Compass Charter Schools

Meeting of the Compass Board of Directors

Date and Time

Tuesday December 9, 2025 at 6:00 PM PST

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; Room - Sierra I

Doubletree Hilton; 1995 S Bascom Ave, Campbell, CA 95008; Orchard Room, 3rd Floor

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 December 9, 2025 Meeting Agenda
- Approval of the September 23, 2025 Regular Meeting Minutes
- Review and Approval of August and September 2025 Financial Statements
- Review and Approval of Williams Sufficiency Letters for Los Angeles and San Diego

B.	Approval of September 23, 2025 Regular Meeting Minutes	Approve Minutes	Thomas Arnett	1 m
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

		Purpose	Presenter	Time

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.	**Organization of the Board of Directors**			**6:17 PM**
A.	Confirmation of Scholar Representative	Vote	Elizabeth Brenner	3 m
V.	**Communications**			**6:20 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

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

		Purpose	Presenter	Time
VI.	**Board Business**			**6:38 PM**
A.	New Board Member Search	Discuss	Thomas Arnett	15 m
	The board will establish a timeline and appoint a committee to interview candidates for the board seat that will be vacated by Mr. Arnett for the next school year.			
VII.	**Scholar Spotlight**			**6:53 PM**
A.	Scholar Spotlight	FYI	Rebecca Rodriguez	2 m
VIII.	**Superintendent's Report**			**6:55 PM**
A.	Superintendent's Report	Discuss	Elizabeth Brenner	20 m
B.	Resolution for Authorization of the Renewal of the Compass Los Angeles Charter	Vote	Elizabeth Brenner	5 m
C.	Resolution for Authorization of the Renewal of the Compass Yolo Charter	Vote	Elizabeth Brenner	5 m
IX.	**Operations Division**			**7:25 PM**
A.	Division Update	FYI	Danielle Gamez	5 m
B.	2025 Annual Audit Report	Vote	Marlen Gomez	10 m
C.	Fiscal Year 2026 First Interim Presentation	FYI	Danielle Gamez	5 m
D.	Approve Fiscal Year 2026 First Interim Reports- Los Angeles	Vote	Danielle Gamez	5 m
E.	Approve Fiscal Year 2026 First Interim Reports- San Diego	Vote	Danielle Gamez	5 m
F.	Approve Fiscal Year 2026 First Interim Reports- Yolo	Vote	Danielle Gamez	5 m
G.	Technology Partnership Agreement - EdTech101 & CCS	Vote	Danielle Gamez	5 m
X.	**Academic Services**			**8:05 PM**

		Purpose	Presenter	Time
A.	Academic Division Updates • Academic Division Update	FYI	Greg Cohen	5 m
B.	Board Policy #: 16 CONCURRENT ENROLLMENT POLICY	Vote	Greg Cohen	5 m
XI.	**People Division**			**8:15 PM**
A.	People Division Update Attachments: • People Division Report • Additions Report • Terminations Report	FYI	Sophie Trivino	5 m
B.	2025-26 Employee Handbook Update	Vote	Sophie Trivino	5 m
XII.	**Closing Items**			**8:25 PM**
A.	Upcoming Meetings December 13, 2025 Board of Directors Meeting: 8:00 a.m. - 4:00 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:
Related Material:
CCS BS August 2025.xlsx
CCS CR August 2025.xlsx
CCS P&L August 2025.xlsx
Compass_Charter_Schools_FY2026_August_C.pptx
CCS BS September 2025.xlsx
CCS CR September 2025.xlsx
CCS P&L September 2025.xlsx
Compass_Charter_Schools_FY2026_September_C.pptx
CCS BS October 2025.xlsx
CCS P&L October 2025.xlsx
CCS CR October 2025.xlsx
Compass_Charter_Schools_FY2026_October_C.pptx
Compass Charter Schools of San Diego Williams 2025 Superintendent Report.pdf
Sufficiency Letter_Compass Charter Schools of Los Angeles.pdf

BACKGROUND:

The Williams Review is an annual inspection of select schools by the county office of education to ensure all students have equal access to essential educational resources: sufficient, standards-aligned instructional materials; safe, clean facilities in good repair; and qualified teachers. The attached letters of sufficiency confirms Compass of LA and Compass of SD have been inspected and have sufficiently addressed applicable Williams requirements for the current academic year.

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 BS August 2025.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 CR August 2025.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 P&L August 2025.xlsx

CSMC







Financials through Aug 31, 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 Aug 31, 2025, compared against our Adopted Budget board approved on 06/21/2025, based on an enrollment count of 2,311 students enrolled and an enrollment ADA of 2,173.39.
YTD Revenues through **Aug 31, 2025,** are **$1,574,321** or **-42.1% under** our current budget due to the late timing of receiving LCFF revenue, Federal SPED revenues not expected to hit until the second half of the fiscal year,and receiving more than budgeted amount for Local Revenue.
YTD Expenses through **Aug 31, 2025,** are **$4,697,900** or **-8.1% under** our current budget due to less spending in Personnel expenses due to the month of August being the first full payroll cycle that includes all employees and spending less than budgeted in Books and Supplies (specifically in Approved Textbooks and Core Curriculum since the school year just started).
Therefore, net income is **($3,123,579)** or **30.7% under** our current budget.

Balance Sheet:
As of Aug 31, 2025, we had total cash of $12,258,426, short-term liabilities of $8,979,067, and long-term liabilities of $226,568. The ending fund balance is $4,782,735. When compared to the previous month, total reconciled cash decreased by $370K, short-term liabilities increased by $572K (AP/Due to and from Grantor Governments/Deferred Revenue), and long-term liabilities increased by $8K (ROU Liability).

Report created on 9/15/2025 4:08:50 PM for Compass Charter Schools

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:
136.5%	> 100.0 %

Formula:
(Cash) / (Current Liabilities)

Current Ratio (Liquidity)

Ability to pay short-term obligations



Current:	Target:
1.5	> 1.0

Formula:
(Current Assets) / (Current Liabilities)

Defensive Interval

Months of continued operation without incoming funds



Current:	Target:
4.4	> 3 months

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

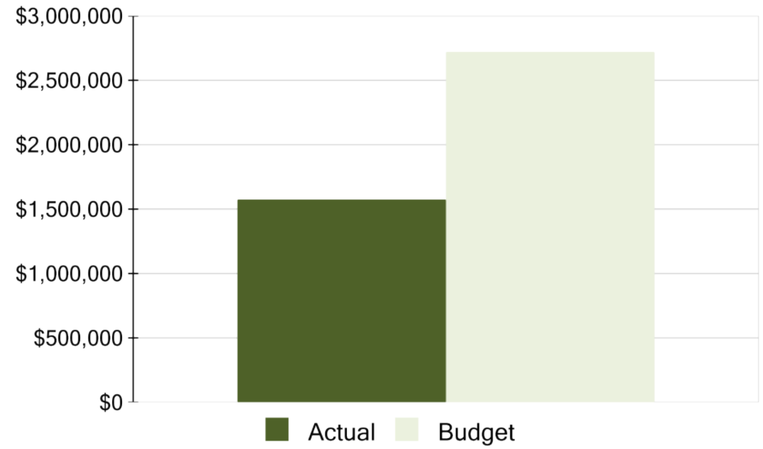
Report created on 9/15/2025 4:08:42 PM for Compass Charter Schools

Financial Snapshot

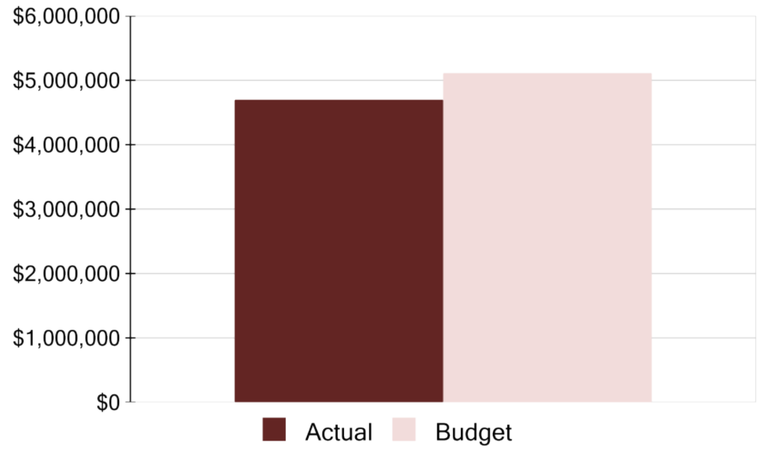
FY 2025-2026, July - August

Cash Balance
$12,265,848

Revenue to Date



Expense to Date



Revenue Summary	
Actual	$1,574,321
Budget	$2,719,986
Actual to Budget	-42.1%

Expense Summary	
Actual	$4,697,900
Budget	$5,110,335
Actual to Budget	-8.1%

Report created on 9/15/2025 4:08:50 PM for Compass Charter Schools

Actual to Budget Summary

FY 2025-2026, July - August

	July - August			2025-2026		
Account Description	**Actual**	**Budget**	**Variance $**	**Total Budget**	**Actual to Total Budget %**	**Remaining Budget**
LCFF Revenue	$1,276,997	$2,425,841	($1,148,844)	$27,386,577	4.7%	$26,109,580
Federal Revenue	-	$92,413	($92,413)	$1,264,423	0.0%	$1,264,423
State Revenue	$243,465	$201,732	$41,733	$4,020,946	6.1%	$3,777,481
Local Revenue	$53,859	-	$53,859	$106,687	50.5%	$52,828
Total Revenue	$1,574,321	$2,719,986	($1,145,664)	$32,778,633	4.8%	$31,204,312
Benefits	$576,714	$851,103	$274,389	$5,106,619	11.3%	$4,529,905
Classified Salaries	$594,039	$701,097	$107,058	$4,206,582	14.1%	$3,612,543
Certificated Salaries	$1,421,146	$1,309,955	($111,191)	$13,480,311	10.5%	$12,059,165
Total Personnel Expenses	$2,591,900	$2,862,156	$270,256	$22,793,513	11.4%	$20,201,613
Services	$1,265,323	$824,332	($440,990)	$4,945,994	25.6%	$3,680,672
Books and Supplies	$840,678	$1,423,847	$583,169	$4,854,206	17.3%	$4,013,528
Total Operational Expenses	$2,106,000	$2,248,180	$142,179	$9,800,200	21.5%	$7,694,200
Total Expenses	$4,697,900	$5,110,335	$412,435	$32,593,713	14.4%	$27,895,813
Net Income	($3,123,579)	($2,390,350)	($733,229)	$184,920	-1,689.2%	$3,308,499

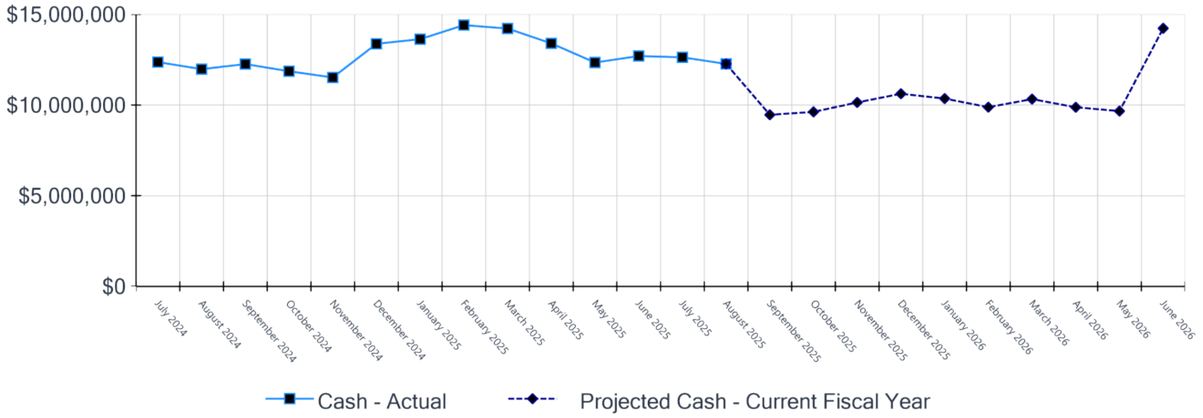
Revenue
$1,574,321
Expenses
$4,697,900
Surplus / (Deficit)
($3,123,579)

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.

Report created on 9/15/2025 4:08:51 PM for Compass Charter Schools

Monthly Cash Balance Over Time

Current fiscal year and prior year



	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

	Cash Amount	Actual or Projected
July 2025	$12,629,218.43	Actual
August 2025	$12,265,847.69	Actual
September 2025	$9,459,701.00	Projected
October 2025	$9,620,237.00	Projected
November 2025	$10,141,785.00	Projected
December 2025	$10,619,537.00	Projected
January 2026	$10,354,972.00	Projected
February 2026	$9,880,852.16	Projected
March 2026	$10,325,710.19	Projected
April 2026	$9,874,641.55	Projected
May 2026	$9,664,276.32	Projected
June 2026	$14,228,228.75	Projected

Report created on 9/15/2025 4:08:51 PM for Compass Charter Schools

CSMC

Balance Sheet Summary FY 2025-2026 - August

Assets	
Current Assets	
Accounts Receivable	$592,724
Cash and Cash Equivalents	$12,265,848
Employee Advances	$6,268
Prepaid Expenses	$12,906
Short Term Investments	$876,544
Total Current Assets	**$13,754,291**
Fixed Assets	
Fixed Assets	$228,860
Total Fixed Assets	**$228,860**
Other Assets	
Other Assets	$5,220
Total Other Assets	**$5,220**
Total Assets	**$13,988,370**

Liabilities and Net Assets	
Short-term Liabilities	
Accounts Payable	$536,521
Accrued Liabilities	$7,120,592
Other Short Term Liability	$1,321,954
Total Short-term Liabilities	**$8,979,067**
Long-term Liabilities	
Other Liabilities	$226,568
Total Long-term Liabilities	**$226,568**
Total Liabilities	**$9,205,635**
Total Unrestricted Net Assets	$7,906,314
Total Net Increase/(Decrease) in Net Assets	($3,123,579)
Total Net Assets	**$4,782,735**
Total Liabilities and Net Assets	**$13,988,370**

Liquidity Ratio

1.5

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.

Yolo LCFF Overpayment balance as of August 2025: $5,615,233.13

Report created on 9/15/2025 4:08:51 PM for Compass Charter Schools

CSMC

CSMC Charter School Support Team



Kristin Nowak
Executive VP of Strategic Management
knowak@csmci.com



Aaron Guibord
Executive VP of Operations
aguibord@csmci.com



Josh Eng
VP of School Business Management
jeng@csmci.com



Kristin Nowak
School Business Manager
knowak@csmci.com



Brian Lara
Associate SBM
blara@csmci.com



Mai Luong
Account Manager
mluong@csmci.com



Kimber Nelson
Associate AM
knelson@csmci.com

Report created on 9/15/2025 4:08:51 PM for Compass Charter Schools

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	
Accounting	12/15/2025	Year-end Audit - Payment (if any) is also due by September 30th of the following fiscal year.	CSMC with School Support	Yes	https://www.cde.ca.gov/fg/ac/co/intfedfunds.asp.

Report created on 9/15/2025 4:08:52 PM for Compass Charter Schools

CSMC

HELPING THE EDUCATION MOVEMENT SUCCEED ONE SCHOOL AT A TIME

info@csmci.com
Office: 888.994.CSMC
43460 Ridge Park Dr., Ste. 100
Temecula, Ca 92590

POWERED BY:

Charter Vision

www.csmci.com

Report created on 9/15/2025 4:08:50 PM for Compass Charter Schools

Supplemental Information

Todo: Remove slide or add more information

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 BS September 2025.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 CR September 2025.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 P&L September 2025.xlsx

CSMC



Financials through Sep 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 Sep 30, 2025, compared against our Adopted Budget board approved on 06/21/2025, based on an enrollment count of 2,311 students enrolled and an enrollment ADA of 2,173.39.
YTD Revenues through **Sep 30, 2025,** are **$4,468,953** or **-23.1% under** our current budget due to the late timing of receiving September LCFF revenue for Los Angeles. Additionally, no ILPT revenue has been received for San Diego and Yolo through September.
YTD Expenses through **Sep 30, 2025,** are **$7,659,104** or **-6.5% under** our current budget due to some underspending in Personnel Expenses (specifically in Classified Salaries being under by $130K) and in Books and Supplies (specifically some significant underspending in Approved Textbooks and Core Curriculum). This is slightly offset by some overspending in Services.
Therefore, net income is **($3,190,151)** or **34.1% under** our current budget.

Balance Sheet:
As of Sep 30, 2025, we had total cash of $11,400,644, short-term liabilities of $8,041,708, and long-term liabilities of $227,313. The ending fund balance is $4,716,163. When compared to the previous month, total reconciled cash decreased by $858K, short-term liabilities decreased by $938K (AP/Due to and from Grantor Governments/Deferred Revenue), and long-term liabilities increased by $1K (ROU Liability).

Report created on 10/13/2025 9:22:06 AM for Compass Charter Schools

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:
141.8%	> 100.0 %

Formula:
(Cash) / (Current Liabilities)

Current Ratio (Liquidity)

Ability to pay short-term obligations



Current:	Target:
1.6	> 1.0

Formula:
(Current Assets) / (Current Liabilities)

Defensive Interval

Months of continued operation without incoming funds



Current:	Target:
4.1	> 3 months

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

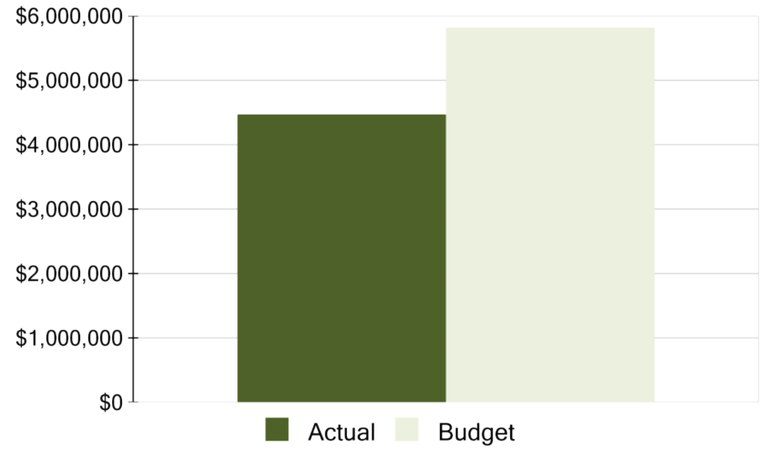
Report created on 10/13/2025 9:21:56 AM for Compass Charter Schools

Financial Snapshot

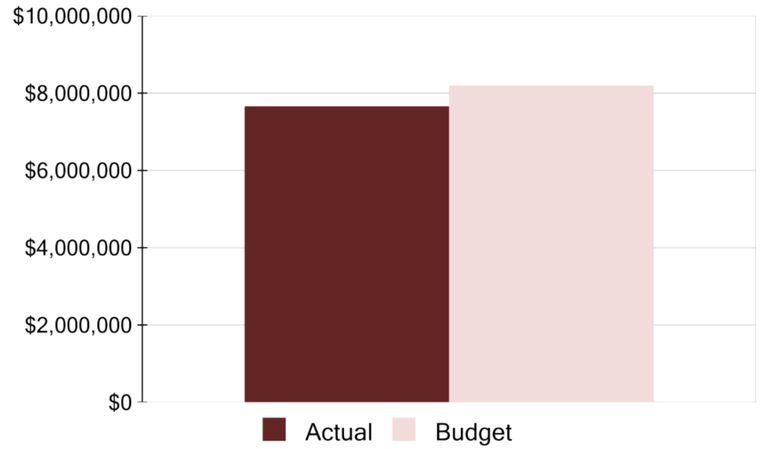
FY 2025-2026, July - September

Cash Balance
$11,408,066

Revenue to Date



Expense to Date



Revenue Summary	
Actual	$4,468,953
Budget	$5,814,731
Actual to Budget	-23.1%

Expense Summary	
Actual	$7,659,104
Budget	$8,193,670
Actual to Budget	-6.5%

Report created on 10/13/2025 9:22:06 AM for Compass Charter Schools

CSMC

Actual to Budget Summary

FY 2025-2026, July - September

	July - Last Closed			2025-2026		
Account Description	**Actual**	**Budget**	**Variance $**	**Total Budget**	**Actual to Total Budget %**	**Remaining Budget**
LCFF Revenue	$3,781,573	$5,282,153	($1,500,580)	$27,386,577	13.8%	$23,605,004
Federal Revenue	$127,507	$138,619	($11,112)	$1,264,423	10.1%	$1,136,916
State Revenue	$482,490	$383,291	$99,199	$4,020,946	12.0%	$3,538,456
Local Revenue	$77,383	$10,669	$66,714	$106,687	72.5%	$29,304
Total Revenue	$4,468,953	$5,814,731	($1,345,779)	$32,778,633	13.6%	$28,309,680
Benefits	$1,203,336	$1,276,655	$73,318	$5,106,619	23.6%	$3,903,283
Classified Salaries	$920,673	$1,051,646	$130,972	$4,206,582	21.9%	$3,285,909
Certificated Salaries	$2,598,082	$2,594,826	($3,257)	$13,480,311	19.3%	$10,882,229
Total Personnel Expenses	$4,722,092	$4,923,126	$201,034	$22,793,513	20.7%	$18,071,421
Services	$1,472,546	$1,236,499	($236,048)	$4,945,994	29.8%	$3,473,448
Books and Supplies	$1,464,466	$2,034,046	$569,580	$4,854,206	30.2%	$3,389,740
Total Operational Expenses	$2,937,012	$3,270,544	$333,532	$9,800,200	30.0%	$6,863,188
Total Expenses	$7,659,104	$8,193,670	$534,566	$32,593,713	23.5%	$24,934,609
Net Income	($3,190,151)	($2,378,939)	($811,212)	$184,920	-1,725.2%	$3,375,071

Revenue
$4,468,953
Expenses
$7,659,104
Surplus / (Deficit)
($3,190,151)

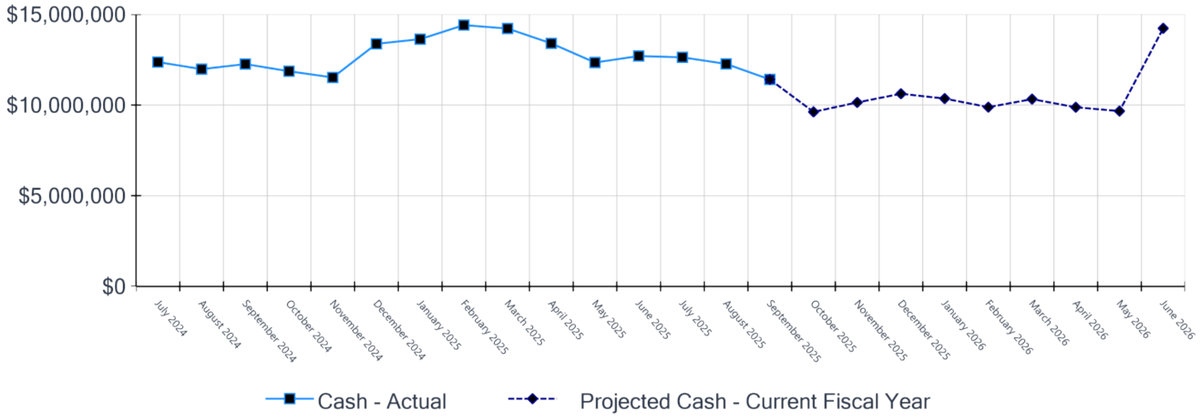
This report displays all actual and budgeted revenue and expenditures by object code series and by month. This report can be useful in revenue in a timely manner and that you stay within board approved expenditure levels.

Report created on 10/13/2025 9:22:07 AM for Compass Charter Schools

CSMC

Monthly Cash Balance Over Time

Current fiscal year and prior year



	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

	Cash Amount	Actual or Projected
July 2025	$12,629,218.43	Actual
August 2025	$12,265,847.69	Actual
September 2025	$11,408,065.94	Actual
October 2025	$9,620,237.00	Projected
November 2025	$10,141,785.00	Projected
December 2025	$10,619,537.00	Projected
January 2026	$10,354,972.00	Projected
February 2026	$9,880,852.16	Projected
March 2026	$10,325,710.19	Projected
April 2026	$9,874,641.55	Projected
May 2026	$9,664,276.32	Projected
June 2026	$14,228,228.75	Projected

Report created on 10/13/2025 9:22:07 AM for Compass Charter Schools

Balance Sheet Summary FY 2025-2026 - September

Assets	
Current Assets	
Accounts Receivable	$456,655
Cash and Cash Equivalents	$11,408,066
Employee Advances	$985
Prepaid Expenses	$12,906
Short Term Investments	$876,544
Total Current Assets	**$12,755,157**
Fixed Assets	
Fixed Assets	$224,807
Total Fixed Assets	**$224,807**
Other Assets	
Other Assets	$5,220
Total Other Assets	**$5,220**
Total Assets	**$12,985,184**

Liabilities and Net Assets	
Short-term Liabilities	
Accounts Payable	$474,001
Accrued Liabilities	$6,302,363
Other Short Term Liability	$1,265,343
Total Short-term Liabilities	**$8,041,708**
Long-term Liabilities	
Other Liabilities	$227,313
Total Long-term Liabilities	**$227,313**
Total Liabilities	**$8,269,021**
Total Unrestricted Net Assets	$7,906,314
Total Net Increase/(Decrease) in Net Assets	($3,190,151)
Total Net Assets	**$4,716,163**
Total Liabilities and Net Assets	**$12,985,184**

Liquidity Ratio

1.6

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.

Yolo LCFF Overpayment balance as of September 2025: $4,896,918.13

Report created on 10/13/2025 9:22:07 AM for Compass Charter Schools

CSMC

CSMC Charter School Support Team



Kristin Nowak
Executive VP of Strategic Management
knowak@csmci.com



Aaron Guibord
Executive VP of Operations
aguibord@csmci.com



Josh Eng
VP of School Business Management
jeng@csmci.com



Kristin Nowak
School Business Manager
knowak@csmci.com



Kayla Tocco
Divisional Director
ktocco@csmci.com



Mai Luong
Account Manager
mluong@csmci.com



Kimber Nelson
Associate AM
knelson@csmci.com

Report created on 10/13/2025 9:22:07 AM for Compass Charter Schools

Looking Ahead

AREA	DUE DATE	COMPLIANCE ITEM	COMPLETED BY	BOARD MUST APPROVED	ADDITIONAL INFORMATION
Finance	10/30/2025	Federal Mental Health expenditure report -	CSMC	No	
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	
Finance	12/15/2025	First Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations. The certifications are classified as positive, qualified, or negative.	CSMC with School Support	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp#:~:text=Local%20educational%20agencies%20(LEAs)%20are,the%20period%20ending%20January%2031.
Accounting	12/15/2025	Year-end Audit - Payment (if any) is also due by September 30th of the following fiscal year.	CSMC with School Support	Yes	https://www.cde.ca.gov/fg/ac/co/intfedfunds.asp.
Payroll	1/1/2026	New Board Approved Handbook (if applicable) -	School	Yes	

Report created on 10/13/2025 9:22:09 AM for Compass Charter Schools

CSMC

HELPING THE EDUCATION MOVEMENT SUCCEED ONE SCHOOL AT A TIME

info@csmci.com
Office: 888.994.CSMC
43460 Ridge Park Dr., Ste. 100
Temecula, Ca 92590

POWERED BY:

Charter Vision

www.csmci.com

Report created on 10/13/2025 9:22:06 AM for Compass Charter Schools

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 BS October 2025.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 P&L October 2025.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 CR October 2025.xlsx

CSMC

Financials through Oct 31, 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 Oct 31, 2025, compared against our board-approved First Interim Budget on 12/09/2025, based on an enrollment count of 2,219 students enrolled and enrollment ADA of 2,106.59
YTD Revenues through **Oct 31, 2025,** are **$7,288,939** or **% over** our current budget due to capturing all actual revenues received through October 2025 in our First Interim Budget.
YTD Expenses through **Oct 31, 2025,** are **$10,570,249** or **.5% over** our current budget due to capturing just about all actual expenditures received through October 2025 in our First Interim Budget.
Therefore, net income is **($3,281,309)** or **1.6% under** our current budget.

Balance Sheet:
As of Oct 31, 2025, we had total cash of $10,655,753, short-term liabilities of $7,303,324, and long-term liabilities of $228,071. The ending fund balance is $4,625,005. When compared to the previous month, total reconciled cash decreased by $745K, short-term liabilities decreased by $738K (AP/Due to and from Grantor Governments/Deferred Revenue), and long-term liabilities increased by $1K (ROU Liability).

Report created on 12/1/2025 6:00:22 PM for Compass Charter Schools

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:
145.9%	> 100.0 %

Formula:
(Cash) / (Current Liabilities)

Current Ratio (Liquidity)

Ability to pay short-term obligations



Current:	Target:
1.6	> 1.0

Formula:
(Current Assets) / (Current Liabilities)

Defensive Interval

Months of continued operation without incoming funds



Current:	Target:
3.9	> 3 months

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

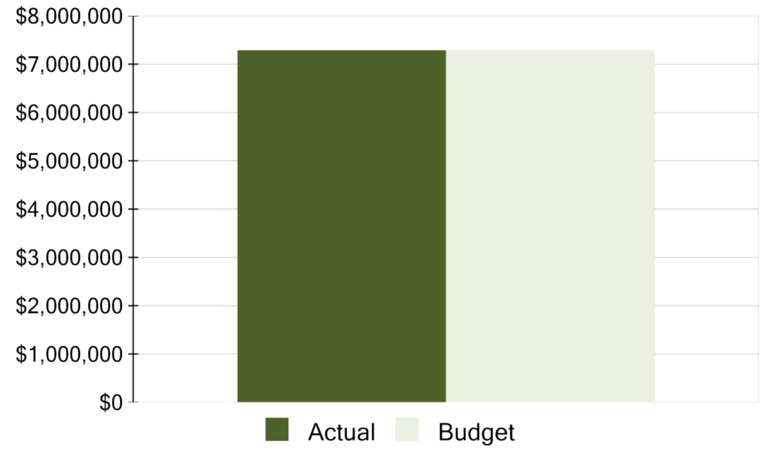
Report created on 12/1/2025 6:00:08 PM for Compass Charter Schools

Financial Snapshot

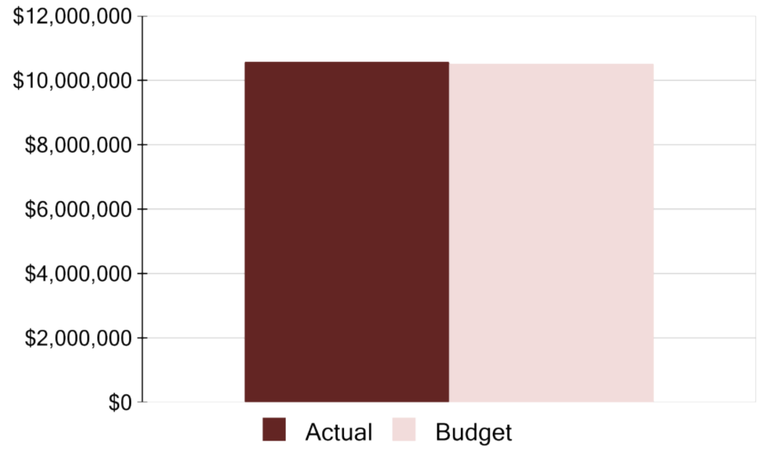
FY 2025-2026, July - October

Cash Balance
$10,663,174

Revenue to Date



Expense to Date



Revenue Summary	
Actual	$7,288,939
Budget	$7,288,939
Actual to Budget	0.0%

Expense Summary	
Actual	$10,570,249
Budget	$10,517,610
Actual to Budget	0.5%

Report created on 12/1/2025 6:00:22 PM for Compass Charter Schools

Actual to Budget Summary

FY 2025-2026, July - October

	July - Last Closed			2025-2026		
Account Description	**Actual**	**Budget**	**Variance $**	**Total Budget**	**Actual to Total Budget %**	**Remaining Budget**
LCFF Revenue	$5,905,144	$5,905,144	-	$26,974,587	21.9%	$21,069,443
Federal Revenue	$193,054	$193,054	-	$1,548,469	12.5%	$1,355,415
State Revenue	$1,101,344	$1,101,344	-	$4,376,996	25.2%	$3,275,653
Local Revenue	$89,398	$89,398	-	$121,238	73.7%	$31,840
Total Revenue	$7,288,939	$7,288,939	-	$33,021,291	22.1%	$25,732,351
Benefits	$1,662,907	$1,662,906	($1)	$5,136,948	32.4%	$3,474,041
Classified Salaries	$1,256,705	$1,256,705	-	$4,107,269	30.6%	$2,850,564
Certificated Salaries	$3,787,956	$3,787,955	-	$13,661,617	27.7%	$9,873,661
Total Personnel Expenses	$6,707,568	$6,707,567	($1)	$22,905,834	29.3%	$16,198,266
Services	$1,857,739	$1,805,102	($52,638)	$5,117,894	36.3%	$3,260,154
Books and Supplies	$2,004,942	$2,004,942	-	$4,399,830	45.6%	$2,394,888
Total Operational Expenses	$3,862,681	$3,810,043	($52,638)	$9,517,724	40.6%	$5,655,043
Total Expenses	$10,570,249	$10,517,610	($52,639)	$32,423,558	32.6%	$21,853,309
Net Income	($3,281,309)	($3,228,671)	($52,639)	$597,733	-549.0%	$3,879,043

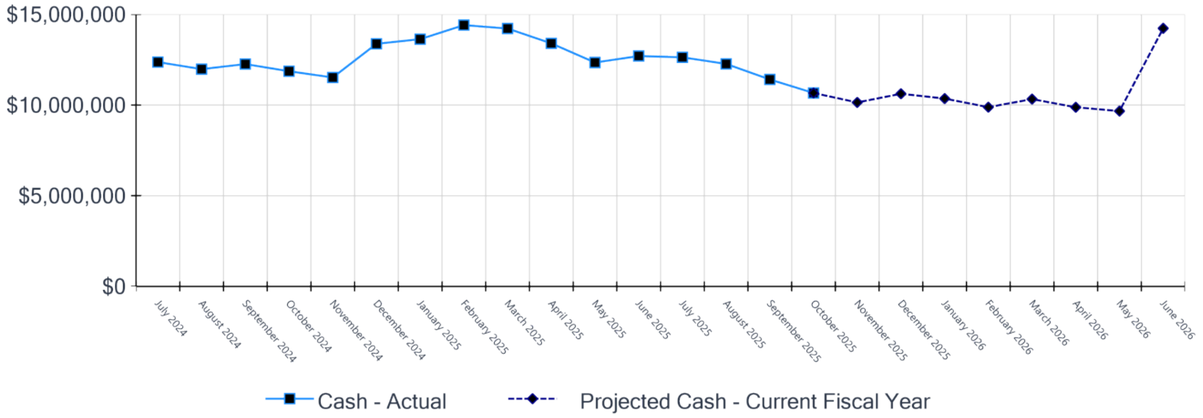
Revenue
$7,288,939
Expenses
$10,570,249
Surplus / (Deficit)
($3,281,309)

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.

