logged in
      - 77 requested sessions
      - 23 tutoring hours
    - Increase from CCS' last virtual tutoring offering (Paper.co) that had total of 36 scholars over 3 years.
- **New**: **Amira** - State approved Reading Difficulties Screener for K-2
  - Staff training begins in November for February screening.

Academic Support

- Pilot: **Vista Learning** and **Cengage** (Grades 6–12)
  - Goal: strengthen ELD lesson support for tutors
- This month: Annual **Skills Bootcamp sessions**
  - Resource specialists and tutors offering targeted support based on last School Year's end of year STAR data.
  - 132 scholars for Early Literacy
  - 376 for Reading
  - 498 for Math
  - 135 Scholars attended so far.

Counseling

- **Recognized ASCA Model Program (RAMP)**
  - National designation awarded by the **American School Counselor Association (ASCA)**
  - Submitted application for CCS of Los Angeles and CCS of Yolo
  - Counseling team achieved RAMP certification for CCS of San Diego last SY.

- **SCOIR-** New College and career planning platform
  - Goal: Strengthen postsecondary readiness for HS scholars
  - Tools for college exploration, career assessments, application management, and collaboration between counselors, scholars, and families.
  - Iin onboarding and counselor training phase
  - Scholar/family orientations scheduled for October

Online Learning/Compass High School

- July 2025 scholars participated in high school summer school and Response to Intervention (RTI) Virtual Summer Camp
- Two Town Hall meeting sessions regarding Options High School offered in September to answer questions about program changes
  - Options HS actively seeking LCs/Scholar feedback (new form) for reflection and improvements to program

Options learning

Curriculum Scope & Sequence Revision

- Developing revised course scope and sequence with embedded learning modules.
- Focused on supporting diverse learners in reaching proficiency by providing clearer progression and scaffolded mastery pathways.

Learning Management System (LMS) Review

- Partnering with a group of Supervising Teachers (STs) to evaluate LMS options that integrate with School Pathways.
- Goal is to reduce clerical workload for teachers and improve scholar academic monitoring and instructional efficiency.

Special Education

- Welcome Katie Cameron, CCC-SLP, Speech and Language Pathologist Coordinator.
  - Beginning of internal speech support program
  - Goal: Improved & integrated services, lower costs.
- Compass is starting the year with…
  - 335 Scholars in Special Education.
  - 88 scholars with Alternative Curriculum.

Staff Support

- Assessments
  - 24-25 CAASPP data will be available on October 15, 2025, with a California dashboard viewing available on November 13, 2025.
  - Our BOY STAR window closes on 9/19, though we will test newly enrolled scholars until November.
    - Participation as of 9/18 (Goal- minimum of 95%)
      - Early Literacy: 84%
      - Math: 90%
      - Reading: 89%

Staff Support

- Instructional Coaching
  - Currently working with six new hires, including two Online STs who transitioned to Options, to provide comprehensive onboarding and training.
- Professional Learning
  - Fall semester will continue to emphasize our three pillars: Trust and Inspire, Restorative Practices, and SDI.
  - October 14th in-service day, CCS staff facilitating most sessions.
- AVID 25-26 Focus
  - bite-sized resources & quarterly themes on two core WICOR principles, Organization and Writing
  - Continuing to connect AVID to the Compass Scholar Profile.

Engagement

- **Baseline Data** collection continues for Engagement Registrations of Special Populations (see below for 25-26 SY percentages as of 9/10/25)
  - 4% of **SED** Scholars Registered for 1 or more Engagement Offerings
  - 6% of **EL** Scholars Registered for 1 or more Engagement Offerings
  - 0% of **Foster** Scholars Registered for 1 or more Engagement Offerings
  - 3% of **MKV** Scholars Registered for 1 or more Engagement Offerings
- Engagement Registrations highlights (as of 9/10/25)
  - Learning Coach Academy - 43 (Meets Mondays at 1pm)
  - Scholar Clubs - 370 across (24 clubs being offered)
- Successfully held 2025-26 SY Weeks of Welcome
  - Combination of Welcome Back Events, Orientations, & Department Open Houses, including Assessment, Counseling, Engagement, Attendance, ELL, Options, Online, IT, Scholar Support and Special Ed.
  - Recordings and sides made available for families

COMPASS
CHARTER SCHOOLS

Thank you.

Questions & Comments.

Coversheet

Independent Study Administrative Regulations

Section:	X. Academic Services
Item:	B. Independent Study Administrative Regulations
Purpose:	FYI
Submitted by:	Greg Cohen
Related Material:	Independent Study Regs 25_26 (IS Admin Regs).pdf Changes to Independent Study Regs 25_26 (IS Admin Regs).pdf

BACKGROUND:

Compass improves and clarifies its Independent Study Administrative Regulations when needed.

Compass Charters Independent Study Administrative Regulations 2025/2026

All of the policies and procedures outlined in these regulations adhere to the Compass Board Policy that was approved for Independent Study.

Resources

- Organization chart on WorkVivo
- Promotion/Retention Policy
- Compass Attendance Documentation

Notes

- Links to documents below that are renewed annually (e.g., registration links, data studio), will be updated upon renewal.

1. Scholar Enrollment Process | Enrollment Specialist

Note: See Registration Lifecycle for detailed instructions.

1.1 Enrollment Documents

*Bold items are required documents.

1. **Proof of CA Residency**- Scholars must provide two documents from this list verifying that the scholar is a resident of the appropriate county (county where charter is authorized or its adjacent counties). The document does not have to be in the scholar's name. See residency policy here.
2. **Proof of Age** - Scholars must provide one document from this list verifying their age.
3. **Prior Academic Records**- Report cards or transcripts may be uploaded at enrollment, but are not required. The Records Department always requests the cume file from the previous school. For high school scholars, enrollment asks for transcripts, but cannot delay enrollment for these documents.
4. **Immunizations** - These may be uploaded, but are not required as we are an Independent Study program.
5. **Housing Questionnaire** - In accordance with the federal McKinney-Vento Homeless Act, Compass will administer a housing questionnaire at the beginning of each school year for returning scholars and during enrollment for new families to help identify homeless scholars and unaccompanied youth.
6. **OK** - Scholars are encouraged to provide a photograph of themselves to be used on school ID badges and for general identification purposes.

1.2 Conditional enrollment documents required for scholars who meet specific criteria.

1. **Caregiver Affidavit** - These are collected if a person other than the parent or legal guardian is enrolling a minor.

2. **Oral Health Assessment and Report of Health Examination** - These are collected from scholars who are in kindergarten or enrolling in the CA public school system for the first time.
3. **18+ Authorization of Release of Records** - Parent/ guardians will remain on the scholar records in the SIS unless the adult scholar (18+) requests to remove the parent/ guardians from accessing their educational records. The adult scholar can complete the Change of Contact form if they would like to remove the parent/ guardian from their scholar record.
4. **SPED/504 Records** - These may be uploaded at this time and are requested but not required. The Records Department will request these from the previous school as we cannot hold up enrollment for these documents.
5. **Kindergarten Continuance—**Per California Education Code sections 46300 and 48011, a scholar of kindergarten age who is enrolling in TK must complete this form. Per our incoming grade-level placement policy, this parent/guardian request would need approval from the Program director.

1.3 Enrollment Forms (signed)

1. **Household Data Collection**—This is an annual California state requirement. The state requests household income information from all families, which helps the state determine how much aid Compass gets for low-income families (if available in the Reg Online application portal).
2. **Cumulative Records Release** - Allows Compass to request cume files from scholars' previous school.

1.4 Enrollment Procedures

1. Collect all **required** and conditional documents, and make sure that all forms are signed by the parent/guardian. If the scholar is in high school, and has stated that they have an IEP or 504, ask the parent/guardian for the applicable document(s).
2. Confirm grade level and program before importing new scholars into School Pathways Student Information System (SIS). Refer to incoming scholar grade level placement policy in scholar handbook.
3. Import into SIS.
4. In the SIS, complete pre-enroll process (Yolo Enrollment Specialist), which includes
    a. Flagging records specialist (Silvia for Special Ed)
    b. Flagging counselor
    c. Flagging Special Populations if necessary.
    Note: Enrollment does not assign STs, or SpEd Ed Specialists or Case Managers. Program coordinators and Special Education technicians are to check the registration dashboard regularly to determine ST/ES assignments needed.
    d. Flagging Scholar Community Advocate, if necessary.
    e. Assign Counselor to Support Staff Association Section
    f. Sends enrollment complete email from enrollment@compasscharters.org to the primary contact, including an invitation to attend orientation
    g. Enrollment Specialist deletes own staff association
5. If a scholar is eligible under McKinney-Vento, foster, and/or a military-connected scholar, an enrollment specialist will flag the Scholar Community Advocate to:
    a. Review and assess documentation and confirm eligibility status.
    b. Send a welcome email to the family/scholar with information about McKinney-Vento rights, foster youth rights, and/or Purple Star program.
    c. Flag the scholar in the SIS and add the appropriate program enrollment record.
    d. Send the family a Needs Assessment Survey to assess potential educational barriers.

e. Ensure barriers to enrollment, attendance, and academic participation are removed and communicate with staff as needed to support the scholar's success.
f. Provide the family/scholar with resources and referrals to (housing, food banks, mental health, tutoring, or military family supports).
g. Serve as the main point of contact for coordination with county liaisons, social workers, military school liaisons, and other agencies.

1.5 Orientation Procedures

1. Family Registers for Program Orientation
    a. Each family signs up for a specific program orientation session. The link to register is included in the enrollment team email communications.
        i. Online Orientation Registration Link
        ii. Options Orientation Registration Link
        iii. SPED Orientation Link
2. Attend Weekly Program Orientation
    a. Families attend the weekly program orientation to familiarize themselves with the program requirements and initial steps for getting started.
3. Orientation Coordinator Follow-Up
    a. After the orientation session, the Orientation Coordinator follows up with each family.
    b. The coordinator provides all necessary resources reviewed during the program orientation.
    c. Assistance is offered to the family until a Supervising Teacher is assigned.

1.6 Records Obtainment | Record Specialists

This process is happening concurrently to prepare a master agreement for signature.

1. Once flagged by Enrollment, Records Specialists will request a scholar's cumulative file based on previous school history.
2. As the scholar's cumulative file is received Records will:
    a. Review all incoming records for IEP & 504 documents (if provided)
        i. Send IEP to the Special Ed Technician if IEP is provided.
3. The complete cumulative files are uploaded to the Cume tab in the SIS.
4. For High School scholars, the scholar's previous school's transcript is shared with the assigned counselor and transcript history is added to the SIS.

Note: Not receiving any of the above shall not halt the enrollment process.

1.7 Transcript Evaluation | Counselors:

1. **What needs evaluation -** School counselors are responsible for evaluating a scholar's academic high school transcript to ensure proper course placement and progress towards meeting graduation requirements. If a scholar is not in high school, completed a high school level course in middle school, or completed a concurrent enrollment course at a community college, then a transcript evaluation would not be needed.
2. **Create Four Year Cohort Plan if needed (High School) -** Scholars will work collaboratively with their counselor to create a four-year plan. A four-year plan allows scholars to personalize their high school

experience, incorporate courses that will lead to their future college major and/or career, and ensure that they graduate from high school within their four-year cohort.

3. The four-year plan should be reviewed each year to ensure that a scholar is on track to meet graduation requirements and post-high school goals.
4. **For Certificate of Completion or Alternative Diploma Scholars with an IEP** - If necessary, counselors should consult with an Ed Specialist regarding courses and alternate pathways. If the Ed Specialist notes any inconsistencies with a scholar's course(s) at the time of signing the master agreement, they should consult with the scholar's assigned counselor.

1.8 Master Agreement Creation | Operations, STs & Counselors:

1. **Master Agreement**- To attend CCS, each scholar, learning coach (parent/legal guardian), special education case manager (if applicable), and supervising teacher shall sign a Master Agreement (MA) prior to the first day of courses each school year.

   This is a legal document and must be signed, dated, and returned to CCS. No scholar or learning coach will have access to the curriculum until the MA is signed and returned. Failure to sign and return an MA within the first three days of the MA start date will result in involuntary withdrawal.

   The signed MA is the agreement that the scholar and learning coach sign to demonstrate their intention to continue enrollment in CCS. All scholars enrolled in CCS must sign a new Master Agreement each school year.

2. **Set Master Agreement Parameters**- The master agreement and acknowledgment of responsibilities are reviewed/revised annually by the Cabinet and Leadership team. The final draft of these documents should be reviewed by legal and board approved. Once approved, the Operations Department works collaboratively with the Systems Administrator to set the parameters of the Master Agreement (MA) in the Scholar Information System. Asynchronous master agreement training is provided by the Compliance department to supervising teachers and Education Specialists.

3. **Supervising Teacher Assignment** - All scholars must have a supervising teacher assigned in the SIS before course registration. The Online and Options Departments assign supervising teachers annually (if no changes need to be made for returning scholars then they will remain with their currently assigned supervising teacher). The Online and Options Coordinators typically use the Data Studio to find new scholars who need an ST assigned. **Expectation:** Please complete within 1 school day.

   If a scholar was involuntarily withdrawn, the coordinator will view the scholars “tag” on the dashboard and follow the Returning Tier 3 re-engagement procedures. Scholars withdrawn involuntarily through the Independent Study Evaluation process are not eligible to re-enroll until the following school year.

4. **Special Education Case Manager Assignment** - When a scholar with disabilities is identified by enrollment, the Enrollment Specialist assigns the scholar to the Special Education Technician to review the special education records and work with Special Education coordinators to assign an appropriate Special Education Case Manager or Education Specialist. The Special Education Technician will then create the SPED program record and add the SPED case manager to the scholar’s dashboard in the SIS. The Special Education Technician will also then flag the assigned counselor to notify that the scholar is “Ready for courses.”

   Expectation: Complete within 2 school days. If more than 2 school days are needed, please add a note - “Placement delayed” within the SIS Contact manager. McKinney-Vento and foster youth scholars when the IEP record is not available will be enrolled in general education and assigned an interim offer once

the records are received.

5. **Course Enrollment** - The counseling department begins the process to generate and register scholars into courses within the SIS for the school year. The courses will appear on the scholar dashboard and Master Agreement (MA) for each scholar. Course scheduling is based on appraisal and advisement from the assigned school counselor (this may include communication with family and review of IEP, transcript, report cards, assessments).

   Note: If necessary, for scholars with special needs on an IEP, counselors may consult with the Ed Specialist regarding courses and special ed programs. The expectation is that scholars take the required amount of courses/subjects unless otherwise indicated in the IEP.