Report created on 12/1/2025 6:00:22 PM for Compass Charter Schools

Monthly Cash Balance Over Time

Current fiscal year and prior year



	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

	Cash Amount	Actual or Projected
July 2025	$12,629,218.43	Actual
August 2025	$12,265,847.69	Actual
September 2025	$11,408,065.94	Actual
October 2025	$10,663,174.37	Actual
November 2025	$10,141,785.00	Projected
December 2025	$10,619,537.00	Projected
January 2026	$10,354,972.00	Projected
February 2026	$9,880,852.16	Projected
March 2026	$10,325,710.19	Projected
April 2026	$9,874,641.55	Projected
May 2026	$9,664,276.32	Projected
June 2026	$14,228,228.75	Projected

Report created on 12/1/2025 6:00:23 PM for Compass Charter Schools

CSMC

Balance Sheet Summary FY 2025-2026 - October

Assets	
Current Assets	
Accounts Receivable	$335,417
Cash and Cash Equivalents	$10,663,174
Employee Advances	$2,372
Prepaid Expenses	$52,906
Short Term Investments	$876,544
Total Current Assets	**$11,930,414**
Fixed Assets	
Fixed Assets	$220,767
Total Fixed Assets	**$220,767**
Other Assets	
Other Assets	$5,220
Total Other Assets	**$5,220**
Total Assets	**$12,156,400**

Liabilities and Net Assets	
Short-term Liabilities	
Accounts Payable	$304,232
Accrued Liabilities	$5,886,609
Other Short Term Liability	$1,112,484
Total Short-term Liabilities	**$7,303,324**
Long-term Liabilities	
Other Liabilities	$228,071
Total Long-term Liabilities	**$228,071**
Total Liabilities	**$7,531,395**
Total Unrestricted Net Assets	$7,906,314
Total Net Increase/(Decrease) in Net Assets	($3,281,309)
Total Net Assets	**$4,625,005**
Total Liabilities and Net Assets	**$12,156,400**

Liquidity Ratio

1.6

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.

Yolo LCFF Overpayment balance as of October 2025: $4,566,165.13

Report created on 12/1/2025 6:00:23 PM for Compass Charter Schools

CSMC

CSMC Charter School Support Team



Kristin Nowak
Executive VP of Strategic Management
knowak@csmci.com



Aaron Guibord
Executive VP of Operations
aguibord@csmci.com



Josh Eng
VP of School Business Management
jeng@csmci.com



Kristin Nowak
School Business Manager
knowak@csmci.com



Kayla Tocco
Divisional Director
ktocco@csmci.com



Mai Luong
Account Manager
mluong@csmci.com



Kimber Nelson
Associate AM
knelson@csmci.com

Report created on 12/1/2025 6:00:23 PM for Compass Charter Schools

Looking Ahead

AREA	DUE DATE	COMPLIANCE ITEM	COMPLETED BY	BOARD MUST APPROVED	ADDITIONAL INFORMATION
Finance	12/15/2025	First Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations. The certifications are classified as positive, qualified, or negative.	CSMC with School Support	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp#:~:text=Local%20educational%20agencies%20(LEAs)%20are,the%20period%20ending%20January%2031.
Accounting	12/15/2025	Year-end Audit - Payment (if any) is also due by September 30th of the following fiscal year.	CSMC with School Support	Yes	https://www.cde.ca.gov/fg/ac/co/intfedfunds.asp.
Payroll	1/1/2026	New Board Approved Handbook (if applicable) -	School	Yes	
Payroll	1/31/2026	W2’s filing due -	Payroll Vendor	No	
Payroll	1/31/2026	4th Quarter Payroll Tax filing -	Payroll Vendor	No	

Report created on 12/1/2025 6:00:24 PM for Compass Charter Schools

HELPING THE EDUCATION MOVEMENT SUCCEED ONE SCHOOL AT A TIME

info@csmci.com
Office: 888.994.CSMC
43460 Ridge Park Dr., Ste. 100
Temecula, Ca 92590

www.csmci.com

POWERED BY:

Charter Vision

Report created on 12/1/2025 6:00:22 PM for Compass Charter Schools

san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES℠

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

November 20, 2025

Elizabeth Brenner, Superintendent
Compass Charter Schools of San Diego
850 Hampshire Rd., Ste. P
Thousand Oaks, CA 91361-2851

Dear Superintendent Brenner,

Subject: *Williams* Settlement Findings for 2025-2026 Site Visits

The San Diego County Office of Education (SDCOE) has the responsibility to visit schools in our county and report to you the results of these visits. Please share this report at a public meeting as required by the *Williams* Settlement legislation. California Education Code (EC) Section 1240 specifically requires the San Diego County Office of Education staff to visit county schools identified as Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), or schools where 15% or more of the teachers are holders of a permit, certificate, or any other authorization that is a lesser certification than a preliminary or clear California teaching credential and report the results of the visit. California Education Code (EC) requires visits for the purpose of:

1. Ensuring that students have access to "sufficient" instructional materials in core subject areas (English/language arts, ELD, mathematics, history/social science, science) and, as appropriate, science laboratory equipment, world languages, and health education as defined in EC Section 60119.

2. Assessing compliance with facilities maintenance using the Facilities Inspection Tool (FIT) and determining if there are any conditions that "pose an emergency or urgent threat to the health or safety of pupils or staff" as defined in EC Section 17592.72; and assessing "the safety, cleanliness, and adequacy of school facilities, including good repair" as required by EC Sections 17014, 17032.5, 17070.75, and 17089.

3. Determining if the school has provided accurate data for the annual School Accountability Report Card (SARC) related to instructional materials and facilities maintenance.

This report for 2025-2026 provides aggregate findings in these areas for your charter school visits. Your *Williams* charter contact, and principal of each visited school will receive a letter and copy of their school report.

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

San Diego County Board of Education
Dr. Gregg Robinson, District 1 Guadalupe González, District 2 Alicia Muñoz, District 3
Dr. Erin Evans, District 4 Rick Shea, District 5

Please be assured that SDCOE will continue to be available to support you in meeting the requirements of this legislation. For more information, please contact Patricia Karlin at patricia.karlin@sdcoe.net or 858-295-8822.

Thank you and have a rewarding school year.

Sincerely,



Gloria Ciriza, Ed.D.
San Diego County Superintendent of Schools

GC:am

cc: Thomas Arnett, Board President

Attachment: *Williams* Settlement Annual Charter Visit Summary 2025-2026

WILLIAMS SETTLEMENT ANNUAL CHARTER VISIT SUMMARY 2025-2026

Compass Charter Schools of San Diego - Virtual Only

Elizabeth Brenner, Superintendent

Thomas Arnett, School Board President

Charter Contact: Elizabeth Brenner

Email: ebrenner@compasscharters.org

School	School Principal	Date of Visit	Sufficient Instructional Materials	School Facilities Overall % and Rating	Accurate 2024-2025 SARC
Compass Charter Schools of San Diego - Virtual Only	Ke'Len Armstrong	None	Yes	N/A	Yes

Los Angeles County Office of Education

Debra Duardo
Superintendent

Los Angeles County Board of Education

James Cross
President

Theresa Montaño
Vice President

Michele Breslauer

Laura Cantú

Yvonne Chan

Margaret (Margie) Granado

Stanley L. Johnson, Jr.

November 6, 2025

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

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

2025-26 Notice of Sufficiency of Instructional Materials for:
Compass Charter Schools of Los Angeles

Dear Board President Arnett and Chief Executive Officer Brenner:

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

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

The Los Angeles County Office of Education (LACOE) acknowledges your Local Education Agency's administrators and school site staff for ensuring all students have access to instructional materials. An Instructional Materials review team from LACOE visited **Compass Charter Schools of Los Angeles** on **October 28, 2025**. This letter is to inform you that LACOE determined a sufficiency of instructional materials in each of the specified classes visited during the review.

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

Sincerely,

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

DD/FJ:sl

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

Coversheet

Approval of September 23, 2025 Regular Meeting Minutes

Section: II. Consent Items
Item: B. Approval of September 23, 2025 Regular Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Meeting of the Compass Board of Directors on September 23, 2025

APPROVED

Compass Charter Schools

Minutes

Meeting of the Compass Board of Directors

Date and Time
Tuesday September 23, 2025 at 6:00 PM

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.

Directors Present
C. Riley (remote), H. Hardy (remote), S. Herrod (remote), T. Arnett (remote), T. Christopher (remote)

Directors Absent
M. Clark, W. Stinde

Ex Officio Members Present
E. Brenner (remote), T. Wrigley (remote)

Non Voting Members Present
E. Brenner (remote), T. Wrigley (remote)

I. Opening Items

A. Call the Meeting to Order

T. Arnett called a meeting of the board of directors of Compass Charter Schools to order on Tuesday Sep 23, 2025 at 6:05 PM.

B. Record Attendance

II. Consent Items

A. Consent Items

C. Riley made a motion to approve the Consent Items.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call
T. Christopher Aye

Roll Call

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

B. Approval of June 21, 2025 Regular Meeting Minutes

C. Riley made a motion to approve the minutes from Meeting of the Compass Board of Directors on 06-21-25.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Public Comment

A. Public Comment

A community member made a public comment regarding the Independent Study Regulations and the Tiered Re-engagement Internal Process.

IV. Communications

A. Board Member Communication

No disussion items were introduced by Board members.

B. Parent Advisory Council Update

Samantha Herrod spoke briefly about the September parent meeting.

C. Scholar Leadership Council Report

Zahra Grihma was unavailable to present the SLC September Report.

V. Closed Session

A. Enter Closed Session

The Board moved into Closed Session at 6:14 p.m.

B. Reconvene from Closed Session

The Board reconvened from Closed Session at 6:50 p.m.

Report Out: There was nothing to report.

VI. Board Business

A. 2025-2026 Board of Directors Annual Calendar

T. Arnett made a motion to approve the Draft Board of Directors Annual Calendar.
H. Hardy seconded the motion.
Elizabeth Brenner presented the Board Calendar which includes a proposed Board Training. The Board noted that the March date had a typo, where 4/10 should read 3/10. The proposed 6/10 date was changed to 6/13.
The board **VOTED** to approve the motion.

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

B. Board Training

Elizabeth Brenner presented a Board Training proposal.

VII. Scholar Spotlight

A. Scholar Spotlight

There was no comment on the Scholar Spotlight.

VIII. Superintendent's Report

A. Superintendent's Report

Elizabeth Brenner presented the Superintendent's report.

B. Enrollment Capacity Resolution

T. Arnett made a motion to approve the Enrollment Capacity Resolution.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IX. Operations Division

A. Division Update

Danielle Gamez presented highlights in the Operations Division Update.

B. Fiscal Year 2025 Unaudited Actual Presentation

Kristin Novak discussed the FY 2025 Unaudited Actual presentation.

C. Approve Fiscal Year 2025 Unaudited Actual Reports- Los Angeles

S. Herrod made a motion to approve the Fiscal Year 2025 Unaudited Actual Reports- Los Angeles.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Approve Fiscal Year 2025 Unaudited Actual Reports- San Diego

C. Riley made a motion to approve the Fiscal Year 2025 Unaudited Actual Reports- San Diego.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Christopher	Aye
W. Stinde	Absent
M. Clark	Absent
C. Riley	Aye
S. Herrod	Aye

Roll Call

T. Arnett	Aye
H. Hardy	Aye

E. Approve Fiscal Year 2025 Unaudited Actual Reports-Yolo

T. Arnett made a motion to approve the Fiscal Year 2025 Unaudited Actual Reports-Yolo.
S. Herrod seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Review and Approve the FY26 EPA Funds Allocation

T. Arnett made a motion to approve the FY26 EPA Funds Allocation.
C. Riley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. Compass Conference 2026 Proposal

S. Herrod made a motion to approve the Compass Conference 2026 Proposal.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

H.

Submitted 2025-26 CDE Consolidated Applications

There was no discussion regarding the 2025-26 CDE Consolidated Applications.

X. Academic Services

A. Academic Division Updates

Greg Cohen presented highlights in the Academic Division Update.

B. Independent Study Administrative Regulations

Greg Cohen discussed some of the changes in the Independent Study Administrative Regulations.

C. Tiered Re-engagement Internal Procedures

Greg Cohen discussed some of the changes in the Tiered Re-engagement Internal Procedures.

D. Board Policy #24 Missed Assignments and Involuntary Removal Policy.pdf

H. Hardy made a motion to approve Board Policy #24 Missed Assignments and Involuntary Removal Policy.
C. Riley seconded the motion.
There was discussion between Board members and staff regarding the proposed changes. Concerns raised during public comment were addressed.
The board **VOTED** to approve the motion.

Roll Call

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

E. Proposition 28 FY 24-25 Annual Report for Compass Charter School of Los Angeles

T. Arnett made a motion to approve Proposition 28 FY 24-25 Annual Report for Compass Charter School of Los Angeles.
C. Riley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

W. Stinde	Absent
C. Riley	Aye
T. Christopher	Aye

Roll Call

T. Arnett	Aye
H. Hardy	Aye
S. Herrod	Aye
M. Clark	Absent

F. Proposition 28 FY 24-25 Annual Report for Compass Charter School of San Diego

S. Herrod made a motion to Proposition 28 FY 24-25 Annual Report for Compass Charter School of Los Angeles.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. Proposition 28 FY 24-25 Annual Report for Compass Charter School of Yolo

T. Christopher made a motion to approve Proposition 28 FY 24-25 Annual Report for Compass Charter School of Yolo.
H. Hardy seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

XI. People Division

A. People Division Update

Sophie Trivino presented the People Division Update.

XII. Closing Items

A. Upcoming Meetings

The next meetings will take place:

December 9, 2025 at 6:00 p.m.
December 13, 2025 from 9:00 a.m. - 4:00 p.m.

B. Adjourn Meeting

S. Herrod made a motion to adjourn the meeting.
C. Riley seconded the motion.
The board **VOTED** to approve the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:16 PM.

Respectfully Submitted,
T. Arnett

Coversheet

Confirmation of Scholar Representative

Section: IV. Organization of the Board of Directors
Item: A. Confirmation of Scholar Representative
Purpose: Vote
Submitted by:
Related Material: Memo_to_the_Board_-_Scholar_Representative_Seat_2025.pdf

MEMORANDUM

To: Board of Directors Via: Board Packet

From: Elizabeth Brenner, Superintendent & CEO

Date: December 5, 2025

Re: Scholar Representative Seat

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

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

At the October 21, 2025 meeting of the Scholar Leadership Council, Zahra Grihma, was elected by the council members to the role of Chairperson. She will be serving in this role for the remainder of the 2025-2026 school year. I ask that the Board of Directors confirm her appointment as the pupil member (Scholar Representative), with a one (1) year term (which is renewable) effective today.

Coversheet

Parent Advisory Council Update

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

October Parent Advisory Council Meeting - October 17, 2025

Prepared for December 9, 2025 Board Meeting

Meeting Recording Link

AI Summary:

Work sample requirements and submission process @ 0:00 Ke'Len explained the rationale behind the increased work sample requirements, noting that teachers need evidence of student engagement and academic progress to meet attendance and academic standards. He discussed options for submitting work samples, including using Google Docs or video links, to make the process more efficient. Parents raised concerns about the difficulty of the current submission process.

Field trips and event registration @ 34:41 Becca discussed the challenges of managing field trip registration, including venue capacity limits and the waitlist system. She emphasized the team's efforts to accommodate as many families as possible and be responsive to feedback.

Curriculum locker and material availability @ 49:15 A parent expressed frustration that the curriculum locker has not been updated with new materials, and that some previously available resources have disappeared. Ke'Len acknowledged the transition in oversight of the locker and committed to providing more clarity on the process for adding and accessing materials.

Parent communication and engagement @ 58:40 The group discussed the challenges of establishing a parent communication platform that balances safety and privacy concerns. Parents and staff acknowledged the desire for more parent-to-parent communication and agreed to continue exploring options.

Recap and closing @ 1:08:29 The Chair shared her appreciation for the Compass community and the positive impact it has had on her son's academic and personal growth. The group expressed gratitude for the open dialogue and commitment to continuous improvement.

October Parent Advisory Council Meeting - November 21, 2025

Prepared for December 9, 2025 Board Meeting

AI Summary:

Opening and State Dashboard results: The meeting began with introductions and casual conversation for a few minutes. Elizabeth started a presentation on the California State Dashboard performance and charter renewal for two schools expiring in 2027. She explained that the YOLO charter school is in the low track for renewal based on 2024 data, but improved significantly in 2025, performing better than the state in both English and math. The improvement was attributed to increasing participation rates from 77% to 93% in assessments, which helped reduce the impact of non-participating scholars on the metrics.

Charter School Testing Requirements: The group discussed the importance of state testing for charter schools, particularly in light of recent changes in charter renewal processes. The conversation also touched on the pressure this places on charter schools, particularly those with independent study models, and the need to show that alternative education models can be successful. Elizabeth also discussed the performance of the Los Angeles charter's English and Math scores, noting improvements but still being below the state average. Elizabeth explained that the rules for categorizing schools were changed, allowing them to stay in the middle tier despite initially being categorized as low.

Academic Performance Data Review: Elizabeth presented data on academic performance, noting a decline in the College and Career Indicator (CCI) but exceeding state standards in three out of five subgroups in both English and math. She emphasized the importance of understanding the factors contributing to the decline and highlighted the need to maintain middle-tier performance for renewal. Elizabeth discussed the challenges faced by students with special needs during state testing and the need for better accommodations and practice opportunities. Elizabeth also introduced a new tool called Reel, which will allow students to provide feedback on their testing experience. The team plans to use this feedback to personalize learning and improve students' performance in future assessments.

Personalized Learning and Testing Challenges: The meeting focused on discussing the challenges and opportunities in personalized learning, particularly in relation to standardized testing and support systems. One parent raised concerns about how different teaching methods and accommodations might affect student performance on tests. Elizabeth emphasized the importance of personalized approaches and the MTSS process in providing targeted support. Another parent shared her experience with

Compass tutoring, noting both its benefits and limitations, particularly in building rapport with students in group settings.

Parent Input on School Policies: A parent inquired about the process of bringing policy changes to the Parent Advisory Council for stakeholder input, which Samantha confirmed is part of their communication cycle. The group discussed how parent input is gathered and presented to the school board, with Samantha explaining that while some policies require board discussion first, the PAC serves as an advisory council to provide parent perspectives. Elizabeth noted that many policy changes are driven by state law requirements, and the group agreed that while they can't modify mandatory policies, they should gather parent feedback on their impact before board decisions.

PAC Advisory and Student Initiatives: The group discussed the PAC's advisory role and its increased meeting frequency, which has improved communication. Elizabeth highlighted upcoming policy updates, including the mid-year LCAP and safety policy, noting challenges in adapting these for online learning. They explored ideas to blend resources across programs and gather input from scholars, parents, and staff to prioritize changes. Keileigh suggested replicating social activities like a lunch bunch group, and Samantha shared past experiences with similar initiatives. Elizabeth mentioned the Scholar Leadership Council's creation of the Scholar Spot, a new social space for students, which is set to launch next year.

Parent Engagement and Event Awareness: An attendee raised concerns about parents not being aware of non-Compass-sponsored events, such as a sensory Nutcracker performance, and discussed the challenges of sharing such information through Parent Square due to sponsorship limitations. She suggested exploring ways to better disseminate information about these opportunities and inquired about the possibility of implementing a parent mentor program at Compass, as she found success with similar programs in her previous district. Samantha mentioned that the Learning Coach Academy has been considered as a substitute for mentoring.

Parent Engagement Across Regional Challenges: Samantha discussed the challenges of organizing external parent groups across different regions. The concept of a parent bulletin board on the MMU was proposed by Elizabeth as a potential solution to connect parents across distances. Elizabeth highlighted the ongoing efforts to organize community events despite low attendance, attributing it partly to geographical challenges. The group discussed creating an email system for parents to submit community event information, which could then be posted on bulletin boards in LA and Orange counties. One parent shared that a small group of parents is already using WhatsApp to share local events organically. The conversation ended with a discussion about improving the Learning Coach Academy's onboarding process and revamping the website to make parent resources more accessible. The next meeting was scheduled for January 16th at 3 PM.

Coversheet

Scholar Leadership Council Report

Section:	V. Communications
Item:	C. Scholar Leadership Council Report
Purpose:	Discuss
Submitted by:	
Related Material:	Scholar Leadership Council Report - October 2025.pdf Scholar Leadership Council Report - November 2025.pdf

October Scholar Leadership Council Report

Prepared for December 9, 2025 Board Meeting

Scholar Leadership Council Meeting - October 21, 2025

Our October meeting was a special one, as we held our leadership elections for club officers of the 2025-26 school year. There were three available positions and four people running for a position, so each candidate presented a slide for their campaign, and then the council voted for their new leaders. Jonathan was the sole candidate for Vice Chair, and Tallulah was the candidate for the Secretary position. The candidates for council Chair were Zahra and Emily, and after both gave excellent presentations, Zahra was re-elected as the SLC Chair, along with Tallulah as Secretary for a second year, and Jonathan for his first year as Vice Chair. After the elections, the Council reviewed its 2024-2028 goals. Although still short of the 80% attendance rate and the 15-20 members goal, attendance seems to be improving this school year, with 13 members and 70% attendance, compared to last year's average of 60% attendance. Discussion was also held on the ongoing Scholar Study Group proposal, brainstorming options and ideas for it, and talking about holding an extra meeting to work on the idea. Lastly, we reviewed the Scholar Suggestion Box and brainstormed ideas to improve Compass based on the suggestion box responses.

Meeting AI Notes:

Scholar Leadership Council October Elections: The Scholar Leadership Council held their October election meeting to vote for leadership positions. Elizabeth noted that all attendees were current SLC members and explained the voting process would be conducted through chat. Jonathan was the sole candidate for Vice Chair and was elected after presenting his vision for creating a more connected and inclusive student environment. The council then moved on to vote for the Secretary position, where Tallulah was the sole candidate and was confirmed for another term due to her strong performance in the previous year. For the Chair position, both Emily Castro and Zahra Grihma presented their cases, highlighting their leadership experience and commitment to improving the school community. The Council members were asked to vote for their preferred candidate between Emily and Zahra. Zahra was voted in as Chair for the 2025-2026 school year.

Scholar Leadership Goals Review and Discussion: The council reviewed their goals for 2028, which include having 15-20 members and achieving 80% meeting attendance. As of the current semester, they have 13 scholars with 70% attendance, surpassing last year's average of 60%. The council encourages consistent attendance and communication about absences to maintain momentum toward their goals.

Google Classroom Study Hall Testing: The Scholar Study Group discussed their progress on testing a Google Classroom platform for student collaboration and potential tutoring. Zahra presented an

overview of the study hall initiative, which aims to expand testing with more student clubs before presenting to academic leadership. Elizabeth offered to help schedule a presentation to the academic leadership team once the group feels the proposal is ready. The conversation ended with Elizabeth mentioning her participation in an advisory council for flex-based schools in Sacramento.

Scholar Suggestion Box Discussion: The meeting focused on discussing the Scholar Suggestion Box and upcoming meetings. Tami and Zahra discussed setting up additional meetings to work on a proposal, with Tami agreeing to reach out after the meeting. They reviewed suggestions from scholars, including having teacher assistants in breakout rooms, expanding Chess Club to middle and high school, and organizing a Skillshare volunteer day. The group explored the idea of students sharing skills in an online communication group. Ollie suggested a Compass Spirit Week, and scholars discussed the need for extra time at the end of class for questions. The next meeting was scheduled for the third Tuesday in November due to holidays and in-service days.

November Scholar Leadership Council Report

Prepared for December 9, 2025 Board Meeting

Scholar Leadership Council Meeting - November 18, 2025

Tallulah called the meeting to order and took attendance, as the Chair and Vice-Chair were not able to make the November meeting. Ms. Brenner and Ms. Wrigley started by introducing The Leader in Me program, which is being offered to Compass scholars, staff, and families, and is based on Franklin Covey's 7 Habits of Highly Effective People. On topic, the group watched a short video and discussed the idea of proactive vs. reactive behavior. The group then switched over to a discussion about The Scholar Spot, our current project for student interaction and collaboration. After a previous meeting with Ms. Vert the week before, the SLC decided it would be best to launch this idea in the fall of next school year so that the project doesn't feel rushed and everyone involved can make it as great as possible. The SLC concluded the meeting by looking at a couple of suggestions from the Scholar Suggestion Box, and discussed the proposals of show-and-tell class days, spirit weeks, and a potential pen pal program extended to high schoolers.

Meeting AI Notes:

Meeting opening and Introduction to Leader in Me: The Scholar Leadership Council meeting began with Elizabeth and Tami discussing attendance and welcoming members. Tallulah was tasked with opening the meeting and took attendance. The group discussed the introduction of a leadership development program called The Leader in Me, which is part of Franklin Covey's 7 Habits of Highly Effective People. Elizabeth explained that this program would be offered to staff, scholars, and families, with the potential for the school to become an official Leader in Me school.

Introduction to the Seven Habits of Highly Effective People: Elizabeth Brenner introduces the Seven Habits of Highly Effective People framework from Franklin Covey, which the Scholar Leadership Council will be learning about this year. She explains that the first habit is "Be Proactive" and the group discusses examples of good and bad habits.

Proactive vs. Reactive Behavior: Elizabeth uses a video metaphor to illustrate the difference between proactive and reactive behavior. The scholars share examples of how they stay calm and focused (proactive) rather than getting easily upset (reactive), such as making to-do lists, taking breaks, and multitasking with audiobooks.

Scholar Suggestions: The group discusses two scholar suggestions: 1) Expanding the responsibilities of the Scholar Leadership Council to include more school leadership and event organization tasks, and 2) Implementing regular "Zoom show and tell" days for scholars. The team agrees to bring these ideas to

the engagement and academic teams for consideration.

Additional Scholar Ideas: Other scholar ideas are raised, including having a "Spirit Week" for Compass, creating a pen pal program for high schoolers, and having more frequent Minecraft-focused meetups. The team agrees to follow up on these suggestions as well.

Recap and Next Steps: Elizabeth recaps the key discussion points and action items, and thanks the scholars for their participation. She reminds everyone to take time to rest and recharge during the upcoming fall break.

Coversheet

Scholar Spotlight

Section:	VII. Scholar Spotlight
Item:	A. Scholar Spotlight
Purpose:	FYI
Submitted by:	
Related Material:	ScholarSpotlight2-compressed.pdf

ELENA Cruz

*scholar & writer

Scholar: Elena Cruz
Program: AVID
Highlight: Published her first book

What we're celebrating:

- Opened up about her writing during an AVID group project
- Completed her book and designed the cover in Canva
- Published through a virtual writing workshop
- Helped classmates feel comfortable sharing their own creative work

What Elena Says:

"When I shared my story, one classmate opened up about her own writing. That moment showed me how connection can start with one brave idea."

"I was overwhelmed with happiness when I held a printed copy of my book. I'm not shy about sharing my ideas anymore — I want others to feel like they can make a difference, too."



Coversheet

Superintendent's Report

Section: VIII. Superintendent's Report
Item: A. Superintendent's Report
Purpose: Discuss
Submitted by:
Related Material: Superintendent's report December 9 2025.pdf

SUPERINTENDENT'S REPORT

BOARD OF DIRECTORS MEETING

DECEMBER 9, 2025



Blueprint for Success

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.

SCHOLAR OUTCOMES:

Innovator, Effective Collaborator, Confident Learner, Community Leader

WIG #1:

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

Strategic Plan Goals

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

WIG #2:

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

Learning Experiences

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

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

Enabling Conditions: Coherence, Culture, Connectedness

LCAP: (fiscal and physical measurement)

Our Mission:

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


PERSONALIZED
AUTHENTIC
Community Leader
Effective Collaborator
Confident Learner
Innovator
COMPETENCY BASED
EQUITABLE & INCLUSIVE

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

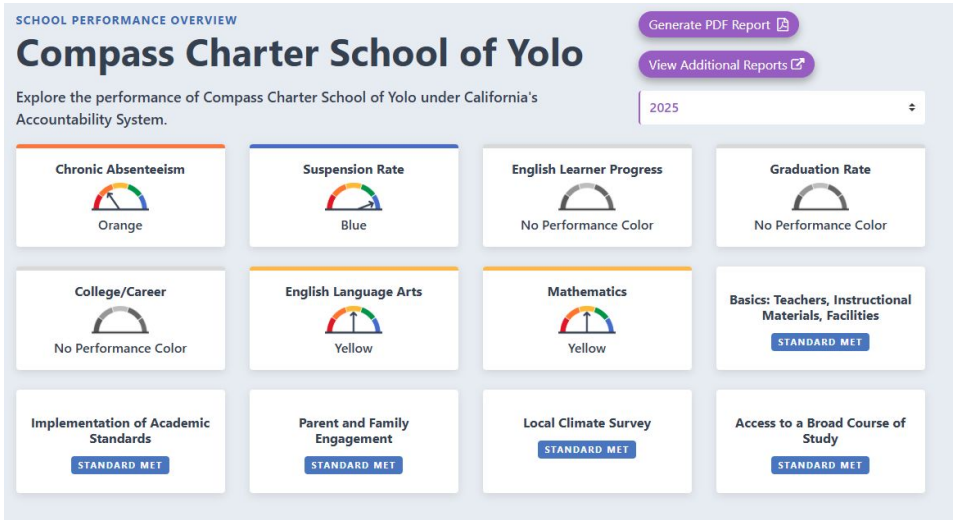
- Create safe, confidential feedback channels
- Resolve conflicts fairly and address unprofessional behavior
- Improve transparency in payroll and compensation practices

RENEWAL TRACKS

Yolo and Los Angeles Charters expire June 30, 2027

CRITERION 1- YOLO





1. Does this school have at least two academic indicators (ELA, Math, ELPI, and/or CCI) shown for two years? If so, move on to questions 2 and 3. If not, you are in the **Middle Track**
2. Does this school have all **blues*** and **greens*** for all years shown? If so, then the school is in the **High Track**
3. Does this school have all **reds*** and **oranges*** for all years shown? If so, then the school is in the **Low Track**

CRITERION 2A- YOLO

All Students Performance on Academic Indicators

		ELA	Math
2024	All	-41	-83
2025	All	-6	-41

1. Does the school have at least two academic indicators (ELA, Math, ELPI, and/or CCI) shown for two years? If so, move on to questions 2 and 3. If not, the school is in the **Middle Track**
2. Does the school meet/exceed the state average* (shown with a green triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **High Track** based on its student subgroups' academic results.
3. Is the school at/below the state average* (shown with a red triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **Low Track** based on its student subgroups' academic results.

CRITERION 2B- YOLO

Student Group Performance- Compass Charter School of Yolo

	2024		2025	
	ELA	Math	ELA	Math
Hispanic/Latino	-18	-49	-23	-61
Socioeconomically Disadv.	-63	-115	-33	-72
Students with Disabilities	-115	-145		

1. Does the school have at least two academic indicators (ELA, Math, ELPI, and/or CCI) shown for two years? If so, move on to questions 2 and 3. If not, the school is in the **Middle Track**
2. Does the school meet/exceed the state average* (shown with a green triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **High Track** based on its student subgroups' academic results.
3. Is the school at/below the state average* (shown with a red triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **Low Track** based on its student subgroups' academic results.

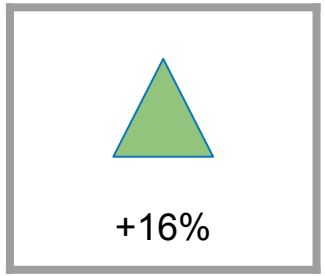
CAASPP PARTICIPATION RATE- YOLO- 2025

2023

77%

2025

93%



YOLO RENEWAL TRACK STATUS

Middle Track

Over 80% of charter schools fall in the Middle Track. Middle Track schools should be renewed unless the authorizer makes written findings that the school has failed to make sufficient progress and that closure is in students' best interest. Middle Track schools may use verified data to strengthen renewal cases. Approved schools receive a 5-year renewal. **Performance categories directly impact the renewal process for each charter school.**

CRITERION 1- LOS ANGELES





1. Does this school have at least two academic indicators (ELA, Math, ELPI, and/or CCI) shown for two years? If so, move on to questions 2 and 3. If not, you are in the **Middle Track**
2. Does this school have all **blues*** and **greens*** for all years shown? If so, then the school is in the **High Track**
3. Does this school have all **reds*** and **oranges*** for all years shown? If so, then the school is in the **Low Track**

CRITERION 2A- LOS ANGELES

All Students Performance on Academic Indicators

		ELA	Math	CCI	Science
2024	All	-32	-76	42	
2025	All	-19	-54	25	52

1. Does the school have at least two academic indicators (ELA, Math, ELPI, and/or CCI) shown for two years? If so, move on to questions 2 and 3. If not, the school is in the **Middle Track**
2. Does the school meet/exceed the state average* (shown with a green triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **High Track** based on its student subgroups' academic results.
3. Is the school at/below the state average* (shown with a red triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **Low Track** based on its student subgroups' academic results.

CRITERION 2B- LOS ANGELES

	2024			2025		
	ELA	Math	CCI	ELA	Math	CCI
Black/African American	-69	-129		-37	-93	
Hispanic/Latino	-39	-81		-20	-49	
Socioeconomically Disadv.	-48	-92	38	-34	-69	13
Students with Disabilities	-139	-166		-120	-134	

1. Does the school have at least two academic indicators (ELA, Math, ELPI, and/or CCI) shown for two years? If so, move on to questions 2 and 3. If not, the school is in the **Middle Track**
2. Does the school meet/exceed the state average* (shown with a green triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **High Track** based on its student subgroups' academic results.
3. Is the school at/below the state average* (shown with a red triangle below) on status for all indicators in all years shown? If so, then the school may qualify for the **Low Track** based on its student subgroups' academic results.

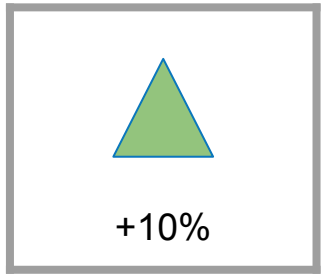
CAASPP PARTICIPATION RATE- LOS ANGELES- 2025

2023

84%

2025

94%



LOS ANGELES RENEWAL TRACK STATUS

Middle Track

Over 80% of charter schools fall in the Middle Track. Middle Track schools should be renewed unless the authorizer makes written findings that the school has failed to make sufficient progress and that closure is in students' best interest. Middle Track schools may use verified data to strengthen renewal cases. Approved schools receive a 5-year renewal. **Performance categories directly impact the renewal process for each charter school.**

CRITERION 2A- SAN DIEGO

All Students Performance on Academic Indicators

		ELA	Math	ELPI	CCI
2024	All	-26	-67	31	22
2025	All	-14	-49	41	33

CRITERION 2B- SAN DIEGO

	2024			2025		
	ELA	Math	CCI	ELA	Math	CCI
Hispanic/Latino	-35	-86		-32	-67	
English Learner	-94	-143		-94	-120	
Socioeconomically Disadv.	-42	-97	24	-37	-75	34
Students with Disabilities	-112	-148		-81	-105	

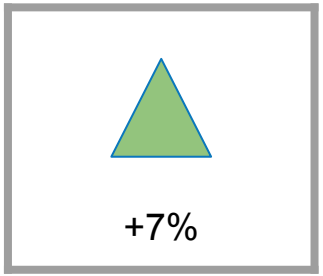
CAASPP PARTICIPATION RATE- SAN DIEGO

2023

89%

2025

96%



SAN DIEGO RENEWAL TRACK STATUS

Middle Track

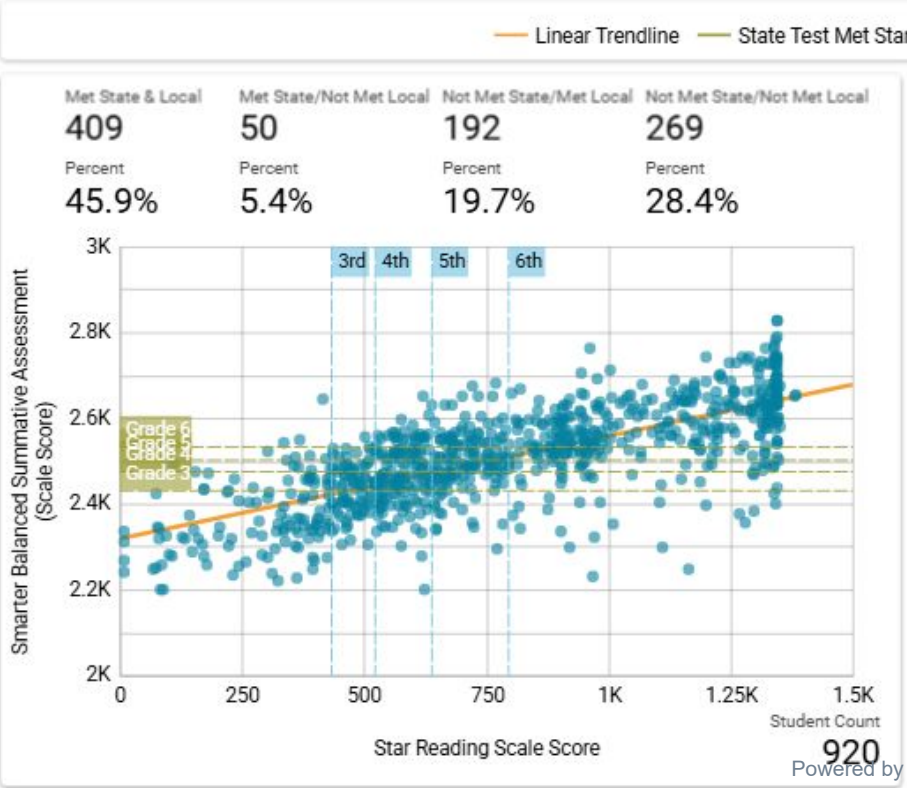
Over 80% of charter schools fall in the Middle Track. Middle Track schools should be renewed unless the authorizer makes written findings that the school has failed to make sufficient progress and that closure is in students' best interest. Middle Track schools may use verified data to strengthen renewal cases. Approved schools receive a 5-year renewal. **Performance categories directly impact the renewal process for each charter school.**

FOCUS ON ACHIEVEMENT

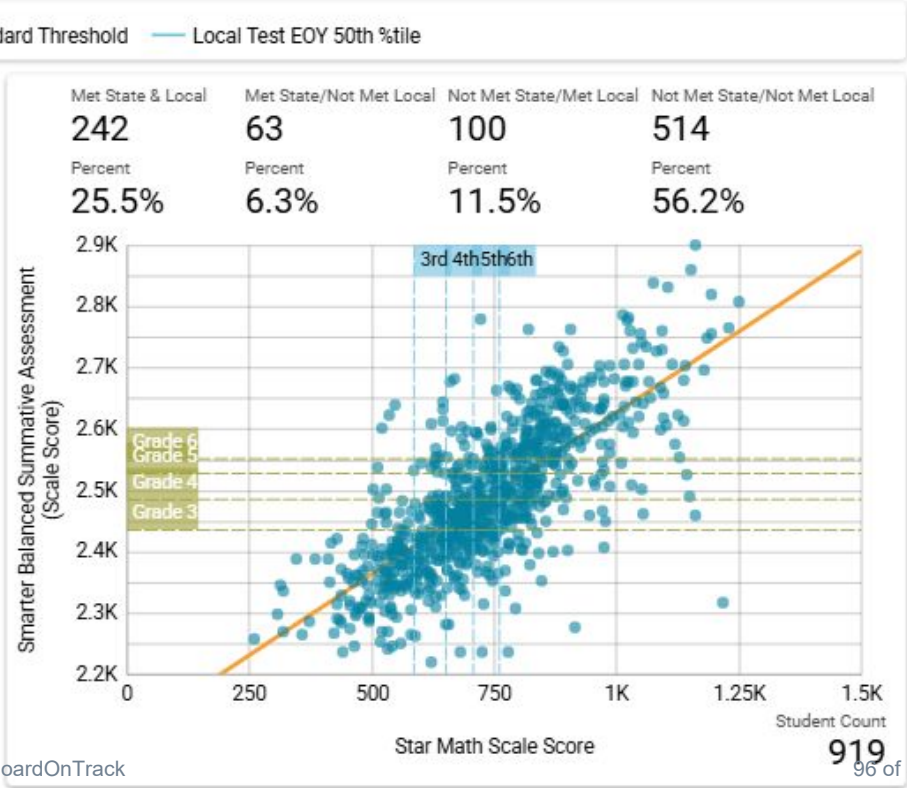
Resources to support continued improvement on our dashboard results

PARSEC ANALYTICS-SCHOOLWIDE

ELA - State Test vs Local Test

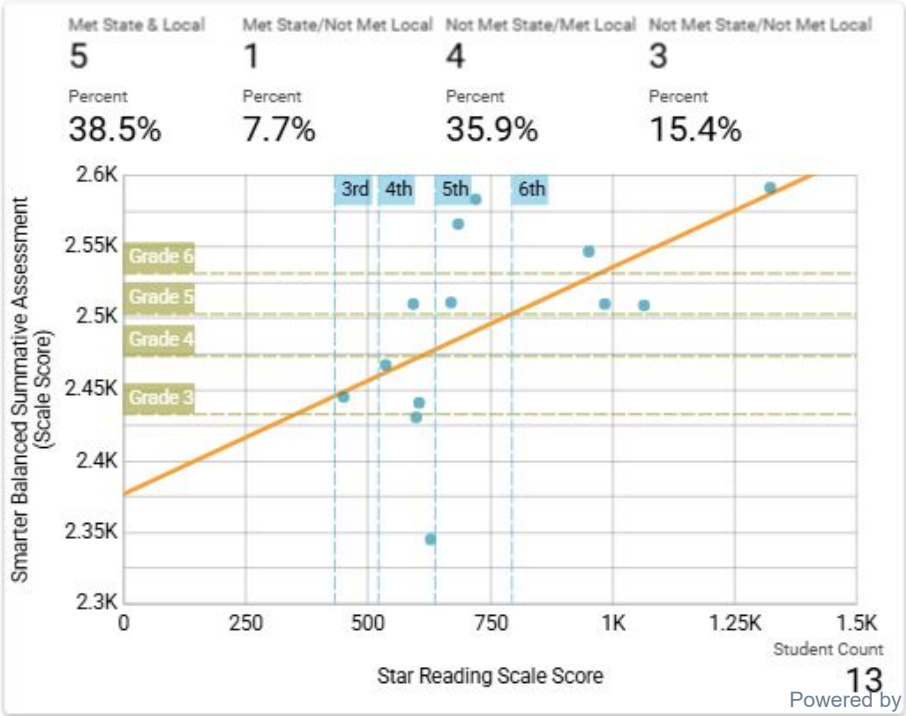


Math - State Test vs Local Test

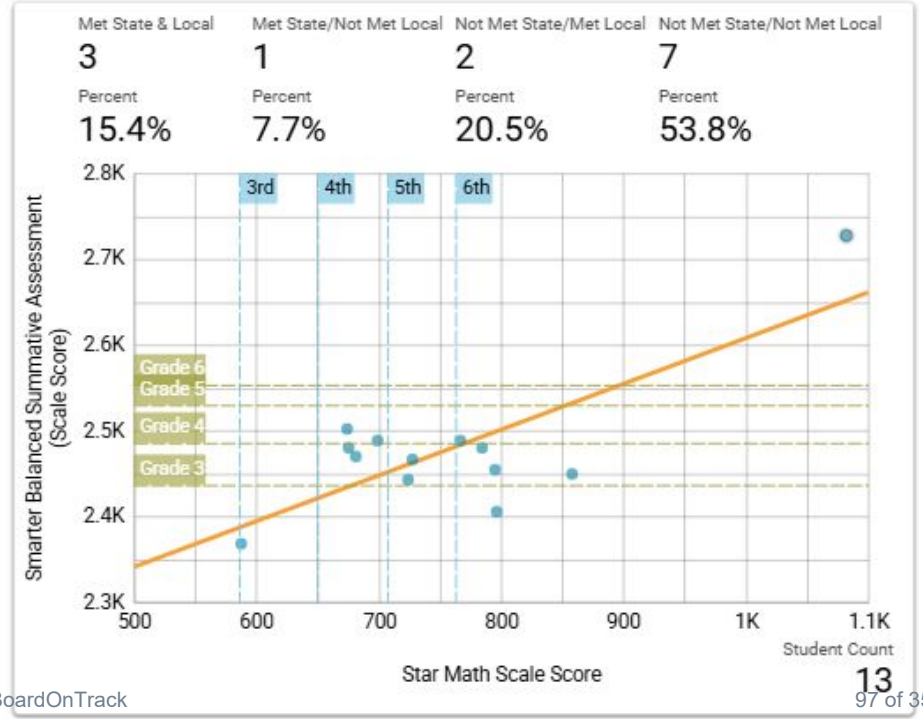


PARSEC ANALYTICS-SAMPLE TEACHER

ELA - State Test vs Local Test



Math - State Test vs Local Test



MULTIPLE MEASURES

STUDENT REPORT

Fall 24-25 Overview

9th Grade at Compass Charter Schools Of San Diego

- Renaissance Star Reading
- ELPAC Test 2024
- State ELA Test 2024
- CAST Test 2024
- Renaissance Star Math
- State Math Test 2024

4-Excellent 3-Good 2-Fair 1-Intervention



3.4
Your Average Score

METRIC	PERFORMANCE	SCORE
Renaissance Star Reading Overall Reading Score	Exceeding Standard Placement	4 ●●●●
State ELA Test 2024 Overall English Language Arts Score	Standard Met Standard Placement	3 ●●●○
Renaissance Star Math Overall Math Score	Exceeding Standard Placement	4 ●●●●
State Math Test 2024 Overall Math Score	Standard Met Standard Placement	3 ●●●○
ELPAC Test 2024 Overall English Language Score	No Score Standard Placement	NA ○○○○
CAST Test 2024 Overall Science Score	Standard Met Standard Placement	3 ●●●○



NEW CHARTER DEVELOPMENT

Orange County and Northern CA Update

ORANGE COUNTY

OCDE is receiving a lot of new charter submissions. We will continue to explore where we may best locate a learning center in OC. It is critical that we ensure that we have enough time to do our research and connect with the community.

NORTHERN CA

We will prioritize submitting a charter in Northern CA to resume service to our families who reside in counties we cannot serve with our Yolo charter.



SUPERINTENDENT'S GOALS

MARK THIS DONE!

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.

2026 CEO Evaluation Committee

Due on May 29, 2026

Notes Add extra details...

Tasks

- [ ] Speed of Trust professional learning with all management. Dec 08, 2025
- [ ] Speed of Trust professional learning with all management. Mar 09, 2026
- [ ] Speed of Trust professional learning with all management. Apr 13, 2026
- [ ] Speed of Trust professional learning with all management. Jun 08, 2026

Add a Task

- [x] Speed of Trust professional learning with all management. Feb 09, 2026
- [x] Speed of Trust professional learning with all management. Nov 10, 2025
- [x] Kick-off the Speed of Trust professional learning at the conference with all management staff. Aug 05, 2025

MARK THIS DONE!

The Superintendent will implement a universal process for change.

2026 CEO Evaluation Committee

Due on May 29, 2026

Notes 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.

Tasks

- [ ] Review progress on the change model with the C&D team. Jan 27, 2026
- [ ] Determine action items and changes that may be implemented in the 2026-2027 SY. Mar 24, 2026
- [ ] Finalize the change model for 2025-2026 and determine the model for 2026-2027. Jun 23, 2026

Add a Task

- [x] Review input from staff, parents, and scholars at the C&D meeting. Oct 28, 2025
- [x] Introduce the change model to all staff at the Town Hall Sep 17, 2025
- [x] Launch the change model to the management team Sep 08, 2025
- [x] Change Model kick-off with the Cabinet and Directors team. Aug 04, 2025

MARK THIS DONE!

The superintendent will seek out new opportunities for charter authorization and renewal of the Los Angeles and Yolo charters.

2026 CEO Evaluation Committee

Due on May 29, 2026

Notes 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.
This supports the strategic priority: Position Compass to meet the growing demand for personalized virtual learning while proactively adapting to political changes.

Tasks

- [ ] Create a team to explore submitting a charter in Northern CA. Dec 19, 2025
- [ ] Create a team to work on the renewals for LA and Yolo. Jan 30, 2026
- [ ] Submit a charter petition to the OCDE. Apr 24, 2026
- [ ] Prepare the Yolo and LA charters for renewal. Jun 26, 2026

Add a Task

MARK THIS DONE!

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.

2026 CEO Evaluation Committee

Due on May 29, 2026

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

Tasks

- [ ] Parsec Summit Feb 04, 2026
- [ ] CCIS Winter Conference Feb 04, 2026
- [ ] CCSA Conference Feb 23, 2026
- [ ] SSDA Annual Conference Mar 07, 2026
- [ ] Provide opportunities for staff to attend professional learning about charter school management, compliance, and advocacy. Edit...

Add a Task

- [x] RAPSA Forum Nov 03, 2025
- [x] APlus+ Network Conference Oct 22, 2025
- [x] CSDC Conference Oct 06, 2025


Let’s stay on course for a successful school year!

Coversheet

Resolution for Authorization of the Renewal of the Compass Los Angeles Charter

Section: VIII. Superintendent's Report
Item: B. Resolution for Authorization of the Renewal of the Compass Los Angeles Charter
Purpose: Vote
Submitted by:
Related Material: 2025-03 Los Angeles Renewal Authorization Resolution.pdf

RESOLUTION OF THE BOARD OF DIRECTORS OF
COMPASS CHARTER SCHOOLS LOS ANGELES

Board Resolution 2025 - 03

Charter Petition Renewal Authorization Resolution

WHEREAS, the Governing Board of Compass Charter Schools of Los Angeles is committed to ensuring the continued operation of a high-quality public charter school that serves students and families in Los Angeles and surrounding counties; and

WHEREAS, the charter for Compass Charter Schools of Los Angeles is set to expire on June 30, 2027, requiring the school to pursue renewal in compliance with California Education Code §§47605 and 47607; and

WHEREAS, Education Code requires charter schools seeking renewal to demonstrate academic performance, operational effectiveness, fiscal soundness, and adherence to applicable laws and regulations; and

WHEREAS, school leadership has reviewed the renewal requirements, prepared the necessary documentation, and recommends that the school proceed with submitting a Charter Renewal Petition to the Acton Agua-Dulce Unified School District; and

WHEREAS, the Governing Board has considered the school's performance, financial condition, governance practices, and long-term sustainability, and finds it in the best interest of the students and community to pursue charter renewal.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of Compass Charter Schools of Los Angeles hereby authorizes school leadership to pursue renewal of the school's charter, including preparation, finalization, and submission of the Charter Renewal Petition to the Acton Agua-Dulce Unified School District.

2. The Board authorizes the Executive Director/Superintendent/CEO to sign, certify, and submit all documents necessary for the renewal process, and to engage with the authorizing agency throughout the review period.

3. The Board authorizes school leadership to make minor, non-material revisions to the Charter Renewal Petition as may be required by the authorizing agency, provided such revisions do not alter the educational program in a material way.

4. The Board affirms its commitment to supporting the renewal process and ensuring the continued success of Compass Charter Schools of Los Angeles.

5. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Governing Board of Compass Charter Schools of Los Angeles on the 9th of December, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Board Chair/President

_____

Board Secretary/Clerk

Coversheet

Resolution for Authorization of the Renewal of the Compass Yolo Charter

Section:	VIII. Superintendent's Report
Item:	C. Resolution for Authorization of the Renewal of the Compass Yolo Charter
Purpose:	Vote
Submitted by:	
Related Material:	2025-04 Yolo Renewal Authorization Resolution.pdf

RESOLUTION OF THE BOARD OF DIRECTORS OF COMPASS CHARTER SCHOOLS YOLO

Board Resolution 2025 - 04

Charter Petition Renewal Authorization Resolution

WHEREAS, the Governing Board of Compass Charter Schools of Yolo is committed to ensuring the continued operation of a high-quality public charter school that serves students and families in Yolo and surrounding counties; and

WHEREAS, the charter for Compass Charter Schools of Yolo is set to expire on June 30, 2027, requiring the school to pursue renewal in compliance with California Education Code §§47605 and 47607; and

WHEREAS, Education Code requires charter schools seeking renewal to demonstrate academic performance, operational effectiveness, fiscal soundness, and adherence to applicable laws and regulations; and

WHEREAS, school leadership has reviewed the renewal requirements, prepared the necessary documentation, and recommends that the school proceed with submitting a Charter Renewal Petition to the Acton Agua-Dulce Unified School District; and

WHEREAS, the Governing Board has considered the school's performance, financial condition, governance practices, and long-term sustainability, and finds it in the best interest of the students and community to pursue charter renewal.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of Compass Charter Schools of Yolo hereby authorizes school leadership to pursue renewal of the school's charter, including preparation, finalization, and submission of the Charter Renewal Petition to the Acton Agua-Dulce Unified School District.

2. The Board authorizes the Executive Director/Superintendent/CEO to sign, certify, and submit all documents necessary for the renewal process, and to engage with the authorizing agency throughout the review period.

3. The Board authorizes school leadership to make minor, non-material revisions to the Charter Renewal Petition as may be required by the authorizing agency, provided such revisions do not alter the educational program in a material way.

4. The Board affirms its commitment to supporting the renewal process and ensuring the continued success of Compass Charter Schools of Yolo.

5. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Governing Board of Compass Charter Schools of Yolo on the 9th of December, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Board Chair/President

_____

Board Secretary/Clerk

Coversheet

Division Update

Section: IX. Operations Division
Item: A. Division Update
Purpose: FYI
Submitted by: Danielle Gamez
Related Material: _Operations Division Board Report 12.9.25.pdf

COMPASS
CHARTER SCHOOLS

Operations Division | December 9, 2025

CBO Update



Dr. Danielle Gamez
Chief Business Officer

Dr. Gamez had the opportunity to represent Compass at the **CASBO CBO Symposium!**

The CASBO CBO Symposium is an invitation-only, professional development event hosted by the California Association of School Business Officials (CASBO) for Chief Business Officials (CBOs) and other executive-level administrators in California's school system. The annual symposium provided leaders with insights into challenges facing California schools, solutions, and networking opportunities with peers and expert speakers.

Community Providers

The Community Providers Department welcomed a new liaison, **Willie Vargas**, in November! Willie brings over 20 years of experience in compliance, finance, and customer service within the public sector. He's excited to apply his skills and expertise to support our mission and Compass values in the public school environment.



Popular Providers

Materials - Top 5

Amazon	$271, 360.00
Rainbow	$148,466.00
Timberdoodle	$133,634.00
Beyond the Page	$96,654.00
Bookshark	$44, 476.00

Popular Providers

Service Vendors - Top 5

Daybreak Academy (Rancho Cucamonga) $81,775.00

Grades PK-7. Math, Language Arts, Science, Social Studies, Homesteading, Gardening, Yoga, Music, and Spanish. Many classes are in a mixed-age environment, self-paced, and project-based!

Viva Learning Community $14,559.00

Viva offers bilingual (English/Spanish) academic courses in Math, Language Arts and Science

Learn Beyond The Book $13,048.00

Over 200 small-group (maximum 12 students), interactive, hands-on, project-based classes for TK–12th grade across all core and enrichment subjects. Some classes combine core and enrichment learning, such as Science & Math through Art or History through Minecraft.

Popular Providers

Olive Tree Education $12,450.00

Core and enrichment classes offered for TK-11th: Scholars can dive into project-based Language Arts, Math, History, and Science, developing critical thinking through hands-on learning. Exciting elective options include Clay Art, Arts & Crafts, Chess, Musical Theater, STEM, and Fairy Garden Workshops.

The Claremont Club $12,370.00

Services include swimming and tennis/pickleball lessons. The Enrichment Club also offers engaging, creative classes in science, art, fitness, creative exploration, social-emotional learning, life skills, and critical thinking games—designed to inspire curiosity, confidence, and growth in every scholar!

Finance



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

The team has been focused on professional development for the 25-26 school year. So far we have participated in the following:

CASBO SACS Basic and Advance Workshops - Finance Team

Purchasing & Procurement Basics - Nicole

Payroll Certification - Danielle

CASBO School Business Finance Certification - Brooklynn

IT Department



Marco Mattaliano, Krisha Moeller, Miguel Aguilar

Information Technology (IT)

System Integration Support for Departments:

IT has supported the rollout of a number of new system integrations in collaboration with other departments over the last couple months, including:

1. Amira
2. UPchieve
3. TadHealth
4. Zoom Attendance Bridge (SP<>Zoom)
5. Branded Caller ID via First Orion
   a. Now all calls to prospective and/or new families from “first contact” call teams (e.g., enrollment, counseling, main lines) have Compass branded caller ID.
6. Enrollment Professor *(launch date pending)*
7. CCGI Bridge *(launch date pending)*
8. Helios (Operations Dept - *launch date pending*)

Information Technology (IT)

System Integration Support for Departments:

- IT is also currently working with SchoolPathways to set up a **Google Classroom** bridge for Options High School.
  - Courses will be automatically created and rostered with scholars in GC based on SIS information. Additionally, grades in Google Classroom will be ported back into SP.

*(**Note that IT is still supporting the LMS Pilot team to determine if GC will be the LMS we expand to other programs, or if a different LMS will ultimately be selected based on stakeholder/participant feedback.)*

Information Technology (IT)

IT Team Projects:

IT is currently coordinating the rollout of the following new systems…

- **Project Management & Workflow Management Systems**
- **New Compass Website***
  - An instance for the new website has now been setup (*not public/launched*). The project is now being lead by our Community Relations Coordinator and marketing expert, **Rebecca Rodriguez**, to guide content development/creation *with IT pulling back to a tech support role.*
- **Forms & Automations**
  - IT is working with a number of stakeholders to improve CSS workflow system automations with various supporting technologies *(more information to come in January).*

Information Technology (IT)

IT Team Projects:

- Final stages of Asset Management System overhaul…
  - **IT is finalizing development of a new automated IDM (identity management) system for our helpdesk and asset management system (ServiceDesk Plus).**
    - As soon as a scholar joins Compass, they will be added to our helpdesk and asset management system.
    - When a scholar leaves Compass, they will be marked as “deactivated in SIS” in these systems, which in turn will help streamline our asset collections management process.
  - **This process will include the automation of Chromebook orders for brand new scholars.**
    - As soon as a new scholar has their MA approved, an order will be placed for a new Chromebook to be prepared and shipped to them.
    - *This new ordering system ensures that communications relating to each Chromebook order are now sent to **all** stakeholders: The scholar, the parent (LC), **and** the supervising teacher (ST).*

Operations Department



Operations Department

Enrollment

Signed and Approved MAs as of Census Day = 2217

They have processed 1,700 applications and imported/pre-enrolled over 1,000 scholars since we opened enrollment in Winter 2025

Vanessa Beyer has hosted 18 Virtual Info Sessions since the beginning of 2025

Enrollment for 2026-27 will open on Tuesday, January 13th, 2026

Compliance

Shots for Schools Reporting was completed two weeks before deadline of December 5th!

CALPADS Fall 1 reporting is on track to be completed early December allowing time for our SELPA to review before the initial certification deadline.

Operations Department

Attendance

Our Attendance Coordinator scheduled office hours to offer support supervising teachers with attendance process questions.

During the team's attendance review, we have noted a decrease of approximately 11.5% in the number of teachers who made attendance errors by LP 2.

For LP 2, we increased our ADA percentage rate from LP 1 slightly to meet a 97% ADA percentage rate in each charter.

Scholar Community Advocate

Our Scholar Community Advocate, also referred to as our McKinney-Vento Liaison, is serving 175 scholars experiencing a transition in housing.

Operations Department

Marketing

Our Community Relations Coordinator has revamped our Compass Chronicle quartlerly newsletter and blogs! We are so excited for the next issue!

The new Compass website via ParentSquare's Smart Sites.content transfer has been completed. The team is now reviewing content, design, and graphics to enhance the user experience. The new website launch tentatively will be launched February 2nd, 2026.

Records

298- Change of Contact Requests Processed

1047- Outgoing Records Requested

757- Incoming Records Requested

220 - Closed Pre-Enrollments

454- WD processed

Reason for withdrawal	Online Program	Options Program	Grand Total
Brick & Mortar public school	55	109	164
Attending a different charter school	13	87	100
Homeschool (Private School Affidavit)	4	60	64
Involuntary Withdraw/Truancy	13	9	22
MA not signed	3	3	6
Moving out of Country	2	2	4
Moving out of State	8	20	28
Moving to a County outside CCS boundaries		3	3
Other	7	14	21
Prefer Not to Answer		1	1
Prefers more student or teacher interaction in classes	6	12	18
Private School	4	16	20
Taking GED/CHSPE/HISET Exam or HS Equivalent	1	2	3
Grand Total	**116**	**338**	**454**

COMPASS
CHARTER SCHOOLS

Thank you!

Questions & Comments

Coversheet

2025 Annual Audit Report

Section: IX. Operations Division
Item: B. 2025 Annual Audit Report
Purpose: Vote
Submitted by: Danielle Gamez
Related Material:
Compass Charter Schools 2025 Audited FS Draft v2-11-14-25.pdf
Compass Charter Schools Governance Communication - Conclusion Draft.pdf

BACKGROUND:

CliftonLarsonAllen LLP (CLA) has audited the financial statements of Compass Charter Schools as of and for the year ended June 30, 2025.

RECOMMENDATION:

APPROVE

COMPASS CHARTER SCHOOLS

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

YEAR ENDED JUNE 30, 2025

OPERATING:

Compass Charter Schools of San Diego (San Diego) - #1454
Compass Charter Schools of Los Angeles (Los Angeles)- #1651
Compass Charter Schools of Yolo (Yolo) - #2059

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
TABLE OF CONTENTS
YEAR ENDED JUNE 30, 2025

INDEPENDENT AUDITORS' REPORT	**1**
BASIC FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	**4**
STATEMENT OF ACTIVITIES	**5**
STATEMENT OF CASH FLOWS	**6**
STATEMENT OF FUNCTIONAL EXPENSES	**7**
NOTES TO FINANCIAL STATEMENTS	**8**
SUPPLEMENTARY INFORMATION	
SCHEDULE OF INSTRUCTIONAL TIME	**18**
SCHEDULE OF AVERAGE DAILY ATTENDANCE	**19**
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS	**20**
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	**21**
COMBINING STATEMENT OF FINANCIAL POSITION	**22**
COMBINING STATEMENT OF ACTIVITIES	**23**
COMBINING STATEMENT OF FUNCTIONAL EXPENSES	**24**
COMBINING STATEMENT OF CASH FLOWS	**25**
NOTES TO SUPPLEMENTARY INFORMATION	**26**
OTHER INFORMATION	
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE	**28**
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*	**29**
INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE	**31**
INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE	**34**
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	**38**
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS	**40**

DRAFT - For discussion purposes only

INDEPENDENT AUDITORS' REPORT

Board of Directors
Compass Charter Schools
Thousand Oaks, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Compass Charter Schools (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

DRAFT - For discussion purposes only

Board of Directors
Compass Charter Schools

Auditors' Responsibility for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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

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

DRAFT - For discussion purposes only

Board of Directors
Compass Charter Schools

Supplementary Information

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

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the local education agency organization structure but does not include the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

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

Other Reporting Required by *Government Auditing Standards*

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

DRAFT - For discussion purposes only

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

COMPASS CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2025

ASSETS

CURRENT ASSETS	
Cash and Cash Equivalents	$ 12,700,624
Investments	876,544
Accounts Receivable	2,969,434
Prepaid Expenses and Other Assets	655,618
Total Current Assets	17,202,220
LONG-TERM ASSETS	
Other Long-Term Assets	5,220
Operating Right-of-Use (ROU) Assets	236,877
Total Long-Term Assets	242,097
Total Assets	$ 17,444,317

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts Payable and Accrued Liabilities	$ 8,337,769
Deferred Revenue	961,690
Operating Lease Liability, Current Portion	55,035
Total Current Liabilities	9,354,494
LONG-TERM LIABILITIES	
Operating Lease Liability	183,510
Total Long-Term Liabilities	183,510
Total Liabilities	9,538,004
NET ASSETS	
Without Donor Restriction	7,906,313
Total Net Assets	7,906,313
Total Liabilities and Net Assets	$ 17,444,317

DRAFT - For discussion purposes only

See accompanying Notes to Financial Statements.

COMPASS CHARTER SCHOOLS
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2025

REVENUES, WITHOUT DONOR RESTRICTION	
State Revenue:	
State Aid	$ 23,981,844
Other State Revenue	6,860,631
Federal Revenue:	
Grants and Entitlements	1,289,729
Local Revenue:	
In-Lieu Property Tax Revenue	3,643,823
Contributions	1,000
Investment Income	142,922
Other Revenue	37,751
Total Revenues	35,957,700
EXPENSES	
Program Services	33,461,021
Management and General	1,663,939
Total Expenses	35,124,960
CHANGE IN NET ASSETS	832,740
Net Assets Without Donor Restriction, Beginning of Year	7,073,573
NET ASSETS WITHOUT DONOR RESTRICTION, END OF YEAR	$ 7,906,313

See accompanying Notes to Financial Statements.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2025

CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	$	832,740
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:		
Unrealized Gains on Investments		(25,648)
(Increase) Decrease in Assets:		
Accounts Receivable		(374,747)
Prepaid Expenses and Other Assets		(35,025)
Operating Right-of-Use (ROU) Assets		(201,329)
Increase (Decrease) in Liabilities:		
Accounts Payable and Accrued Liabilities		2,988,192
Deferred Revenue		(2,156,418)
Operating Lease Liability		207,492
Net Cash Provided (Used) by Operating Activities		1,235,257
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of Investments		(14,425)
Net Cash Used by Investing Activities		(14,425)
NET CHANGE IN CASH AND CASH EQUIVALENTS		1,220,832
Cash and Cash Equivalents - Beginning of Year		11,479,792
CASH AND CASH EQUIVALENTS - END OF YEAR	$	12,700,624

See accompanying Notes to Financial Statements.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2025

	Program Services	Management and General	Total
Salaries and Wages	$ 16,809,264	$ 788,725	$ 17,597,989
Pension Expense	3,710,393	111,287	3,821,680
Other Employee Benefits	2,367,519	75,701	2,443,220
Payroll Taxes	518,106	15,896	534,002
Management Fees	263,619	12,379	275,998
Legal Expenses	-	304,837	304,837
Accounting Expenses	392,471	55,147	447,618
Instructional Materials	4,093,147	171,009	4,264,156
Other Fees for Services	3,171,653	8,687	3,180,340
Advertising and Promotion Expenses	99,587	4,676	104,263
Office Expenses	134,122	6,274	140,396
Information Technology Expenses	841,813	24,636	866,449
Occupancy Expenses	125,506	4,484	129,990
Travel Expenses	140,391	3,644	144,035
Interest Expense	1,504	70	1,574
Insurance Expense	97,058	4,558	101,616
Other Expenses	694,868	71,929	766,797
Total Functional Expenses	$ 33,461,021	$ 1,663,939	$ 35,124,960

DRAFT - For discussion purposes only

See accompanying Notes to Financial Statements.

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Compass Charter Schools (the School) was formed as a California nonprofit public benefit corporation on October 28, 2011 under the name Academy of Arts & Sciences. In February 2017, the School changed its name to Compass Charter Schools. The purpose of the School is to manage and operate charter schools. The School's mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time. During the year ended June 30, 2025, the School operated Compass Charter Schools of San Diego, Compass Charter Schools of Los Angeles, Compass Charter Schools of Yolo, and a home office, which provides support for the three charter schools.

Compass Charter Schools of San Diego (San Diego) [charter #1454] commenced operations during the 2012-2013 school year and was petitioned and approved by the Mountain Empire Unified School District (the District). San Diego serves students in transitional kindergarten through Grade 12.

Compass Charter Schools of Los Angeles (Los Angeles) [charter #1651] commenced operations during the 2014-2015 school year and was petitioned and approved by the Acton-Agua Dulce Unified School District. Los Angeles serves students in transitional kindergarten through Grade 12.

Compass Charter Schools of Yolo (Yolo) [charter #2059] commenced operations during the 2019-2020 school year and was petitioned and approved by the Winters Joint Unified School District. Yolo serves students in transitional kindergarten through Grade 12 as of June 30, 2025.

The School is funded principally through the state of California public education monies received through the California Department of Education and the District. The charters may be revoked by the authorizing districts for material violations of the charter, failure to meet pupil outcomes identified in the charter, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

Basis of Accounting

The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

Basis of Presentation

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Financial Accounting Standards Board.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Allocation of Expenses

Costs of providing the School's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. The expenses that are allocated include salaries and wages, pension expense, other employee benefits, payroll taxes, and occupancy which are allocated on the basis of estimates of time and effort.

Cash and Cash Equivalents

The School defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

Investments

Investments are recorded at fair value. Both unrealized gains and losses from the fluctuation of fair value and realized gains and losses from the sale of investments are reflected in the statement of activities if they are material.

Net Asset Classes

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Gifts of long-lived assets and gifts of cash restricted for the acquisition of long-lived assets are recognized as restricted revenue when received and released from restrictions when the assets are placed in service. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Accounts Receivable

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2025. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property and Equipment

Property, plant, and equipment are stated at cost, if purchased, or at estimated fair value, if donated. Depreciation is provided on a straight-line basis over the estimated useful lives of the asset. The School capitalizes all expenditures for land, buildings and equipment in excess of $2,500.

Revenue Recognition

Amounts received from the California Department of Education are conditional and recognized as revenue by the School based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in net assets without donor restriction, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in net assets with donor restriction.

Contributions

All contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as contributions with donor restrictions. Restricted contributions that are received and released in the same period are reported as promises to give without donor restrictions. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair value at the date of the promise. Conditional promises to give (those with a measurable performance or other barrier and a right of return) are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

Conditional Grants

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2025, the School has conditional grants of $1,381,954 of which $961,690 is recognized as deferred revenue in the statement of financial position.

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the School is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences

Accumulated unpaid employee vacation benefits are recognized as a liability of the School. Full-time, 12 month employees accrue between 10 and 15 days of paid vacation per year. Employees may carry forward unused vacation up to a maximum of one and a half times their annual accrual.

Income Taxes

The School is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School files an exempt organization return in the U.S. federal jurisdiction and with the California Franchise Tax Board.

Leases

The School leases certain office facilities and determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, and operating lease liabilities on the statement of financial position. Finance leases are included in financing ROU assets, and lease liabilities – financing on the statement of financial position.