6. **Generate MA** - The supervising teacher is responsible for generating the master agreement ("MA") for their roster of scholars in each charter/ scope in the SIS. The ST and Special Education Case Manager (if applicable) are expected to review it in preparation of the initial connection meeting to align curriculum/resources to the courses prior to the connection meeting. The master agreement is signed first by the supervising teacher and then sent electronically (via SP SIS through email) to the scholar, and parent/ guardian (and if applicable, SPED case manager) within the SIS. The supervising teacher reviews all documents for pending signatures in the SIS with the "Sign Documents Compliance" page. Once the document is signed by all parties, the supervising teacher and all parties receive an email indicating "Contract Complete." Then the ST would navigate to the "Sign Documents Compliance" page to review, finalize, and archive the MA. This will send the MA to the "Archive Compliance" report, which the Compliance Department will review and approve. The scholar's enrollment record will not be created until the MA is approved and will use the date of the last signature captured on the MA as the enrollment start date for ADA purposes. Please refer to the MA Compliance Guide.

7. **MA Review and Approval -** The Compliance Department reviews master agreements three times a day (8 am, 1 pm, and 5 pm) in the Archive Compliance Report in the SIS after a supervising teacher has archived the document. The MA is reviewed for the following information: scholar demographic information, start date, course schedule, and all captured signatures for compliance. If the document is compliant, we approve it. However, if there is incorrect or missing information, we reject it. When the document is rejected, it sends an alert (no email) to the teacher's PLS/ Student Roster in the SIS that the document was rejected and the reason for the rejection. This should prompt the teacher to send a new MA to capture the correct information needed. After an MA is approved, this creates the "Independent Study" enrollment record in the SIS to show that the scholar is fully enrolled and adopts the date of the last signature captured on the MA as the scholar's start date unless it is before the school year begins then it will adopt the start date of the school year.

8. **MA Addendums-** An addendum, initiated by the supervising teacher, must be submitted if changes are made in SSID, courses, supervising teacher, special education case manager, grade level, or program during the school year. This document also requires that each scholar, Parent/Legal Guardian, and supervising teacher sign, thus approving the changes. If applicable, the SPED case manager should sign this document as well. Please refer to the MA Addendum Compliance guide.

   An updated MA must be submitted if changes occur to the scholar's physical address that results in an interdistrict school transfer.

1.9 Non-Responsive Start (MA Not signed) Withdrawal

Refer to Operations Withdrawal process

1.10 Special Education Enrollment in SEIS

1. Contact Special Ed Technician will request special education records in the electronic system, SEIS or request a copy of the most recently implemented and consented IEP from the previous school district. Non-SEIS IEPs will be uploaded into the electronic system (SEIS), and the assigned case manager will be notified to complete the interim placement form.

2. Initial Connection Meeting | Supervising Teacher:

2.1 Schedule Initial meeting

1. Once the enrollment documents have been filled out, the teacher must schedule an initial meeting to review the MA and handbook with the scholar, and with parent or guardian if the scholar is a minor.
2. Send the current Welcome Packet, which includes a link to the scholar handbook and annual notifications for the family to review.

Note: No attendance can be recorded prior to the signing of the master agreement and until the scholar turns in assigned work.

2.2 Documents that must be agreed to and signed during the first connection meeting

1. **Master Agreement**
2. **Acknowledgement of Responsibilities-** This document accompanies the MA and needs to be reviewed and signed by learning coach (parent), scholar, supervising teacher, and Ed Specialist if applicable. **The Master Agreement and Acknowledgment of Responsibilities must be signed by all parties as written. Conditions, exemptions, markings, notes, and additions are not permitted.**
3. **Upon approval of signed MA and AOR:**
    a. **Technology (for new scholars) and curriculum**. IT will ship all newly enrolled scholars a Chromebook immediately after their MA is signed and approved. Any other technologies, including Internet, that may be required (e.g., SPED accommodations) will need to be discussed with the associated departments and IT on a case-by-case basis. Returning scholars looking to exchange technology would need to use the Chromebook Loan Form.
    b. **Email accounts and software (for new scholars)** – Email accounts for newly enrolling scholars will be automatically generated once either (A) the note or flag, "MA Ready to Issue," is added to their SIS profile, or else (B) an MA is sent out. This allows Compass to first verify that the family is both intending and confirmed to start school at Compass (e.g., they are not on our waiting list). Welcome emails with instructions pertaining to logging into the scholar email and other accounts (e.g., Clever, School Pathways, etc.) will be automatically sent to the parent once this scholar email account is generated.
4. **[Options] Family Order Agreement (FOA)** – This document accompanies the MA and needs to be reviewed and signed by learning coach (parent), scholar, supervising teacher, and Ed Specialist (if applicable). **This agreement must be signed by all parties. Failure to sign this document will delay or prevent scholars from ordering educational materials and resources. Conditions, exemptions, markings, notes, and additions are not permitted.**

2.3 Mandatory Assessments

1. **Baseline Assessments** – In accordance with the Compass Charter Schools pre/post guidelines, every scholar must complete an initial diagnostic in STAR Math and STAR Reading. The diagnostic reports for Math and Reading must be accessible to the scholar and, when applicable, to the parent via the scholar's account.
2. **Growth Assessments** – scholars will be assessed using the STAR reading and math assessment when they are enrolled and at the beginning of the year (BOY), middle of year (MOY) and end of year (EOY).
3. **Timeline of Assessments** – Scholars need to complete the STAR assessment within three weeks of enrollment, either during the designated STAR window or, if they enroll after the designated windows, within three weeks of their enrollment date.

2.4 Establish lab time and/or weekly synchronous instruction time.

2.5 Verify required scholar log-ins.

This happens automatically when the scholar is enrolled in SIS.

2.6 [Options] Review curriculum and supply needs with LC.

Options ST supports ordering through OPS on an as needed basis. This may include: computer, hotspot, classroom supplies, curriculum, etc.

3. Connection Meetings | Supervising Teachers

3.1 Frequency, Expectations and Staffing

1. Supervising Teachers must meet with scholars and their learning coach at a minimum of once every twenty-seven school days to review the body of work with families via video conferencing platform.
2. Teachers are expected to monitor work and engagement on a weekly basis, at minimum.
3. When scheduling connection meetings, STs should review resources and supports for scholars. If applicable and appropriate to benefit the scholar, collaborate with and/or invite relevant supporting staff, which might include the counselor, intervention tutors, resource specialists, EL tutor, 504 Coordinator, or Ed Specialists to provide needed input and/or support.
4. Supporting staff should attend connection meetings when possible, especially when scholars are having difficulty with the program. If support staff cannot attend, one should share notes ahead of time via SIS Contact Manager.

4. Teaching, Learning, Attendance and Assessment

4.1 Grading of Assignments

1. Per EC 51747(c) and 51749.5(a)(4), Compass shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.
2. For all scholars, the maximum length of time that may elapse between the time an assignment is made and the date by which the scholar must complete the assigned work shall be every twenty-seven school days (Sec.13, Board Policy).
3. Assignments must be given in increments that do not exceed twenty-seven days using the **Assignment and Work Record Sheet** (AWR) in the SIS. The AWR should show evaluated assignments.

4. The Supervising Teacher (and Educational Specialists when appropriate) must review and evaluate student work in accordance with the state standards and determine if work is at grade level, showing progress towards grade-level standard mastery, and aligned to state standards. The assignment grades must be recorded in the gradebook in the SIS, either manually or through a bridge from Accelerate Ed.
5. See **Semester and Final Grades** for more.

4.2 Work Samples

1. Work Samples must be uploaded to SIS before the end of the learning period. The Compass policy for scholar work samples is **one work sample** per **course** we are taking attendance on, per **learning period** to submit through the portal to be identified for compliance audit by the Supervising Teacher. All of the scholar's work must be stored electronically. Additionally:
    a) The work sample should be a sample from work listed on the AWR
    b) **If** a teacher is unable to collect a work sample for a course, then attendance cannot be accrued for a course, and the scholar should be marked absent.

2. Refer to these work sample guidelines for additional compliance guidance.

Assignment *Guidelines*

Assigned work- The Supervising Teacher, or course teacher, assigns work each learning period in the SIS that is aligned to grade-level standards.

Assigned Work Evaluation- At the end of the learning period, the Supervising Teacher evaluates the assigned work to determine scholar standard mastery and time value for attendance.

> Work samples **must include** the scholar's **full name**, **date completed* (on a school day** in the current learning period), evaluation mark by a teacher, **and subject** on the page. Learning Coaches or Scholars should have this information written on the sample (preferably) but it can be added electronically to the work sample via watermark.
>
> *Work can be submitted on any day of the LP (even a non-school day) but the work's **completion date** must be on the sample itself, preferably written and dated by the scholar or LC. If the completion date is missing, the ST can add the date completed in the watermark comments. Work samples must have been completed on a school day during the learning period.

PE Courses w/PE Log: Work Samples for PE Courses with a PE log do not need work samples, provided that the ST archives the PE log in the SIS, so the record can be found (if needed for audit purposes).

Expectations on work submitted-

- Be representative of the scholar's own work and abilities
- Be neat and legible
- Not contain any religious teachings or references
- (For math and science) Show problems worked out or explained in detail by the scholar
- NOT be heavy on multiple choice worksheets. A variety of worksample types should be included. Multiple choice worksheets can be accepted, provided they are an assignment, not an assessment.

- Be scored and/or have written evaluative comments by the learning coach (parent)
- For photos or Videos:
  - Be clear with sufficient light
  - Demonstrate the learning
  - Have a clearly written summary of the learning. (Use several photos if needed.)

4.3 Attendance

1. Attendance accounting for charter schools is recorded in two ways, **Daily Engagement** and **Time Value**.
2. Scholar Engagement is tracked by the Activity Log, which encompasses the Scholar Activities Log, PE Log, online course activity and the Engagement Log
3. **Activities Logs -** Scholars and/or Learning Coaches must use the Student Activities Log (Grid Log Check) daily to log that school work was completed each day. **Only dates with scholar activity can be claimed in School Pathways for attendance.** Blanks on the activity log from lack of educational activity for the day or from lack of connections with the ST are considered absences. For scholars engaged in both programs, the Activities Log should be marked daily by the scholar and/or learning coach. The supervising teacher is expected to review the Student Activity Log submissions on a weekly basis to monitor for progress.
   a) **Online Program - Teachers assign work to scholars for the learning period through connection meetings or through the LMS course.** Live Sync (occurs through the School Pathways event calendar and the engagement log in the SIS), Activities Log, and Write in PE log (grades K-5) (both through the parent portal of the SIS).

      For scholars engaged in Accelerated Ed (Online), this log entry is automatically done when accessing Accelerated Ed curriculum. However, if the scholar is doing non Accelerated Ed work that day (e.g tutoring, synchronous instruction, reading a book, project), the Activities Log needs to be checked manually for that day by the Learning Coach or the Supervising Teacher.

   b) **Options Program -** Connection meetings also validate the Student Activities Logs. In order for attendance credit to be given and to monitor scholar academic progress, a representative body of work must be provided to the teacher when requested and in accordance with the frequency, time, and manner specified in the Board Policy on Independent Study and the applicable provisions of the Master Agreement, which will be aligned to the standards assigned by the supervising teacher.

      Each day the scholar, teacher or parent must indicate on the grid log that the scholar engaged in assigned educational activities that day. This form must be stored in the scholar's electronic file each learning period.

   c) **Ed Specialists** will assign work, when appropriate, based on essential or alternative course assignments, e.g., for scholars with modified curriculum.

4. **Synchronous Instruction**
   a) Definition - Per Assembly Bill 130, EC 51747(e) and Board Policy Manual Section 13, Compass credentialed staff offer grades opportunities for synchronous instruction. Synchronous instruction includes classroom-style instruction, designated small-group instruction, or one-on-one instruction delivered in person or in the form of internet or telephonic communication by the scholar's assigned teacher of record, and involving live two-way communication.
   b) Application & Frequency

(1) Provided via an online video conferencing platform wherein scholars will have the opportunity to participate in daily lessons and learning activities with similar aged peers (or in person at learning center).

(2) Compass staff will provide a schedule for daily and weekly synchronous instruction to scholars and their families via electronic communication (e.g., ParentSquare, Google calendar).

(3) Scholars shall be required to utilize their Compass Google accounts to access daily synchronous instruction.

(4) Synchronous instruction shall be **approximately 30 minutes per session**, but may be longer or shorter in duration at the discretion of the facilitating staff member.

(a) **Grades TK-3** - For scholars in transitional kindergarten, kindergarten and grades 1 to 3, supervising teachers provide opportunities for **daily** synchronous instruction for all pupils throughout the school year.

(b) **Grades 4-8** - Supervising teachers provide opportunities for both **daily** live interaction (between the pupil and a certificated or non-certificated employee of the Charter School) and **at least weekly synchronous instruction** for all pupils throughout the school year.

Daily live interaction shall be available to all scholars in grades 4-8 through a schedule of social and academic programs published via ParentSquare and/or Google calendar.

(c) **Grades 9-12** - Supervising teachers provide opportunities for at least **weekly** synchronous instruction for all pupils throughout the school year.

c) **Documentation -** Office hours, one-on-one instruction, and other instruction involving two-way communication, such as a connection meeting provided by the supervising teacher may count as synchronous instruction.

d) The supervising teacher/content subject teacher/staff **must** document synchronous instruction and/or live interaction attendance in the **Engagement Log (or School Pathways engagement calendar)** if scholars attended the offered session.

5. **Time Value** is the number of hours of work that a scholar does work throughout the week.

A work equivalent of four hours for Kindergarten, five hours for grades 1-8, and 6 or more hours for grades 9-12, is equal to one day of attendance. Teachers have discretion in judging the time value of work product and determining what amount of work constitutes a day of attendance. The teacher should assign approximately thirty hours of work per week to ensure that a scholar completes a minimum of twenty hours of work.

6. **End of Learning Period -** At the end of the learning period, the supervising teacher shall determine attendance credit based upon the scholar's daily engagement in instructional activities required by the school on days that school is in session (Monday through Friday, non-holidays) and further determined based upon the time value of the scholar's body of work, judged at the discretion of the supervising credentialed teacher. If a scholar's documentation of activity does not align with the work that was submitted, then the ST will modify attendance for time value and document the lack of sufficient work in Contact Manager.

a. **For scholars who do not engage in online activity during an instructional day, the supervising teacher ensures the Learning Logs (Grid Log MA) are signed for each scholar if activity has been added.** The dates and days of attendance collected must match.

b. **Attendance can only be collected on days with activity noted in the Student Activity Log. The Student Activity Log contains all activity found in the Student Activities Log (GridLog MA), online courses, P.E. log, synchronous instruction and live interaction. At the end of the learning period the ST will archive their scholar's Student Activity Log in School Pathways. This document does not need to be signed.**

c. **Assignment Work Record (AWR) –** The AWR provides the list of assignments **scholars are to complete during the learning period. This list is provided to and with input from the scholar and learning coach at the start of a learning period and evaluated by the end of the learning period to determine attendance time value and scholar progress.** Then**,** after the attendance team reviews the attendance, the teacher signs this at the end of the LP, legally verifying that the scholar has completed work valuing the amount of days in the LP stated on the document. The AWR must accurately reflect what the scholar has completed during the LP. This log will be archived in the School Pathways Student Information System (SIS) electronically at the end of the LP when it is finalized.