ROU assets represent the School's right to use an underlying asset for the lease term and lease liabilities represent the School's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. As most of leases do not provide an implicit rate, the School uses a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. The School has elected to recognize payments for short-term leases with a lease term of 12 months or less as expense as incurred and these leases are not included as lease liabilities or ROU assets on the statement of financial position.

The School has elected not to separate nonlease components from lease components and instead accounts for each separate lease component and the nonlease component as a single lease component. The School's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

In evaluating contracts to determine if they qualify as a lease, the School considers factors such as if the School has obtained substantially all of the rights to the underlying asset through exclusivity, if the School can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Evaluation of Subsequent Events

The School has evaluated subsequent events through REPORT DATE, the date these financial statements were available to be issued.

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure are those without donor or other restrictions limiting their use within one year of the statement of financial position date. Financial assets available for general expenditures were comprised of the following as of June 30, 2025:

Cash and Cash Equivalents	$ 12,700,624
Investments	876,544
Accounts Receivable	2,969,434
Less: Board Designated Net Assets	(5,329,812)
Financial Assets Available for General Expenditure	$ 11,216,790

As part of its liquidity management plan, the School monitors liquidity required and cash flows to meet operating needs on a monthly basis. The School structures its financial assets to be available as general expenditures, liabilities and other obligations come due.

NOTE 3 CONCENTRATION OF CREDIT RISK

The School maintains cash in the San Diego County Treasury (the County). The County pools these funds with those of other educational organizations in the county and invests the cash. These pooled funds are carried at cost which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or collateralized. The fair value of the School's deposits in this pool as of June 30, 2025, as provided by the pool sponsor was approximately $7,734,753.

The School maintains cash in bank deposit accounts at various institutions. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At times, cash in these accounts exceeds the insured amounts. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 4 INVESTMENTS AND FAIR VALUE MEASUREMENTS

The School reports investments in marketable securities with readily determinable fair values and all investments in debt securities are recorded at cost when purchased or at fair value at the date of gift and reported at their fair values in the consolidated statement of financial position. Purchases and sales of securities are recorded on a trade date basis.

Realized and unrealized gains or losses on investments are determined by comparison of specific costs of acquisition to proceeds at the time of disposal or market values at the last day of the fiscal year, respectively. Dividends are recorded on the ex-dividend date and interest is recognized when earned.

The School utilizes various methods to measure the fair value of its investments on a recurring basis. Accounting principles generally accepted in the United States of America establish a hierarchy that prioritizes inputs to valuation methods. The three levels of inputs are described below:

Level 1 – Unadjusted quoted prices in active markets for identical assets or liabilities that the Organization has the ability to access.

Level 2 – Observable inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. These inputs may include quoted prices for the identical instrument on an inactive market, prices for similar instruments, interest rates, prepayment speeds, credit risk, yield curves, default rates and similar data. The School had no investments held at Level 2 at June 30, 2025.

Level 3 – Unobservable inputs for the asset or liability, to the extent relevant observable inputs are not available, representing the assumptions a market participant would use in valuing the asset or liability, and would be based on the best information available. The School had no investments held at Level 3 at June 30, 2025.

The inputs methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities.

The fair value of the School's investments and investment earnings as of June 30, 2025, are as follows:

Investments:		
Municipal Bonds (Level 1)	$	876,544
Interest Income	$	14,425
Unrealized Gains/(Losses)		25,648
Total	$	40,073

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 5 EMPLOYEE RETIREMENT

State Teachers' Retirement System (STRS)

Plan Description

The School contributes to the State Teachers' Retirement System (STRS), a cost-sharing multi-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2024 total STRS plan net assets are $341 billion, the total actuarial present value of accumulated plan benefits is $482 billion, contributions from all employers totaled $8.577 billion, and the plan is 76.7% funded. The School did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826 and www.calstrs.com.

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.205% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for year ended June 30, 2025 was 19.10% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

The School's contributions to STRS for the past three years are as follows:

Year Ending June 30,	Required Contribution	Percent Contributed
2023	$ 2,446,063	100%
2024	$ 2,446,063	100%
2025	$ 2,621,660	100%

On-Behalf Payments

The State of California makes direct on-behalf payments for retirement benefits to CalSTRS on behalf of all school agencies in California. The amount of on-behalf payments made for the School is estimated at $1,200,020 for the year ended June 30, 2025. The on-behalf payment amount is computed as the proportionate share of total 2023-2024 State on-behalf contributions.

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 6 LEASES

The School leases certain operating facilities under a long-term, non-cancelable lease agreement. The lease expires in December 2029 and requires the School pay certain operating expenses.

The following table provides quantitative information concerning the School's lease for the year ended June 30, 2025:

	Amount
Lease Costs:	
Operating Lease Costs:	$ 59,382
Total Lease Costs	$ 59,382
Other Information:	
Cash Paid for Amounts Included in the Measurement of Lease Liabilities:	
Operating Cash Flows from Operating Leases	58,429
Right-of-Use assets Obtained in Exchange for New Operating Lease Liabilities:	260,763
Weighted-Average Remaining Lease Term - Operating Leases	4.5 Years
Weighted-Average Discount Rate - Operating Leases	4.00%

The School classifies the total undiscounted lease payments that are due in the next 12 months as current. A maturity analysis of annual undiscounted cash flows for lease liabilities as of June 30, 2025, is as follows:

Year Ending June 30,	Operating Leases
2026	$ 55,035
2027	56,686
2028	58,387
2029	65,224
2030	30,514
Total Lease Payments	265,846
Less: Imputed Interest	(27,301)
Present Value of Lease Liabilities	$ 238,545

NOTE 7 NET ASSETS WITHOUT DONOR RESTRICTIONS

At June 30, 2025, the School's net assets without donor restrictions consisted of the following:

Board Designated Reserve for Economic Uncertainty	$ 5,329,812
Undesignated	2,576,501
Total Net Assets Without Donor Restrictions	$ 7,906,313

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 8 CONTINGENCIES, RISKS AND UNCERTAINTIES

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

In the normal course of business, the School is subject to legal claims. After consultation with the School's legal counsel, management of the School is of the opinion that liabilities, if any, arising from such claims would not have a material effect on the School's financial position.

DRAFT - For discussion purposes only

SUPPLEMENTARY INFORMATION

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2025

	Required Instructional Days	Traditional Calendar Days	Status
Compass Charter Schools of San Diego:			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance
Compass Charter Schools of Los Angeles:			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance
Compass Charter Schools of Yolo:			
Grade K	175	175	In compliance
Grade 1	175	175	In compliance
Grade 2	175	175	In compliance
Grade 3	175	175	In compliance
Grade 4	175	175	In compliance
Grade 5	175	175	In compliance
Grade 6	175	175	In compliance
Grade 7	175	175	In compliance
Grade 8	175	175	In compliance
Grade 9	175	175	In compliance
Grade 10	175	175	In compliance
Grade 11	175	175	In compliance
Grade 12	175	175	In compliance

DRAFT - For discussion purposes only

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

COMPASS CHARTER SCHOOLS
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)
YEAR ENDED JUNE 30, 2025

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
Compass Charter Schools of San Diego:				
Grades TK/K-3	-	302.69	-	304.50
Grades 4-6	-	207.62	-	207.99
Grades 7-8	-	131.58	-	133.13
Grades 9-12	-	180.12	-	178.52
ADA Totals	-	822.01	-	824.14

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
Compass Charter Schools of Los Angeles:				
Grades TK/K-3	-	412.25	-	420.95
Grades 4-6	-	231.89	-	234.53
Grades 7-8	-	152.38	-	154.87
Grades 9-12	-	235.88	-	237.66
ADA Totals	-	1,032.40	-	1,048.01

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
Compass Charter Schools of Yolo:				
Grades TK/K-3	-	154.64	-	156.41
Grades 4-6	-	103.69	-	103.17
Grades 7-8	-	56.96	-	58.50
Grades 9-12	-	65.17	-	65.42
ADA Totals	-	380.46	-	383.50

DRAFT - For discussion purposes only

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

COMPASS CHARTER SCHOOLS
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH
AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2025

There were no differences between the Annual Financial Report and the Audited Financial Statements.

DRAFT - For discussion purposes only

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

COMPASS CHARTER SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2025

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	San Diego	Los Angeles	Yolo	Federal Expenditures Total
U.S. Department of Education						
Pass-Through Programs From California						
Department of Education:						
Every Child Succeeds Act:						
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14329	$ 135,682	$ 201,630	$ 90,822	$ 428,134
ESSA: School Improvement Funding for LEAs	84.010	15438	161,229	159,483	-	320,712
Total Title I and School Improvement Funding for LEAs			296,911	361,113	90,822	748,846
Title II, Part A, Improving Teacher Quality	84.367	14341	21,029	28,759	15,963	65,751
Title III, English Learner Student Program	84.365	14346	10,547	-	-	10,547
Title IV, Part A, Student Support & Academic Enrichment	84.424	15396	10,989	13,496	10,000	34,485
Special Education Cluster:						
IDEA Basic Local Assistance Entitlement, Part B, Section 611	84.027	13379	128,584	155,603	114,912	399,099
IDEA Mental Health, Part B, Section 611	84.027A	15197	10,002	11,975	9,024	31,001
Total Special Education Cluster			138,586	167,578	123,936	430,100
Total U.S. Department of Education			478,062	570,946	240,721	1,289,729

DRAFT - For discussion purposes only

See accompanying Independent Auditors' Report and the Notes to Supplementary Information.

COMPASS CHARTER SCHOOLS
COMBINING STATEMENT OF FINANCIAL POSITION
YEAR ENDED JUNE 30, 2025

	San Diego	Los Angeles	Yolo	CMO	Eliminations	Total
ASSETS						
CURRENT ASSETS						
Cash and Cash Equivalents	$ 7,734,753	$ 480,456	$ 4,081,225	$ 404,190	$ -	$ 12,700,624
Investments	-	-	-	876,544	-	876,544
Accounts Receivable	406,357	2,065,364	457,611	40,102		2,969,434
Intercompany Receivables	-	-	2,140,936	4,306,748	(6,447,684)	-
Prepaid Expenses	5,750	-	-	649,868		655,618
Total Current Assets	8,146,860	2,545,820	6,679,772	6,277,452	(6,447,684)	17,202,220
LONG-TERM ASSETS						
Deposits	-	-	-	5,220	-	5,220
Operating Right-of-Use (ROU) Assets	-	-	-	236,877	-	236,877
Total Long-Term Assets	-	-	-	242,097	-	242,097
Total Assets	$ 8,146,860	$ 2,545,820	$ 6,679,772	$ 6,519,549	$ (6,447,684)	$ 17,444,317
LIABILITIES AND NET ASSETS						
CURRENT LIABILITIES						
Accounts Payable and Accrued Liabilities	$ 1,091,727	$ 330,046	$ 5,778,739	$ 1,137,257	$ -	$ 8,337,769
Intercompany Payables	5,805,983	641,701	-	-	(6,447,684)	-
Deferred Revenue	232,469	279,369	449,852	-	-	961,690
Operating Lease Liability, Current Portion	-	-	-	55,035	-	55,035
Total Current Liabilities	7,130,179	1,251,116	6,228,591	1,192,292	(6,447,684)	9,354,494
LONG-TERM LIABILITIES						
Operating Lease Liability	-	-	-	183,510	-	183,510
Total Long-Term Liabilities	-	-	-	183,510	-	183,510
Total Liabilities	7,130,179	1,251,116	6,228,591	1,375,802	(6,447,684)	9,538,004
NET ASSETS						
Without Donor Restriction	1,016,681	1,294,704	451,181	5,143,747	-	7,906,313
Total Net Assets	1,016,681	1,294,704	451,181	5,143,747	-	7,906,313
Total Liabilities and Net Assets	$ 8,146,860	$ 2,545,820	$ 6,679,772	$ 6,519,549	$ (6,447,684)	$ 17,444,317

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
COMBINING STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2025

	San Diego	Los Angeles	Yolo	CMO	Eliminations	Total
REVENUES, WITHOUT DONOR RESTRICTION						
State Revenue:						
State Aid	$ 8,261,704	$ 12,431,688	$ 3,288,452	$ -	$ -	$ 23,981,844
Other State Revenue	2,408,340	3,162,908	1,289,383	-	-	6,860,631
Federal Revenue:						
Grants and Entitlements	478,062	570,946	240,721	-	-	1,289,729
Local and Other Revenue:						
In-Lieu Property Tax Revenue	1,905,109	515,364	1,223,350	-	-	3,643,823
Contributions	362	469	169	-	-	1,000
Investment Income	115,932	17,232	6,195	3,563	-	142,922
Interagency Transfers	556,881	-	-	1,066,427	(1,623,308)	-
Other Revenue	13,681	17,705	6,365	-	-	37,751
Total Revenues	13,740,071	16,716,312	6,054,635	1,069,990	(1,623,308)	35,957,700
EXPENSES						
Program Services	13,043,645	15,782,848	5,652,735	556,881	(1,575,088)	33,461,021
Management and General	632,734	808,816	270,609	-	(48,220)	1,663,939
Total Expenses	13,676,379	16,591,664	5,923,344	556,881	(1,623,308)	35,124,960
CHANGE IN NET ASSETS	63,692	124,648	131,291	513,109	-	832,740
Net Assets - Beginning of Year	952,989	1,170,056	319,890	4,630,638	-	7,073,573
NET ASSETS - END OF YEAR	$ 1,016,681	$ 1,294,704	$ 451,181	$ 5,143,747	$ -	$ 7,906,313

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
COMBINING STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2025

	Program Services					Management and General				
	San Diego	Los Angeles	Yolo	CMO	Total Program Services	San Diego	Los Angeles	Yolo	Total Management and General	Total
Salaries and Wages	$ 6,689,896	$ 7,441,289	$ 2,678,079	$ -	$ 16,809,264	$ 309,437	$ 352,550	$ 126,738	$ 788,725	$ 17,597,989
Pension Expense	1,468,079	1,648,944	593,370	-	3,710,393	32,383	58,476	20,428	111,287	3,821,680
Other Employee Benefits	874,553	1,121,618	371,348	-	2,367,519	19,561	42,737	13,403	75,701	2,443,220
Payroll Taxes	198,039	235,391	84,676	-	518,106	4,965	8,081	2,850	15,896	534,002
Management Fees	96,388	123,559	43,672	-	263,619	4,458	5,854	2,067	12,379	275,998
Legal Expenses	-	-	-	-	-	130,655	145,749	28,433	304,837	304,837
Accounting Expenses	142,328	183,996	66,147	-	392,471	19,889	25,937	9,321	55,147	447,618
Instructional Materials	1,490,121	1,899,822	703,204	-	4,093,147	61,386	81,536	28,087	171,009	4,264,156
Other Fees for Services	1,228,236	1,529,616	413,801	-	3,171,653	3,644	4,191	852	8,687	3,180,340
Advertising and Promotion Expenses	36,115	46,687	16,785	-	99,587	1,670	2,212	794	4,676	104,263
Office Expenses	49,728	62,095	22,299	-	134,122	2,292	2,931	1,051	6,274	140,396
Information Technology Expenses	301,817	394,198	145,798	-	841,813	9,379	11,440	3,817	24,636	866,449
Occupancy Expenses	82,923	31,667	10,916	-	125,506	3,836	132	516	4,484	129,990
Travel Expenses	51,231	65,619	23,541	-	140,391	1,353	1,719	572	3,644	144,035
Interest Expense	663	746	95	-	1,504	31	35	4	70	1,574
Insurance Expense	35,198	45,502	16,358	-	97,058	1,628	2,156	774	4,558	101,616
Intercompany Transfers	-	614,071	404,136	556,881	1,575,088	-	29,093	19,127	48,220	1,623,308
Other Expenses	298,330	338,028	58,510	-	694,868	26,167	33,987	11,775	71,929	766,797
Subtotal	13,043,645	15,782,848	5,652,735	556,881	35,036,109	632,734	808,816	270,609	1,712,159	36,748,268
Eliminations	-	(614,071)	(404,136)	(556,881)	(1,575,088)	-	(29,093)	(19,127)	(48,220)	(1,623,308)
Total	$ 13,043,645	$ 15,168,777	$ 5,248,599	$ -	$ 33,461,021	$ 632,734	$ 779,723	$ 251,482	$ 1,663,939	$ 35,124,960

DRAFT - For discussion purposes only

Powered by BoardOnTrack

COMPASS CHARTER SCHOOLS
COMBINING STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2025

	San Diego	Los Angeles	Yolo	CMO	Eliminations	Total
CASH FLOWS FROM OPERATING ACTIVITIES						
Change in Net Assets	$ 63,692	$ 124,648	$ 131,291	$ 513,109	$ -	$ 832,740
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:						
Unrealized Gains on Investments	-	-	-	(25,648)	-	(25,648)
(Increase) Decrease in Assets:						
Accounts Receivable	(21,441)	(13,533)	(299,999)	(39,774)		(374,747)
Intercompany Receivables	-	-	(2,140,936)	(4,306,748)	6,447,684	-
Prepaid Expenses and Other Assets	22,686	30,509	38,491	(126,711)	-	(35,025)
Operating Right-of-Use (ROU) Assets	-	-	-	(201,329)	-	(201,329)
Increase (Decrease) in Liabilities:						
Accounts Payable and Accrued Liabilities	830,558	(10,671)	2,325,153	(156,848)	-	2,988,192
Intercompany Payables	5,805,983	641,701	-	-	(6,447,684)	-
Deferred Revenue	(715,134)	(1,141,907)	(299,377)	-	-	(2,156,418)
Operating Lease Liability	-	-	-	207,492	-	207,492
Net Cash Provided (Used) by Operating Activities	5,986,344	(369,253)	(245,377)	(4,136,457)	-	1,235,257
CASH FLOWS FROM INVESTING ACTIVITIES						
Purchases of Investments	-	-	-	(14,425)	-	(14,425)
Net Cash Used by Investing Activities	-	-	-	(14,425)	-	(14,425)
NET CHANGE IN CASH AND CASH EQUIVALENTS	5,986,344	(369,253)	(245,377)	(4,150,882)	-	1,220,832
Cash and Cash Equivalents - Beginning of Year	1,748,409	849,709	4,326,602	4,555,072	-	11,479,792
CASH AND CASH EQUIVALENTS - END OF YEAR	$ 7,734,753	$ 480,456	$ 4,081,225	$ 404,190	$ -	$ 12,700,624

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
NOTES TO SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2025

PURPOSE OF SCHEDULES

NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME

This schedule presents information on the amount of instructional days offered by the School and whether School complied with the provisions of the Education Code.

NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE

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

NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.

NOTE 4 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the School under programs of the federal government for the year ended June 30, 2025. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the School, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of the School. Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 5 INDIRECT COST RATE

The School has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 6 COMBINING STATEMENTS OF FINANCIAL POSITION, ACTIVITIES, FUNCTIONAL EXPENSES AND CASH FLOWS

These statements provide detailed financial information for each charter school.

DRAFT - For discussion purposes only

OTHER INFORMATION

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
YEAR ENDED JUNE 30, 2025
(SEE INDEPENDENT AUDITORS' REPORT)

Compass Charter Schools was formed as a nonprofit public benefit corporation in 2011 and operates the following three charter schools.

Compass Charter Schools of San Diego [charter #1454] is a grade TK – 12 charter school authorized by the Mountain Empire Unified School District in 2012, pursuant to the terms of the Charter School Act of 1992, as amended.

Compass Charter Schools of Los Angeles [charter # 1651] is a grade TK – 12 charter school authorized by Acton-Agua Dulce Unified District in 2014, pursuant to the terms of the Charter School Act of 1992, as amended.

Compass Charter Schools of Yolo [charter #2059] is a grade TK – 12 charter school authorized by Winters Joint Unified School District in 2019, pursuant to the terms of the Charter School Act of 1992, as amended.

The Board of Directors and the Administrators as of the year ended June 30, 2025 were as follows:

BOARD OF DIRECTORS

Member	Office	Term End (Length)
Thomas Arnett	Board Chair	June 2026 (3 years)
Therese Christopher	Secretary	June 2026 (3 years)
Dr. Minita Clark	Treasurer	June 2027 (3 years)
Dr. William Stinde	Member	June 2025 (3 years)
Corey Riley	Member	June 2027 (3 years)
Heather Hardy	Member	June 2027 (3 years)
Samantha Herrod	Parent Representative	June 2025 (1 year)
Zahra Grihmer	Scholar Representative	June 2025 (1 year)

ADMINISTRATORS

Elizabeth Brenner	Superintendent & CEO
Danielle Gamez	Chief Business Officer
Gregory Cohen	Chief Academic Officer
Sophia Trivino	Chief People Officer

DRAFT - For discussion purposes only

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

Board of Directors
Compass Charter Schools
Thousand Oaks, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Compass Charter Schools (the School), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated REPORT DATE.

Report on Internal Control Over Financial Reporting

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

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

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

DRAFT - For discussion purposes only

Board of Directors
Compass Charter Schools

Report on Compliance and Other Matters

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

Purpose of this Report

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

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

DRAFT - For discussion purposes only

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

Board of Directors
Compass Charter Schools
Thousand Oaks, California

NOTE: PENDING FINALIZATION OF OMB COMPLIANCE SUPPLEMENT

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Compass Charter Schools's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2025. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

DRAFT - For discussion purposes only

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.

- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

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

DRAFT - For discussion purposes only

Board of Directors
Compass Charter Schools

Report on Internal Control Over Compliance

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

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

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

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

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

DRAFT - For discussion purposes only

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE

Board of Directors
Compass Charter Schools
Thousand Oaks, California

Report on Compliance

Opinion on State Compliance

We have audited Compass Charter Schools's (the School) compliance with the types of compliance requirements applicable to the School described in the *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2025. The School's applicable State compliance requirements are identified in the table below.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that are applicable to the School for the year ended June 30, 2025.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Our responsibilities under those standards and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

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

Responsibilities of Management for Compliance

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

DRAFT - For discussion purposes only

Auditors' Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

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

DRAFT - For discussion purposes only

Board of Directors
Compass Charter Schools

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with the laws and regulations applicable to the following items:

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

Not Applicable: The School did not receive program funding or did not otherwise operate the program during the fiscal year.

Report on Internal Control over Compliance

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

DRAFT - For discussion purposes only

Board of Directors
Compass Charter Schools

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2025

Section I – Summary of Auditors' Results

Financial Statements

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
   - Material weakness(es) identified? _____ yes ____x____ no
   - Significant deficiency(ies) identified? _____ yes ____x____ none reported
3. Noncompliance material to financial statements noted? _____ yes ____x____ no

Federal Awards

1. Internal control over major federal programs:
   - Material weakness(es) identified? _____ yes ____x____ no
   - Significant deficiency(ies) identified? _____ yes ____x____ none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes ____x____ no

Identification of Major Federal Programs

Assistance Listing Number(s)	**Name of Federal Program or Cluster**
84.010	Every Student Succeeds Act: Title I, Part A, Basic grants Low-Income and Neglected & ESSA: School Improvement Funding for LEAs

Dollar threshold used to distinguish between Type A and Type B programs: $ 750,000

Auditee qualified as low-risk auditee? ____x____ yes _____ no

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2025

All audit findings must be identified as one or more of the following categories:

Five Digit Code	Finding Types
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
43000	Apprenticeship
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Section II – Financial Statement Findings

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

Findings and Questioned Costs – State Compliance

There were no findings or questioned costs related to state awards for June 30, 2025

DRAFT - For discussion purposes only

COMPASS CHARTER SCHOOLS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2025

There were no findings and questioned costs related to the basic financial statements, federal awards, or state awards for the prior year.

DRAFT - For discussion purposes only

Board of Directors
Compass Charter Schools
Thousand Oaks, California

We have audited the financial statements of Compass Charter Schools as of and for the year ended June 30, 2025, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), *and the 2024-2025 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Appeals Panel,* as well as certain information related to the planned scope and timing of our audit in our planning communication dated May 7, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Compass Charter Schools are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2025.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Significant unusual transactions

We identified no significant unusual transactions.

DRAFT - For discussion purposes only

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes uncorrected misstatements of the financial statements:

Account	Description	Debit	Credit
Proposed Journal Entries JE # 2			
Entry to book changes to apportionment for revised P2 reports.			
20-801100	LCFF Revenues	28,802.00	
40-801100	LCFF Revenues	59,844.00	
70-801100	LCFF Revenues	3,567.00	
20-929000	Due from Grantor Governments		28,802.00
40-929000	Due from Grantor Governments		59,844.00
70-929000	Due from Grantor Governments		3,567.00
Total		**92,213.00**	**92,213.00**

Uncorrected misstatements or the matters underlying uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if management has concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

Corrected misstatements

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated REPORT DATE.

DRAFT - For discussion purposes only

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

With respect to the Schedule of Instructional Time, Schedule of Average Daily Attendance (ADA), Reconciliation of Annual Financial Report with Audited Financial Statements, Combining Statement of Financial Position, Combining Statement of Activities, Combining Statement of Functional Expenses, and Combining Statement of Cash Flows (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

Other information included in annual reports

Other information (financial or nonfinancial information other than the financial statements and our auditors' report thereon) is being included in your annual report and is comprised of the Local Education Agency Organization Structure. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report.

DRAFT - For discussion purposes only

We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exits, we are required to describe it in our report. Our auditors' report on the financial statements includes a separate section, "Other Information," which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

This communication is intended solely for the information and use of the Board of Directors and management of Compass Charter Schools and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Ontario, California
REPORT DATE

DRAFT - For discussion purposes only

Coversheet

Fiscal Year 2026 First Interim Presentation

Section:	IX. Operations Division
Item:	C. Fiscal Year 2026 First Interim Presentation
Purpose:	FYI
Submitted by:	Danielle Gamez
Related Material:	2025-11-20 CCS FY26 1st Interim Budget PPT- FINAL.pdf

CSMC

FY26

FY26 1ST INTERIM BUDGET

Compass Charter Schools

FY26 1st Interim Budget Summary

FY26

Variance from Initial Budget: $184,914 (before transfers)

Compass Charter Schools
Budget Summary
2025-26 Budget- 1st Interim Budget 2.3% COLA

	Los Angeles		San Diego		Yolo		Total		ADA
	154,575		(267,726)		55,880				
	Ending position after transfer		Ending position after transfer		Ending position after transfer				
FY26 Initial Budget Ending Position	$ 117,929		$ (9,254)		$ 76,239		$ 184,914		2,215.40
	Los Angeles		**San Diego**		**Yolo**		**Total**		2,106.59
	51.93%		**29.19%**		**18.87%**				
Revenues									
State	15,601,554		8,220,795		5,634,970		29,457,320		
Federal	527,545		800,866		220,058		1,548,469		
Local	1,020,466		617,403		377,635		2,015,505		
Total Revenue	**$ 17,149,566**		**$ 9,639,064**		**$ 6,232,664**		**$ 33,021,294**		
Expenses									
1000 Certificated Salaries	7,095,148	*42.3%*	3,987,878	*41.7%*	2,578,592	*42.5%*	13,661,617	*42.1%*	
2000 Classified Salaries	2,133,105	*12.7%*	1,198,928	*12.5%*	775,234	*12.8%*	4,107,268	*12.7%*	
3000 Benefits	2,667,871	*15.9%*	1,499,496	*15.7%*	969,587	*16.0%*	5,136,954	*15.8%*	
Total Personnel Expense	***11,896,125***	***70.9%***	***6,686,302***	***69.9%***	***4,323,412***	***71.3%***	***22,905,839***	***70.6%***	
4000 Books and Supplies	2,266,536	*13.5%*	1,309,568	*13.7%*	823,727	*13.6%*	4,399,831	*13.6%*	
5000 Services and Other Operating Expenses	2,622,330	*15.6%*	1,575,920	*16.5%*	919,644	*15.2%*	5,117,895	*15.8%*	
6000 Capital Outlay									
7000 Other Outgoing									
Total Expenses	**$ 16,784,991**		**$ 9,571,790**		**$ 6,066,783**		**$ 32,423,564**		
Surplus / (Deficit)	**$ 364,575**		**$ 67,274**		**$ 165,880**		**$ 597,730**		
As a % of LCFF revenue	2.53%		0.90%		3.28%				
Estimated Beginning Balance	**$ 1,294,705**		**$ 1,016,681**		**$ 451,180**		**$ 8,256,843**		
NPO Contribution	**$ (210,000)**		**$ (335,000)**		**$ (110,000)**				
Ending Balance	**$ 1,449,280**		**$ 748,956**		**$ 507,061**		**$ 8,256,843**		
As a % of LCFF Revenue	**10.0%**		**10.0%**		**10.0%**				

FY26 1st Interim Budget Summary- Funding Determinations

FY26

	Los Angeles	San Diego	Yolo
Sb-740 Funding Determination Test:			
Certificated Salaries (40% req.):	69.02%	74.88%	71.48%
Instructional Costs (80% req.):	81.71%	82.94%	80.60%
Cert Salaries Met/Not Met:	**Met**	**Met**	**Met**
Instr. Costs Met/Not Met	**Met**	**Met**	**Met**
Due based on FY results:	FY27	FY27	FY25
Due Date:	2/1/2028	2/1/2028	2/1/2026

1st Interim Budget: Los Angeles

FY26

CCS LA: ADA variance from Initial Budget: 22.8 increase

CCS Los Angeles FY25-26 Budget

	CATEGORY	FY26 INITIAL	FY26 1st Interim	VARIANCE
		49.83%	51.93%	
REVENUE	TOTAL ENROLLMENT	1,172	1,173	1
	AVERAGE DAILY ATTENDANCE	1,089.1	1,111.9	22.8
	State LCFF Revenue	13,870,847	14,432,464	561,617
	Federal Revenue	517,601	527,545	9,944
	Other State Revenue	1,924,157	2,168,893	244,736
	Local Revenue	20,662	20,662	-
	TOTAL REVENUE	**16,333,267**	**17,149,564**	**816,297**
EXPENSES	Certificated Salaries	6,717,109	7,095,148	378,039
	Classified Salaries	2,096,099	2,133,105	37,006
	Benefits	2,544,582	2,667,871	123,290
	TOTAL PERSONNEL EXPENSES	*11,357,790*	*11,896,125*	*538,335*
	Books and Supplies	2,418,803	2,266,536	(152,267)
	Services and Other Operating Expenses	2,438,745	2,622,330	183,585
	Capital Outlay	-	-	-
	Other Outgoing	-	-	-
	TOTAL OTHER EXPENSES	*4,857,548*	*4,888,866*	*31,319*
	TOTAL EXPENSES	**16,215,338**	**16,784,991**	**569,653**
SUMMARY	**SURPLUS\(DEFICIT)**	117,929	364,573	246,644
	% of Expenses	*0.7%*	*2.2%*	
	BEGINNING FUND BALANCE	$ 1,283,033	$ 1,294,705	
	NPO Contribution (Transfer In/Out)	$ (10,000)	$ (210,000)	
	ENDING BALANCE	**$ 1,390,961**	**$ 1,449,278**	
	% of Expenses	*8.6%*	*8.6%*	
	Instructional Certificated Cost (exceed 40%)	51.97%	52.33%	
	Total Instructional Services (exceed 80%)	86.57%	85.87%	

ACCT	RESOURCE	ACCOUNT NAME	FY26 1st Interim
LCFF			
		OTHER STATE REVENUE ACCT BREAKDOWN	
8590	*6770*	*Prop 28 (FY24-25- $142,393 remaining/FY25-26- $174,293 remaining)*	316,686
8590	*7412*	*A-G Grant*	-
8590	*7812*	*Ethnic Studies*	5,650
8590	*6762*	*AMIMBG*	128,332.50
8590	*7435*	*LREBG (new FY26 allocation)*	53,870
8590	*6019*	*Student Support/PD Discretionary Block Grant*	324,728
8590	*7815*	*Literacy Screenings Grant*	5,398
8590			-
8590			-
		TOTAL OTHER STATE REVENUE ACCT BREAKDOWN	834,665

NOTE: All LREBG and SSPDDBG funds are included in this budget intentionally for cashflow purposes to help offset the Yolo reduced LCFF funding expected this FY.

1st Interim Budget: San Diego

FY26

CCS SD: ADA variance from Initial Budget: 94.6 decrease

CCS San Diego FY25-26 Budget

	CATEGORY	FY26 INITIAL	FY26 1st Interim	VARIANCE
		32.01%	29.19%	
	TOTAL ENROLLMENT	700	623	(77)
	AVERAGE DAILY ATTENDANCE	684.6	589.9	(94.6)
REVENUE	State LCFF Revenue	8,601,269	7,477,418	(1,123,852)
REVENUE	Federal Revenue	529,273	800,866	271,593
REVENUE	Other State Revenue	1,289,221	1,273,839	(15,382)
REVENUE	Local Revenue	72,390	86,941	14,551
REVENUE	**TOTAL REVENUE**	**10,492,153**	**9,639,064**	**(853,090)**
EXPENSES	Certificated Salaries	4,314,921	3,987,878	(327,043)
EXPENSES	Classified Salaries	1,346,489	1,198,930	(147,559)
EXPENSES	Benefits	1,634,578	1,499,496	(135,083)
EXPENSES	*TOTAL PERSONNEL EXPENSES*	*7,295,988*	*6,686,304*	*(609,685)*
EXPENSES	Books and Supplies	1,553,789	1,309,568	(244,221)
EXPENSES	Services and Other Operating Expenses	1,651,630	1,575,920	(75,709)
EXPENSES	Capital Outlay	-	-	-
EXPENSES	Other Outgoing	-	-	-
EXPENSES	*TOTAL OTHER EXPENSES*	*3,205,419*	*2,885,488*	*(319,931)*
EXPENSES	**TOTAL EXPENSES**	**10,501,407**	**9,571,792**	**(929,616)**
	SURPLUS\(DEFICIT)	(9,254)	$ 67,272	76,526
	% of Expenses	*-0.1%*	*0.7%*	
SUMMARY	BEGINNING FUND BALANCE	$ 1,005,742	$ 1,016,681	
SUMMARY	NPO Contribution (Transfer In/Out)	(140,000)	(335,000)	
SUMMARY	**ENDING BALANCE**	**$ 856,488**	**$ 748,953**	
SUMMARY	*% of Expenses*	*8.2%*	*7.8%*	

Instructional Certificated Cost (exceed 40%)	52.27%	52.74%
Total Instructional Services (exceed 80%)	87.21%	87.10%

ACCT	RESOURCE	ACCOUNT NAME	FY26 1st Interim
LCFF			
		OTHER STATE REVENUE ACCT BREAKDOWN	
8590	6770	*Prop 28 (FY24-25- $112,139 remaining/FY25-26- $137,251 remaining)*	249,390
8590	7412	*A-G Grant*	-
8590	6266	*Educator Effectiveness*	-
8590	7812	*Ethnic Studies*	5,343
8590	6762	*AMIMBG*	-
8590	7435	*LREBG (new FY26 allocation)*	47,563
8590	6019	*Student Support/PD Discretionary Block Grant*	258,098
8590	7815	*Literacy Screenings Grant*	4,107
8590			-
		TOTAL OTHER STATE REVENUE ACCT BREAKDOWN	564,501

NOTE: All LREBG and SSPDDBG funds are included in this budget intentionally for cashflow purposes to help offset the Yolo reduced LCFF funding expected this FY.

1st Interim Budget: Yolo

FY26

CCS Yolo: ADA variance from Initial Budget: 5.0 increase

CCS YOLO FY25-26 Budget

		18.16%	18.87%	
	CATEGORY	FY26 INITIAL	FY26 1st Interim	VARIANCE
REVENUE	TOTAL ENROLLMENT	439	423	(16)
	AVERAGE DAILY ATTENDANCE	399.8	404.8	5.0
	State LCFF Revenue	4,914,461	5,064,706	150,245
	Federal Revenue	217,548	220,058	2,509
	Other State Revenue	807,568	934,264	126,696
	Local Revenue	13,635	13,635	-
	TOTAL REVENUE	**5,953,213**	**6,232,663**	**279,450**
EXPENSES	Certificated Salaries	2,448,281	2,578,592	130,310
	Classified Salaries	763,994	775,234	11,240
	Benefits	927,462	969,584	42,122
	TOTAL PERSONNEL EXPENSES	*4,139,738*	*4,323,409*	*183,672*
	Books and Supplies	881,615	823,727	(57,888)
	Services and Other Operating Expenses	855,621	919,644	64,023
	Capital Outlay	-	-	-
	Other Outgoing	-	-	-
	TOTAL OTHER EXPENSES	*1,737,235*	*1,743,371*	*6,135*
	TOTAL EXPENSES	**5,876,973**	**6,066,780**	**189,807**
SUMMARY	**SURPLUS\(DEFICIT)**	76,239	165,883	89,644
	% of Expenses	*1.3%*	*2.7%*	
	BEGINNING FUND BALANCE	$ 453,233	$ 451,180	
	NPO Contribution (Transfer In/Out)	$ (40,000)	$ (110,000)	
	ENDING BALANCE	**$ 489,472**	**$ 507,063**	
	% of Expenses	*8.3%*	*8.4%*	
	Instructional Certificated Cost (exceed 40%)	52.02%	52.38%	
	Total Instructional Services (exceed 80%)	85.40%	84.75%	

ACCT	RESOURCE	ACCOUNT NAME	FY26 1st Interim
LCFF			
		OTHER STATE REVENUE ACCT BREAKDOWN	
8590	6770	*(FY23-24- $17,769 remaining FY24-25- $96,131 remaining/FY25-26- $60,743 remaining)*	174,642
8590	7412	*A-G Grant*	-
8590	7812	*Ethnic Studies*	2,378
8590	6762	*AMIMBG*	102,696
8590	7435	*LREBG (FY21-22- $20,289 remaining plus new FY26 allocation $25,964 remaining)*	46,253
8590	6019	*Student Support/PD Discretionary Block Grant*	119,209
8590	7815	*Literacy Screenings Grant*	3,853
8590			-
8590			-
		TOTAL OTHER STATE REVENUE ACCT BREAKDOWN	449,031

NOTE: All LREBG and SSPDDBG funds are included in this budget intentionally for cashflow purposes to help offset the Yolo reduced LCFF funding expected this FY.

CSMC

info@csmci.com
888.994.CSMC

43460 Ridge Park Dr., Ste. 100,
Temecula

Coversheet

Approve Fiscal Year 2026 First Interim Reports- Los Angeles

Section:	IX. Operations Division
Item:	D. Approve Fiscal Year 2026 First Interim Reports- Los Angeles
Purpose:	Vote
Submitted by:	Danielle Gamez
Related Material:	2025-12-01 Compass LA FY25-26 1st Interim Charter Alt Form- FINAL.xls

RECOMMENDATION:

APPROVE

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:

2025-12-01 Compass LA FY25-26 1st Interim Charter Alt Form- FINAL.xls

Coversheet

Approve Fiscal Year 2026 First Interim Reports- San Diego

Section: IX. Operations Division
Item: E. Approve Fiscal Year 2026 First Interim Reports- San Diego
Purpose: Vote
Submitted by: Danielle Gamez
Related Material:
2025-12-01 CCS SD Charter Reporting Forms Combined - First Interim - FINAL.xlsx

RECOMMENDATION:

APPROVE

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:

2025-12-01 CCS SD Charter Reporting Forms Combined - First Interim - FINAL.xlsx

Coversheet

Approve Fiscal Year 2026 First Interim Reports- Yolo

Section: IX. Operations Division
Item: F. Approve Fiscal Year 2026 First Interim Reports- Yolo
Purpose: Vote
Submitted by: Danielle Gamez
Related Material:
2025-11-25 Compass YOLO FY25-26 1st Interim Charter Alt Form- FINAL.xls

RECOMMENDATION:

APPROVE

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:

2025-11-25 Compass YOLO FY25-26 1st Interim Charter Alt Form- FINAL.xls

Coversheet

Technology Partnership Agreement - EdTech101 & CCS

Section: IX. Operations Division
Item: G. Technology Partnership Agreement - EdTech101 & CCS
Purpose: Vote
Submitted by: Danielle Gamez
Related Material:
Technology Partnership Agreement - EdTech101 & CCS.pdf
Justification Statement_ Compass-EdTech101 Partnership (Beyond Procurement).pdf
Exhibit A_ Expectations and Standards of Service - 8_19_2025.pdf
Exhibit B_ Managing & Fulfilling Scholar Device Orders in SDP - 10_22_2025.pdf
Exhibit C_ Data Privacy and Student Information Protection Addendum.pdf
Technology Services Vendor Comparison.pdf

BACKGROUND:

The purpose of this Agreement is to establish a collaborative partnership between EdTech101 and Compass to ensure Compass has reliable access to quality computer hardware, software, and related technology services for its scholars and staff.

RECOMMENDATION:

APPROVE

Technology Partnership Agreement

EdTech101 and Compass Charter Schools

This Partnership Agreement ("Agreement") is entered into by and between:

EdTech101 ("EdTech101"), a provider of computer hardware and software solutions for educational institutions, with principal offices located at 3222 Corte Malpaso Camarillo CA 93012; and

Compass Charter Schools ("Compass"), a California public charter school network serving scholars in grades TK–12 remotely across Los Angeles, San Diego, and Yolo Counties, with principal offices located at 850 Hampshire Rd, Suite R, Thousand Oaks, CA 91361.

Effective Dates (Term): November 15th, 2025 - June 26th, 2026

---

1. Purpose

The purpose of this Agreement is to establish a collaborative partnership between EdTech101 and Compass to ensure Compass has reliable access to quality computer hardware, software, and related technology services for its scholars and staff.

---

2. Key Terms & Definitions

A. **Agreement**
The Technology Partnership Agreement between EdTech101 and Compass Charter Schools, including any exhibits or amendments.

B. **EdTech101**
The technology vendor providing computer hardware, software, and related services to Compass.

C. **Compass Charter Schools ("Compass")**
The K–12 public charter school system purchasing devices and services from EdTech101.

D. **Scholar**
A student enrolled or enrolling with Compass Charter Schools.

E. **Effective Dates / Term**

The period the Agreement is active. This agreement will be updated once per year to reflect the new annual budget for each Academic Year, at which point it will be renewed or signed each year until properly terminated.

F. Academic Year
The annual operational and budgeting cycle used by Compass Charter Schools for planning, purchasing, and reviewing technology spending. All spending caps, budgets, and review thresholds described in the Agreement apply within this Academic Year cycle. This cycle aligns with the “school year” for Compass Charter Schools; not the calendar year.

G. Devices / Equipment
All computer hardware and related technology procured for scholars and staff.

H. Technology Services
Services provided by EdTech101 such as imaging, configuration, shipping, storage, and asset documentation.

I. Annual Budget / Spending Cap
The total annual spending limit Compass commits for devices and services. This budget and spending cap will change year-by-year based on need and available resources.

J. Spending Reviews
Checkpoints at defined spending levels where purchasing is reviewed or paused when caps are reached.

K. Invoicing & Net-30 Payment Terms
Compass must pay invoices within 30 days of issuance; discounts and dispute procedures are also included.

L. Expectations and Standards of Service (Exhibits A, B, & C)
Jointly maintained documents or addendums outlining operational requirements (imaging standards, shipping timelines, asset tagging, etc.), device ordering processes and protocols, and data handling and protections.

M. Termination
Either party may terminate with written notice before renewal or immediately for uncured material breach.

N. Confidentiality
Both parties agree to protect confidential information exchanged under the Agreement.

O. Limitation of Liability
Neither party is liable for indirect or consequential damages; liability is limited to the value of provided services or equipment.

P. Governing Law
The Agreement is governed by California law.

3. Vendor-School Relationship

3.1 Prioritization of Vendor Relationship

While Compass is not bound by exclusivity with EdTech101, Compass agrees to:

a. Prioritize EdTech101 as its primary source for procuring computer equipment and software.
b. Seek a quote from EdTech101 for all computer equipment and software purchases before requesting quotes from any other vendors.
c. Provide EdTech101 reasonable opportunities to fulfill Compass' technology needs in alignment with budgetary, operational, and academic requirements.

Compass will reference prices from the following 2 vendors prior to making purchasing decisions through EdTech101. Additional vendors may be referenced when needed.

- *Buy Buy for Business (https://www.bestbuybusiness.com/)*
- *CDW for Government/Education (http://cdwg.com/)*

3.2 Spending Cap

Compass will not exceed its annual budget for devices and device services when purchasing equipment and services through EdTech101. This annual budget will change year-to-year depending on available funding.

- **Annual Budget for 2025-2026 School Year**
  - Scholar Equipment & Services: $200,000
  - Staff Equipment & Services: $25,000

Both EdTech101 and Compass are separately responsible for tracking cumulative purchases on the Compass account with EdTech101. This includes tracking purchases, invoices, paid invoices, and the total monetary value of what has been purchased or spent to date in each academic (school) year.

Should this spending limit be reached or exceeded, all new or pending orders must be immediately placed on hold until further review. Compass and EdTech101 will review spending on the Compass account when the following spending stages are reached:

1st Spending Review:
- Scholar Equipment & Services: $100,000
- Staff Equipment & Services: $10,000

2nd Spending Review:
- Scholar Equipment & Services: $140,000
- Staff Equipment & Services: $15,000

3rd Spending Review:

- Scholar Equipment & Services: $170,000
- Staff Equipment & Services: $20,000

4th Spending Review & Spending Halt

- Scholar Equipment & Services: $200,000
- Staff Equipment & Services: $25,000

Spending caps will be reviewed at the close of every academic (school) year, at which point in time this Technology Partnership Agreement will be renewed in accordance with the budget for the new academic (school year).

---

4. Services Provided by EdTech101

EdTech101 agrees to provide the following services for Compass, including but not limited to:

a. Imaging, preparation, and configuration of devices and equipment in accordance with Compass' specifications.
b. Packaging and shipping of devices directly to Compass' designated locations or to scholars/staff, as determined by Compass.
c. Asset documentation and recordkeeping to support Compass' inventory management and compliance requirements.
d. Provide physical warehouse storage for all Compass devices

---

5. Compass' Responsibilities

Compass agrees to:

a. Communicate its technology needs, timelines, and specifications in a timely manner.
b. Provide EdTech101 with access to necessary guidelines, technical requirements, or policies related to asset imaging, configuration, and documentation.
c. Review and confirm all quotes and orders prior to processing.

---

6. Expectations and Standards of Service

EdTech101 and Compass shall collaboratively develop and maintain a written set of expectations and standards of service, to be attached as **Exhibit A**, **Exhibit B**, and **Exhibit C** to this Agreement. These documents may include, but are not limited to:

- Device imaging and setup requirements.

- Software installation standards and OS settings.
- Shipping timelines and delivery expectations.
- Asset tagging and documentation procedures. Compass uses ServiceDesk Plus to track and record asset assignment and collection.
- Technical support or warranty coordination.
- Data security and privacy requirements.
- Device order processing protocols and procedures.
- Customer or student (scholar) data handling and privacy protections.

Both parties agree to review and update **Exhibit A, Exhibit B**, and **Exhibit C** as needed to reflect evolving requirements.

---

7. Payment Terms

a. **Invoicing**: EdTech101 shall invoice Compass upon delivery of goods or completion of services. Payment shall be due within thirty (30) calendar days of the invoice date (“Net-30”).

b. **Bulk Purchase Discounts**: EdTech101 will provide tiered discounts on bulk purchases of computer hardware and software. The specific discount rates shall be outlined in individual quotes, based on volume thresholds mutually agreed upon prior to order confirmation.

d. **Disputed Charges**: In the event Compass disputes any portion of an invoice, Compass shall notify EdTech101 in writing within fifteen (15) business days of receipt. Both parties will work in good faith to resolve disputes promptly. Compass shall remain responsible for all undisputed portions of the invoice.

---

8. Term and Termination

a. This Agreement shall commence on the Effective Date and remain in effect for a period of one (1) year, automatically renewing annually unless terminated in writing by either party with thirty (30) days’ notice.

b. Either party may terminate this Agreement immediately upon written notice if the other party

materially breaches its obligations and fails to cure such breach within fifteen (15) business days.

---

9. Confidentiality

Both parties acknowledge that in the course of performing under this Agreement, confidential information may be exchanged. Each party agrees to maintain the confidentiality of such information and not disclose it to third parties except as required by law.

---

10. Limitation of Liability

Neither party shall be liable to the other for incidental, indirect, or consequential damages arising out of this Agreement. Each party's liability shall be limited to direct damages not exceeding the value of the services or equipment provided under this Agreement.

---

11. Governing Law

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

---

12. Entire Agreement

This Agreement, together with any exhibits, constitutes the entire understanding between the parties and supersedes all prior discussions, agreements, or representations, whether oral or written.

---

13. Amendments

This Agreement may only be amended in writing, signed by both parties.

---

14. Signatures

EdTech101
By: _____
Name: _____
Title: _____
Date: _____

Compass Charter Schools
By: _____
Name: _____
Title: _____
Date: _____

Exhibit A – *Expectations and Standards of Service*

Exhibit B - Managing & Fulfilling Scholar Device Orders in SDP

Exhibit C - Data Privacy and Student Information Protection Addendum

Justification Statement: Compass-EdTech101 Partnership (Beyond Procurement)

Compass Charter Schools has elected to partner with EdTech101 as our primary technology provider due to their unique ability to meet the specialized operational needs of our K–12 online charter school and our 1:1 Chromebook program. While numerous third-party vendors offer device procurement, licensing, warranty, and repair services for K–12 institutions, EdTech101 is one of the only providers capable of delivering the full range of customized services required to support our unique remote learning model.

Custom Imaging & Individual Device Shipping

As a virtual school, Compass Charter Schools must ship devices directly to individual scholars and staff across the state. Unlike traditional bulk-shipping models used by most vendors, our program requires one-off, scholar-specific shipments as enrollment fluctuates throughout the year. EdTech101 is one of the only vendors able—and willing—to support this individualized fulfillment approach while also providing licensing and customized device imaging tailored to our instructional and security requirements. This capability is essential for ensuring consistent, ready-to-use devices for all scholars and staff, regardless of location.

Integration With Compass's In-House Asset Management System

A key differentiator that sets EdTech101 apart from other providers is their willingness and ability to work directly within Compass Charter Schools' existing asset management platform, **ServiceDesk Plus (SDP).** EdTech101 personnel accept and process device orders through SDP, assign and unassign devices to scholars based on enrollment changes, and maintain accurate inventory tracking within our own system. This level of integration is highly uncommon in the field, as most large vendors will not adapt to using client-side systems. However, EdTech101 has been willing to leverage our own order fulfillment and asset tracking tools to better support us with managing our 1:1 Chromebook program.

EdTech101's cooperation in operating within our SDP environment is a direct result of our long-standing partnership and is a service level not offered elsewhere in the market.

Operational Efficiency for a Small IT Team

This partnership effectively extends the capacity of our Compass IT department. With only three IT staff supporting nearly 2,400 scholars, the ability to outsource device assignment, inventory updates, and order processing through our own SDP system is the functional equivalent of adding an additional team member. Without EdTech101's flexibility, Compass would need significantly more internal staffing or a complete overhaul of our asset management processes.

Essential Role in Compass's Technology Ecosystem

EdTech101 has become an integral and irreplaceable component of our technological operations. Their responsiveness, willingness to customize services, and deep understanding of our organizational needs allow us to maintain a streamlined, efficient, and scalable 1:1 Chromebook program. Their continued support is critical to our ability to provide high-quality devices and technical readiness to our scholars statewide.

Conclusion

After extensive evaluation of available vendors, EdTech101 is the only provider able to meet the full scope of Compass Charter Schools' requirements for individualized device shipping, custom imaging, and seamless integration with our in-house asset management workflows. Their unique flexibility, reliability, and partnership-driven approach make them indispensable to the success of our 1:1 Chromebook program and to the broader mission of ensuring equitable access to technology for all Compass scholars.

Exhibit A

This document was last updated: **8/19/2025**

Expectations and Standards of Service

SCHOLAR DEVICE ORDERS
- Expectations
- STEP 1 (Receiving Orders)
- STEP 3 (Confirm Order is Not Duplicated)
- STEP 4 (Find Device in SDP)
- STEP 5 (Assign the Device to the Scholar)
- STEP 6 (Prepare the Device)
- STEP 7 (Tag and Mail Device Out)

STAFF DEVICE ORDERS
- STEP 1 (Receiving Orders)
- STEP 2 (Find Device in SDP)
- STEP 3 (Assign the Device to the Staff Member)
- STEP 4 (Prepare the Device)
- STEP 5 (Tag and Mail Device Out)

USER DEVICE RETURNS
- STEP 1 (Receive & Check-In Returned Device)
- STEP 2 (Find Device in SDP)
- STEP 3 (Unassign Device from the User)
- OPTIONAL (Repairing Devices)

UNKNOWN DEVICE RETURNS
- STEP 1 (Receive Unknown Device)
- STEP 2 (Sort and Clean the Device)
- STEP 3 (Add the Device to SDP)

ADDING DEVICES TO SDP
- Expectations
- STEP 1 (Locate the Category for the Device)
- STEP 2 (Enter in the Device Info)
- OPTIONAL (Bulk Uploading Many Devices at Once)

SCHOLAR DEVICE ORDERS:

Expectations:

Currently all scholars in all grade levels (TK-12) will be receiving a **Compass Chromebook** when they order a device from Compass or enroll for the first time:

- **Grades TK-3** - Will require a Touchscreen if available.
- **Grades 4-12** - Does NOT require a touchscreen.

STEP 1 (Receiving Orders):

Orders for both new and returning scholars can be found here:
Ordering Sheet for EdTech101

STEP 2 (Prioritize New Scholar Orders):

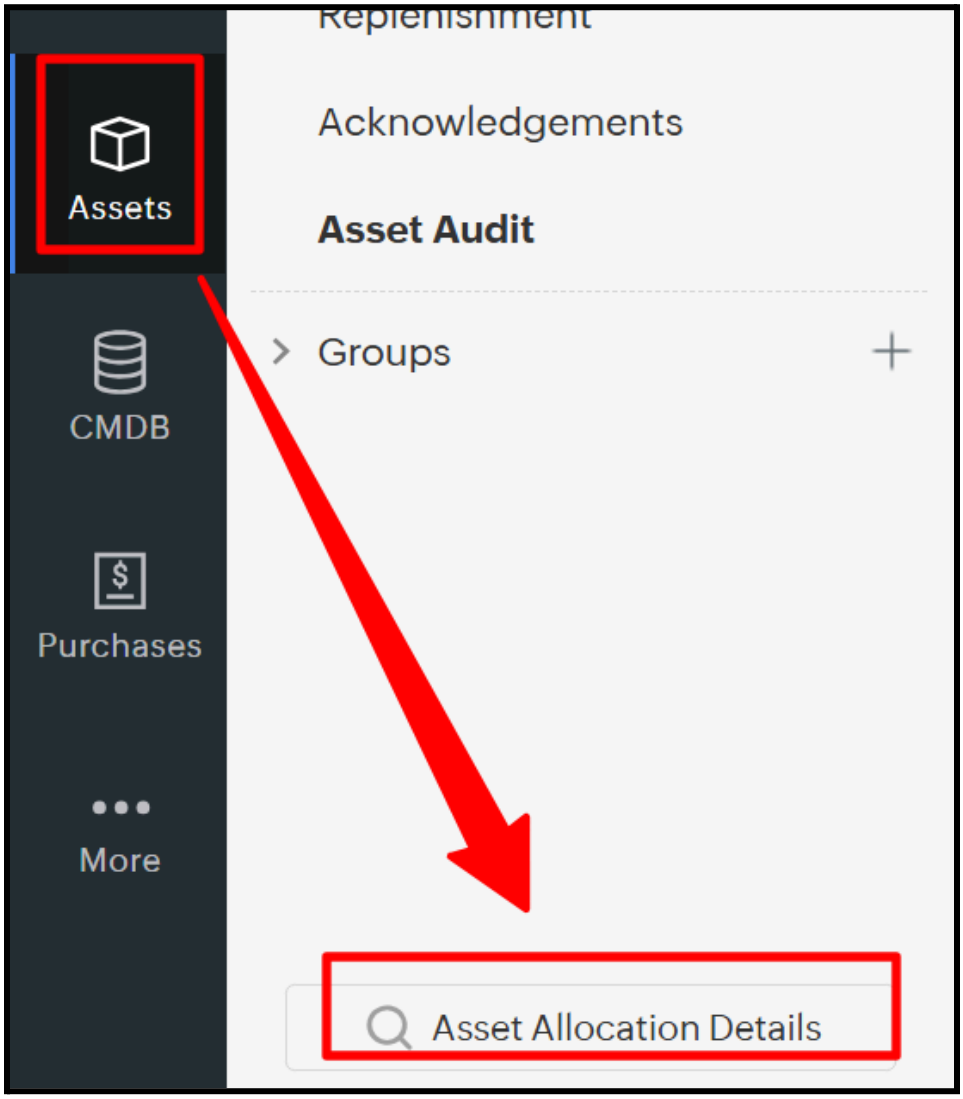
Orders for new scholars can be found on the first tab titled "**Brand New Scholars**." Orders for returning scholars can be found on the tab titled "**Returning Scholar Orders**."

When relevant, orders for new scholars should be prioritized (i.e., completed first) over orders for returning scholars (i.e., completed second).

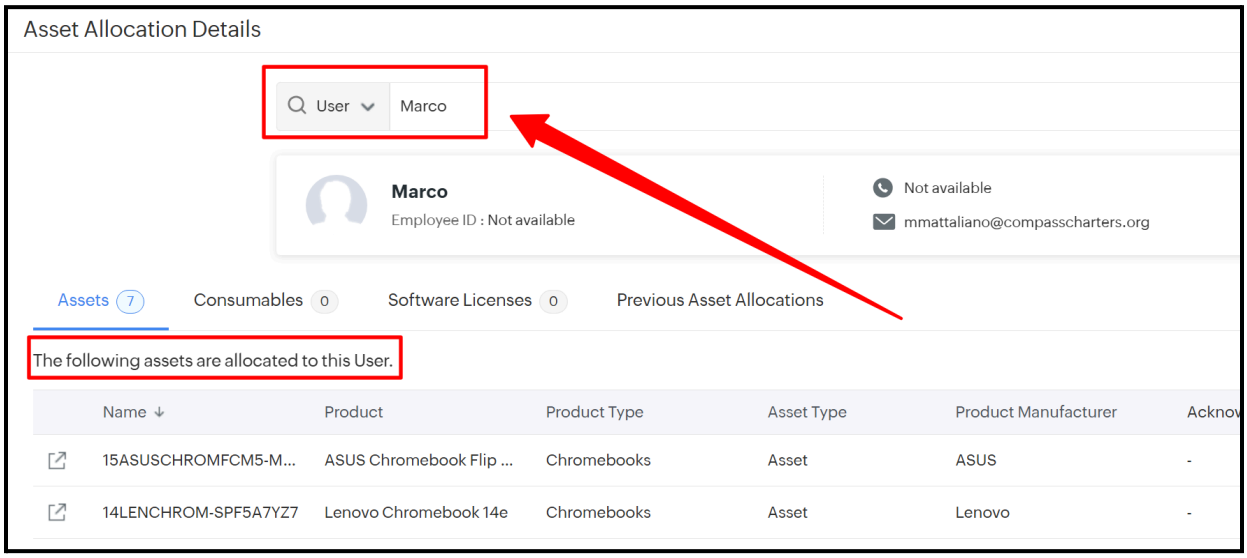
STEP 3 (Confirm Order is Not Duplicated):

BEFORE preparing a shipping label for a device, check to ensure the order isn't a duplicate order.

A) In **ServiceDesk Plus** (**SDP),** go to **Assets > Asset Allocation Details** (it is the search bar that is at the bottom) within the vertical bar that appears on the left side of the page.



B) Search for the scholar's name or email address and you'll be able to see if they already have a device assigned to them.



If a scholar has any other device already assigned to them, **do NOT fulfill the order or create a label**. Instead, skip the order and loop in **Marco Mattaliano** to follow-up with the family first.

Each scholar should NOT have more than 1 device assigned to them at a time.

STEP 4 (Find Device in SDP):

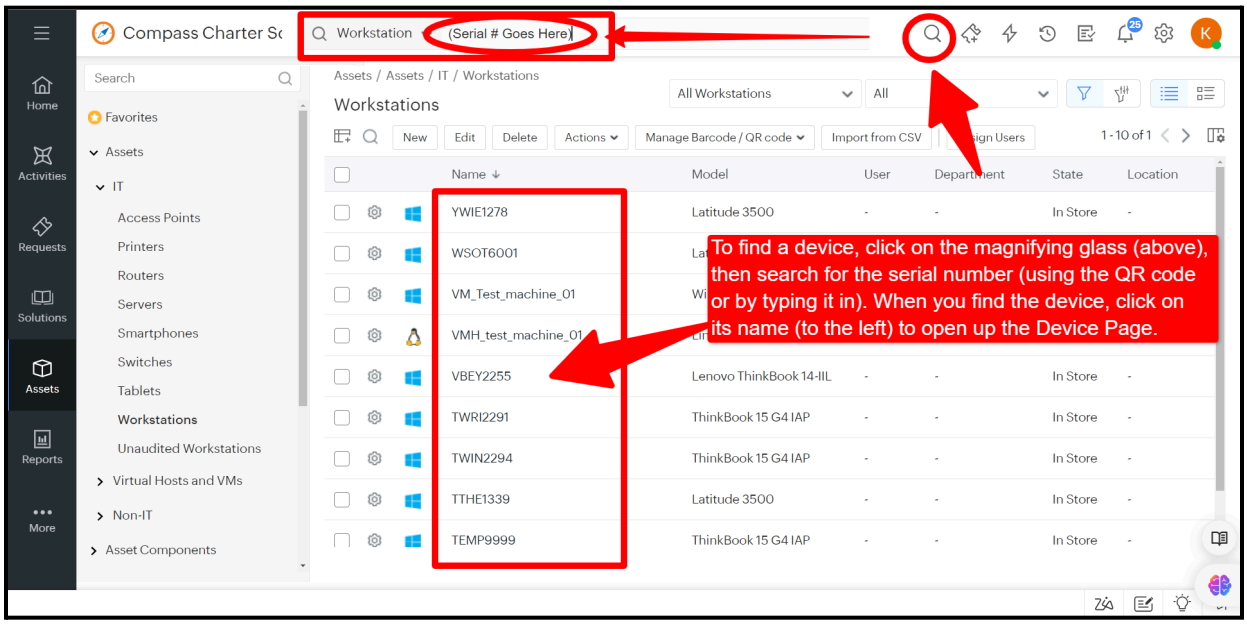
Login to **ServiceDesk Plus (SDP)** using the computers@compasscharters.org email.

(Note that you may need to create a Chrome Profile using this email address, so it doesn't try to force you in with your own Gmail address.)

- Select a device to send out to the scholar and then go to ***Assets > Non-IT***:

https://sdpondemand.manageengine.com/app/itdesk/ui/assetCards?type=Asset&categoryId=215380000000005901

- **Find the Device:** Click on the magnifying glass in the top-right corner of the screen (not top-left) to activate the search bar and search for the serial number of the device to bring up the device you want to send out.



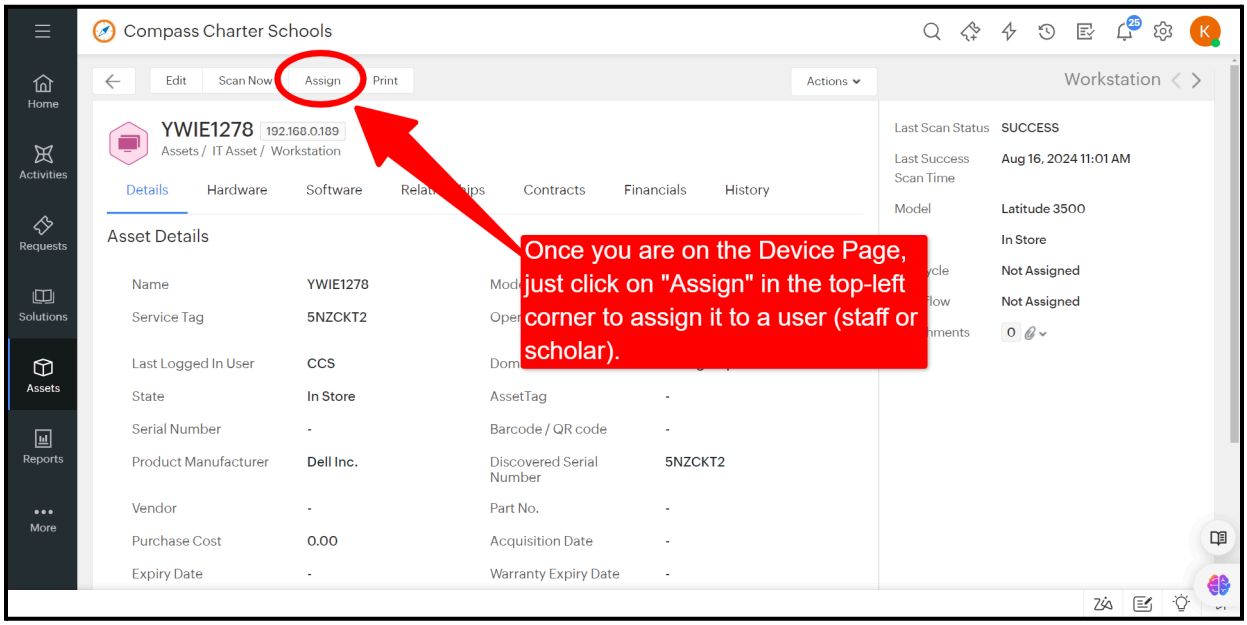
STEP 5 (Assign the Device to the Scholar):

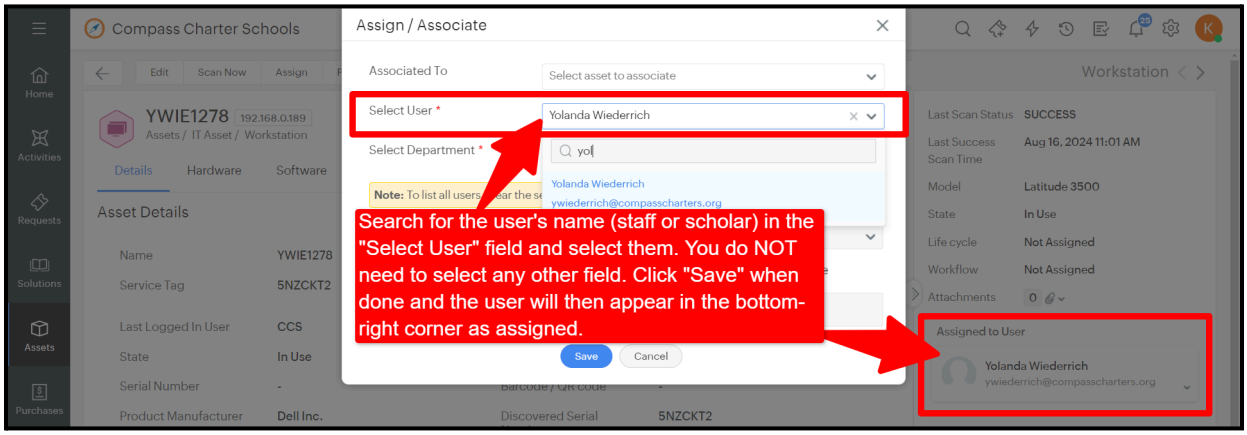
Click on "**Assign**" in the top menu of the device page (see below).

Search for and select the scholar's name in the "**Select User**" field. *You do NOT need to select anything else.*

Click "**Save**" and you are done! The scholar's name will appear in the bottom-right corner of the device page.

*NOTE: If you cannot locate the scholar in SDP, please contact **Miguel Aguilar** immediately, so the user can be added before the device is shipped.*





STEP 6 (Prepare the Device):

The Chromebook will need to be prepared with…

1. A **Google for Education License** to be set up in our domain (**aascalifornia.org**), and
2. Have the most recent version of the **Secure Testing Browser** installed: **https://ca.portal.cambiumast.com/**

STEP 7 (Tag and Mail Device Out):

If the device is not already tagged, it will need to be tagged with a **Compass branded sticker**. *If it is already tagged, then you can skip this step.* If you run out of stickers, please reach out to **Krisha Moeller**.

Mailing Out the Device:

1. **Include Welcome Letter:** Make sure you include this printed version of the “Welcome Letter for Scholars” in the package:
   How to Sign into Chromebook

2. **Forward FedEx Tracking Number:** When you generate a FedEx label, please forward the FedEx tracking number email to the parent’s email (from the Computer Loan Form) so they can also track their package.

STAFF DEVICE ORDERS:

STEP 1 (Receiving Orders):

Marco Mattaliano emails EdTech101 indicating that a staff member needs a new device.

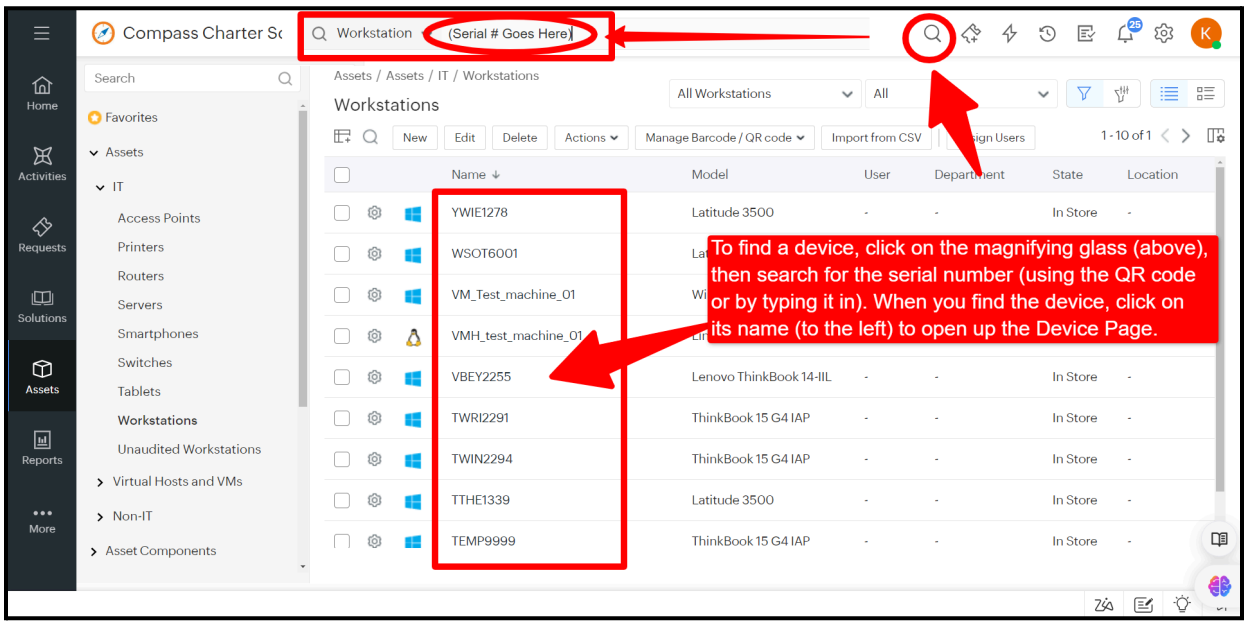
STEP 2 (Find Device in SDP):

Login to **ServiceDesk Plus (SDP)** using the computers@compasscharters.org email.