Options STs monitor scholar work daily through the SIS, although scholars are not required to submit work daily. Different programs (e.g., Early Explorers, High School Program) may use different portfolio systems temporarily; however, all compliance documents and grading must be recorded in the SIS.

STs are responsible for ensuring that compliance documents and grades are entered into the SIS, and they may request that learning coaches or scholars upload materials as needed. Work submission deadlines are set by the ST and must fall within the learning period.

Online STs monitor through the SIS and collaborate with course teachers regarding progress for scholars in grade 6-12. Once the learning period is complete and all of the scholars' attendance on the teacher's caseload has been entered, an Attendance Work Record (AWR) must be generated in the SIS.

4.4. California Mathematics Act of 2015

In accordance with California SB 359, known as the California Mathematics Act of 2015, Compass is required to follow a thirty day placement checkpoint for all 9th grade scholars to ensure each scholar has been appropriately and fairly placed in a correct math level course. The checkpoint process conducted by the teacher includes the following:

- Math diagnostic test administered to all returning 9th grade scholars within the first thirty days of entering the school
- 30 day progress report will be evaluated for new 9th grade scholars
- Course placement will be re-evaluated based on the results of these test scores and progress reports to determine whether additional academic interventions are necessary or whether the scholar should be placed into a different math course.
- The scholar's assigned counselor will finalize the course level math change and flag the Supervising Teacher to issue an addendum to the master agreement.

4.5. Math Placement Guidelines for Middle/High School

CCS recognizes that scholar achievement in math is important for preparing scholars for success. The purpose of this process is to create a fair, objective, and transparent procedure for placement in math courses for scholars.

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

- Statewide mathematics assessments, including interim and summative assessments through the California Assessment of Student Performance and Progress ("CAASPP")
- Internal assessments that are aligned to state-adopted content standards in mathematics
- Classroom assignment and grades
- Final grade in mathematics on the scholar's official, end of the year report card and/or transcript

Note: Concurrent Enrollment Math Courses

The California Community College Chancellor's office is interpreting the bill AB 705 to effectively ban all pretransfer level math courses from being offered at California Community Colleges beginning Fall 2022. Proposed legislation, AB 1705 (Irwin), directly bans pretransfer level math and English classes at all California Community Colleges. Beginning Fall 2022, community colleges will not be allowed to offer Beginning Algebra (Algebra 1), Intermediate Algebra (Algebra 2), Math for Associate Degrees, Geometry, and Pre-statistics.

Based on college course availability, scholars would not be able to take Algebra 1, Geometry, and/or Algebra 2 equivalent courses through concurrent enrollment.

4.6. High School Course Sequencing

All scholars must adhere to the established course sequencing for all subjects, including English, Math, History, Science, and Foreign Language. Course sequencing ensures scholars progress through a structured academic pathway that aligns with graduation requirements, maintains instructional integrity, and upholds equity and academic standards in compliance with our charter.

CCS course sequencing is designed to scaffold learning from freshman to senior year, ensuring scholars develop foundational knowledge and essential skills necessary for college and career readiness. All course placements must align with curriculum frameworks set by the California Department of Education (CDE) and comply with our authorizer, NCAA, and AG requirements.

4.7 Late Start Guidelines

Compass implements late start guidelines for scholars who enter after the semester has begun to ensure a smooth transition into the academic learning environment while setting them up for success. These guidelines are structured to help provide scholars the necessary time to acclimate to independent study expectations, routines, and curriculum pacing. The guidelines foster a more equitable learning experience, ensuring all scholars receive the support they need to thrive. Late start scholars will be informed of Compass late start guidelines during enrollment, with this letter.

5. Intervention, IS Evaluation & Withdrawal

5.1 Documentation

1. Supervising teachers shall document in the SIS any evaluation or findings that document inadequate progress. **Note**: These records may be forwarded to other schools.
2. If a scholar violates the written agreement (MA), e.g., misses a meeting, required MTSS intervention session, designated ELD session, IEP related services, synchronous instruction; then the teacher (and Ed Specialist, when appropriate) must make and document every reasonable effort to contact the scholar and parent/guardian to determine the rationale for absence through the Tier 1 and Tier 2 reengagement process.
3. All documentation regarding this process will be added in the SIS through the contact manager.

5.2 Tiered Re-Engagement Process

1. The Supervising Teacher or other supporting staff member should initiate the Tiered Re-Engagement process if a scholar fails to complete five assignments during any period of twenty-seven school days or a scholar's

educational progress falls below satisfactory levels, as determined by the Scholar Study Team Policy and Missed Assignment Policy, for reasons which may include:

(1) Scholar is not making satisfactory academic progress and/or engaging regularly in the independent study program
(2) Not completing assignments, assessments, or other indicators that make evident that the pupil is not working on assignments for courses in which the scholar is enrolled
(3) Not learning required concepts, as determined by the supervising teacher
(4) Not making sufficient progress toward successful completion of the course of study or individual course, as determined by the supervising teacher
(5) Not showing adequate progress in required diagnostic assessments, administered three times per year
(6) Scholars' semester grades as determined by the teacher of record
(7) Relevant data gathered during monthly Connections Meetings
(8) All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four (4) continuous weeks of the Charter School's approved instructional calendar
(9) Scholars not engaging in required synchronous instructional offerings for over 50 percent of the scheduled synchronous instruction in a school month as applicable by grade span (per AB 130)
(10) Pupils who are in violation of the written (master) agreement

2. For **chronic absenteeism** (items 8, 9, 10 above) the ST shall:

(1) Confirm current scholar contact information.
(2) Notify parents or guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation.

3. Independent Study Evaluation

In accordance with Compass' Independent Study Board Policy, in such cases where the Tiered Re-Engagement process does not improve scholar progress or attendance as evidenced through the scholar not following the outlined action plan on the Independent Study Evaluation Support Plan, the Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study or whether the scholar should return to or otherwise be placed in the school district of residence upon the following triggers:

A. When any pupil fails to complete five assignments during any period of twenty-seven school days.
B. In the event the scholar's educational progress falls below satisfactory levels as determined by the Charter School's Scholar Success Team Policy and Missed Assignment Policy which considers ALL of the following indicators:
    i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    ii. Failure to engage in any schoolwork for a cumulative period of five school days in a twenty-seven day period.
    iii. Completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    iv. Learning required concepts, as determined by the supervising teacher.
    v. Progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

The Charter School may also consider the following in determining satisfactory progress:

1. The required diagnostic assessment which is administered three times per year; or
2. Scholars' semester grades as determined by the supervising teacher; or
3. Data gathered during monthly Connections Meetings.

A scholar is deemed to be making satisfactory educational progress if the scholar is on track to enter the next grade level at the completion of the current school year and/or progressing toward their goals pursuant to their IEP based on all the indicators set forth in the board policy.

5.3 Involuntary Withdrawal

If it is determined through the ISE process that a scholar is to be involuntarily withdrawn, the Superintendent designee will complete the withdrawal form indicating the involuntary withdrawal. The Operations department will process the withdrawal according to CALPADs reporting and will notify the scholar's district of residence.

Scholars who are involuntarily withdrawn and wish to re-enroll will be required to participate in the "Returning Tier 3 re-engagement" protocol, as described in the ISE Policy.

5.4 Scholar/Learning Coach Requested Withdrawal

Refer to Operations Withdrawal process.

6. Semester and Final Grades

All semester and final grades must be entered into the SIS as scholars complete courses. Only credentialed teachers can evaluate scholar work, determine final grades, and then enter them in the SIS. By entering the final grade in the SIS, the teacher verifies that the scholar has met all course requirements.

1. Course sections have a start and end date for each semester. Once the course end date occurs, the scholar is no longer active in that course. Thus, work can no longer be submitted after that course end date.
2. For Online courses, the online teacher will follow the manual grade out directions as outlined on the Online Report Card job aid.
3. The Director of Online Learning coordinates with Accelerate Education to ensure scholars are made 'inactive' as triggered from the School Pathways/Accelerate Education bridge.
4. Options program subject area teachers must enter final grades for their subject(s) in the SIS. At the end of each learning period. Scholars must submit all work prior to the close of the course and cannot submit assignments after the course end date.

Sources: Compass Independent Study Board Policy, Scholar Handbook, the law (changes 23-24, Charter School Petition (SD), Board site

Compass Charters Independent Study Administrative Regulations 2025/2026

All of the policies and procedures outlined in these regulations adhere to the Compass Board Policy that was approved for Independent Study.

Resources

- Organization chart on WorkVivo
- Promotion/Retention Policy
- Compass Attendance Documentation

Notes

- Links to documents below that are renewed annually (e.g., registration links, data studio), will be updated upon renewal.

1. Scholar Enrollment Process | Enrollment Specialist

Note: See Registration Lifecycle for detailed instructions.

1.1 Enrollment Documents

*Bold items are required documents.

1. **Proof of CA Residency**- Scholars must provide two documents from this list verifying that the scholar is a resident of the appropriate county (county where charter is authorized or its adjacent counties). The document does not have to be in the scholar's name. See residency policy here.
2. **Proof of Age** - Scholars must provide one document from this list verifying their age.
3. **Prior Academic Records**- Report cards or transcripts may be uploaded at enrollment, but are not required. The Records Department always requests the cume file from the previous school. For high school scholars, enrollment asks for transcripts, but cannot delay enrollment for these documents.
4. **Immunizations** - These may be uploaded, but are not required as we are an Independent Study program.
5. **Housing Questionnaire** - In accordance with the federal McKinney-Vento Homeless Act, Compass will administer a housing questionnaire at the beginning of each school year for returning scholars and during enrollment for new families to help identify homeless scholars and unaccompanied youth.
6. **OK** - Scholars are encouraged to provide a photograph of themselves to be used on school ID badges and for general identification purposes.

1.2 Conditional enrollment documents required for scholars who meet specific criteria.

1. **Caregiver Affidavit** - These are collected if a person other than the parent or legal guardian is enrolling a minor.

2. **Oral Health Assessment and Report of Health Examination** - These are collected from scholars who are in kindergarten or enrolling in the CA public school system for the first time.
3. **18+ Authorization of Release of Records** - Parent/ guardians will remain on the scholar records in the SIS unless the adult scholar (18+) requests to remove the parent/ guardians from accessing their educational records. The adult scholar can complete the Change of Contact form if they would like to remove the parent/ guardian from their scholar record.
4. **SPED/504 Records** - These may be uploaded at this time and are requested but not required. The Records Department will request these from the previous school as we cannot hold up enrollment for these documents.
5. **Kindergarten Continuance—**Per California Education Code sections 46300 and 48011, a scholar of kindergarten age who is enrolling in TK must complete this form. Per our incoming grade-level placement policy, this parent/guardian request would need approval from the Program director.

1.3 Enrollment Forms (signed)

1. **Household Data Collection**—This is an annual California state requirement. The state requests household income information from all families, which helps the state determine how much aid Compass gets for low-income families (if available in the Reg Online application portal).
2. **Cumulative Records Release** - Allows Compass to request cume files from scholars' previous school.

1.4 Enrollment Procedures

1. Collect all **required** and conditional documents, and make sure that all forms are signed by the parent/guardian. If the scholar is in high school, and has stated that they have an IEP or 504, ask the parent/guardian for the applicable document(s).
2. Confirm grade level and program before importing new scholars into School Pathways Student Information System (SIS). Refer to incoming scholar grade level placement policy in scholar handbook.
3. Import into SIS.
4. In the SIS, complete pre-enroll process (Yolo Enrollment Specialist), which includes
    a. Flagging records specialist (Silvia for Special Ed)
    b. Flagging counselor
    c. Flagging Special Populations if necessary.
    Note: Enrollment does not assign STs, or SpEd Ed Specialists or Case Managers. Program coordinators and Special Education technicians are to check the registration dashboard regularly to determine ST/ES assignments needed.
    ~~c.~~d. Flagging Scholar Community Advocate, if necessary.
    ~~d.~~e. Assign Counselor to Support Staff Association Section
    ~~e.~~f. Sends enrollment complete email from enrollment@compasscharters.org to the primary contact, including an invitation to attend orientation
    g. Enrollment Specialist deletes own staff association
5. If a scholar is eligible under McKinney-Vento, foster, and/or a military-connected scholar, an enrollment specialist wil flag the Scholar Community Advocate ~~will~~to:
    a. Review and assess documentation and confirm eligibility status.
    b. Send a welcome email to the family/scholar with information about McKinney-Vento rights, foster youth rights, and/or Purple Star program.
    c. Flag the scholar in the SIS and add the appropriate program enrollment record.
    d. Send the family a Needs Assessment Survey to assess potential educational barriers.

e. Ensure barriers to enrollment, attendance, and academic participation are removed and communicate with staff as needed to support the scholar's success.

f. Provide the family/scholar with resources and referrals to (housing, food banks, mental health, tutoring, or military family supports).

~~f.~~g. Serve as the main point of contact for coordination with county liaisons, social workers, military school liaisons, and other agencies.

1.5 Orientation Procedures

1. Family Registers for Program Orientation
    a. Each family signs up for a specific program orientation session. The link to register is included in the enrollment team email communications.
        i. Online Orientation Registration Link
        ii. Options Orientation Registration Link
        iii. SPED Orientation Link
2. Attend Weekly Program Orientation
    a. Families attend the weekly program orientation to familiarize themselves with the program requirements and initial steps for getting started.
3. Orientation Coordinator Follow-Up
    a. After the orientation session, the Orientation Coordinator follows up with each family.
    b. The coordinator provides all necessary resources reviewed during the program orientation.
    c. Assistance is offered to the family until a Supervising Teacher is assigned.

1.6 Records Obtainment | Record Specialists

This process is happening concurrently to prepare a master agreement for signature.

1. Once flagged by Enrollment, ~~Records Specialists will request a scholar's cumulative file~~ Records Specialists will request a scholar's cumulative file based on previous school history.
2. As the scholar's cumulative file is received Records will:
    a. Review all incoming records for IEP & 504 documents (if provided)
        i. Send IEP to the Special Ed Technician if IEP is provided.
3. The complete cumulative files are uploaded to the Cume tab in the SIS.
4. For High School scholars, the scholar's previous school's transcript is shared with the assigned counselor and transcript history is added to the SIS.

Note: Not receiving any of the above shall not halt the enrollment process.

1.7 Transcript Evaluation | Counselors:

1. **What needs evaluation -** School counselors are responsible for evaluating a scholar's academic high school transcript to ensure proper course placement and progress towards meeting graduation requirements. If a scholar is not in high school, completed a high school level course in middle school, or completed a concurrent enrollment course at a community college, then a transcript evaluation would not be needed.
2. **Create Four Year Cohort Plan if needed (High School) -** Scholars will work collaboratively with their counselor to create a four-year plan. A four-year plan allows scholars to personalize their high school

experience, incorporate courses that will lead to their future college major and/or career, and ensure that they graduate from high school within their four-year cohort.