(Note that you may need to create a Chrome Profile using this email address, so it doesn't try to force you in with your own Gmail address.)

- Select a device to send out to the scholar and then go to ***Assets > IT***: https://sdpondemand.manageengine.com/app/itdesk/ui/assetCards?type=Asset&categoryId=215380000000005899

    - **Find the Device:** Click on the magnifying glass in the top-right corner of the screen (not top-left) to activate the search bar and search for the serial number of the device to bring up the device you want to send out.



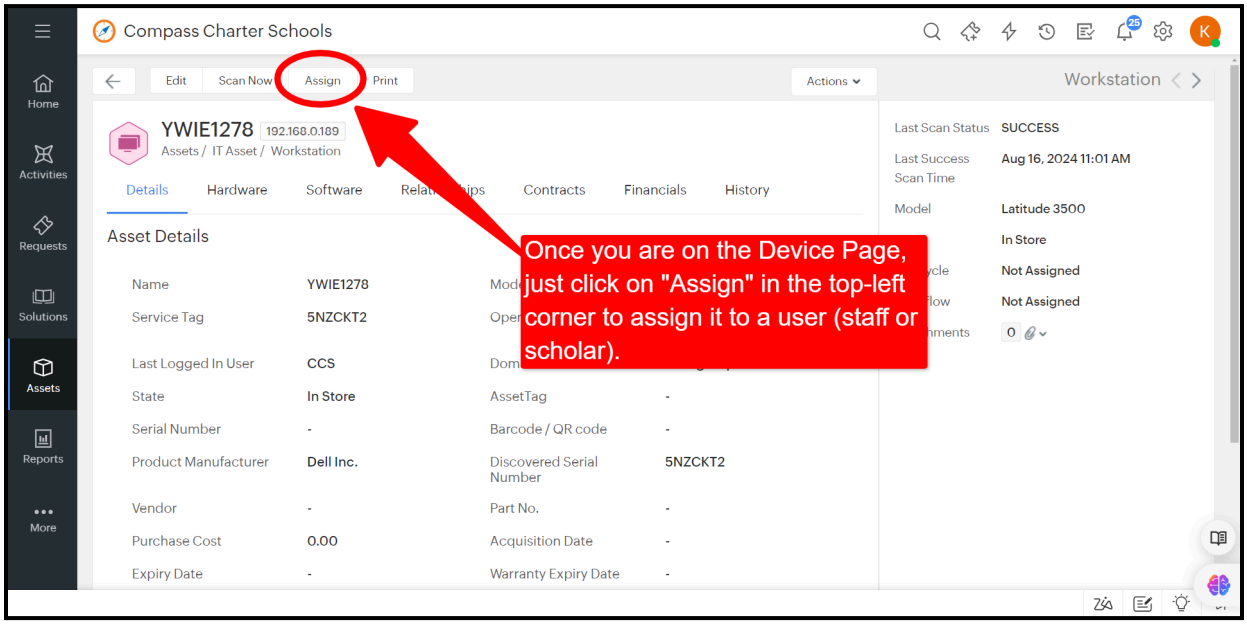
STEP 3 (Assign the Device to the Staff Member):

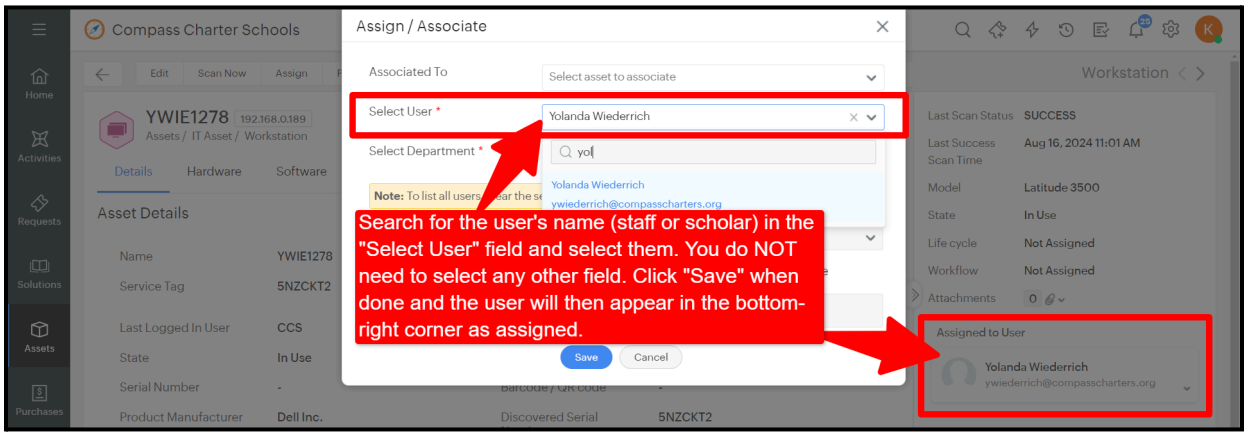
Click on "**Assign**" in the top menu of the device page (see below).

Search for and select the staff member's name in the "**Select User**" field. *You do NOT need to select anything else.*

Click "**Save**" and you are done! The staff member's name will appear in the bottom-right corner of the device page.

*NOTE: If you cannot locate the staff member in SDP, please contact **Marco Mattaliano** immediately, so the user can be added before the device is shipped.*





STEP 4 (Prepare the Device):

Before a **Windows** device gets mailed out to a staff member, the following items will need to be completed...

> Note that these items are not required for Teacher Chromebooks. Instead, the process for preparing a Teacher Chromebook will be the same as for a Scholar Chromebook. Please see the section on preparing scholar Chromebooks to follow this process.

***NOTE**: It is very important to ensure all tasks are completed prior to sending out a new device shipment for a staff member, so as to ensure proper device tracking, user identification, and endpoint management services can be applied.*

1. **Rename the Staff Device:** Using **netplwiz**, the device should be renamed (in all caps as one word) with…
    a. The first letter of the staff member's first name (example: Krisha = K)
    b. Plus the first 3 letters of their last name (example: Moeller = MOE)
    c. Plus four (4) random numbers (example: 1234)
    d. Device Name Example: Krisha Moeller = **KMOE1234**

2. **Rename the Local User:** Using **netplwiz**, the local user for the staff member must be renamed to their own username, as follows:
    a. The first letter of the staff member's first name (example: Krisha = K)
    b. The entire last name of the staff member (example: Moeller = Moeller)
    c. Local User Name Example: Krisha Moeller = **KMOELLER**

3. **Check for and Install Endpoint Central Agent:** The agent for **Endpoint Central** should be installed to the device before the device is sent out (if it has not already been installed already). Please check to ensure the agent is installed before moving forward. *If you do not have a copy of the agent, please alert **Krisha Moeller**.*

4. **Downgrade the :** Finally, using **netplwiz**, permissions for the local user (i.e., the staff member's account) will need to be downgraded to a **Standard User** (under **Group Membership**) and NOT an Administrator user.

STEP 5 (Tag and Mail Device Out):

If the device is not already tagged, it will need to be tagged with a **Compass branded sticker**. *If it is already tagged, then you can skip this step.* If you run out of stickers, please reach out to **Krisha Moeller**.

When you generate a FedEx label, please forward the **FedEx tracking number** email to the staff member's email, so they can also track their package.

USER DEVICE RETURNS:

STEP 1 (Receive & Check-In Returned Device):

A laptop or piece of equipment arrives as a return package to the EdTech101 warehouse.

These items need to be checked into the warehouse as soon as possible to ensure the family and/or staff member stops receiving any further collection notices from us.

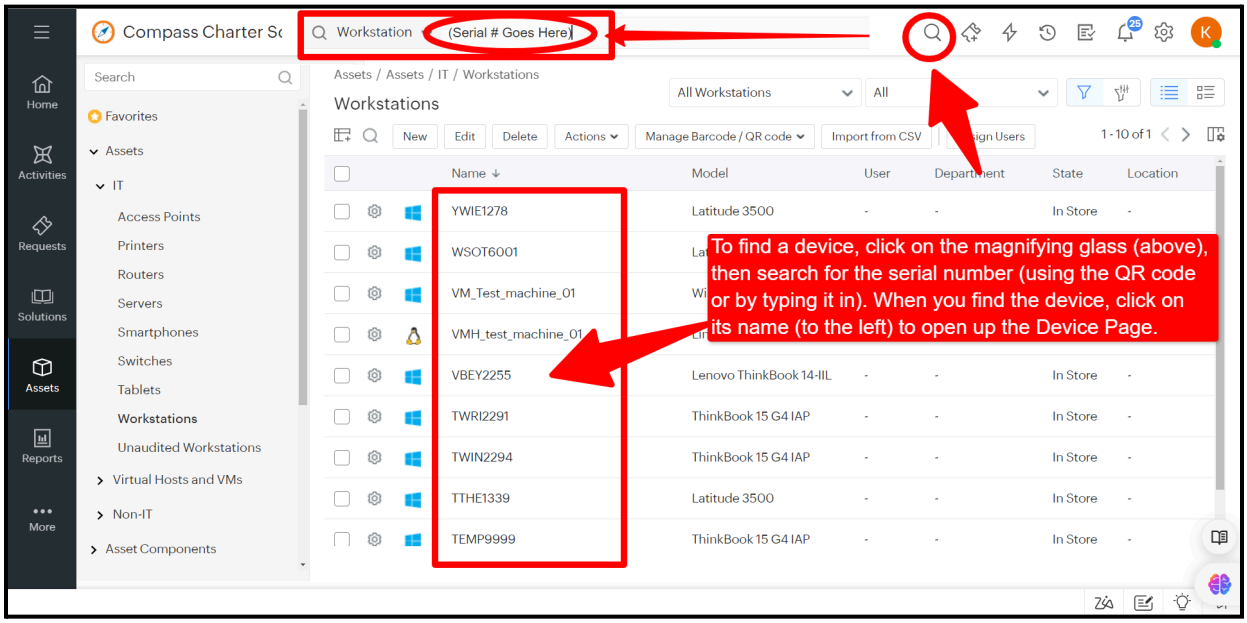
*Note that this process needs to be followed for **ALL equipment**, and not just laptops: Including iPads, mice, headphones, drawing tablets, etc.*

STEP 2 (Find Device in SDP):

Login to **ServiceDesk Plus (SDP)** using the computers@compasscharters.org email.

(Note that you may need to create a Chrome Profile using this email address, so it doesn't try to force you in with your own Gmail address.)

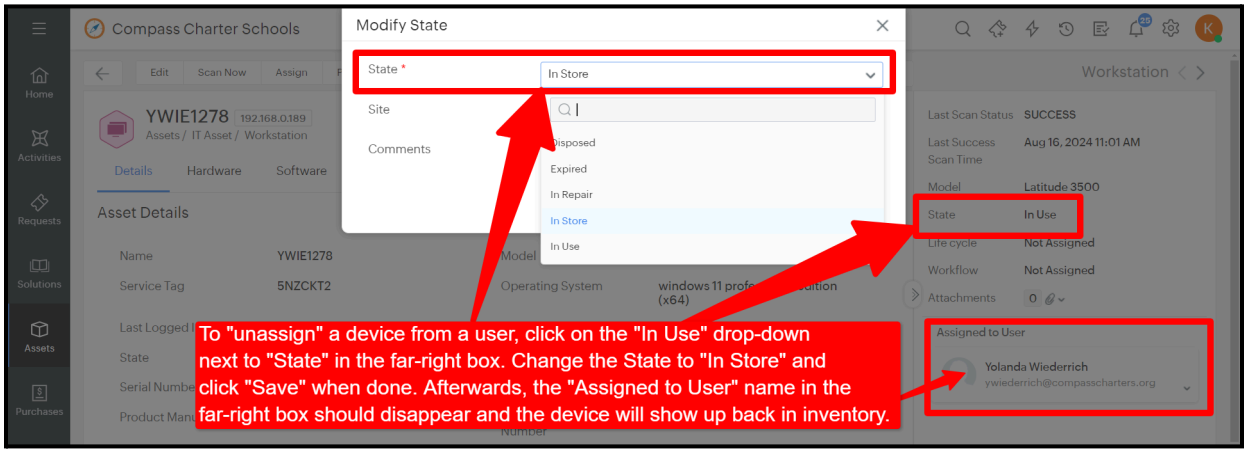
- Get the device that you need to check back into the warehouse and then go to ***Assets > Non-IT***: https://sdpondemand.manageengine.com/app/itdesk/ui/assetCards?type=Asset&categoryId=2153800000000005901
    - **Find the Device:** Click on the magnifying glass in the top-right corner of the screen (not top-left) to activate the search bar and search for the serial number of the device to bring up the device you want to check back in.



STEP 3 (Unassign Device from the User):

Click on the “**State**” section in the box to the far right side of the page and change it from “In Use” to “**In Store**” and then click “**Save**.” This will automatically unassign the device from that user and move it back to inventory.

NOTE: It is very important to ensure all returned devices are unassigned from the associated user as soon as possible to ensure inventory tracking is up-to-date at all times and to prevent miscommunication with families and/or HR.



OPTIONAL (Repairing Devices):

If the device requires repairs before it gets sent out, then instead of changing it to “In Store,” just change it to “**In Repair**.” Or if it is too damaged or old to send out, then you can change it to “**Expired**.”

UNKNOWN DEVICE RETURNS:

STEP 1 (Receive Unknown Device):

A device from a Compass scholar or staff member arrives at the EdTech101 office, and it cannot be found anywhere in **ServiceDesk Plus**.

This includes ANY type of equipment (not just laptops), including a mouse, keyboard, docucam, tablet, etc.

STEP 2 (Sort and Clean the Device):

Take a look at the device to see how it can be sorted based on the following requirements…

- ***Is it a Windows device that is good enough to be sent out to a staff member?***

    If yes, rename the device "**CCS-INSTORESTAFF####**" (with 4 random numbers) and install the **Endpoint Central** agent on it.

    After the Endpoint Central agent is installed, connect the device to the **WiFi** for about 10 minutes to give the agent time to connect to our servers and get logged.

    Good news! You do NOT need to move to Step 3 to add the device to the inventory in SDP, since the Endpoint Central bridge (assuming the agent connects via WiFi) will log the device information and automatically port it over to ServiceDesk Plus. You do not need to do anything else but just store it to give out to a staff member later. 🙂

- ***Is it a Chrome OS device?***

  All Chrome OS devices should be saved to send back out to scholars.

  *In this case, be sure to install the **Secure Testing Browser** to the device (**https://ca.portal.cambiumast.com/**) and then move on to Step 3 below!*

- ***Is it a Chrome Flex device or poor quality/damaged device?***

  Unfortunately, we cannot use Chrome Flex devices, since they do not permit the Zoom app to be installed.

  These and all other devices of too poor quality to send back out to field can be set aside for our **recycling program**.

  In this case, you do NOT need to move on to Step 3, since it does not need to be added to inventory.

- ***Is it any other type of "non-laptop" device (for scholars OR staff) that needs to be added to inventory (e.g., iPad, keyboard, microphone, Kindle, etc.)?***

  In a case like this, you can add it to the same **Assets > Non-IT** section.

  Move on to Step 3 below to add it to inventory.

STEP 3 (Add the Device to SDP):

The final step will be to add the device to ServiceDesk Plus. This can be accomplished by following the steps in the next section, "Adding Devices to SDP."

ADDING DEVICES TO SDP:

Expectations:

First determine if you need to add just one or a few devices to SDP at a time, or if the goal is to add a large number of devices to SDP as a "batch" (e.g., uploading 200 computers at a time).

- If you need to add one to a few devices at a time, follow the steps in order below.
- If you need to bulk upload a very large number of devices to SDP at once, please skip ahead to the last step in this list.

STEP 1 (Locate the Category for the Device):

To add devices to the inventory in SDP, login to **ServiceDesk Plus (SDP)** using the computers@compasscharters.org email.

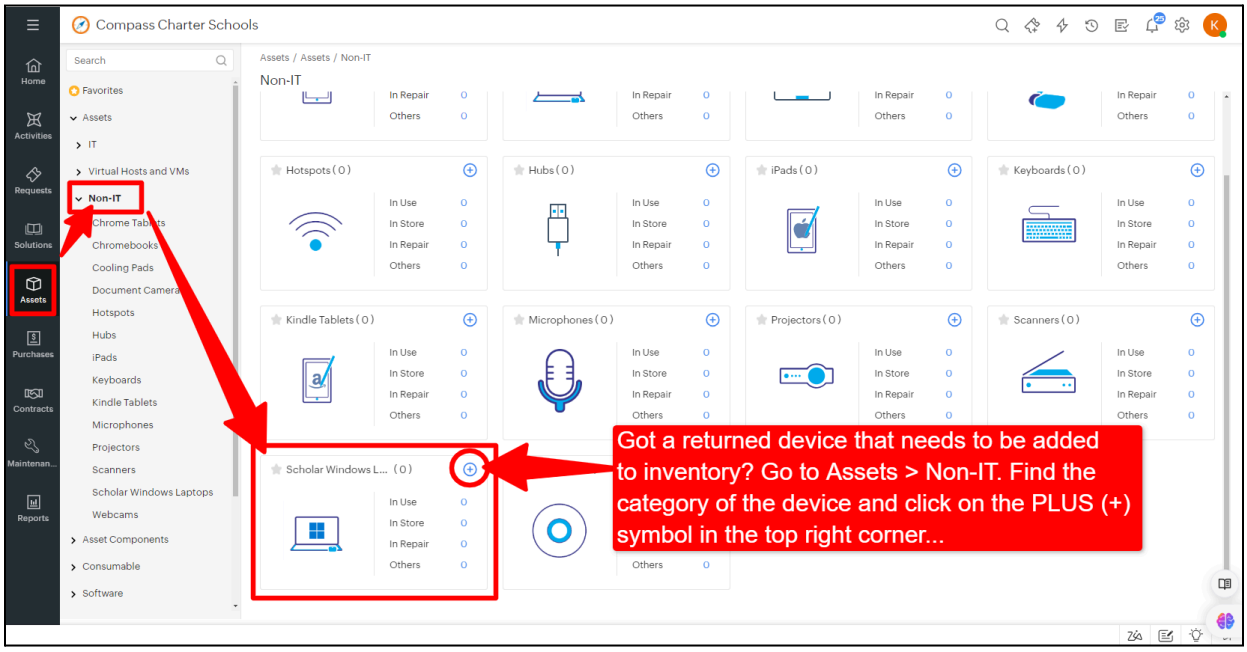
(Note that you may need to create a Chrome Profile using this email address, so it doesn't try to force you in with your own Gmail address.)

Next, locate the category where the device should be uploaded:

- First, go to ***Assets > Non-IT***: https://sdpondemand.manageengine.com/app/itdesk/ui/assetCards?type=Asset&categoryId=215380000000005901

- Then select the category that best corresponds to the device in question. For instance, you would select the "Chromebook" category for Chromebooks, "iPads" for iPads, "Docucams" for docucams, etc.

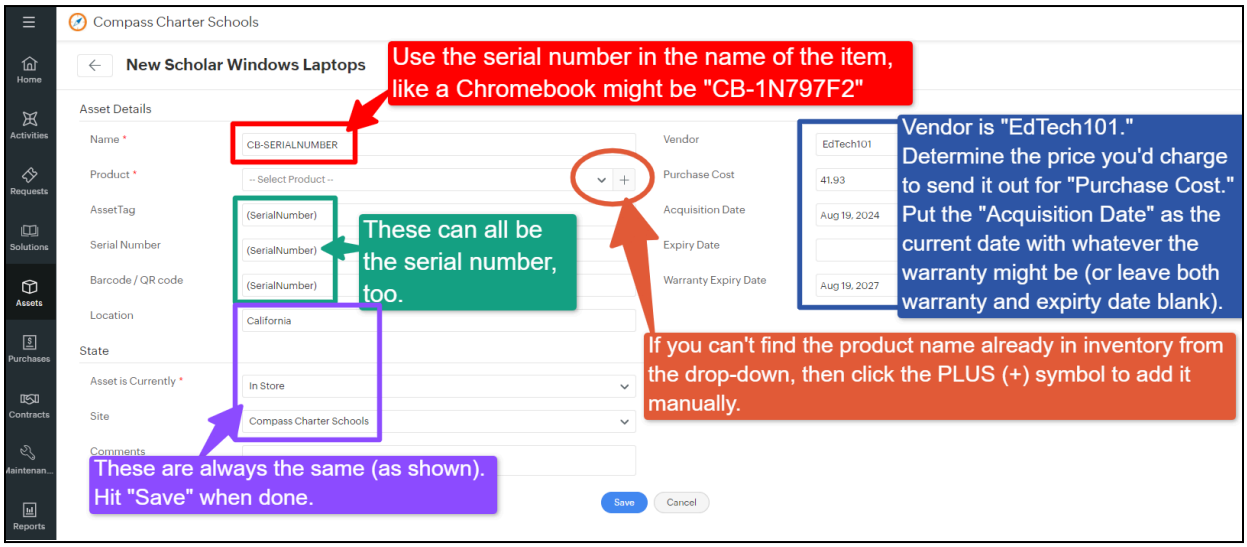
Click the “**plus symbol (+)**” in the corner of that category (see pictured below) to add the device.



STEP 2 (Enter in the Device Info):

- Fill out the form to the best of your ability:
    - **Name:** The “Name” should contain the **serial number** somewhere to make it easy to locate later. For example, if I have a Chromebook, I might call it “CB-1N797F2.”
    - **AssetTag/Serial Number/Barcode/QR code:** These can all be the **serial number** (just copy paste it), unless you have your own asset tagging system that you’d like to use, then you can add that for “AssetTag.”
    - **Vendor:** This is EdTech101 🙂
    - **Purchase Cost**: This is the price of the item from EdTech101, so we know what Compass paid for the item.

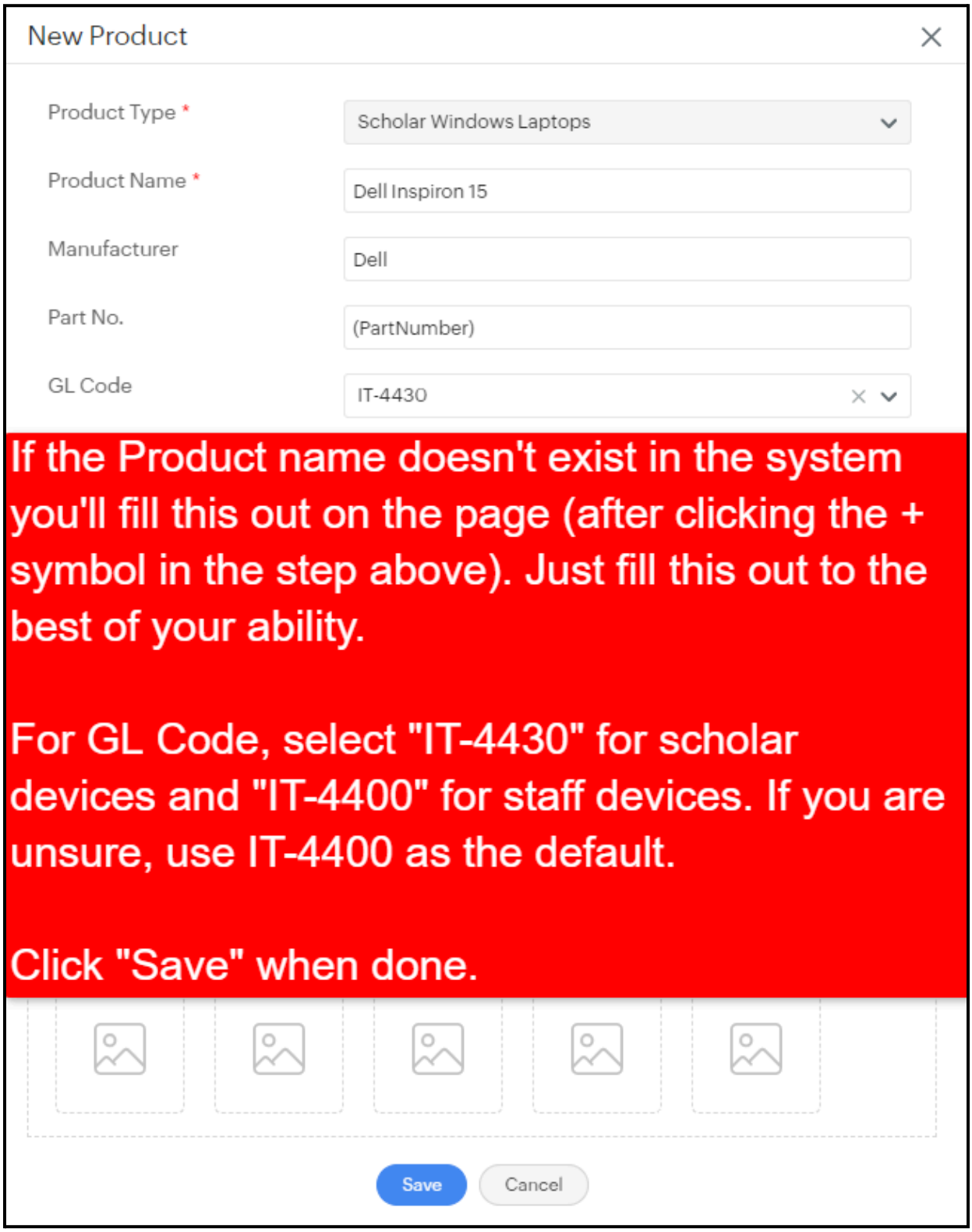
- **<u>Acquisition Date</u>: Today's date** or the date you're adding it to the system.
- **<u>Expiry Date</u>:** This is the date when the device will need to be retired (if known). For Chromebooks, this will be when the device can no longer take Chrome OS updates.
- **<u>Warranty Expiry Date</u>:** If you have a warranty on the device, you can add its expiration here. If not, leave it **blank**.
- **<u>Location/Asset is Currently/Site</u>:** These are nearly always the same. Location is "California" and Site is "Compass Charter Schools." Asset is Currently is nearly always "**In Store**" unless you still need to work on it to refurbish it, then you can change it to "In Repair." However, I recommend you repair something before putting it in inventory.
- **<u>Product</u>:** Select the product name from the **drop down** menu….



- If you do not see the **Product** name in the dropdown menu that you are looking for (i.e., it doesn't exist), then

you will need to click on the **PLUS (+)** symbol to add it. *See the image below for how to complete that form.*

- Complete this form to the best of your ability. However, for **GL Code**, use **IT-4430** for devices you know will be for scholars and **IT-4400** for staff devices and for any other device where you aren't sure if it's for scholars or staff.)


New Product
Product Type *
Scholar Windows Laptops
Product Name *
Dell Inspiron 15
Manufacturer
Dell
Part No.
(PartNumber)
GL Code
IT-4430
If the Product name doesn't exist in the system you'll fill this out on the page (after clicking the + symbol in the step above). Just fill this out to the best of your ability.
For GL Code, select "IT-4430" for scholar devices and "IT-4400" for staff devices. If you are unsure, use IT-4400 as the default.
Click "Save" when done.
Save
Cancel

After you are done, just click "**SAVE**" and the device will be automatically added to the "**In Store**" section in inventory and will be ready to send out again to a scholar or staff member.

OPTIONAL (Bulk Uploading Many Devices at Once):

If you have a large number of devices that you need to upload to SDP Assets in bulk, you will need to fill out this **Upload Template**.

Make a copy of the Template, and fill out the following information to the best of your ability:

- Fill out the form to the best of your ability:
    - **Product Type:** The type of product, like "Chromebooks," "iPads," "Mice," or "Hotspots."
    - **Product:** The specific name of the product (helpful if it includes the screen size), like "Acer Chromebook Tab 510 10" or "Lenovo Chromebook 300e 11 Touch"
    - **Product Manufacturer:** The name of the company or brand that produces the device, like "Lenovo," "Apple," "Microsoft," or "Samsung."
    - **Serial Number:** The serial number for the device. Must be accurate.
    - **Part No.:** The part number for the device.
    - **Purchase Cost**: This is the price of the item from EdTech101, so we know what Compass paid for the item.
    - **Acquisition Date: Today's date** or the date you're adding it to the system.

- **Warranty Expiry Date:** If you have a warranty on the device, you can add its expiration here. If not, leave it **blank**.

- **Expiry Date:** This is the date when the device will need to be retired (if known). For Chromebooks, this will be when the device can no longer take Chrome OS updates.

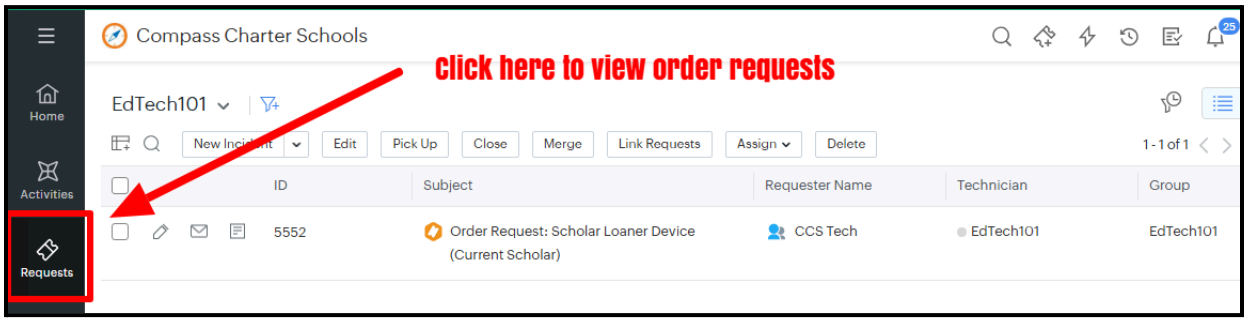
After you have filled out the template, send it over to **Krisha Moeller** and she will batch upload the assets to ServiceDesk Plus Assets to load them to inventory.

Exhibit B

This document was last updated: **10/22/2025**

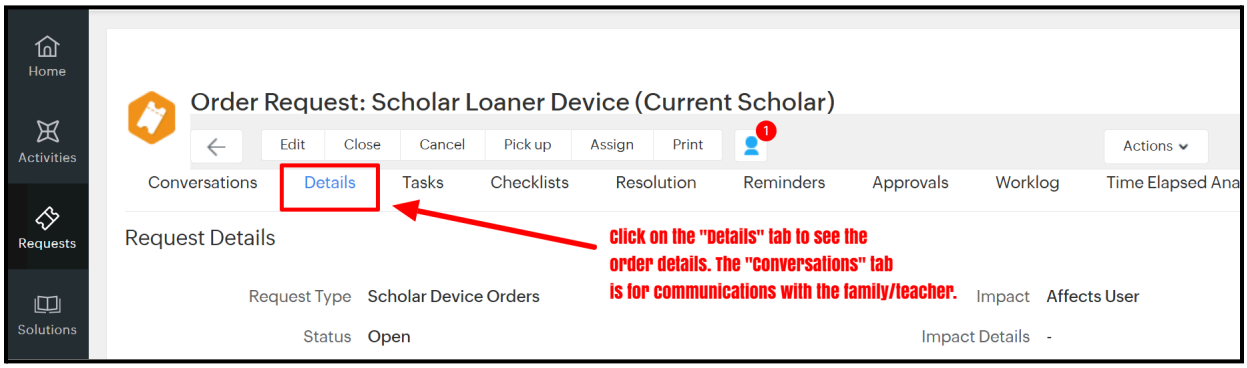
Managing & Fulfilling Scholar Device Orders in SDP

STEP 1: Login to SDP and click on "**Requests**." You can review all the pending orders listed there.



STEP 2: Click on an order request to process it. From there, click on "**Details**" to review the order details.

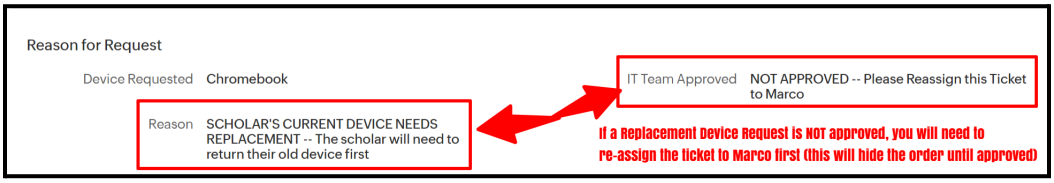
- *(The Conversations tab is just for communications between you and the family/teacher.)*



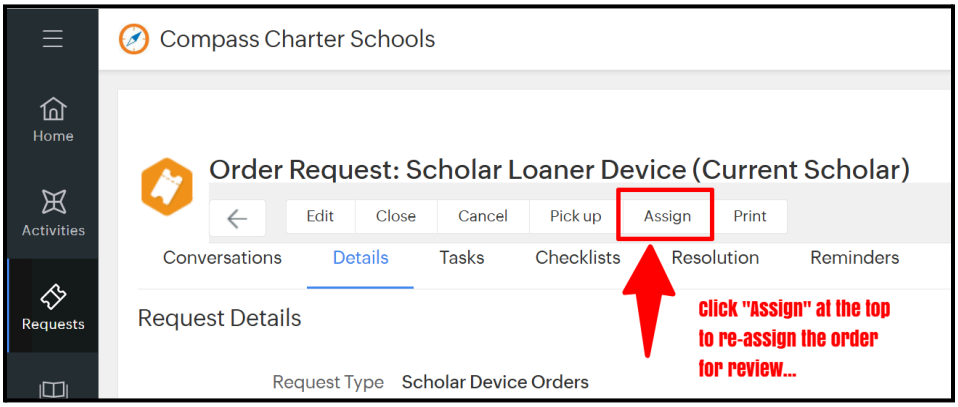
STEP 3: First check the device type being requested (typically a **Chromebook**) and the reason for the request (i.e., is it a replacement device or a device for a scholar who does not yet have one).