3. The four-year plan should be reviewed each year to ensure that a scholar is on track to meet graduation requirements and post-high school goals.
4. **For Certificate of Completion or Alternative Diploma Scholars with an IEP** - If necessary, counselors should consult with an Ed Specialist regarding courses and alternate pathways. If the Ed Specialist notes any inconsistencies with a scholar's course(s) at the time of signing the master agreement, they should consult with the scholar's assigned counselor.

1.8 Master Agreement Creation | Operations, STs & Counselors:

1. **Master Agreement**- To attend CCS, each scholar, learning coach (parent/legal guardian), special education case manager (if applicable), and supervising teacher shall sign a Master Agreement (MA) prior to the first day of courses each school year.

   This is a legal document and must be signed, dated, and returned to CCS. No scholar or learning coach will have access to the curriculum until the MA is signed and returned. Failure to sign and return an MA within the first three days of the MA start date will result in involuntary withdrawal.

   The signed MA is the agreement that the scholar and learning coach sign to demonstrate their intention to continue enrollment in CCS. All scholars enrolled in CCS must sign a new Master Agreement each school year.

2. **Set Master Agreement Parameters**- The master agreement and acknowledgment of responsibilities are reviewed/-revised annually by the Cabinet and Leadership team. The final draft of these documents should be reviewed by legal and board approved. Once approved, the Operations Department works collaboratively with the Systems Administrator to set the parameters of the Master Agreement (MA) in the Scholar Information System. Asynchronous master agreement training is provided by the Compliance department to supervising teachers and Education Specialists.

3. **Supervising Teacher Assignment** - All scholars must have a supervising teacher assigned in the SIS before course registration. The Online and Options Departments assign supervising teachers annually (if no changes need to be made for returning scholars then they will remain with their currently assigned supervising teacher). The Online and Options Coordinators typically use the Data Studio to find new scholars who need an ST assigned. **Expectation:** Please complete within 1 school day.

   If a scholar was involuntarily withdrawn, the coordinator will view the scholars “tag” on the dashboard and follow the Returning Tier 3 re-engagement procedures. Scholars withdrawn involuntarily through the Independent Study Evaluation process are not eligible to re-enroll until the following school year.

4. **Special Education Case Manager Assignment** - When a scholar with disabilities is identified by enrollment, the Enrollment Specialist assigns the scholar to the Special Education Technician to review the special education records and work with Special Education coordinators to assign an appropriate Special Education Case Manager or Education Specialist. The Special Education Technician will then create the SPED program record and add the SPED case manager to the scholar’s dashboard in the SIS. The Special Education Technician will also then flag the assigned counselor to notify that the scholar is “Ready for courses.”

   Expectation: ~~Try to complete~~Complete within 2 school days. If more than 2 school days are needed, please add a note - “Placement delayed” within the SIS Contact manager. McKinney-Vento and foster youth scholars when the IEP record is not available will be enrolled in general education and assigned an

interim offer once the records are received.

5. **Course Enrollment** - The counseling department begins the process to generate and register scholars into courses within the SIS for the school year. The courses will appear on the scholar dashboard and ~~master agreement~~Master Agreement (MA) for each scholar. Course scheduling is based on appraisal and advisement from the assigned school counselor (this may include communication with family and review of IEP, transcript, report cards, assessments).

   Note: If necessary, for scholars with special needs on an IEP, counselors may consult with the Ed Specialist regarding courses and special ed programs. The expectation is that scholars take the required amount of courses/subjects unless otherwise indicated in the IEP.

6. **Generate MA** - The supervising teacher is responsible for generating the master agreement ("MA") for their roster of scholars in each charter/ scope in the SIS. The ST and Special Education Case Manager (if applicable) are expected to review it in preparation of the initial connection meeting to align curriculum/resources to the courses prior to the connection meeting. The master agreement is signed first by the supervising teacher and then sent electronically (via SP SIS through email) to the scholar, and parent/ guardian (and if applicable, SPED case manager) within the SIS. The supervising teacher reviews all documents for pending signatures in the SIS with the "Sign Documents Compliance" page. Once the document is signed by all parties, the supervising teacher and all parties receive an email indicating "Contract Complete." Then the ST would navigate to the "Sign Documents Compliance" page to review, finalize, and archive the MA. This will send the MA to the "Archive Compliance" report, which the Compliance Department will review and approve. The scholar's enrollment record will not be created until the MA is approved and will use the date of the last signature captured on the MA as the enrollment start date for ADA purposes. Please refer to the MA Compliance Guide.

7. **MA Review and Approval -** The Compliance Department reviews master agreements three times a day (~~8am, 1pm~~8 am, 1 pm, and ~~5pm~~5 pm) in the Archive Compliance Report in the SIS after a supervising teacher has archived the document. ~~We review the MA~~The MA is reviewed for the following information: scholar demographic information, start date, course schedule, and all captured signatures for compliance. If the document is compliant, we approve it. However, if there is incorrect or missing information, we reject it. When the document is rejected, it sends an alert (no email) to the teacher's PLS/ Student Roster in the SIS that the document was rejected and the reason for the rejection. This should prompt the teacher to send a new MA to capture the correct information needed. After an MA is approved, this creates the "Independent Study" enrollment record in the SIS to show that the scholar is fully enrolled and adopts the date of the last signature captured on the MA as the scholar's start date unless it is before the school year begins then it will adopt the start date of the school year.

8. **MA Addendums-** An addendum, initiated by the supervising teacher, must be submitted if changes are made in SSID, courses, supervising teacher, special education case manager, grade level, or program during the school year. This document also requires that each scholar, Parent/Legal Guardian, and supervising teacher sign, thus approving the changes. If applicable, the SPED case manager should sign this document as well. Please refer to the MA Addendum Compliance guide.

   An updated MA must be submitted if changes occur to the scholar's physical address that results in an interdistrict school transfer.

1.9 Non-Responsive Start (MA Not signed) Withdrawal

Refer to Operations Withdrawal process

1.10 Special Education Enrollment in SEIS

1. Contact Special Ed Technician will request special education records in the electronic system, SEIS or request a copy of the most recently implemented and consented IEP from the previous school district. Non-SEIS IEPs will be uploaded into the electronic system (SEIS), and the assigned case manager will be notified to complete the interim placement form.

2. Initial Connection Meeting | Supervising Teacher:

2.1 Schedule Initial meeting

1. Once the enrollment documents have been filled out, the teacher must schedule an initial meeting to review the MA and handbook with the scholar, and with parent or guardian if the scholar is a minor.
2. Send the current Welcome Packet, which includes a link to the scholar handbook and annual notifications for the family to review.

Note: No attendance can be recorded prior to the signing of the master agreement and until the scholar turns in assigned work.

2.2 Documents that must be agreed to and signed during the first connection meeting

1. **Master Agreement**

2. **Acknowledgement of Responsibilities-** This document accompanies the MA and needs to be reviewed and signed by learning coach (parent), scholar, supervising teacher, and Ed Specialist if applicable. **The Master Agreement and Acknowledgment of Responsibilities must be signed by all parties as written. Conditions, exemptions, markings, notes, and additions are not permitted.**

2. **Determine technology and curriculum** needed. CP receives laptop orders from families and collaborates with the ST to ensure that the ordering process is followed. STs work with LCs to ensure packaging slips are returned.

   If a scholar requires a **computer** and **connectivity** device (e.g., hotspot) to access the curriculum, the scholar will fill out a request form using our tech support system: www.compasscharters.org/support

3. **Upon approval of signed MA and AOR:**

   a. **Technology (for new scholars) and curriculum**. IT will ship all newly enrolled scholars a Chromebook immediately after their MA is signed and approved. Any other technologies, including Internet, that may be required (e.g., SPED accommodations) will need to be discussed with the associated departments and IT on a case-by-case basis. Returning scholars looking to exchange technology would need to use the Chromebook Loan Form.

   b. **Email accounts and software (for new scholars)** – Email accounts for newly enrolling scholars will be automatically generated once either (A) the note or flag, "MA Ready to Issue," is added to their SIS profile, or else (B) an MA is sent out. This allows Compass to first verify that the family is both intending and confirmed to start school at Compass (e.g., they are not on our waiting list). Welcome emails with instructions pertaining to logging into the scholar email and other accounts (e.g., Clever, School Pathways, etc.) will be automatically sent to the parent once this scholar email account is generated.

~~3.~~4. **[Options] Family Order Agreement (FOA)** – This document accompanies the MA and needs to be reviewed and signed by learning coach (parent), scholar, supervising teacher, and Ed Specialist (if applicable). **This agreement must be signed by all parties. Failure to sign this document will delay or prevent scholars from ordering educational materials and resources. Conditions, exemptions, markings, notes, and additions are not permitted.**

2.3 Mandatory Assessments

1. **Baseline Assessments** – In accordance with the Compass Charter Schools pre/post guidelines, every scholar must complete an initial diagnostic in STAR Math and STAR Reading. The diagnostic reports for Math and Reading must be accessible to the scholar and, when applicable, to the parent via the scholar's account.
2. **Growth Assessments** – scholars will be assessed using the STAR reading and math assessment when they are enrolled and at the beginning of the year (BOY), middle of year (MOY) and end of year (EOY).
3. **Timeline of Assessments** – Scholars need to complete the STAR assessment within three weeks of enrollment, either during the designated STAR window or, if they enroll after the designated windows, within three weeks of their enrollment date.

2.4 Establish lab time and/or weekly synchronous instruction time.

2.5 Verify required scholar log-ins.

This happens automatically when the scholar is enrolled in SIS.

2.6 [Options] Review curriculum and supply needs with LC.

Options ST supports ordering through OPS on an as needed basis. This may include: computer, hotspot, classroom supplies, curriculum, etc.

3. Connection Meetings | Supervising Teachers

3.1 Frequency, Expectations and Staffing

1. Supervising Teachers must meet with scholars and their learning coach at a minimum of once every twenty-seven school days to review the body of work with families via video conferencing platform.
2. Teachers are expected to monitor work and engagement on a weekly basis, at minimum.
3. When scheduling connection meetings, STs should review resources and supports for scholars. If applicable and appropriate to benefit the scholar, collaborate with and/or invite relevant supporting staff, which might include the counselor, ~~academic support~~intervention tutors, resource specialists, EL tutor, 504 Coordinator, or Ed Specialists to provide needed input and/or support.
4. Supporting staff should attend connection meetings when possible, especially when scholars are having difficulty with the program. If support staff cannot attend, one should share notes ahead of time via SIS Contact Manager.

4. Teaching, Learning, Attendance and Assessment

4.1 Grading of Assignments

1. Per EC 51747(c) and 51749.5(a)(4), Compass shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all

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

2. For all scholars, the maximum length of time that may elapse between the time an assignment is made and the date by which the scholar must complete the assigned work shall be every twenty-seven school days (Sec.13, Board Policy).
3. Assignments must be given in increments that do not exceed twenty-seven days using the **Assignment and Work Record Sheet** (AWR) in the SIS. The AWR should show evaluated assignments.
4. The Supervising Teacher (and Educational Specialists when appropriate) must review and evaluate student work in accordance with the state standards and determine if work is at grade level, showing progress towards grade-level standard mastery, and aligned to state standards. The assignment grades must be recorded in the ~~SIS or~~gradebook in the ~~online grade book (as in Accelerate Education)~~SIS, either manually or through a bridge from Accelerate Ed.
5. See **Semester and Final Grades** for more.

4.2 Work Samples

1. Work Samples must be uploaded to SIS before the end of the learning period. The Compass policy for scholar work samples is **one work sample** per **course** we are taking attendance on, per **learning period** to submit through the portal to be identified for compliance audit by the Supervising Teacher. All of the scholar's work must be stored electronically. ~~Work samples must be labeled to match the assignment record.~~ Additionally:

    a) The work sample should be a sample from work listed on the AWR

~~1.~~2. **If** a teacher is unable to collect a work sample for a course, then attendance cannot be accrued for a course, and the scholar should be marked absent.

~~2.~~3. Refer to these work sample guidelines for additional compliance guidance.

Assignment *Guidelines*

Assigned work- The Supervising Teacher, or course teacher, assigns work each learning period in the SIS that is aligned to grade-level standards.

Assigned Work Evaluation- At the end of the learning period, the Supervising Teacher evaluates the assigned work to determine scholar standard mastery and time value for attendance.

Work samples **must include** the scholar's **full name**, **date** ~~**submitted**~~**completed*** **(on a school day** in the current learning period), evaluation mark by a teacher, **and subject** on the page.

~~*If there is another date on the assignment indicating when the assignment was completed, that date **must** be~~ Learning Coaches or Scholars should have this information written on the sample (preferably) but it can be added electronically to the work sample via watermark.

*Work can be submitted on any day of the LP (even a non-school day) but the work's **completion date** must be on the sample itself, preferably written and dated by the scholar or LC. If the completion date is missing, the ST can add the date completed in the watermark comments. Work samples must have been completed on a school day during the learning period ~~as well~~.

PE Courses w/PE Log: Work Samples for PE Courses with a PE log do not need work samples, provided that the ST archives the PE log in the SIS, so the record can be found (if needed for audit purposes).

Expectations on work submitted-

- Be representative of the scholar's own work and abilities
- Be neat and legible
- Not contain any religious teachings or references
- (For math and science) Show problems worked out or explained in detail by the scholar
- NOT be heavy on multiple choice worksheets. A variety of worksample types should be included. Multiple choice worksheets can be accepted, provided they are an assignment, not an assessment.
- Be scored and/or have written evaluative comments by the learning coach (parent)
- For photos or Videos:
  - Be clear with sufficient light
  - ~~Include the scholar with the project or work~~
  - Demonstrate the learning
  - Have a clearly written summary of the learning. (Use several photos if needed.)

4.3 Attendance

1. Attendance accounting for charter schools is recorded in two ways, **Daily Engagement** and **Time Value**.
2. Scholar Engagement is tracked by the Activity Log, which encompasses the Scholar Activities Log, PE Log, online course activity and the Engagement Log
3. **Activities Logs -** Scholars and/or Learning Coaches must use the Student Activities Log (Grid Log ~~MA~~Check) daily to log that school work was completed each day. **Only dates with scholar activity can be claimed in School Pathways for attendance.** Blanks on the activity log from lack of educational activity for the day or from lack of connections with the ST are considered absences. For scholars engaged in both programs, the Activities Log should be marked daily by the scholar and/or learning coach. The supervising teacher is expected to review the Student Activity Log submissions on a weekly basis to monitor for progress.
   a) **Online Program - Teachers assign work to scholars for the learning period through connection meetings or through the LMS course.** Live Sync (occurs through the School Pathways event calendar and the engagement log in the SIS), Activities Log, and Write in PE log (grades K-5) (both through the parent portal of the SIS).

   For scholars engaged in Accelerated Ed (Online), this log entry is automatically done when accessing Accelerated Ed curriculum. However, if the scholar is doing non Accelerated Ed work that day (e.g tutoring, synchronous instruction, reading a book, project), the Activities Log needs to be checked manually for that day by the Learning Coach or the Supervising Teacher.

   b) **Options Program -** Connection meetings also validate the Student Activities Logs. In order for attendance credit to be given and to monitor scholar academic progress, a representative body of work must be provided to the teacher when requested and in accordance with the frequency, time, and manner specified in the Board Policy on Independent Study and the applicable provisions of the Master Agreement, which will be aligned to the standards assigned by the supervising teacher.

   Each day the scholar, teacher or parent must indicate on the grid log ~~which subjects~~ that the scholar ~~worked on to verify that the scholar accessed the curriculum/~~engaged in assigned educational

activities that day. This form must be stored in the scholar's electronic file each learning period.

c) **Ed Specialists** will assign work, when appropriate, based on essential or alternative course assignments, e.g., for scholars with modified curriculum.

4. **Synchronous Instruction**
   a) **Definition -** Per Assembly Bill 130, EC 51747(e) and Board Policy Manual Section 13, Compass credentialed staff offer grades opportunities for synchronous instruction. Synchronous instruction includes classroom-style instruction, designated small-group instruction, or one-on-one instruction delivered in person or in the form of internet or telephonic communication by the scholar's assigned teacher of record, and involving live two-way communication.
   b) **Application & Frequency**
      (1) Provided via an online video conferencing platform wherein scholars will have the opportunity to participate in daily lessons and learning activities with similar aged peers (or in person at learning center).
      (2) Compass staff will provide a schedule for daily and weekly synchronous instruction to scholars and their families via electronic communication (e.g., ParentSquare, Google calendar).
      (3) Scholars shall be required to utilize their Compass Google accounts to access daily synchronous instruction.
      (4) Synchronous instruction shall be **approximately 30 minutes per session**, but may be longer or shorter in duration at the discretion of the facilitating staff member.
         (a) **Grades TK-3** - For scholars in transitional kindergarten, kindergarten and grades 1 to 3, supervising teachers provide opportunities for **daily** synchronous instruction for all pupils throughout the school year.
         (b) **Grades 4-8** - Supervising teachers provide opportunities for both **daily** live interaction (between the pupil and a certificated or non-certificated employee of the Charter School) and **at least weekly synchronous instruction** for all pupils throughout the school year.

             Daily live interaction shall be available to all scholars in grades 4-8 through a schedule of social and academic programs published via ParentSquare and/or Google calendar.

         (c) **Grades 9-12** - Supervising teachers provide opportunities for at least **weekly** synchronous instruction for all pupils throughout the school year.
   c) **Documentation -** Office hours, one-on-one instruction, and other instruction involving two-way communication, such as a connection meeting provided by the supervising teacher may count as synchronous instruction.
   d) The supervising teacher/content subject teacher/staff **must** document synchronous instruction and/or live interaction attendance in the **Engagement Log (or School Pathways engagement calendar)** ~~whether~~if scholars attended the offered session.

5. **Time Value** is the number of hours of work that a scholar does work throughout the week.

   A work equivalent of four hours for Kindergarten, five hours for grades 1-8, and 6 or more hours for grades 9-12, is equal to one day of attendance. Teachers have discretion in judging the time value of work product and determining what amount of work constitutes a day of attendance. The teacher should assign approximately thirty hours of work per week to ensure that a scholar completes a minimum of twenty hours of work.

6. **End of Learning Period -** At the end of the learning period, the supervising teacher shall determine attendance credit based upon the scholar's daily engagement in instructional activities required by the school on days that school is in session (Monday through Friday, non-holidays) and further determined based upon the time value of the scholar's body of work, judged at the discretion of the supervising credentialed teacher. If a scholar's documentation of activity does not align with the work that was submitted, then the ST will modify attendance for time value and document the lack of sufficient work in Contact Manager.
    a. **For scholars who do not engage in online activity during an instructional day, the supervising teacher ensures the Learning Logs (Grid Log MA) are signed for each scholar if activity has been added.** The dates and days of attendance collected must match.
    b. **Attendance can only be collected on days with activity noted in the Student Activity Log. The Student Activity Log contains all activity found in the Student Activities Log (GridLog MA), online courses, P.E. log, synchronous instruction and live interaction. At the end of the learning period the ST will archive their scholar's Student Activity Log in School Pathways. This document does not need to be signed.**
    c. **Assignment Work Record (AWR) –** The AWR provides the list of assignments **scholars are to complete during the learning period. This list is provided to and with input from the scholar and learning coach at the start of a learning period and evaluated by the end of the learning period to determine attendance time value and scholar progress.** Then**,** after the attendance team reviews the attendance, the teacher signs this at the end of the LP, legally verifying that the scholar has completed work valuing the amount of days in the LP stated on the document. The AWR must accurately reflect what the scholar has completed during the LP. This log will be ~~stored~~archived in the School Pathways Student Information System (SIS) electronically at the end of the LP when it is finalized.

Options STs monitor scholar work daily through the SIS, although scholars are not required to submit work daily. Different programs (e.g., Early Explorers, High School Program) may use different portfolio systems temporarily; however, all compliance documents and grading must be recorded in the SIS.

STs are responsible for ensuring that compliance documents and grades are entered into the SIS, and they may request that learning coaches or scholars upload materials as needed. Work submission deadlines are set by the ST and must fall within the learning period.

Online STs monitor through the SIS and collaborate with course teachers regarding progress for scholars in grade 6-12. Once the learning period is complete and all of the scholars' attendance on the teacher's caseload has been entered, an Attendance Work Record (AWR) must be generated in the SIS.

4.4. California Mathematics Act of 2015

In accordance with California SB 359, known as the California Mathematics Act of 2015, Compass is required to follow a thirty day placement checkpoint for all 9th grade scholars to ensure each scholar has been appropriately and fairly placed in a correct math level course. The checkpoint process conducted by the teacher includes the following:

- Math diagnostic test administered to all returning 9th grade scholars within the first thirty days of entering the school
- 30 day progress report will be evaluated for new 9th grade scholars
- Course placement will be re-evaluated based on the results of these test scores and progress reports to determine whether additional academic interventions are necessary or whether the scholar should be placed into a different math course.
- The scholar's assigned counselor will finalize the course level math change and flag the Supervising Teacher to issue an addendum to the master agreement.

4.5. Math Placement Guidelines for Middle/High School

CCS recognizes that scholar achievement in math is important for preparing scholars for success. The purpose of this process is to create a fair, objective, and transparent procedure for placement in math courses for scholars.

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

- Statewide mathematics assessments, including interim and summative assessments through the California Assessment of Student Performance and Progress ("CAASPP")
- Internal assessments that are aligned to state-adopted content standards in mathematics
- Classroom assignment and grades
- Final grade in mathematics on the scholar's official, end of the year report card and/or transcript

Note: Concurrent Enrollment Math Courses

The California Community College Chancellor's office is interpreting the bill AB 705 to effectively ban all pretransfer level math courses from being offered at California Community Colleges beginning Fall 2022. Proposed legislation, AB 1705 (Irwin), directly bans pretransfer level math and English classes at all California Community Colleges. Beginning Fall 2022, community colleges will not be allowed to offer Beginning Algebra (Algebra 1), Intermediate Algebra (Algebra 2), Math for Associate Degrees, Geometry, and Pre-statistics.

Based on college course availability, scholars would not be able to take Algebra 1, Geometry, and/or Algebra 2 equivalent courses through concurrent enrollment.

4.6. High School Course Sequencing

All scholars must adhere to the established course sequencing for all subjects, including English, Math, History, Science, and Foreign Language. Course sequencing ensures scholars progress through a structured academic pathway that aligns with graduation requirements, maintains instructional integrity, and upholds equity and academic standards in compliance with our charter.

CCS course sequencing is designed to scaffold learning from freshman to senior year, ensuring scholars develop foundational knowledge and essential skills necessary for college and career readiness. All course placements must align with curriculum frameworks set by the California Department of Education (CDE) and comply with our authorizer, NCAA, and AG requirements.

4.7 Late Start Guidelines

Compass implements ~~late start guidelines~~late start guidelines for scholars who enter after the semester has begun to ensure a smooth transition into the academic learning environment while setting them up for success. These guidelines are structured to help provide scholars the necessary time to acclimate to independent study expectations, routines, and curriculum pacing. The guidelines foster a more equitable learning experience, ensuring all scholars receive the support they need to thrive. Late start scholars will be informed of Compass late start guidelines during enrollment, with this letter.

5. Intervention, IS Evaluation & Withdrawal

5.1 Documentation

1. Supervising teachers shall document in the SIS any evaluation or findings that document inadequate progress. **Note**: These records may be forwarded to other schools.
2. If a scholar violates the written agreement (MA), e.g., misses a meeting, required MTSS intervention session, designated ELD session, IEP related services, synchronous instruction; then the teacher (and Ed Specialist, when appropriate) must make and document every reasonable effort to contact the scholar and parent/guardian to determine the rationale for absence through the Tier 1 and Tier 2 reengagement process.
3. All documentation regarding this process will be added in the SIS through the contact manager.

5.2 Tiered Re-Engagement Process

1. The Supervising Teacher or other supporting staff member should initiate the Tiered Re-Engagement process if a scholar fails to complete five assignments during any period of twenty-seven school days or a scholar's educational progress falls below satisfactory levels, as determined by the Scholar Study Team Policy and Missed Assignment Policy, for reasons which may include:
    (1) Scholar is not making satisfactory academic progress and/or engaging regularly in the independent study program
    (2) Not completing assignments, assessments, or other indicators that make evident that the pupil is not working on assignments for courses in which the scholar is enrolled
    (3) Not learning required concepts, as determined by the supervising teacher
    (4) Not making sufficient progress toward successful completion of the course of study or individual course, as determined by the supervising teacher
    (5) Not showing adequate progress in required diagnostic assessments, administered three times per year
    (6) Scholars' semester grades as determined by the teacher of record
    (7) Relevant data gathered during monthly Connections Meetings
    (8) All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four (4) continuous weeks of the Charter School's approved instructional calendar
    (9) Scholars not engaging in required synchronous instructional offerings for over 50 percent of the scheduled synchronous instruction in a school month as applicable by grade span (per AB 130)
    (10) Pupils who are in violation of the written (master) agreement

2. For **chronic absenteeism** (items 8, 9, 10 above) the ST shall:
    (1) Confirm current scholar contact information.
    (2) Notify parents or guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation.

3. **Independent Study Evaluation**

    In accordance with Compass' Independent Study Board Policy, in such cases where the Tiered Re-Engagement process does not improve scholar progress or attendance as evidenced through the scholar not following the outlined action plan on the Independent Study Evaluation Support Plan, the Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of

the pupil to remain in independent study or whether the scholar should return to or otherwise be placed in the school district of residence upon the following triggers:

A. When any pupil fails to complete five assignments during any period of twenty-seven school days.
B. In the event the scholar's educational progress falls below satisfactory levels as determined by the Charter School's Scholar Success Team Policy and Missed Assignment Policy which considers ALL of the following indicators:
    i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    ii. Failure to engage in any schoolwork for a cumulative period of five school days in a twenty-seven day period.
    iii. Completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    iv. Learning required concepts, as determined by the supervising teacher.
    v. Progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

The Charter School may also consider the following in determining satisfactory progress:

1. The required diagnostic assessment which is administered three times per year; or
2. Scholars' semester grades as determined by the supervising teacher; or
3. Data gathered during monthly Connections Meetings.

A scholar is deemed to be making satisfactory educational progress if the scholar is on track to enter the next grade level at the completion of the current school year and/or progressing toward their goals pursuant to their IEP based on all the indicators set forth in the board policy.

5.3 Involuntary Withdrawal

If it is determined through the ISE process that a scholar is to be involuntarily withdrawn, the Superintendent designee will complete the withdrawal form indicating the involuntary withdrawal. The Operations department will process the withdrawal according to CALPADs reporting and will notify the scholar's district of residence.

Scholars who are involuntarily withdrawn and wish to re-enroll will be required to participate in the "Returning Tier 3 re-engagement" protocol, as described in the ISE Policy.

5.4 Scholar/Learning Coach Requested Withdrawal

Refer to Operations Withdrawal process.

6. Semester and Final Grades

All semester and final grades must be entered into the SIS as scholars complete courses. Only credentialed teachers can evaluate scholar work, determine final grades, and then enter them in the SIS. By entering the final grade in the SIS, the teacher verifies that the scholar has met all course requirements.

1. Course sections have a start and end date for each semester. Once the course end date occurs, the scholar is no longer active in that course. Thus, work can no longer be submitted after that course end date.
2. For Online courses, the online teacher will follow the manual grade out directions as outlined on the Online Report Card job aid.
3. The Director of Online Learning coordinates with Accelerate Education to ensure scholars are made 'inactive' as triggered from the School Pathways/Accelerate Education bridge.

4. Options program subject area teachers must enter final grades for their subject(s) in the SIS. At the end of each learning period. Scholars must submit all work prior to the close of the course and cannot submit assignments after the course end date.

Sources: ~~Compass Independent Study Board Policy~~Compass Independent Study Board Policy, Scholar Handbook, the law (changes 23-24, Charter School Petition (SD), Board site

Coversheet

Tiered Re-engagement Internal Procedures

Section:	X. Academic Services
Item:	C. Tiered Re-engagement Internal Procedures
Purpose:	FYI
Submitted by:	Greg Cohen
Related Material:	2025-26 Tiered Re-engagement Internal Proces.pdf Previous Tiered Re-engagement 2024-25 Internal Process.pdf

BACKGROUND:

Per Board Policies Pursuant to Education Code Section 51747(a) and (b), Compass needs a Tiered Re-Engagement process. This document is an attempt to simplify, clarify, and improve the process, aligned with Policy #24.

Tiered Re-engagement Plan 2025-26

Why do we have a Tiered Re-engagement plan?

Per Board Policies Pursuant to Education Code Section 51747(a) and (b), the following indicators will trigger tiered re-engagement

- Scholar had attendance less than 90% during LP
- Truancy
- Falling below grade level/Failing course(s)
- Scholar did not complete 90% or more of assigned work
- Scholar failed to complete STAR benchmark assessments (Go straight to Tier 2)
- Scholar did not attend 50% or more of offered synchronous instruction
- Scholar did not attend 50% or more of assigned MTSS tutoring, or ELD tutoring
- Scholar did not attend SPED services
- Scholar is in violation of the master agreement

Tier 0 | Good Standing

Indicators

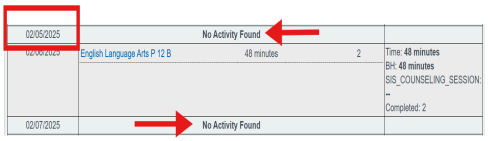
All new and returning non involuntarily withdrawn scholars start in Tier 0. All of these indicators must be met.