1. If the device being requested is a **REPLACEMENT** device…*first check the section to the right to see if this is approved or not.*

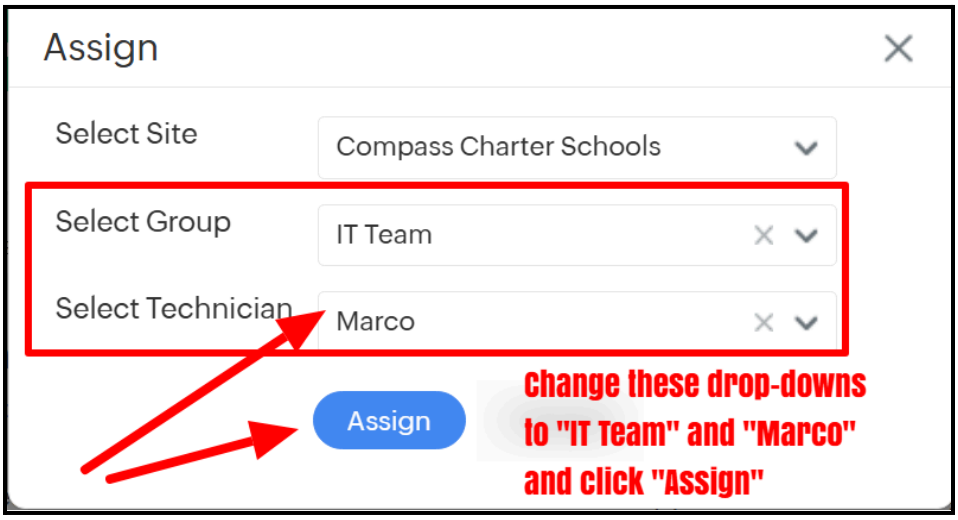
    a. **If the replacement order is NOT approved**, then you will need to reassign the order to Marco to follow-up with first. To accomplish this, do the following…



- Look at the top of the order (ticket) page and click on "**Assign**."



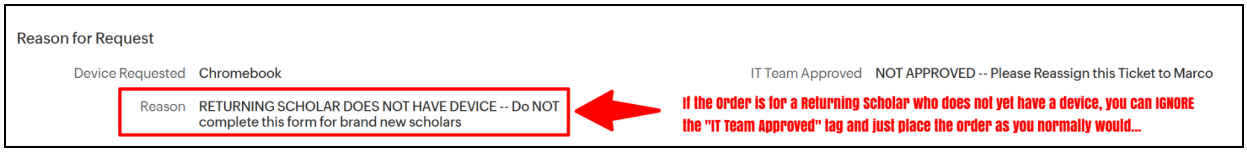
- Then change the "**Select Group**" dropdown to "**IT Team**" and the "**Select Technician**" dropdown to "**Marco**." Then click "**Assign**" and this will re-assign the order to Marco to review. *The order will then be hidden from your dashboard until Marco approves it.* (Until then, you can move on to your other orders.)



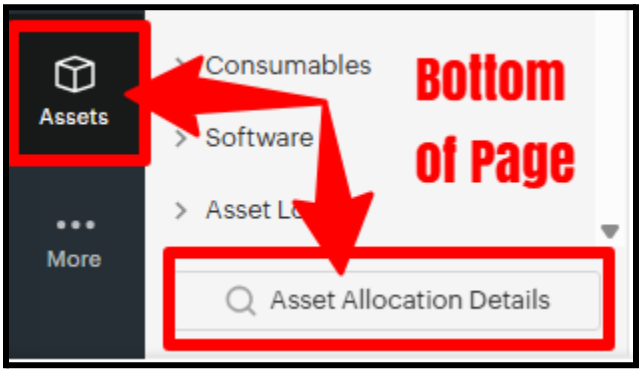
b. If the replacement order IS approved, then process the order as you normally would.



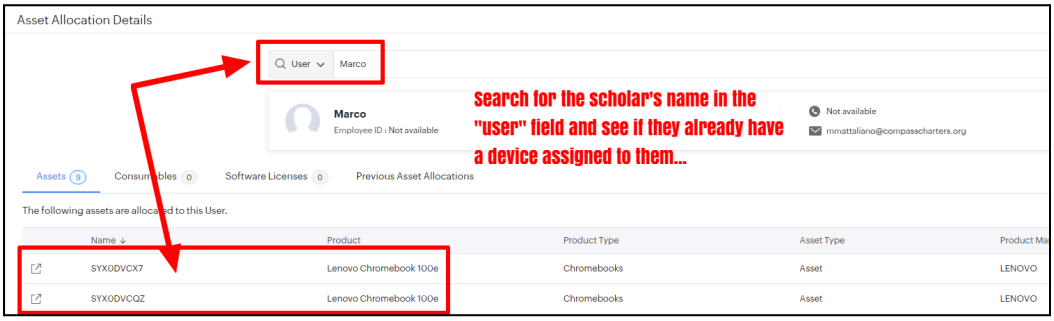
STEP 4: If the device being requested is for a **returning scholar who has no device** (see below) then you can IGNORE the "IT Team Approved" tag and place the order as you normally would…



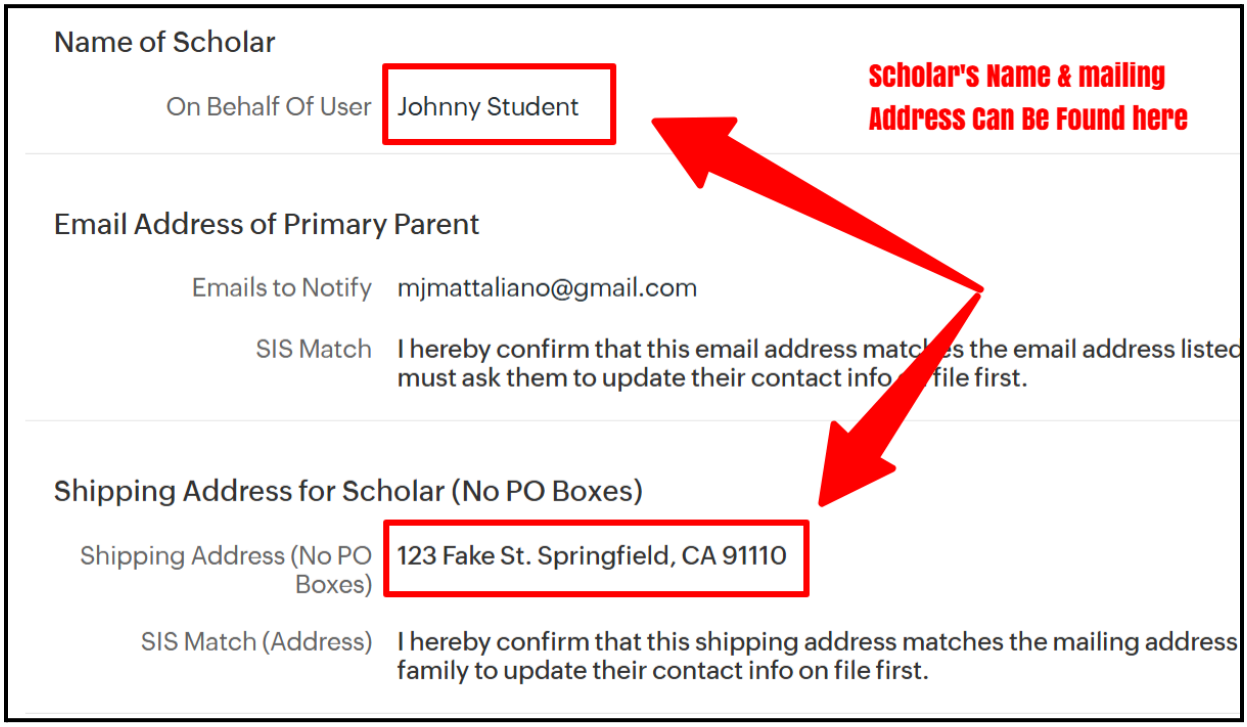
c. To place the order, you must *first check to confirm that the scholar indeed has no existing device assigned to them.* To accomplish this, click on "**Assets**" and then "**Asset Allocation Details**."



d. Search for the **Scholar's Name** in the "**User**" field (see below) and check to see if they already have a device assigned to them. If they do already have a device assigned to them, then **re-assign the order to Marco** to follow-up with the family before placing the order (follow the same steps above).



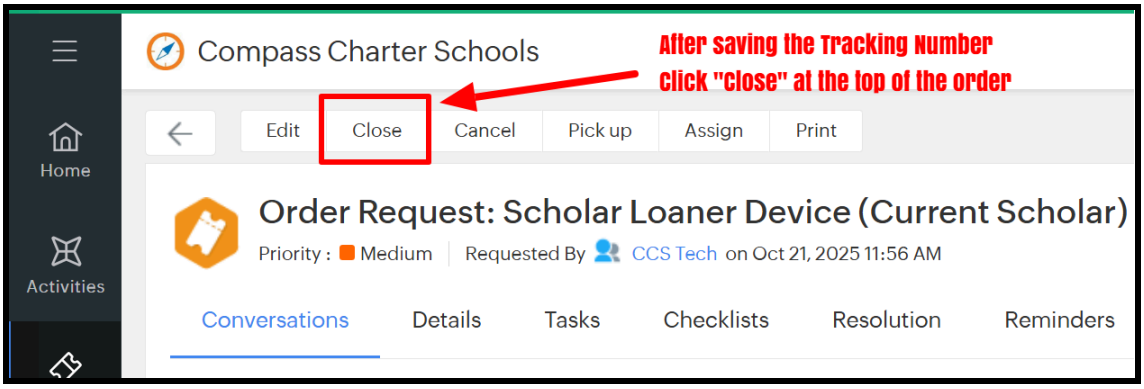
STEP 5: After confirming that the scholar does not already have a device assigned to them, you are ready to ship out the device to the scholar. The scholar name and mailing address are listed in the request (under **Details**) along with any other information you might need. *(You should also check the Conversations tab for communications from the family/teacher.)*

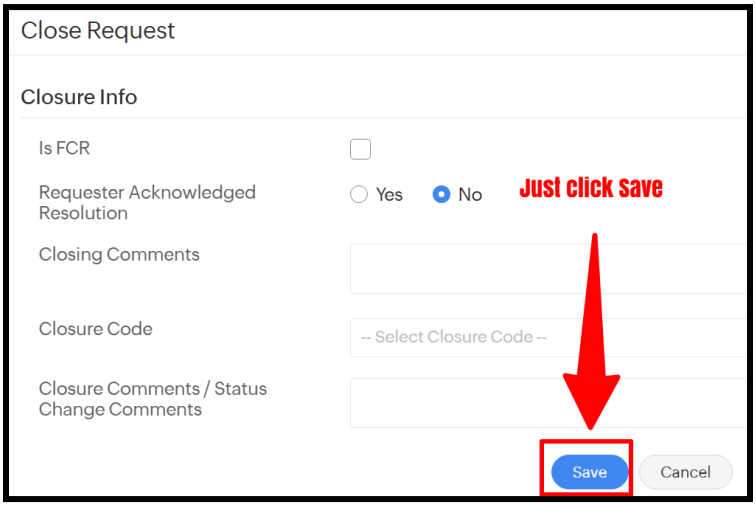


STEP 6: After you ship the order, get the tracking number and enter it into the **Tracking Number** section of the request (under **Details**). Click the **green check mark** to save the tracking number there.

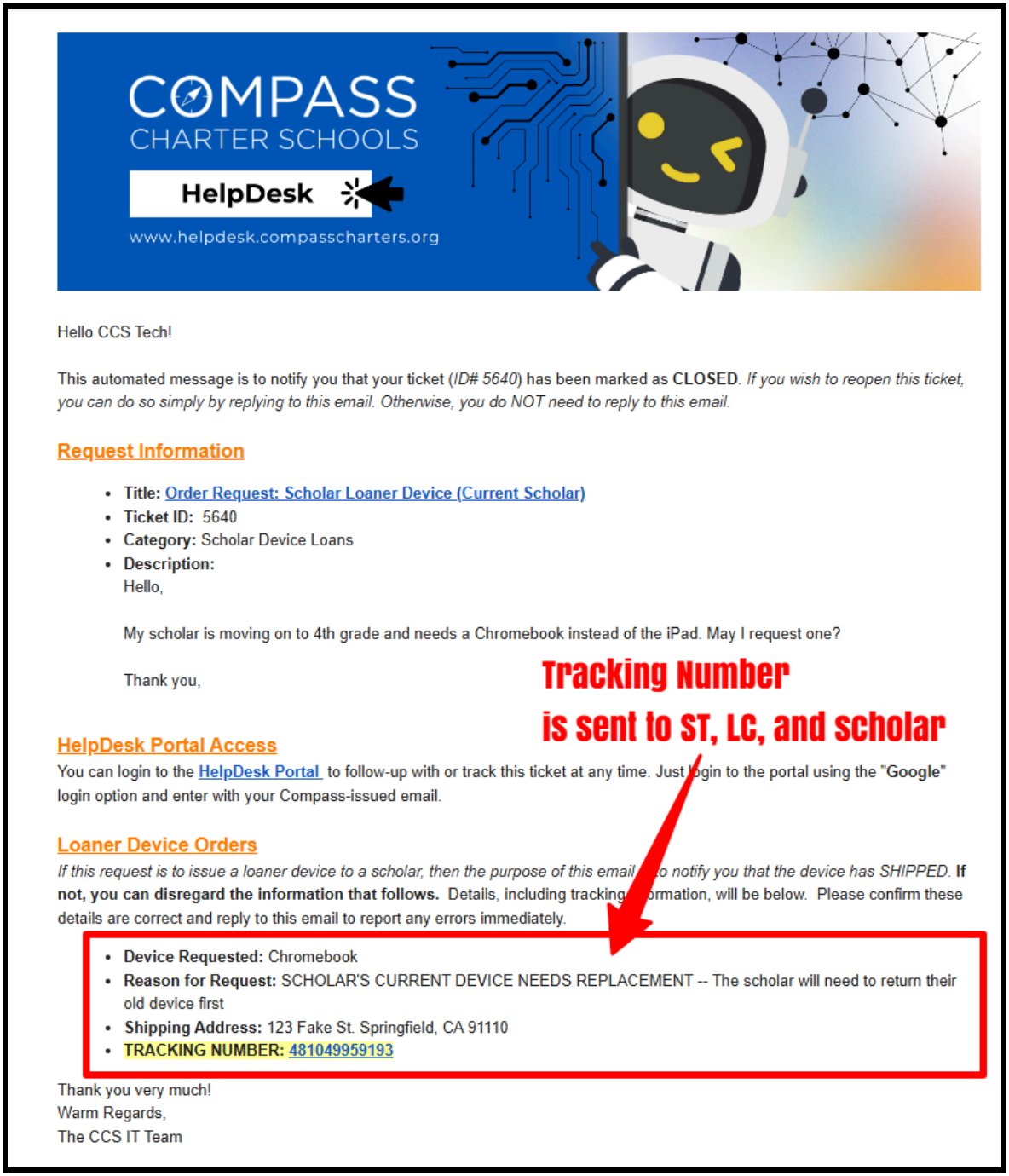


STEP 7: After you add the tracking number, just click on "**Close**" at the top of the page, and then click "**Save**" in the pop-up window *(you do NOT need to add in anything else)*.



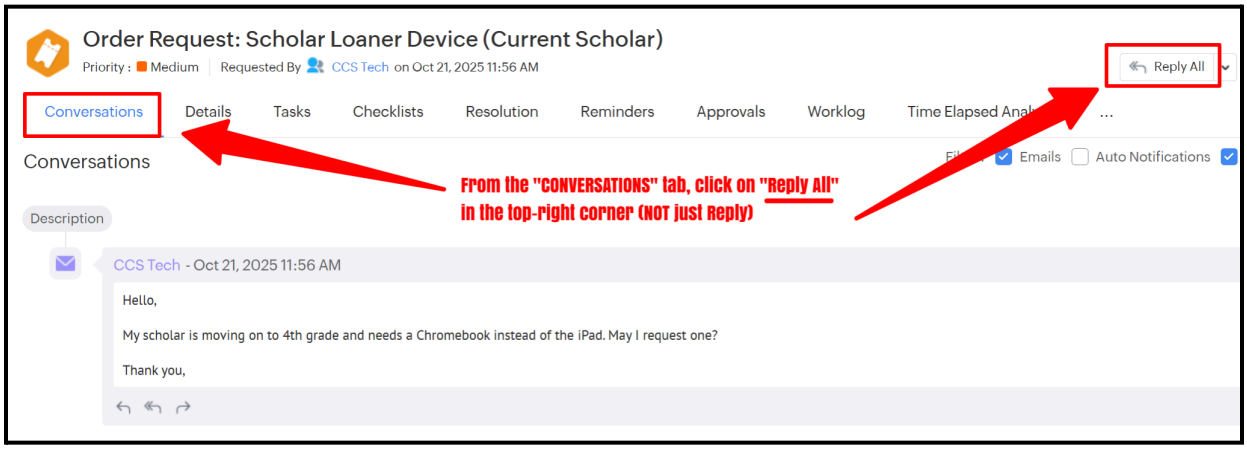


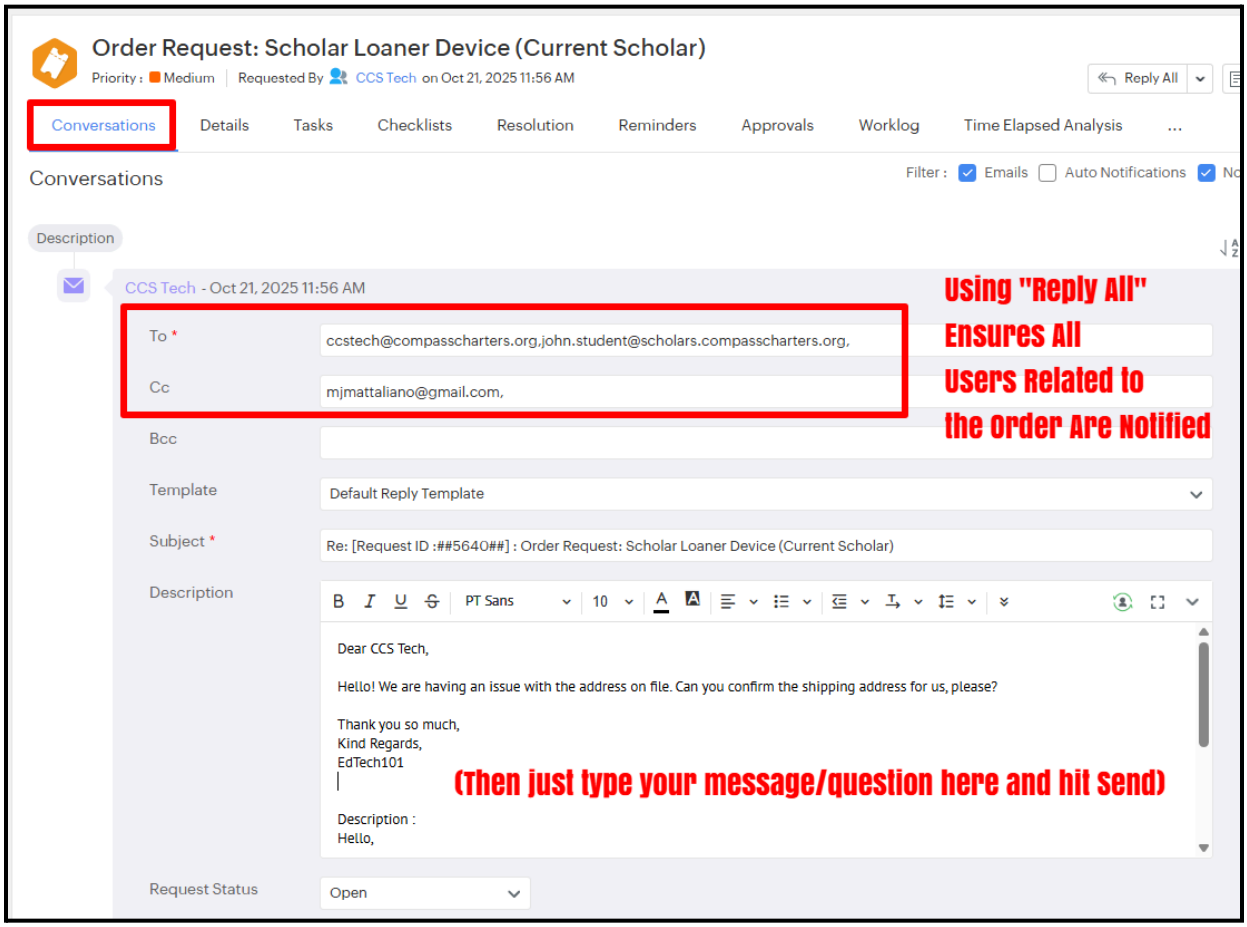
This will not only close the order to indicate it has been fulfilled, *but it will automatically send an email to the parent, teacher, and scholar with the tracking number to let them know the order has been shipped!*



COMMUNICATIONS (IMPORTANT): If you have any questions about the order (e.g., the address isn't coming up correctly, for example) or if you need to alert the family/teacher about an issue with the order, then go to the "**Conversations**" tab and click "**Reply All**" (NOT REPLY) to send a message. Then just type your message or question and hit "**Send**."

Using Reply All will ensure ALL stakeholders for that order are notified: The parent, the teacher, and the scholar.





If the family or teacher has a question or has information for you about the order (e.g., they need to warn you about an incorrect mailing address, for example), then they can also reply to the order ticket.

These messages will appear in the “**Conversations**” tab for that order. You will be able to tell which orders have questions that you need to reply to by looking for the **ORANGE mail icons**. If the icon is orange, it means you have a response that you need to “reply all” to.

Please be sure to check your dashboard for “orange envelopes” to review your messages daily.

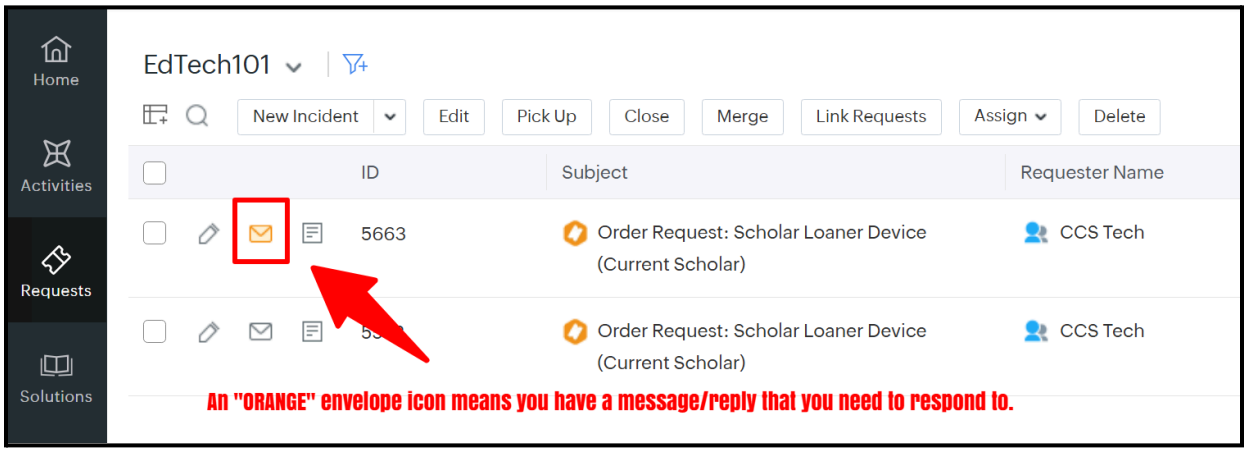


Exhibit C

This document was last updated: **11/15/2025**

Exhibit C: Data Privacy and Student Information Protection Addendum

(For inclusion within the Compass Charter Schools–EdTech101 Partnership Agreement)

1. Definitions

For purposes of this Agreement, the following terms shall have the meanings set forth below:

1.1 "Student Information."
All personally identifiable information (PII) relating to a Compass scholar (student) that is protected under FERPA, COPPA, or other applicable privacy laws. This includes, but is not limited to, names, mailing addresses, email addresses, telephone numbers, device assignment records, service history, unique identifiers, and any other data maintained in Compass systems, including ServiceDesk Plus (SDP), that directly relates to a student and is maintained by Compass or a party acting on its behalf.

1.2 "Parent/Guardian Information."
All personally identifiable information relating to a student's parent or legal guardian that may be accessed by EdTech101 in the course of performing services under this Agreement, including names, mailing addresses, email addresses, and any contact information required for shipping, communication, or service fulfillment.

1.3 "Compass Staff Information."
Any personally identifiable information relating to Compass employees or contractors that may be accessed by EdTech101 while fulfilling its obligations, including contact information, work-related identifiers, or ticket data contained within SDP or related systems.

1.4 "FERPA."
The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. Part 99.

1.5 "COPPA."
The Children's Online Privacy Protection Act, 15 U.S.C. §§ 6501–6506, and its implementing regulations governing the collection, use, and disclosure of personal information from children under 13 years of age.

1.6 "Services."
The tasks and responsibilities performed by EdTech101 under this Agreement, including

imaging, configuring, preparing, shipping, assigning, tracking, and managing Compass-owned devices and related assets within Compass's asset management systems, including ServiceDesk Plus (SDP).

1.7 "Confidential Information."
All non-public information disclosed or made available by Compass to EdTech101—whether orally, electronically, or in writing—including Student Information, Parent/Guardian Information, Compass Staff Information, internal processes, system credentials, operational data, and any other information reasonably understood to be confidential.

1.8 "Authorized Personnel."
EdTech101 employees, agents, or contractors who have been approved by EdTech101 and properly trained in FERPA, COPPA, and other applicable privacy requirements, and who have a legitimate business need to access Compass data solely for the performance of the Services.

1.9 "Third Party" or "Third Parties."
Any individual or entity other than Compass, EdTech101, or Authorized Personnel acting under EdTech101's direct control.

1.10 "Destroy" or "Destruction."
The secure, irreversible deletion or disposal of data such that it cannot be recovered, reconstructed, or used in any form, performed in accordance with industry-standard data-destruction practices.

1.10 "Subcontractor" or "Subcontractors"
Means any individual, vendor, consultant, independent contractor, or entity engaged by EdTech101 to perform any portion of the Services on EdTech101's behalf, who may require access to, or may incidentally encounter, Student Information, Parent/Guardian Information, Compass Staff Information, or any other Confidential Information in the course of performing such work. A Subcontractor is considered an extension of EdTech101 for purposes of this Agreement and must be bound by written obligations at least as protective as those imposed on EdTech101 under this Agreement.

2. FERPA and COPPA Compliance

EdTech101 acknowledges that, in the course of providing services to Compass Charter Schools ("Compass")—*including but not limited to reviewing and processing device orders within Compass's asset management system, ServiceDesk Plus (SDP), and supporting Compass with imaging, shipping, and management of school-owned devices*—EdTech101 personnel may have access to information that is protected under the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act ("COPPA"), and other applicable state or federal student-privacy laws. Such information may include, but is not limited to, student

("scholar") names, mailing addresses, contact information, device assignment data, and related service records ("Student Information").

EdTech101 agrees to the following:

2.1 Limited Purpose Use.
EdTech101 shall use Student Information, as well as any parent/guardian or Compass staff information accessed through SDP or any related system, **solely for the purpose of fulfilling its contracted duties** to Compass, *including imaging, shipping, tracking, and managing Compass-owned devices.*
EdTech101 shall **not** use such information for sales, marketing, data analytics unrelated to service fulfillment, product development, or for any purpose other than the direct performance of services described in this Agreement.

2.2 No Unauthorized Disclosure.
EdTech101 shall not disclose, share, sell, lease, or otherwise make available Student Information—or parent/guardian or Compass staff information—to any third party except:
(a) to EdTech101 employees who have a legitimate "need to know" solely for the purpose of fulfilling their duties under this Agreement; and
(b) where required by law and only after providing prior written notice to Compass, to the extent legally permissible.

2.3 Training and Compliance.
EdTech101 affirms that all employees, contractors, or representatives with access to Student Information are **properly trained in FERPA, COPPA, and applicable data-privacy requirements**, and understand their obligations to maintain the confidentiality, security, and appropriate use of such information. EdTech101 shall ensure ongoing compliance with these requirements throughout the term of this Agreement.

2.4 Data Security and Safeguards.
EdTech101 shall maintain industry-standard administrative, technical, and physical safeguards designed to protect Student Information against unauthorized access, disclosure, alteration, or destruction. These safeguards must be no less protective than those EdTech101 uses to secure its own confidential information.

2.5 Return or Destruction of Information.
Upon termination or expiration of this Agreement, or upon Compass's written request, EdTech101 shall return or securely destroy all Student Information obtained through its work with Compass, except where retention is required by law. EdTech101 shall certify in

writing that such destruction has been completed.

2.6 Subcontractors.
EdTech101 shall not engage any subcontractor to perform services involving access to Student Information without Compass's prior written consent. Any approved subcontractor must agree in writing to be bound by the same FERPA, COPPA, and confidentiality obligations set forth in this Agreement.

By accepting this Agreement, EdTech101 confirms its understanding of and commitment to maintaining strict confidentiality and lawful handling of all Student Information, in full compliance with FERPA, COPPA, and all other applicable data-privacy regulations.

Technology Services Vendor Comparison

Compass Charter Schools

Service Category	EdTech101	Tech to School	STS Education	Discount Computer Depot
Device Purchase Options	✔️ Offers device purchasing (incl. Chromebooks)	✔️	✔️	✔️
Device Imaging / White Glove Services	✔️ Full imaging & white-glove based on CCS standards	✔️	✔️	✔️
Hardware Support	✔️ Provides hardware support	✔️	✔️	✔️
Device Storage & Management	✔️ **Full warehouse storage** for CCS devices, including devices purchased from *any* vendor	❌ No storage; ships only to school site	❌ No storage; ships only to school site	❌ No storage; ships only to school site

Device Returns Processing	✔️ **Accepts returns to EdTech101 warehouse; processes scholar-returned devices**	❌ Does not accept device returns from scholars for holding/storage	❌ Does not accept device returns from scholars for holding/storage	❌ Does not accept device returns from scholars for holding/storage
Device Shipping & Logistics	✔️ **1:1 shipments** to individual scholars with unique addresses	Bulk shipments only to school site	Bulk shipments only to school site	Bulk shipments only to school site
Ordering Process	✔️ **Uses CCS helpdesk system (ServiceDesk Plus)** to intake & process scholar device requests year-round	❌ Does not integrate with CCS systems	❌ Does not integrate with CCS systems	❌ Does not integrate with CCS systems
Device / Asset Assignment	✔️ **Uses CCS asset management system (SDP)** to assign and unassign devices	❌ Will not use CCS asset system	❌ Will not use CCS asset system	❌ Will not use CCS asset system

Summary of Key Differences

EdTech101 as a "Unicorn Partner"

EdTech101 stands out as a **rare, end-to-end technology services partner**—a true *"unicorn"* in the K–12 technology support space—because they are the **only** vendor fully willing to adopt the use of Compass Charter Schools' internal systems (ServiceDesk Plus Cloud and our SIS integration) to manage the complete lifecycle of scholar devices.

1. Fully Integrated Scholar Device Ordering – Automated Through SIS → SDP

EdTech101 is the **only** vendor willing to:

- Use our **ServiceDesk Plus (SDP)** helpdesk system
- Accept individual scholar device orders entered through our new **SIS-integrated order workflow**
    - This allows device orders to be triggered **automatically** the moment a scholar enrolls and is added to the SIS system
- Process these orders 1x1, including labeling, imaging, shipping, and record-keeping

This provides a seamless, automated enrollment-to-device pipeline that no other provider supports.

2. Exclusive Support for CCS Asset Management (SDP)

EdTech101 is alone in agreeing to:

- **Assign devices to scholars in our internal asset management system (SDP)** upon shipment
- **Unassign devices** when they are returned
- Keep our asset database perpetually up to date and synchronized with real-world device activity

No other vendor is willing to adopt or operate within our in-house asset management framework.

3. Equivalent to Adding a Full-Time IT Staff Member

Because EdTech101 handles:

- Individual order intake
- Device assignment and unassignment
- 1:1 shipping and returns
- Returned-device processing
- Ongoing storage and redeployment

…all inside our own CCS systems, their partnership functions as the equivalent of adding a **full-time Compass IT team member**, without the staffing overhead.

4. Unique Device Storage Capabilities

EdTech101 is the **only** vendor willing to:

- Provide **ongoing warehouse storage** for CCS devices
- Store devices purchased from **any** vendor
- Manage inventory, reassignments, and returns directly from their warehouse

If CCS worked with other vendors, we would likely need to:

- **Acquire our own storage facility**
- **Staff** it
- **Manage** the intake, cataloging, and maintenance of returned devices
- Handle all redeployments internally

This would significantly increase operational costs and complexity.

5. Single Return Address for All Scholars

Because EdTech101 accepts individual device returns:

- All scholars can ship returns to **one central location**
- EdTech101 processes each returned device, updates asset records, and places devices back into storage
- CCS avoids complicated multi-vendor return workflows
- Return shipping, intake labor, and logistical coordination are dramatically reduced

6. Significant Savings Across Labor, Facility, and Shipping Costs

The EdTech101 partnership provides:

- **Labor savings** – reduced internal IT workload and no need for additional staff
- **Facility savings** – no need to rent or manage a storage site

- **Shipping savings** – efficient 1:1 scholar shipping and centralized returns
- **Operational simplicity** – fewer moving parts, fewer vendors, lower risk of delays and errors

Coversheet

Academic Division Updates

Section: X. Academic Services
Item: A. Academic Division Updates
Purpose: FYI
Submitted by:
Related Material: Academic Division Board Report December 9, 2026.pdf

COMPASS
CHARTER SCHOOLS

Academic Services Division | Board Update| December 9, 2026

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

- WASC Visit -December 12.
- CYBHI participation: increasing reimbursable mental health services for scholars

Academic Support

UPchieve (On demand online tutoring) - Usage Snapshot

- 221 Scholars logging in | ↑ 3.8% since September
- 131 Requested sessions |↑ 69.9% since September
- 45 Tutoring hours | ↑ 95.7% since September

Academic Support

- Designated ELD Pilot Update
  - EL team presented Cengage and Vista Learning to our ELAC on November 13th and shared upcoming next steps for Spring:
    - EL tutors will continue to integrate Cengage lessons into Live Sync sessions to support language development.
    - In addition, we will be piloting the Spark Digital Platform with two of our ELD groups, specifically supporting our LTEL scholars.
  - Upon pilot completion, a supplemental curriculum proposal may be submitted for board approval and inclusion on the district's approved curriculum list.

Counseling

- Counseling Department Expansion
  - **School Counseling Clinician** being onboarded into the new Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule program.
  - **Goal:** Increase qualified behavioral health staff to serve scholars
- Fee Reimbursement & Sustainability
  - Compass partnering with **TadHealth** to streamline and process claims for reimbursement
  - Fee reimbursement for CCS of LA and CCS of SD practitioners will begin **January 2026**.
  - Enables sustainable funding for critical services under the CYBHI fee schedule.

Engagement

- **Baseline Data** collection continues for Engagement Registrations of Special Populations (see below for 25-26 SY percentages as of 11/21/25)
  - 21% of **SED** Scholars Registered for 1 or more Engagement Offerings
  - 13% of **EL** Scholars Registered for 1 or more Engagement Offerings
  - 33% of **Foster** Scholars Registered for 1 or more Engagement Offerings
  - 15% of **MKV** Scholars Registered for 1 or more Engagement Offerings
- Engagement Participation highlights (as of 11/21/25)
  - Learning Coach Academy - 72 (Meets Mondays at 1pm)
  - Scholar Clubs - 770 (24 clubs being offered)
- 12th Grade Graduation and 8th Grade Promotion (In-Person) sites/dates have been confirmed:
  - June 10, 2026 - Carson | Carson Event Center
  - June 11, 2026 - Poway | Maderas Golf Club
  - June 12, 2026 - Sacramento | Harper Alumni Center

Online learning

Elective Choice Pilot Review

- Fifteen scholars are currently taking Online High School Animation through The Animation Course (an approved OPS vendor).
- Based on educational partner feedback and requests for additional art electives, the team is recommending the addition of Art 6 and Art 7.