- In good standing with current STAR assessments
- Actively engaged in their curriculum each week
- Completing 90% or more of assigned work
- Attending 90% or more of SPED services and SAI time
- Working at or above grade level and on pace to pass course(s)
- Attending 50% or more of offered MTSS or ELD tutoring
    - Any tutoring provided by a “local service provider” would be documented by the Supervising Teacher in Contact Manager under the subject lines: Alt ELD Tutoring, or Alt MTSS Tutoring.
- Attending 50% or more of offered synchronous instruction and/or, for Options scholars, participating in ***documented*** equivalent alternate instruction (e.g, vendor, study cohort, tutoring, SAI, LC instruction (guided by ST)
    - Any alternative tutoring being attended is documented in Contact Manager under the subject lines: Alt Sync Instruction.
- Scholar is complying with Master Agreement
- Scholar adhering to a created work schedule or attending consistently
- Scholar is engaged every day, or not missing more than two days in any week

Process

- Scholars are monitored weekly throughout the learning period to ensure good standing.
- STs, counselors, tutors, Ed Specialists, etc., should document any early concerns and actions in Contact Manager

- Schedule a meeting or WIT meeting if an engaged scholar isn't completing all assignments, performing at a satisfactory level or if there are other concerns
- For assigning, evaluation and intervention, schedule periodic and/or additional connection meetings which might review written agreement expectations, daily log in expectation, work submission, and/or refer LC and scholar to weekly orientation provided by the Engagement department.
- If a scholar begins to not engage daily, or misses more than two days in any week:



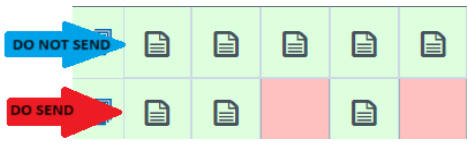
    - Scholars who miss more than two days, as noted on the Student Activity Log receive a Weekly Failure to engage notice or missed sessions letter for IEP services.
    - Scholars in Accelerated ED are notified per weekly progress report course completion percentage and total course grade.
    - Scholars in Accelerated ED who are within 10% of the weekly progress percentage and have a total grade of 70% or higher continue to receive support.
    - Scholars and Learning Coaches completing Activity Logs and PE Logs on a regular bases

- Other interventions to consider prior to Tier 1 and 2
    - Weekly engagement notices
    - Contact manager updated with emails, phone calls, and text messages
    - For scholars in 6-12, contact counselor

Tier 1 | Re-engagement Procedure

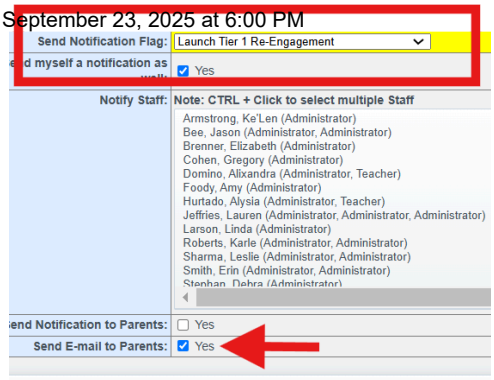
Indicators | A scholar is in Tier 1 if *any* of the following indicators are met.

- Receive a Weekly Failure to engage notice two or more weeks
- Are more than 10% behind course pacing and/or did not complete 90% or more of assigned work in a learning period
- Earning below a 70% in 1 or more courses
- Scholar did not generate attendance for 90% or more of the LP
- Scholar did not attend 90% or more SPED services in a Learning Period
- Scholar failed to complete STAR benchmark assessments (Go straight to Tier 2)
- Scholar did not attend 50% or more of offered synchronous instruction in a Learning period and/or not participating in documented equivalent alternate instruction
- Scholar did not attend 50% or more of assigned MTSS tutoring, and/or ELD tutoring in a Learning period
- Scholar is in violation of the master agreement
- Receives a "in danger of failing" notice



Process

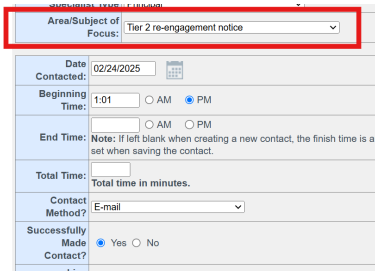
1. At the end of the LP, STs will evaluate scholar engagement in their learning and send notices to scholars exhibiting one or more Tier 1 indicators.



If a scholar has an IEP, the ST will communicate with Ed Specialist (ES). The Ed Specialist will document in the contact manager and send a copy of the Special Education missed sessions letter to ST.
ES will schedule a meeting or a WIT to discuss.

2. The ST sends the Tier 1 notification:
   - Go to Contact Manager.
   - Check all of the scholars on your PLS roster who will receive a Tier 1 notification
   - Select "Create a new contact for selected students"
   - Choose "Tier 1 re-engagement" for the Area/Subject of Focus
   - Copy and Paste the Tier 1 notice in the 'notes' box
   - Make sure to send the notification "flag" for "Launch Tier 1 re-engagement" to the following in Contact Manager (as applicable).
     Tip: To select multiple staff members, hold the CTRL key down.
     - Program coordinator, Counselor, College Career Readiness Counselor, Educational specialist, EL coordinator, 504 coordinator, Scholar Community Advocate, Intervention tutor and/or Resource Specialist (if applicable)
   - Lastly, click "Email Notification to Parents" (to see a sample of this email, refer to the Contact Manager guide).

3. The learning coach/scholar has one week to remedy the tier 1 triggers.
   - REMEDIES:
     - MTSS/EL tutoring:
       - If a scholar is receiving MTSS tutoring/EL from an approved vendor or source as described in Tier 0, as an equivalent alternative, scholar must attend 50% or more in a learning period **and** making adequate progress, **then**, documented by the Supervising Teacher in Contact Manager under the title Alt ELD Tutoring and/or Alt MTSS subject line, continuously documenting the type of instruction (e.g., vendor, etc)
     - Regarding live synchronous instruction:
       - if a scholar is receiving instruction from an approved vendor or source as described in Tier 0, as an equivalent alternative to 50% or more attendance of offered synchronous instruction in a Learning period, **and** making adequate progress, **then,** in Contact manager under the *Alt Sync Instruction* subject line, continuously **document** the type of instruction (e.g., vendor, cohort).
     - For other attendance, performance and master agreement compliance issues, require an action plan to achieve compliance from the family.
     - Document exceptions and remedies in Contact Manager.



4. If necessary, schedule a WIT meeting based on results from above actions or if there are other special circumstances
5. If remedied and/or scholar returns to good standing, return to Tier 0 status.

Tier 2 | Independent Study Evaluation

Indicators | A scholar is in Tier 2 if *any* of the following indicators are met.

- Scholar **has failed to remedy** and correct the tier 1 indicators or show significant progress
- Scholar continues to:
  - Not engage in learning (truancy)
  - Not complete 90% or more of assigned work in a learning period
  - Scholar did not attend 50% or more SPED services in a Learning Period
  - Earn below a 70% in 1 or more courses
  - Not generate attendance for 90% or more of the LP
  - Not participate in STAR benchmark assessments
  - Not attend 50% or more of offered synchronous instruction or documented alternatives
  - Not attend 50% of MTSS tutoring, or ELD tutoring in a learning period
  - Not attend 2 or more SPED services in a Learning Period
  - Violate the master agreement

Process

1. **Before Tier 2 Notification or Independent Study Evaluation (ISE) meeting is sent or scheduled:**
   a. ***(If Scholar has IEP/504 plan)*** ST contacts the SPED ES/504 Coordinator to consult on whether scholar's truancy or master agreement violations are manifested in scholar's disability. A meeting or WIT can be held.
   b. Document this communication in Contact Manager.
   c. If necessary, contact the Ed Specialist or Coordinator to schedule an IEP or 504 meeting.

2. **ST sends the Tier 2 notification by scheduling an Independent Study Evaluation (ISE) meeting.**
   a. Use the Zoom Scheduler link to schedule meeting: Online K-8 | High School | Options
   b. Include the emails of staff associated with the Scholar in the SIS (Separate email addresses with a comma, (e.g., JAdams@compasschartersorg**,** ALincoln@parentemail.com):
      - Parent
      - Scholar
      - Counselor
        1. Gabriela Ayala (A-CL) gayala@compasscharters.org
        2. Stephen Duarte (Co-Ha) sduarte@compasscharters.org
        3. Jacob Samples (He-Me) jsamples@compasscharters.org
        4. Mandi Schwartzberg (Mi-R) aschwartzberg@compasscharters.org
        5. Michelle Bateman (S-Z) mbateman@compasscharters.org
      - College Career Readiness Counselor
        1. Jazmine Mejia (CCS of Los Angeles) jmejia@compasscharters.org
        2. Mataya Olson (CCS of San Diego & CCS of Yolo) molson@compasscharters.org
      - SPED ed specialist
      - 504 coordinator (dlothringer@compasscharters.org)
      - EL coordinator (csaez@compasscharters.org)

- Community Outreach Coordinator (kgonzalez@compasscharters.org)
- Program Coordinator
- Scholar Success Coordinator (mmayer@compasscharters.org) or Intervention tutor and/or Resource Specialist
- As we work to improve this process, Compass is considering creating a *Tiered Re-engagement Oversight Team* for the 26-27 SY. To help inform the process, please invite this staff to observe the meeting:
    1. Erin Smith esmith@compasscharters.org
    2. Debra Stephan dstephan@compasscharters.org
    3. Barbara Wolford bwolford@compasscharters.org

c. **Help**: How to Book an ISE Meeting | What ISE Notice does Zoom scheduler send?
d. Document ISE Notice was sent, in Contact manager using "Tier 2" as subject line.

3. **Conduct ISE Meeting**
    - Program Director or designee conducts ISE meeting
    - ST should make a copy of the ISE template and begin filling out basic scholar info prior to the meeting (see sample here)
    - In the meeting, the team will collaboratively finish creating the scholar's ISE Action Plan
    - The ST will upload the ISE Action Plan in the contact manager under "Independent Study Evaluation" as a PDF
    - The learning coach/scholar has one week to implement this plan

    - If the ISE meeting is **not** attended, the **program coordinator** will send the Online ISE notice or Options ISE notice and document in contact manager under "Independent Study Evaluation" to begin Tier 3

4. **Follow Up ISE Meeting**
    - In one week, the **ST** will check progress:
        - If the plan is implemented, the ST will monitor progress throughout the LP and school year
        - If the plan is ***not*** implemented ST notifies the program coordinator
        - Program coordinator sends the Online ISE notice or Options ISE notice to begin Tier 3

5. **Appealing ISE Decision**
    - If the LC/Scholar requests a meeting to appeal the Independent study evaluation the program director will conduct another ISE meeting (start of Tier 2)

Tier 3 | Involuntary Withdrawal

Indicators | A scholar is in Tier 3 if *any* of the following indicators are met.

- Independent Study determined not to be the appropriate learning environment for the scholar.
- No request for a hearing to appeal ISE notification received
- If appealed, the appeal was denied
- Terms of the ISE plan are not met

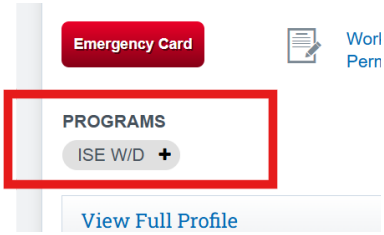
Process

1. **Involuntary Withdrawal**
    - Independent Study Evaluation Determination is completed when:
        - ISE process determined that it is **not** in the scholar's best interest to remain in independent study
        - No request for a hearing to appeal the ISE notice is scheduled
    - The program director will send the ISE Determination Letter via email and include the counselor if applicable
    - The director will also complete the Withdrawal Form and update the contact manager under "withdrawal."
    - The Records department notifies the district of residence that scholar has been withdrawn.
    - Records and Academics will share with Enrollment Tier 3 scholars to prevent early re-enrollment.

Tier 4 | Scholars Returning from ISE Withdrawal

Indicators

- Scholars have been involuntarily withdrawn due to ISE determination and are seeking readmittance
- It is the start of the next school year.
- Scholar enrolled in another school within five days after ISE determined withdrawal.
- Compass will attempt to confirm enrollment (e.g., via CalPads).
    - If a scholar is not enrolled in another school, per CalPads, within 10 school days.
    - Records will follow up with the family if the scholar appears as a dropout in CALPADS.



Process

1. Coordinator will review the re-enrolling scholars dashboard tag to determine if the new scholar was involuntarily withdrawn.
2. The school year when the scholar was withdrawn must have ended. The scholar must have been enrolled in another school during that time the scholar was withdrawn.
3. It is the start of the next school year..

4. Scholars who were involuntarily withdrawn due to Tiered re-engagement will adhere to Tier 2 procedures and will be expected to follow the ISE plan previously created, in addition to Tier 4 requirements, below.
    - If there is no ISE plan previously created, this plan will be created during the Pre-MA meeting

5. The coordinator will attend the Pre-MA meeting to review expectations.
6. The Program Coordinator will flag, in Contact Manager, the Orientation Coordinator (Christina Vert) to allow the Orientation Coordinator to prepare to effectively support the family.

7. The Orientation Coordinator will reach out to the LC and Scholar to provide information regarding the Orientation day, time, and Zoom link.
8. The Scholars and LC will attend Orientation or a 1 to 1 session with the Orientation Coordinator. Attendance at the Orientation or the 1 to 1 session will be at the discretion of the Orientation Coordinator after reviewing the scholar's file in the SIS.
9. Readmitted scholars from ISE may re-apply as soon as the beginning of the next school year.
    a. Learning coach attendance at Learning Coach Academy (LCA) for 100% of the LCA sessions offered within the 90-day window. The Learning Coach is required to submit LCA tracker for the sessions to the Orientation Coordinator and the Program coordinator via email by the end of the 90-day window.
    b. Engagement (including necessary SAI time, tutoring, etc.,) monitored weekly by ST.
    c. Weekly connection meetings with LC, scholar and ST
    d. Ed Specialists will communicate with ST and send a missed services letter if appropriate.
    e. Curriculum and program to be approved by ST and Compass.
    Compass reserves the right to require a specific curriculum or program if it determines there is a greater chance of success, consistency, access, and/or accountability. This can include requiring Online or Options program enrollment.
    f. ST should follow Tier 3 Procedures if scholar fails to engage or is non-compliant
    g. After 90 days of satisfactory engagement, the scholar can return to Tier 0
        - Review in connection meeting
        - Review in WIT or other meeting
        - Document in Contact Manager
10. Scholars that do not fulfill these requirements or continue to engage will go through the ISE process again, outlined in Tier 3.

Resources

Legal Requirements

Compass Tiered Re-engagement Determination complies with AB 130.

Synchronous Instruction requirements

LP Calendar/ST Synch Instr. Requirements per AB 130)

- K-3: Daily synchronous instruction
- 4-8: Daily live interaction and weekly synchronous instruction
- 9-12: Weekly synchronous instruction
- 50% MTSS/ELD tutoring sessions in which scholar is invited

Tiered Re-engagement 2024-25

Tiered Re-engagement Determination

- Per Board Policies Pursuant to Education Code Section 51747(a) and (b) the following indicators will trigger tiered re-engagement
    - Scholar did not generate attendance for 90% or more of the LP
    - Truancy
    - Falling below grade level/Failing course(s)
    - Scholar did not complete 90% or more of assigned work
    - Scholar failed to complete STAR benchmark assessments ***(Go straight to Tier 2)***
    - Scholar did not attend 50%or more of assigned synchronous instruction, MTSS tutoring, EL tutoring
    - Scholar did not attend SPED services
    - Scholar is in violation of the master agreement

Synchronous Instruction requirements

(24-25 LP Calendar/ST Synch Instr. Requirements per AB 130)

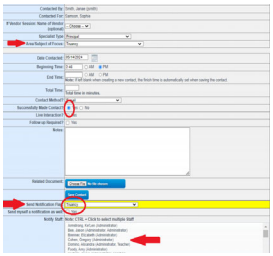
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4-8: Daily live interaction and weekly synchronous instruction

9-12: Weekly synchronous instruction

50% MTSS/EL tutoring sessions in which scholar is invited

Tier 1 Steps:

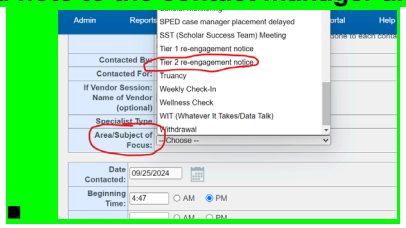
- At the end of the LP, the ST will evaluate scholar engagement and determine if a tier 1 notice will be sent. **Note: If a scholar has an IEP, the Ed. Specialist will inform the ST
- Send the Tier 1 notification
    - Go to Contact Manager.
    - Check all of the scholars on your PLS roster who will receive a Tier 1 notification
    - Select “Create a new contact for selected students”
    - Choose “Tier 1 Re-engagement” for the Area/Subject of Focus
    - Copy and Paste the tier 1 notice in the ‘notes’ box
    - Make sure to send the notification “flag” for “Launch Tier 1 Re-engagement” to the following in Contact Manager (as applicable) ***Note: To select more than 1 staff member, hold the CTRL key down.***
        - Program coordinator
        - Counselor
        - Educational specialist
        - EL coordinator
        - 504 coordinator
        - Scholar Community Advocate
    - 
- Lastly, click “Email Notification to Parents” (to see a sample of this email, refer to the Contact Manager guide).

Tiered Re-engagement 2024-25

- 

- The learning coach/scholar has one week to remedy the tier 1 triggers.

Tier 2 Steps:

- If the scholar fails to remedy and correct the tier 1 triggers
  - Send the Tier 2 notification and schedule an Independent Study Evaluation (ISE) meeting
  - To schedule this meeting use these links
    - Online K-8
    - Online High School
    - Options
  - Use this link to learn how to schedule this meeting (Please see this notice to reference the notice that is sent via Zoom scheduler)
  - **Add note to the contact manager and choose the subject line "Tier 2"**
    - 

- During the ISE meeting:
  - An ISE support plan will be created
  - ISE support plan will be uploaded to the contact manager under "Independent Study Evaluation"
    - The learning coach/scholar has one week to implement this plan
      - If the plan is implemented, the ST will monitor progress throughout the LP and school year
      - If the plan is ***not*** implemented, the program coordinator will send the Online ISE notice or Options ISE notice
  - If the ISE meeting is not attended, the program coordinator will send the Online ISE notice or Options ISE notice. And document in contact manager under "Independent Study Evaluation"
- **NOTE: Scholar with an IEP/504 plan:** The program coordinator will email the SPED ES/504 Coordinator to schedule an IEP/504 meeting to discuss the truancy.
  - Make sure to document this communication in the contact manager
  - During this IEP/504 meeting, the team may discuss whether the scholar's disability is contributing to the truancy or if additional accommodations need to be added to the IEP/504

Tier 3 Steps:

- If the LC/Scholar appeals the Independent study evaluation
  - An ISE support plan will be created/revised
    - The LC/Scholar has one week to implement this plan
    - If this plan is not implemented, the program coordinator will add this information to the contact manager under "Independent Study Evaluation" and "flag" the program director.

Tiered Re-engagement 2024-25

- The program director may involuntarily withdraw the scholar.

Withdrawal

- Independent Study Evaluation Determination:
  - If it is determined that the scholar is not successful in independent study, the program director will send the ISE Determination Letter via email.
  - The director will also complete the Withdrawal Form and update the contact manager under "withdrawal"

FAQ

- What if a scholar was tier 1 last learning period and is tier 1 again? Do I send the tier 1 notice?
  - Nope, move forward to tier 2
- What if a scholar was tier 2, had a plan, implemented the plan for a while, but now is falling back into tiered re-engagement?
  - Notify the program coordinator and the ISE support plan will be resent with a reminder for the LC/Scholar to follow the plan
- What if my scholar continues to miss their live synchronous instruction (or live tutoring interaction)?
  - If scholars do not attend at least 50% of the synchronous session they are to attend and they received a tier 1 notification, the ST will launch tier 2 re-engagement.
- The plan was resent but the scholar still isn't implementing it, what do I do?
  - Notify the program coordinator who will send the ISE notice
- What if the IEP determines the truancy is due to the scholar's disability?
  - The IEP team will work at looking at additional accommodations, etc that may be put into place to better support the scholar
- What if they are generating attendance for all of the LP but scholars are still struggling to complete assignments and pass courses? Should I launch tier 1 re-engagement even though I think they were engaged?
  - Launch tier 1 for academics purposes, make sure to note in contact manager, and leveraging the WIT process as a resource and a tool to provide additional and meaningful intervention support scholars.
- Online ISE meeting/ISE withdrawal CM spreadsheet to follow up on ISE notices and WD.

Coversheet

Board Policy #24 Missed Assignments and Involuntary Removal Policy.pdf

Section: X. Academic Services
Item: D. Board Policy #24 Missed Assignments and Involuntary Removal Policy.pdf
Purpose: Vote
Submitted by: Greg Cohen
Related Material:
Board Policy #24 Missed Assignments and Involuntary Removal Policy.pdf
Changes to Board Policy #24 Missed Assignments and Involuntary Removal Policy.pdf

BACKGROUND:

Per California Education Code section 51747, Charter Schools must maintain a board policy establishing the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interest of the scholar to remain in independent study. In cases where an independent studies evaluation process (ISE) determines that independent study is not an appropriate fit for a scholar, an involuntary withdrawal process is initiated. Should a scholar choose to re-enroll, after withdrawal, this change adds a requirement that the scholar attend another school during their withdrawal period and then can be eligible to return at the start of a new school year.

This policy aligns with updated internal tiered re-engagement procedures, submitted as an fyi.

RECOMMENDATION:

Approval of policy.

Board Policy #: 24
Adopted/Ratified: March 28, 2021
Revision Date: August 11, 2021, July 26, 2022, September 28, 2024

SECTION 24 – SCHOLAR POLICY – MISSED ASSIGNMENTS AND INVOLUNTARY REMOVAL POLICY

Per California Education Code section 51747, Compass Charter Schools ("CCS" or the "Charter School") maintains a board policy establishing the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interest of the scholar to remain in independent study:

When any pupil scholar fails to complete five (5) assignments during any period of twenty seven (27) school days, the Superintendent & CEO or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. An "assignment" constitutes the following: assigned schoolwork, completion of activity logs,synchronous instruction, live interaction, and attendance at required meetings with the supervising teacher and other staff.

Evaluation After Missed Assignments

After reaching the number of missed assignments specified above during any period of twenty seven (27) school days, an evaluation will be conducted by the Superintendent & CEO and/or designee and supervising teacher to determine whether it is in the best interests of the scholar to remain enrolled in independent study.

The Evaluation After Missed Assignments may include but is not limited to the review of the following:

1) Attendance based on completion of assignments as quantified by the assigned supervising teacher;
2) Demonstration of skills on assignments;
3) Standardized test scores;
4) Written tests and reports if appropriate;
5) Oral or written presentations;
6) Scholar's attitude toward learning and achievement;
7) Punctual attendance at scheduled appointments;
8) Ability to meet scheduled appointments;
9) Preparedness for scheduled appointments;
10) Scholar demonstration of adequate and appropriate progress toward Common Core State Standards;
11) Appropriate learning environment; and/or
12) Parent(s) ability to support scholar learning in the home.
13) Ability to meet the terms of the Master Agreement/Acknowledgement of Responsibility.

As part of the evaluation process, the scholar, parent(s), guardian(s), or if the scholar is a foster child or youth or a homeless child or youth, the scholar's educational rights holder (all generally referred throughout as "Parent(s)") will be invited to present evidence to the individual(s) conducting the Evaluation After Missed Assignments meeting. During this meeting, the Charter School will determine whether it is in the best interest of the scholar to remain in independent study. A written record of the findings of any evaluation made pursuant to this Policy shall be maintained in the scholar's mandatory interim record. The record shall be maintained for a period of three (3) years from the date of the evaluation and, if the scholar transfers to another California public school, the record shall be forwarded to that school.

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Evaluation of Educational Progress

In the event Scholar's educational progress falls below satisfactory levels as determined by the Charter School's Scholar StudySuccess Team Policy and Missed Assignment Policy which considers ALL of the following indicators:

1. Achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
2. Failure to engage in any schoolwork for a cumulative period of five (5) school days in a 27 day period.
3. Completion of assignments, assessments, or other indicators that show evidence that the pupil is working on assignments.
4. Learning required concepts, as determined by the supervising teacher.
5. Progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

The Charter School may also consider the following in determining satisfactory progress:

1. The required diagnostic assessment which is administered three times per year; or
2. Scholars' semester grades as determined by the teacher of record; or
3. Data gathered during monthly Connections Meetings.
4. Failure to attend required Special Education services.

Tiered Reengagement Strategies and Charter School Conference

The Charter School has adopted tiered reengagement strategies for the following pupils:

1. Scholars who are not generating attendance for more than 10 percent of required minimum instructional time over four (4) continuous weeks of the Charter School's approved instructional calendar,
2. Those found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled days times of synchronous instruction in a school month as applicable by grade span,
3. Pupils who are in violation of the written agreement pursuant to Education Code section 51747(g).[1]

These procedures are as follows:

1. Verification of current contact information for each enrolled scholar.
2. Notification to parents or guardians of lack of participation within one (1) school day of the absence or lack of participation.
3. A plan for outreach from the Charter School to determine scholar needs including connection with health and social services as necessary.
4. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.

When the Evaluation of Educational Progress described above is triggered to consider whether remaining in independent study is in the best interest of the scholar, a scholar-parent-education conference shall be required to review a scholar's written agreement and reconsider the independent study program's impact on the scholar's achievement and well-being. This conference shall be a meeting involving, at a minimum, all parties who signed the scholar's written independent study agreement.

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Additional Consideration for Scholars with a Section 504 Plan or IEP

If the Charter School recommends removal from independent study as a result of the Evaluation After Missed Assignments, above, and the scholar has a Section 504 Plan or individualized education program ("IEP"), the Charter School shall schedule an IEP meeting or Section 504 meeting (as applicable) following applicable legal timelines, to determine the following:

1. Whether the missed assignments were caused by or had a direct and substantial relationship to the scholar's disability; or
2. Whether the missed assignments were the direct result of the Charter School's failure to implement the IEP or Section 504 Plan, as applicable.

If the answer to either (1) or (2), above, is yes, then the missed assignments are a manifestation of the scholar's disability and the Charter School will follow applicable state and federal laws to ensure that the scholar is offered a free appropriate public education.

If the answer to both (1) and (2), above, is no, then the scholar may be removed from independent study consistent with this Policy. This meeting may be combined with the Evaluation After Missed Assignments meeting, referenced above, at the discretion of the Charter School.

Notice of Decision and Opportunity to Request a Hearing Prior to Removal

Once the Evaluation is complete, if it is determined that it is not in the best interest of the scholar to remain enrolled in the independent study program, the Parent(s) shall be notified in writing of the Charter School's intent to remove the scholar as it is not in their best interest to remain in independent study. The Notice shall be in the native language of the Parent(s) and provided no less than five (5) schooldays before the effective date of scholar's removal. The Notice shall include the following:

1. The School's intent to remove the scholar as it is not in their best interest to remain in independent study.
2. The opportunity of the Parent(s) to request a hearing that follows the same procedures as the Charter School's disciplinary hearing. Parent(s) (or the scholar if over 18) must submit the request for hearing writing within five (5) calendar days from the date of the Notice.
3. The eligibility and requirements for re-enrollment, which include:
    a. A new school year has commenced since the scholar's involuntary removal
    b. enrolled in another school during the period the scholar was removed; and
    c. participation in the schools tiered re-engagement process upon entry

If Parent(s) or scholar over 18 requests a hearing:

1. It will be scheduled following the Charter School's expulsion hearing procedures as outlined in the Charter School's approved Charter and Suspension and Expulsion policy.
2. The scholar shall remain enrolled and shall not be removed until the Charter School issues a final decision.
3. If as a result of the hearing the scholar is disenrolled, notice will be sent to the scholar's last known district of residence within thirty (30) calendar days. A hearing decision not to disenroll the scholar does not prevent the Charter School from making a similar recommendation in the future should scholar truancy occur or reoccur.
4. If no hearing is requested, the scholar shall be removed from the school on the date listed on the notice.

Re-Enrollment into Compass for Scholars Withdrawn through ISE determination

Scholars may be re-enrolled at Compass if the following conditions are met:

1. A new school year is beginning, since the scholar's involuntary withdrawal
2. The scholar enrolled in another school within two weeks, for the duration of their withdrawal

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Upon re-enrollment, scholars who were involuntarily withdrawn due to tiered re-engagement will adhere to Tier 2 procedures and will be expected to follow the ISE plan previously created, in addition to Tier 4 requirements. If there is no ISE plan previously created, this plan will be created during the Pre-MA meeting.

DRAFT

Board Policy #: 24
Adopted/Ratified: March 28, 2021
Revision Date: August 11, 2021, July 26, 2022, September 28, 2024

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DRAFT

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DRAFT

2. The scholar enrolled in another school within two weeks, for the duration of their withdrawal

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DRAFT

Coversheet

Proposition 28 FY 24-25 Annual Report for Compass Charter School of Los Angeles

Section: X. Academic Services
Item: E. Proposition 28 FY 24-25 Annual Report for Compass Charter School of Los Angeles
Purpose: Vote
Submitted by: Greg Cohen
Related Material: AMS Prop 28 FY24-25 Annual Report Los Angeles.pdf

BACKGROUND:

Seeking board approval of Proposition 28: Arts and Music in Schools Funding
Annual Report for 2024-25 for Compass Charter Schools Los Angeles so Compass can submit this report to the CDE.

Prop 28 requires LEA to submit these board approved reports annually. Compass used Prop 28 funds for Supervising Teachers to teach and support arts, music and coding.

RECOMMENDATION:

Seeking approval of last year's report.

Proposition 28: Arts and Music in Schools Funding
Annual Report
Fiscal Year 2024-25

Name:	Compass Charter Schools of Los Angeles
County-District-School (CDS) Code:	1975309-0135145

Allocation Year: 2023-24, 2024-25

1. Narrative description of the Proposition 28 arts education programs funded (2500 character limit).

Compass began funding Prop 28 programs during the school year 2024-25. As an organization made up of three aligned charters, Compass used the funds for three supervising teachers to focus on and support art and music offerings, using funding for each charter to pay proportionality for a teacher.

Prop 28 funds were used to pay Supervising Teachers to:

1. Enrich, improve and teach Online Classes for all grades. Previously, online art classes were taught by the supervising teacher (teacher of record). Prop 28 teachers expanded live synchronous instruction and learning labs to include more art.

2. Review requirements of classes facilitated by a vendor when necessary, and assign standards to evaluate work.

3. Develop and/or improve beginning courses that were provided both synchronously and/or asynchronously, including creating new scope and sequences for High School Art Courses and creating practice logs for music courses. Prop 28 teachers also refined and enhanced available art supplies for scholars. Prop 28 teachers planned an animation course, made available in the 25-26 school year. Lastly, Prop 28 teachers supported elementary courses in Minecraft and Roblox.

4. Host 6th-12th Art Club and 6th-12th Music Club, prepared TK-5 Arts & Crafts Club, included in 25-26, and created a Compass Virtual Art Museum. Some circles incorporated the restorative practice of community circles to build connection and community among the young artists.

5. In applicable situations, served as the supervising teacher for art and music scholars.

2. Number of full-time equivalent teachers (certificated) providing arts education programs with Arts and Music in Schools (AMS) funds	1

3. Number of full-time equivalent personnel (classified) providing arts education programs with AMS funds	0
4. Number of full-time equivalent teaching aides providing arts education programs with AMS funds	0
5. Number of students served with AMS funds	142
6. Number of school sites providing arts education programs with AMS funds	0 (Compass is a virtual program, with no physical sites.)

Date of Approval by Governing Board/Body:
Annual Report Data URL (direct PDF link to document on local educational agency website)

California Department of Education, January 2025

Coversheet

Proposition 28 FY 24-25 Annual Report for Compass Charter School of San Diego

Section: X. Academic Services
Item: F. Proposition 28 FY 24-25 Annual Report for Compass Charter School of San Diego
Purpose: Vote
Submitted by: Greg Cohen
Related Material: AMS Prop 28 FY24-25 Annual Report San Diego.pdf

BACKGROUND:

Seeking board approval of Proposition 28: Arts and Music in Schools Funding
Annual Report for 2024-25 for Compass Charter Schools San Diego so Compass can submit this report to the CDE.

Prop 28 requires LEA to submit these board approved reports annually. Compass used Prop 28 funds for Supervising Teachers to teach and support arts, music and coding.

RECOMMENDATION:

Approve

Proposition 28: Arts and Music in Schools Funding
Annual Report
Fiscal Year 2024-25

Name:	Compass Charter Schools of San Diego
County-District-School (CDS) Code:	3768213-0127084

Allocation Year: 2023-24, 2024-25

1. Narrative description of the Proposition 28 arts education programs funded (2500 character limit).

Compass began funding Prop 28 programs during the school year 2024-25. As an organization made up of three aligned charters, Compass used the funds for three supervising teachers to focus on and support art and music offerings, using funding for each charter to pay proportionality for a teacher.

Prop 28 funds were used to pay Supervising Teachers to:

1. Enrich, improve and teach Online Classes for all grades. Previously, online art classes were taught by the supervising teacher (teacher of record). Prop 28 teachers expanded live synchronous instruction and learning labs to include more art.

2. Review requirements of classes facilitated by a vendor when necessary, and assign standards to evaluate work.

3. Develop and/or improve beginning courses that were provided both synchronously and/or asynchronously, including creating new scope and sequences for High School Art Courses and creating practice logs for music courses. Prop 28 teachers also refined and enhanced available art supplies for scholars. Prop 28 teachers planned an animation course, made available in the 25-26 school year. Lastly, Prop 28 teachers supported elementary courses in Minecraft and Roblox.

4. Host 6th-12th Art Club and 6th-12th Music Club, prepared TK-5 Arts & Crafts Club, included in 25-26, and created a Compass Virtual Art Museum. Some circles incorporated the restorative practice of community circles to build connection and community among the young artists.

5. In applicable situations, served as the supervising teacher for art and music scholars.

2. Number of full-time equivalent teachers (certificated) providing arts education programs with Arts and Music in Schools (AMS) funds	1
3. Number of full-time equivalent personnel (classified) providing arts	0

education programs with AMS funds	
4. Number of full-time equivalent teaching aides providing arts education programs with AMS funds	0
5. Number of students served with AMS funds	70
6. Number of school sites providing arts education programs with AMS funds	0 (Compass is a virtual program, with no physical sites.)

Date of Approval by Governing Board/Body:
Annual Report Data URL (direct PDF link to document on local educational agency website)

California Department of Education, January 2025

Coversheet

Proposition 28 FY 24-25 Annual Report for Compass Charter School of Yolo

Section: X. Academic Services
Item: G. Proposition 28 FY 24-25 Annual Report for Compass Charter School of Yolo
Purpose: Vote
Submitted by: Greg Cohen
Related Material: AMS Prop 28 FY24-25 Annual Report Yolo.pdf

BACKGROUND:

Seeking board approval of Proposition 28: Arts and Music in Schools Funding
Annual Report for 2024-25 for Compass Charter Schools Yolo so Compass can submit this report to the CDE.

Prop 28 requires LEA to submit these board approved reports annually. Compass used Prop 28 funds for Supervising Teachers to teach and support arts, music and coding.

RECOMMENDATION:

Approve

Proposition 28: Arts and Music in Schools Funding
Annual Report Fiscal Year 2024-25

Name:	Compass Charter Schools of Yolo
County-District-School (CDS) Code:	5772702-0139436

Allocation Year: 2023-24, 2024-25

1. Narrative description of the Proposition 28 arts education programs funded (2500 character limit).

Compass began funding Prop 28 programs during the school year 2024-25. As an organization made up of three aligned charters, Compass used the funds for three supervising teachers to focus on and support art and music offerings, using funding for each charter to pay proportionality for a teacher.

Prop 28 funds were used to pay Supervising Teachers to:

1. Enrich, improve and teach Online Classes for all grades. Previously, online art classes were taught by the supervising teacher (teacher of record). Prop 28 teachers expanded live synchronous instruction and learning labs to include more art.

2. Review requirements of classes facilitated by a vendor when necessary, and assign standards to evaluate work.

3. Develop and/or improve beginning courses that were provided both synchronously and/or asynchronously, including creating new scope and sequences for High School Art Courses and creating practice logs for music courses. Prop 28 teachers also refined and enhanced available art supplies for scholars. Prop 28 teachers planned an animation course, made available in the 25-26 school year. Lastly, Prop 28 teachers supported elementary courses in Minecraft and Roblox.

4. Host 6th-12th Art Club and 6th-12th Music Club, prepared TK-5 Arts & Crafts Club, included in 25-26, and created a Compass Virtual Art Museum. Some circles incorporated the restorative practice of community circles to build connection and community among the young artists.

5. In applicable situations, served as the supervising teacher for art and music scholars.

2. Number of full-time equivalent teachers (certificated) providing arts education programs with Arts and Music in Schools (AMS) funds	1
3. Number of full-time equivalent personnel (classified) providing arts education programs with AMS funds	0

4. Number of full-time equivalent teaching aides providing arts education programs with AMS funds	0
5. Number of students served with AMS funds	37
6. Number of school sites providing arts education programs with AMS funds	0 (Compass is a virtual program, with no physical sites.)

Date of Approval by Governing Board/Body:

Annual Report Data URL (direct PDF link to document on local educational agency website)

California Department of Education, January 2025

Coversheet

People Division Update

Section: XI. People Division
Item: A. People Division Update
Purpose: FYI
Submitted by:
Related Material: People Division Report - September 2025.pdf
Additions Report - September 2025.pdf
Terminations Report - September 2025.pdf

People Division Report

September 2025

Following that start of the school year with a successful Staff Conference this August, we are entering the 2025–26 school year with renewed energy and commitment. Our focus remains on continuously improving the processes and practices of the People Division to better serve our staff, scholars, and the broader community. We look forward to building on our successes and achieving another impactful year ahead.

Human Resources

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:

- Licensed Clinical Social Worker (1)
- Speech and Language Pathologist (2)
- Speech and Language Pathologist Assistant (1)

We're pleased to share that the Speech and Language team has been strengthened with the addition of Ms. Katie Cameron, Speech and Language Pathologist Coordinator, and Brittney Roam, Speech and Language Pathologist Assistant. Another team member is expected to join us in early October. Recruitment for the remaining Speech and Language Pathologist roles is progressing well, with a candidate currently in the verification process and expected to receive an offer this week.

2026 Benefits: Renewal rates are beginning to arrive for the January 1, 2026 plan year. Compass continues to participate in the PACE Joint Powers Authority (JPA) for medical benefits, offering PPO and HMO options through Anthem and HMO options through Kaiser. Anticipated renewal rates are trending from low to moderate, with Kaiser at 0.3% and Anthem at 9.8%.

In October, we will meet with our Keenan Associates broker, account representatives, and the Benefits Committee (composed of staff volunteers) to review employee feedback from last year and prepare for open enrollment in early November. This timeline ensures the HR and Payroll teams have sufficient time to test systems integration and accuracy before changes take effect.

PRISM Training: The Safe and Supportive Schools Act, requires all certificated staff working with scholars in grades 7–12 to complete 60 minutes of PRISM training beginning in the 2025–26 school year. This training provides educators with resources to support LGBTQ+ students experiencing bullying, harassment, discrimination, or lack of acceptance.

The HR Team has completed the system setup, enrolled applicable staff, and issued invitations for course completion. All training must be finalized by October 31.

Paylocity: The HR and Payroll teams continue to refine processes in our newly implemented Paylocity system, working closely with CSMC on areas such as onboarding new hires and running payroll.

- Staff Evaluations: Annual evaluations are now accessible within the system, giving supervisors more tools to proactively assess performance and address areas for growth.
- New Rating Option: We're excited to announce the addition of "Exceeds Expectations" as a performance rating this year, providing supervisors with a formal way to recognize outstanding contributions.
- Commendations: Based on staff feedback, supervisors can now submit commendations through the system's journaling feature. These acknowledgments will connect directly to an employee's annual evaluation and may support an "Exceeds Expectations" rating.

Training & Development

The Training and Development team closed out 2024–25 on target with goals and enters 2025–26 with a continued focus on our Three Pillars of Professional Learning: Trust and Inspire, Strength Deployment Inventory (SDI), and Restorative Practices.

- **Trust and Inspire/Speed of Trust:** At the August Leadership Conference, leaders participated in *Three Islands*, an interactive simulation highlighting challenges at all organizational levels. This activity introduced Covey's *Leading at the Speed of Trust* framework, which will be cascaded across staff in professional learning sessions this year. In addition, staff engaged with Covey's *Change Model*, providing strategies to navigate organizational change more effectively. Our Training and Development Manager also revisited the *Crucial Conversations* framework, giving staff structured tools and a protocol to approach difficult conversations with clarity, empathy, and accountability.

- **Strength Deployment Inventory (SDI):** The SDI continues to play a critical role in onboarding new leaders and strengthening team dynamics. At the Conference, staff were introduced to the *SDI Exit Model*, a framework exploring conflict sequences and their impact on problem solving. Follow-up team sessions applied SDI tools to improve collaboration, address conflict, and identify shared values. This work helps staff at every level better understand and leverage individual motivators to build stronger teams.

- **Restorative Practices:** Introduced last year, Restorative Circles have become an important tool for culture building and problem solving. In 2024–25, most teams participated in Community-Building Circles, while several Climate Circles helped address workplace concerns. Harm Circles (or facilitated Restorative Conversations) were also introduced to help repair relationships. This year, we plan to expand use of circles across all teams, increasing opportunities for cross-team connection, addressing challenges proactively, and offering facilitated conversations where trust needs to be rebuilt.

Credential Teacher Induction (CTI): For 2025–26, one staff member has requested participation in the Riverside County Office of Education's CTI program. Recruitment of coaches for the required coach–coachee partnership is underway, with enrollment to be finalized by October 31.

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

Additions / New Hire Report

Hire / Rehire Date: 7/1/2025 to 9/16/2025

COMPASS CHARTER SCHOOLS (336061)

Name	Title	Hire Date	Rehire Date	Reporting State
Cameron, Katherine	Speech and Language Pathologist Coordinator	8/11/2025		CA
Captain, Paige	Supervising Teacher	9/2/2025		CA
Frebe, Jessica	Supervising Teacher	8/25/2025		CA
Jahangard, Brianna	Supervising Teacher	8/1/2025		CA
Linton, Amanda	Supervising Teacher	8/11/2025		CA
Munley, Vanessa	Education Specialist	8/1/2025		CA
Osawa, Wendy	Education Specialist	8/18/2025		CA

Terminations Report
COMPASS CHARTER SCHOOLS (336061)

Term Date:
7/1/2025 - 9/15/2025

Company Code	Last Name	Preferred/First Name	Job Title	Department Description	Hire Date	Termination Date Tenure (In English)	Termination Reason Description
336061	Larson	Linda	Options Coordinator	CSD Certifictaed Support	07/31/2017	07/11/2025 8 Year(s)	Voluntary
336061	Cortese	Kelly	Instructional Coach	CMO Certificated Teacher	03/11/2019	08/15/2025 6 Year(s) & 5 Month(s)	Voluntary
336061	McGregor	Cynthia	Supervising Teacher	CMO Certificated Teacher	09/23/2019	08/15/2025 5 Year(s) & 11 Month(s)	Voluntary
336061	Suggett	Lauren	Supervising Teacher	CMO Certificated Teacher	11/09/2020	07/18/2025 4 Year(s) & 8 Month(s)	Voluntary
336061	Olsen	Lisa	Supervising Teacher	CSD Certificated Teacher	08/02/2021	07/31/2025 3 Year(s) & 11 Month(s)	Voluntary
336061	Bee	Jason	Options Coordinator	CMO Certificated Admin	08/05/2013	08/22/2025 12 Year(s)	Voluntary
336061	Kohler	Morgan	Supervising Teacher	CSD Certificated Teacher	07/01/2016	07/10/2025 9 Year(s)	Voluntary