Options High School

- Reviewing the current course list and recommended curriculum
  - A survey will be sent to families to gather input on the recommended high school curriculum

- Google Classroom will be implemented for semester 2 based on educational partner feedback.
  - Informational sessions for learning coaches and scholars will be held throughout January to support preparation for semester 2.

Options learning

- Curriculum Goal: To support Learning Coaches better aligning individual curriculum with Compass Course scope and sequences, team is refining and differentiating curriculum choices into Approved Curriculum and Supporting Resources and developing alternative and complete standard based scope and sequences for them. Will appear in next approved curriculum list to board in Spring.
- LMS Exploration: Goal - potential adoption of school wide LMS (Learning Management System). Currently gathering targeted feedback from other teams and addressing ST concerns.
- Ed Resource Guidelines Project: Began collaborative work with CP Liaison team to refine guidelines for simplicity, clarity, compliance and equity. Goal: Implementation August 2026.

Special Education

- 333 scholar participating in Compass' Special Ed program.
- Scholars are beginning the transition to Compass' Speech and Language Team
- Continuing to hire qualified candidates

Staff Support

Professional Learning

- In-Service Day
  - 1 Keynote; 2 Breakouts w/ 11 session choices
  - 4.3 
- All Staff Session: November 19
  - Debra LaCroix (Training & Development Manager) led “Revisiting the Skills to Manage Stress and Burnout.”
  - 4.3 

Staff Support

- **STAR**
  - The STAR MOY Assessment opened 12/1 w/goal to complete all assessments by 12/19.
- **CAASPP** scores 2023-24 to 2024-25 comparison
  - CCS of Los Angeles
    - ELA - ↑ by 13.8 Points
    - Math - ↑ by 22.6 Points
  - CCS of San Diego
    - ELA - ↑ by 12 Points
    - Math - ↑ by 18 Points
  - CCS of Yolo
    - ELA - ↑ by 35.3 Points
    - Math - ↑ by 41.4 Points

COMPASS
CHARTER SCHOOLS

Thank you.

Questions & Comments.

Coversheet

Board Policy #: 16 CONCURRENT ENROLLMENT POLICY

Section:	X. Academic Services
Item:	B. Board Policy #: 16 CONCURRENT ENROLLMENT POLICY
Purpose:	Vote
Submitted by:	Greg Cohen
Related Material:	DRAFT POLICY 16 2026_ 12_09 DRAFT. pdf.pdf DRAFT POLICY 16 2026_ 12_09 Tracked Changes.pdf

BACKGROUND:

The revisions to Board Policy #16 are driven by both legislative requirements and evolving academic opportunities for scholars. California Assembly Bills 705 and 1705 mandate that community colleges, and by extension concurrent enrollment scholars, may no longer access pre-transfer level math courses, requiring direct placement into transfer-level coursework. To remain compliant with state law and ensure clarity for families, CCS has updated its policy to reflect these restrictions. In addition, the policy has been expanded to provide carefully structured opportunities for academically advanced K–8 scholars to pursue concurrent enrollment, with clear limitations on course types and strict safeguards to maintain alignment with CCS graduation requirements and UC/CSU admissions standards.

RECOMMENDATION:

Approval

Board Policy #: 16

SECTION 16 – CURRICULUM - CONCURRENT ENROLLMENT POLICY

Adopted/Ratified: October 3, 2019
Revision Date: September 27, 2020, August 11, 2021, May 18, 2024, May 17, 2025, December 9, 2025

Concurrent enrollment in another public or private K-12 school is generally prohibited at Compass Charter Schools ("CCS" or "the Charter School"). If a student (also referred to as a scholar) is found to be enrolled in two (2) schools, CCS will notify the scholar's parents/ guardians (also referred to as a Learning Coach) to confirm intent to remain enrolled at CCS. If the scholar maintains concurrent enrollment, or indicates a desire to not remain enrolled in CCS, he/she will be deemed to have voluntarily chosen to enroll elsewhere, and will be withdrawn from enrollment at CCS pursuant to applicable CCS policies and procedures.

Community College Courses

It is the policy of the CCS Board of Directors to support the concurrent enrollment of scholars in advanced scholastic or vocational education coursework at local community colleges. Scholars who wish to concurrently enroll in a community college must follow the requirements and procedures below.

Requirements Grade Levels 9-12:

- Scholars must be in good academic standing at CCS and may not be considered truant.
- Scholars must meet the GPA, course, and age requirements for the college course(s) they wish to attend (this will vary by community college).
- Courses taken for concurrent enrollment credit are in addition to the scholar's required course schedule at CCS. Scholars must maintain minimum enrollment requirements as follows:
    - Four (4) course minimum at CCS for high school scholars (unless final semester).

Requirements Grade Levels K-8:

- Scholars in grade levels K-8 may be permitted to enroll in college-level coursework through concurrent enrollment, subject to administrative approval in accordance with applicable LEA and college policies. This opportunity is intended for academically advanced scholars who demonstrate readiness for college-level coursework and material.
- Courses taken for concurrent enrollment credit are in addition to the scholar's required course schedule at CCS. Scholars must maintain minimum enrollment requirements as follows:
    - Five (5) course minimum at CCS for K-8 scholars.
- In alignment with University of California (UC) and California State University (CSU) admissions policies, K-8 scholars enrolled in college-level coursework through concurrent enrollment may only be granted high school credit in the following subject areas:
    - Languages Other Than English (LOTE)
- Mathematics

DRAFT

Scholars who are concurrently enrolled in a community college course in accordance with the above requirements will not be deemed to have voluntarily withdrawn from CCS.

Procedure:

- Scholars must notify the College & Career Readiness Counselor prior to enrolling in a college level course for high school credit purposes. Failure to do so will prevent scholars from receiving high school credit.
- Scholars must submit a Concurrent Enrollment Request Form, including a parent/guardian signature.
- The College & Career Readiness Counselor will determine if the scholar meets all requirements as described above. Upon recommendation by the College & Career Readiness Counselor, the Director of Counseling Services will make the final approval for concurrent enrollment. ***Please allow five (5) business days to process the concurrent enrollment approval and forms.***
    - If the Director of Counseling Services denies the request for concurrent enrollment, the scholar may appeal the decision to the Chief Academic Officer. If the Chief Academic Officer denies the request, a final appeal may be heard by the governing board of CCS. The decision of the Board will be final.
- College coursework will not appear on the CCS master agreement.

Limitations:

- Initially, a scholar will be approved to take no more than two (2) community college courses at one time, in addition to the scholar's CCS course(s).
- If the scholar successfully completes the initial course(s) with a 2.0 GPA or better and maintains satisfactory attendance at CCS, the scholar will be eligible for another semester of concurrent enrollment following the procedures noted above.
- Eligibility for additional courses will also be determined based on scholar performance and the policies of the community college they are attending.
- Starting Fall 2022, California Community Colleges are no longer allowed to offer pretransfer-level math courses due to the interpretation of AB 705 and AB 1705 legislation. This includes classes like Beginning Algebra (Algebra 1), Intermediate Algebra (Algebra 2), Geometry, Math for Associate Degrees, and Pre-statistics. As a result, high school students enrolled in college courses through concurrent enrollment will also not have access to these foundational math courses at the community college level.

Credit for Community College Courses:

- Scholars are responsible for providing an official transcript from the community college verifying the grade earned at the conclusion of the college course. This information must be submitted to the CCS Records Department at the close of the college semester. Scholars are responsible for submitting the college transcript within the prescribed timelines in order for the college course to appear on the scholars high school transcript. Submit college transcript to:

Compass Charter Schools
Attn: Records Department

DRAFT

850 Hampshire Road, Suite R
Thousand Oaks, CA 91361

- Credit will be granted for college level coursework depending on the community college units earned for each college course. Ten (10) high school credits will be awarded upon successful completion of each college course(s) with three (3) units or more unless a scholar has elected to complete the course(s) for college credit only. If a scholar enrolls in a course for less than 3 units, high school credit amount will be determined based upon course evaluation from the College & Career Readiness Counselor. No high school credits will be awarded for community college courses that are one (1) unit or less.
- Scholars will receive the same letter grade for the high school credit as is granted by the college. Concurrent enrollment courses will be calculated as a part of the scholar's regular GPA. College level courses will not be weighted for the purpose of appearing on the high school transcript and will be graded on a "4.0 scale."
- Colleges and Universities have their own policies regarding acceptance of transfer credit. It is the parent's/scholar's responsibility to check with the university regarding acceptance of transfer credit.
- All course(s) taken at the community college will appear on the scholar's official college credit transcript.

Costs and Fees:

- Any participation in community college courses is voluntary and is not required as part of CCS's educational program.
- Charter schools, school districts and county offices of education shall not expend funds for courses or instruction offered by private or public colleges or universities beyond that permitted in pursuit of a high school diploma, except for courses or instruction in which pupils are enrolled in before July 1, 2020.
- Parents/scholars are responsible for the cost of fees and course materials. This includes un-waived college fees, official transcript orders, textbooks and other instructional materials required for the course.
- Exception: fees and materials can be reimbursed by CCS if the scholar qualifies for free or reduced price lunch.
- Educational Funds cannot be directed towards college fees and materials.

DRAFT

Board Policy #: 16

SECTION 16 – CURRICULUM - CONCURRENT ENROLLMENT POLICY

Adopted/Ratified: October 3, 2019
Revision Date: September 27, 2020, August 11, 2021, May 18, 2024, May 17, 2025, December 9, 2025

Concurrent enrollment in another public or private K-12 school is generally prohibited at Compass Charter Schools ("CCS" or "the Charter School"). If a student (also referred to as a scholar) is found to be enrolled in two (2) schools, CCS will notify the scholar's parents/ guardians (also referred to as a Learning Coach) to confirm intent to remain enrolled at CCS. If the scholar maintains concurrent enrollment, or indicates a desire to not remain enrolled in CCS, he/she will be deemed to have voluntarily chosen to enroll elsewhere, and will be withdrawn from enrollment at CCS pursuant to applicable CCS policies and procedures.

Community College Courses

It is the policy of the CCS Board of Directors to support the concurrent enrollment of scholars in advanced scholastic or vocational education coursework at local community colleges. Scholars who wish to concurrently enroll in a community college must follow the requirements and procedures below.

Requirements Grade Levels 9-12:

- ~~Scholars who have completed 9th grade are eligible for concurrent enrollment.~~
- ~~Exceptions may be granted under special circumstances.~~
- Scholars must be in good academic standing at CCS and may not be considered truant.
- Scholars must meet the GPA, course, and age requirements for the college course(s) they wish to attend (this will vary by community college).
- Courses taken for concurrent enrollment credit are in addition to the scholar's required course schedule at CCS. Scholars must maintain minimum enrollment requirements as follows:
    - Four (4) course minimum at CCS for high school scholars (unless final semester).
    - ~~Five (5) course minimum at CCS for middle school scholars.~~

Requirements Grade Levels K-8:

- Scholars in grade levels K-8~~Middle school students~~ may be permitted to enroll in college-level coursework through concurrent enrollment, subject to administrative approval ~~and~~ in accordance with applicable LEA~~district~~ and college policies. This opportunity is intended for academically advanced scholars~~tudents~~ who demonstrate readiness for college-level coursework and material.
- Courses taken for concurrent enrollment credit are in addition to the scholar's required course schedule at CCS. Scholars must maintain minimum enrollment requirements as follows:
    - Five (5) course minimum at CCS for K-8 scholars.
- In alignment with University of California (UC) and California State University (CSU) admissions policies, K-8 scholars enrolled in college-level coursework through

concurrent enrollment may only be granted high school credit in the following subject areas:

- Languages Other Than English (LOTE)
- Mathematics

Scholars who are concurrently enrolled in a community college course in accordance with the above requirements will not be deemed to have voluntarily withdrawn from CCS.

Procedure:

- Scholars must notify the College & Career Readiness Counselor prior to enrolling in a college level course for high school credit purposes. Failure to do so will prevent scholars from receiving high school credit.
- Scholars must submit a Concurrent Enrollment Request Form, including a parent/guardian signature.
- The College & Career Readiness Counselor will determine if the scholar meets all requirements as described above. Upon recommendation by the College & Career Readiness Counselor, the Director of Counseling Services will make the final approval for concurrent enrollment. ***Please allow five (5) business days to process the concurrent enrollment approval and forms.***
  - If the Director of Counseling Services denies the request for concurrent enrollment, the scholar may appeal the decision to the ~~Assistant Superintendent & Chief~~ Academic Officer. If the ~~Assistant Superintendent & Chief~~ Academic Officer denies the request, a final appeal may be heard by the governing board of CCS. The decision of the Board will be final.
- College coursework will not appear on the CCS master agreement.

Limitations:

- Initially, a scholar will be approved to take no more than two (2) community college courses at one time, in addition to the scholar's CCS course(s).
- If the scholar successfully completes the initial course(s) with a 2.0 GPA or better and maintains satisfactory attendance at CCS, the scholar will be eligible for another semester of concurrent enrollment following the procedures noted above.
- Eligibility for additional courses will also be determined based on scholar performance and the policies of the community college they are attending.
- Starting Fall 2022, California Community Colleges are no longer allowed to offer pretransfer-level math courses due to the interpretation of AB 705 and AB 1705 legislation. This includes classes like Beginning Algebra (Algebra 1), Intermediate Algebra (Algebra 2), Geometry, Math for Associate Degrees, and Pre-statistics. As a result, high school students enrolled in college courses through concurrent enrollment will also not have access to these foundational math courses at the community college level.

Credit for Community College Courses:

- Scholars are responsible for providing an official transcript from the community college verifying the grade earned at the conclusion of the college course. This information must

be submitted to the CCS Records Department at the close of the college semester. Scholars are responsible for submitting the college transcript within the prescribed timelines in order for the college course to appear on the scholars high school transcript. Submit college transcript to:

Compass Charter Schools
Attn: Records Department
850 Hampshire Road, Suite R
Thousand Oaks, CA 91361

- Credit will be granted for college level coursework depending on the community college units earned for each college course. Ten (10) high school credits will be awarded upon successful completion of each college course(s) with three (3) units or more unless a scholar has elected to complete the course(s) for college credit only. If a scholar enrolls in a course for less than 3 units, high school credit amount will be determined based upon course evaluation from the College & Career Readiness Counselor. No high school credits will be awarded for community college courses that are one (1) unit or less.
- Scholars will receive the same letter grade for the high school credit as is granted by the college. Concurrent enrollment courses will be calculated as a part of the scholar's regular GPA. College level courses will not be weighted for the purpose of appearing on the high school transcript and will be graded on a "4.0 scale."
- Colleges and Universities have their own policies regarding acceptance of transfer credit. It is the parent's/scholar's responsibility to check with the university regarding acceptance of transfer credit.
- All course(s) taken at the community college will appear on the scholar's official college credit transcript.

Costs and Fees:

- Any participation in community college courses is voluntary and is not required as part of CCS's educational program.
- Charter schools, school districts and county offices of education shall not expend funds for courses or instruction offered by private or public colleges or universities beyond that permitted in pursuit of a high school diploma, except for courses or instruction in which pupils are enrolled in before July 1, 2020.
- Parents/scholars are responsible for the cost of fees and course materials. This includes un-waived college fees, official transcript orders, textbooks and other instructional materials required for the course.
- Exception: fees and materials can be reimbursed by CCS if the scholar qualifies for free or reduced price lunch.
- Educational Funds cannot be directed towards college fees and materials.

Coversheet

People Division Update

Section:	XI. People Division
Item:	A. People Division Update
Purpose:	FYI
Submitted by:	
Related Material:	People Division Report - December 2025.pdf Additions Report - December 2025.pdf Terminations Report - December 2025.pdf

People Division Report

December 2025

As we move through the 2025–26 school year, the People Division remains focused on strengthening the systems and supports that enable our staff and scholars to thrive. In addition to maintaining compliance across our core processes, we have been working closely with our Benefits Committee to ensure a smooth and well-supported Open Enrollment season. Our Human Resources and Training and Development Managers are working to provide up-to-date new hire orientation for incoming team members, as well as high-quality training opportunities for staff and supervisors as we approach the mid-year point. We look forward to building on this momentum and continuing to enhance the experiences of all staff throughout the year.

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:

- Speech and Language Pathologist (1)
- Speech and Language Pathologist Assistant (1)

We are pleased to share the addition of Mrs. Abdelhadi-Bejaoui, who joins our Counseling Team as the School Counseling Clinician (formerly titled Licensed Clinical Social Worker). We are also excited to welcome Ms. Ariana DiMartino, our new Options Supervising Teacher, who will officially join the Compass Crew when we return from Winter Break on January 5, 2026.

2026 Benefits: After close collaboration with our Benefits Committee and our Keenan Associates broker and account representatives, we have elected to replace the Anthem HMO35 plan with Anthem's EPO offering. This plan provides the affordability of an HMO while leveraging the broader PPO network—at a slightly lower cost than the initial renewal rate.

In addition, Compass is pleased to offer a Health FSA to all staff for the 2026 plan year. This benefit allows employees to take advantage of increased tax savings to cover a wide range of eligible expenses, including medical copayments, coinsurance, deductibles, and certain dental and vision costs.

Open Enrollment began on Monday, November 17, and will continue through Friday, December 12, 2025. We are receiving daily updates from BB4B indicating which employees have completed their elections, which have scheduled appointments, and which still need to do so. The Human Resources team is actively supporting staff throughout this process. After Open Enrollment concludes, we will work closely with the Payroll Team to ensure that all employee elections and deductions are accurate and ready to launch for the 2026 benefit year.

Training & Development

We wanted to provide an update on our 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:** Building on the in-person work introduced at the August Leadership Conference, the Leadership Team has continued to deepen its engagement with Covey's Leading at the Speed of Trust framework. Our Training and Development Manager, Debra LaCroix, recently completed her Covey re-certification and is guiding staff in applying the Speed of Trust principles to real-time interactions across the organization. During our November All Management Meeting, leaders participated in a focused exploration of Trust Taxes and Dividends, accompanied by team-based reflection activities. These insights will be revisited and expanded upon in our next scheduled management session as we continue to strengthen collaboration, communication, and trust throughout the year.

- **Strength Deployment Inventory (SDI):** Staff continues to use the SDI concepts and applications in their professional relationships. SDI insights have guided restorative conversations and assisted in building better connections between staff members. New hires complete an SDI upon hire, and that information can guide managers in the implementation of best and highest use of strengths and skills. Debra is always available for coaching sessions and for team building work with all Compass teams.

- **Restorative Practices:** Since almost all teams have completed a Community Building Circle, we started this year offering a general Community Building Circle at least once a month to provide staff an opportunity to connect with each other. Circles also provide an often-welcome time out from busy schedules where people can stop, take a breath and experience a restoring block of time with like-minded colleagues. The Climate Circle process is still available upon request. Restorative conversations which address the harm component are also available, facilitated by our Training and Development Manager.

  Across all Three Pillars, the core principles of Crucial Conversations are encouraged and coached as needed.

In-Service Day Update: Our Fall In-Service focused on the Covey Change Management Model first presented at the Conference. Our Training and Development Manager delivered the keynote on the Model, providing a deeper understanding of how the process operates and on where Compass is in that process. Insight into how we slow our progress down as an organization provided guidance into how to make initiatives more effective.

Multiple other sessions were offered on In-Service Day. A wide range of topics were covered, and staff feedback on the sessions was excellent.

Credential Teacher Induction (CTI): For the 2025–26 year, one staff member initially expressed interest in participating in the Riverside County Office of Education's CTI program; however, they have since decided to defer participation until the next program cycle. As a result, we will pause recruitment of coaches for this period and plan to revisit enrollment and coach–coachee pairing in the next program year.

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

Additions/New Hire Report

COMPASS CHARTER SCHOOLS (336061)

9/17/2025 - 11/30/2025

Name	Title	Hire Date	Reporting State
Abdelhadi-Bejaoui, Sara	School Counseling Clinician	11/17/2025	CA
Chavez, Leslie B.	Speech and Language Pathologist Assistant	10/1/2025	CA
Fidalgo, Christopher P.	Speech and Language Pathologist	10/16/2025	CA
Gallegos, Randi E.	Speech and Language Pathologist Assistant	10/1/2025	CA
Mauk, Quayla A.	Speech and Language Pathologist	10/16/2025	CA
Vargas, William	Community Provider Liaison	11/17/2025	CA

Terminations Report

COMPASS CHARTER SCHOOLS (336061)
9/16/2025 - 11/30/2025

Company Code	Last Name	Preferred/First Name	Job Title	Department Description	Hire Date	Termination Date	Tenure (In English)
336061	McCutcheon	Katherine	Supervising Teacher	CMO Certificated Teacher	8/9/2021	10/06/2025	4 Year(s) & 1 Month(s)
336061	Fishman	Maxwell	Administrative Assistant	CMO Classified Support	08/01/2022	10/21/2025	3 Year(s) & 2 Month(s)
336061	Simi	Brittany	Community Provider Liaison	CMO Classified Support	11/04/2019	10/24/2025	5 Year(s) & 11 Month(s)
336061	Gallegos	Randi	Speech and Language Pathologist Assistant	CMO Classified Clerical	10/01/2025	10/24/2025	23 Day(s)

Coversheet

2025-26 Employee Handbook Update

Section:	XI. People Division
Item:	B. 2025-26 Employee Handbook Update
Purpose:	Vote
Submitted by:	
Related Material:	2025-26 Compass Employee Handbook - Dec 2025 Update.pdf 2025-26 Employee Handbook Changes - Dec 2025.pdf

Employee Handbook
2025-26

850 Hampshire Road, Suite R
Thousand Oaks, CA 91361
855.937.4227
http://www.compasscharters.org

Table of Contents

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK 8
ACCEPTABLE USE POLICY AND AGREEMENT 9
Educational Purpose 9
Notice and Use 9
Safety 9
ACCEPTABLE USE AGREEMENT 10
INTRODUCTION TO THE HANDBOOK 13
CONDITIONS OF EMPLOYMENT 14
Equal Employment Opportunity Is Our Policy 14
Employment At-Will 15
Child Abuse and Neglect Reporting 15
Criminal Background Checks 16
Tuberculosis Testing 16
Immigration Compliance 16
Employment Qualifications 17
Professional Boundaries: Staff/Scholar Interaction Policy 17
Corporal Punishment 17
Acceptable and Unacceptable Staff/Scholar Behavior 18
Duty to Report Suspected Misconduct 18
Examples of Specific Behaviors 19
Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation 20
Prohibited Unlawful Harassment 21
Prohibited Unlawful Sexual Harassment 21
Code of Ethics 23
General 23
Preamble 23
Principle I: Commitment to the Scholar 23
Principle II: Commitment to the Public 23
Principle III: Commitment to the Profession 24
In-Person/In-Home Visit Policy 24
Preparation 24
Safety: 24

During the Visit: 25
After the Visit 25
Whistleblower Policy 25
Drug- and Alcohol-Free Workplace 26
Smoking 26
Confidential Information 26
Conflict of Interest 27
Nepotism Policy 27
Promotion and Position Creation Policy 28
Eligibility 28
Criteria for Promotion 28
Timeline 28
THE WORKPLACE 30
Employment Categories 30
Full-Time Employee 30
Part-Time Employee 30
Temporary Employee 30
Exempt Employee 30
Nonexempt Employee 30
Salaried Nonexempt Employee 30
Inactive Employee 30
Vacant Positions 31
Work Schedule 31
Business Hours 31
Nonexempt Employees 31
Exempt Employees: Twelve-month 31
Exempt Employees: Eleven-month 31
Meal and Rest Periods 32
Lactation Accommodation 32
Attendance and Tardiness 33
Timecards/Records 33
Adjunct Duties 34
School Events 34
Exempt Employees 34

Nonexempt Employees 34
Use of Email, Voicemail, and Internet Access 34
Social Media Policy 35
Permissions 35
Guidelines 35
Know and Follow the Rules 36
Be Respectful 36
Respect Confidentiality and Professional Boundaries 36
Using Social Media at Work 37
Retaliation is Prohibited 37
Technology Policy 37
Purpose 37
Guidelines 37
Computer and Device Care and Maintenance 39
Software License 39
Electronic Accounts 40
Phone/Voicemail 40
Mobile Devices 41
Internet Access 41
Personal Business 42
Personal Appearance/Standards of Dress 42
Academic Freedom 42
Professional Learning 43
All-Staff Conference 43
Media Contacts 44
Health and Safety Policy 44
Security Protocols 44
Occupational Safety 44
Work Environment 45
Accident/Incident Reporting 45
Reporting Fires and Emergencies 45
EMPLOYEE WAGES AND HEALTH BENEFITS 47
Payroll Withholdings 47
Overtime Pay 48

Paydays 48
Pay Periods 48
Extra Duty Assignments and Temporary Salary Adjustments 49
General Guidelines 49
Administrative and Classified Staff 49
Certificated Staff 49
Qualifications for Certificated Staff 49
Notices 50
Wage Attachments and Garnishments 50
Administrative Fees 50
Expenses 50
Classroom Materials 50
Travel Policies 51
Mileage Reimbursement 51
Required Work Locations and Events 52
Meals and Incidental Expenses 52
Meals 52
Payment for Meals 52
Incidentals 52
Reimbursement Claim Process 53
Lost Receipts 53
Health Care Insurance Coverage for Regular, Full-Time Employees 53
Employer Contributions 53
Employee Contributions 55
State Disability Insurance 55
Retirement, Life Insurance, and Other School-Sponsored Benefits 55
COBRA Benefits 55
PERSONNEL EVALUATION AND RECORD-KEEPING 57
Employee Reviews and Evaluations 57
Personnel Files and Record-Keeping Protocols 57
HOLIDAYS, VACATIONS, AND LEAVES 58
Holidays 58
Vacation 58
Sick Leave 59

Transfer of Sick Leave 60
Personal Necessity Leave 60
Catastrophic Injury/Illness Leave 60
Unpaid Leave of Absence 61
Employment During Leave 62
Family Care and Medical Leave (FMLA) and California Family Rights Act (CFRA) 62
Employee Eligibility Criteria 62
Amount of FMLA/CFRA Leave Which May Be Taken 63
Pay during FMLA/CFRA Leave 64
Health Benefits 64
Seniority 65
Medical Certifications 65
Procedures for Requesting and Scheduling FMLA/CFRA Leave 65
Return to Work 66
Employment during Leave 66
Pregnancy Disability Leave 67
Employee Eligibility Criteria 67
Events That May Entitle an Employee to Pregnancy Disability Leave 67
Duration of Pregnancy Disability Leave 67
Pay during Pregnancy Disability Leave 68
Health Benefits 68
Seniority 68
Medical Certifications 68
Requesting and Scheduling Pregnancy Disability Leave 68
Return to Work 69
Employment during Leave 69
Industrial Injury Leave (Workers' Compensation) 70
Military and Military Spousal Leave of Absence 71
Bereavement Leave 71
Reproductive Loss Leave 72
Jury Duty or Witness Leave 72
Voting Time Off 72
Bone Marrow and Organ Donor Leave 73
Victims of Abuse Leave 74

Returning from Leave of Absence 74
DISCIPLINE AND TERMINATION OF EMPLOYMENT 76
Rules of Conduct 76
Off-Duty Conduct 77
Employee Improvement Opportunities and Progressive Disciplinary Process 78
Coaching and Mentoring 78
Coaching Support Plan (CSP) 78
Performance Improvement Plan (PIP) 78
Progressive Discipline Procedures 79
Misconduct 79
Administrative Leave with Pay 79
Termination of Employment 80
INTERNAL COMPLAINT REVIEW 81
Internal Complaints 81
Policy for Complaints Against Employees 81
General Requirements 82
AMENDMENT TO EMPLOYEE HANDBOOK 82
APPENDIX A - Harassment/Discrimination/Retaliation Complaint Form 83
APPENDIX B - Internal Complaint Form 85

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

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

EMPLOYEE NAME:

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

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

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

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

Employee's Signature: _____ Date: _____

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

ACCEPTABLE USE POLICY AND AGREEMENT

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

Educational Purpose

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

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

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

Notice and Use

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

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

Safety

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

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

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

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

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

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

The Superintendent & CEO or designee shall oversee the maintenance of the school's technological resources and may establish guidelines and limits on their use. All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising scholar use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.
Staff and scholar use of Charter School's computers, networks, and Internet services is a privilege, not a right. Compliance with the Charter School's policies and rules concerning computer use is mandatory. Staff who violate these policies and rules may be subject to discipline, including but not limited to termination.

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

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

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

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

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

---

FOR SCHOOL EMPLOYEES ONLY

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

Employee's Name: _____

Employee's Signature: _____ Date: _____

INTRODUCTION TO THE HANDBOOK

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

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

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

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

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

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

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

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

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

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

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she

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

Employment At-Will

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

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

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

Child Abuse and Neglect Reporting

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

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

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

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

Criminal Background Checks

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

Tuberculosis Testing

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

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

Immigration Compliance

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

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

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

Employment Qualifications

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

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

Professional Boundaries: Staff/Scholar Interaction Policy

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

<u>Corporal Punishment</u>
Corporal punishment shall not be used as a disciplinary measure against any scholar. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a scholar. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, scholars, staff or other persons or to prevent damage to property.

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

Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a scholar from fighting with another scholar;
2. Preventing a scholar from committing an act of vandalism;

Powered by BoardOnTrack

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

Examples of PROHIBITED actions (corporal punishment)

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

Acceptable and Unacceptable Staff/Scholar Behavior

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

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

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a scholar or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and scholars, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with scholars certainly fosters learning, scholar/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of scholar behavior that crosses boundaries or where a scholar appears to be at risk for sexual abuse.

Examples of Specific Behaviors
The following examples are not an exhaustive list:

Unacceptable Staff/Scholar Behaviors (Violations of this Policy)

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

Unacceptable Staff/Scholar Behaviors without Parent and Supervisor Permission
(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

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

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

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

Acceptable and Recommended Staff/Scholar Behaviors

1. Getting parents' written consent for any after-school activity.
2. Obtaining formal approval to take scholars off school property for activities such as field trips or competitions.
3. Emails, texts, phone calls, and instant messages to scholars must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
4. Keeping the door open when alone with a scholar.
5. Keeping reasonable space between you and your scholars.
6. Stopping and correcting scholars if they cross your own personal boundaries.
7. Keeping parents informed when a significant issue develops about a scholar.
8. Keeping after-class discussions with a scholar professional and brief.

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

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

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

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

CCS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other persons with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Human Resources Manager.

When CCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board Chair (if a complaint is about the Superintendent & CEO) or the Human Resources Manager (if the complaint

is about any other employee) will review the allegations and, if appropriate, conduct a fair, timely and thorough investigation. Investigations commenced under this policy will provide all parties an appropriate process and reach reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Investigations conducted by the Board Chair shall be brought to the full Board for review upon completion of the process. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. CCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

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

Prohibited Unlawful Sexual Harassment

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

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

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

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

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

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
    - Rape, sexual battery, molestation or attempts to commit these assaults and
    - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
    - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
    - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
    - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
    - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
    - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate CCS policy.

Code of Ethics

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

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

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

- Encourage the scholars to take independent action in the pursuit of learning and provide access to varying points of view, and entrepreneurial goals and vision.
- Prepare subjects carefully, incorporating entrepreneurial curriculum and 21st century life skills. Present them to the scholar without distortion, and, within the limits of time and curriculum, give all points of view a fair hearing.
- Protect the health and safety of scholars.
- Honor the integrity of scholars and influence them through constructive criticism rather than by ridicule and harassment.
- Provide for participation in educational programs without regard to race, color, creed, sex, gender, orientation, national origin or any other protected classification - both in what is taught and how it is taught.
- Neither solicit nor involve scholars or their parents in schemes for commercial gain thereby ensuring that professional relationships with scholars shall not be used for private advantage.
- Keep in confidence from third parties (outside of CCS) information that has been obtained in the course of professional service, including scholar/parent’s address, phone number or any other contact information, unless disclosure serves professional purposes or is required by law.
- Not post on the website or share with others pictures or depictions of scholars unless a photo school waiver is on file with the School.

Principle II: Commitment to the Public
All members believe that democratic citizenship in its highest form requires dedication to the principles of our democratic heritage. All members share with all other citizens the responsibility for the development of sound public policy and assume full political and citizenship responsibilities. All members of staff bear particular responsibility for the development of policy relating to the extension of educational opportunities for all, and for interpretation of educational programs and policies to the public. In fulfilling these goals, all members:

- Have an obligation to support education and CCS, and not to misrepresent them in public discussion. When being critical in public, all members have an obligation not to distort the facts.

When speaking or writing about policies, all members must take adequate precautions to distinguish members' private views from the official position of the charter school.
- Do not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- Ensure that institutional privileges shall not be used for private gain. Do not exploit scholars, their parents, colleagues, or the school system itself for private advantage. Do not accept gifts or favors that might impair or appear to impair professional judgment nor offer any favor, service, or thing of value to obtain special advantage.

Principle III: Commitment to the Profession
All members will exert every effort to raise standards, to improve service, to promote a climate in which the exercise of sound personal and professional judgment is encouraged, and to achieve conditions, which attract person's worthy of trust to careers in education. In fulfilling these goals, all members will:

- Accord just and equitable treatment to all members in the exercise of their rights and responsibilities.
- Not use coercive means or promise special treatment in order to influence the professional decisions of colleagues.
- Not misrepresent one's own professional qualifications.
- Not misrepresent the professional qualifications of their colleagues; discuss these qualifications fairly and accurately when discussion serves professional purposes.
- Apply for, accept, offer, and assign positions or responsibilities on the basis of professional preparation and legal qualifications.
- Use honest and effective methods of administering educational responsibilities; conduct professional business through proper channels; use time granted for its intended purposes; not misrepresent conditions of employment; live up to the letter and spirit of contracts.

In-Person/In-Home Visit Policy

School administrators, counselors, and/or supervising teachers may find it necessary to conduct an in-person or in-home visit for scholars. Home visits usually take place at the established residence, however, visits can take place anywhere that is convenient for everyone involved. Staff should be adequately prepared for a visit and ensure they are following the protocols for safety.

Preparation
- All staff conducting these visits should complete training on how to successfully hold an in-person or in-home visit.
- Determine if an in-person or home visit is required.
- Schedule your visit. Notify the Learning Coach/Family before your visit. Send letters describing the purpose of the in-person/home visit.
- Notify your direct supervisor of home visit time and time that you are expected to return.
- Complete a travel request that details the travel and expenses that will be incurred and submit to your supervisor for approval.
- Bring your school ID (ID 1-2-3) - download a copy or keep the app open.

Safety:
- Conduct the in-person/home visit with a colleague, school administrator, or partner agency staff member; do not bring non-school-related staff with you.

- Only enter a residence where the parent/guardian is present.
- Meet with a scholar in a room with the parent or guardian present with access doors open.
- Only agree to meet in a safe location.
- End the meeting and leave the location if any safety concerns arise.

During the Visit:

- Staff are expected to follow all departmental protocols for conducting the various types of visits, ensuring consistency and professionalism.
- Maintain respectful and professional communication during the visit, fostering an environment conducive to collaboration and understanding.
- Respect student confidentiality rights by ensuring communications during the visit are not overheard by third parties, with the exception of parents/guardians.

After the Visit

- Notify supervisor once you have returned and document in Contact Manager that the visit was completed (date and time).
- After you have concluded your visit, send an email summarizing the visit, agreed upon action steps, concerns the Learning Coach shared, and/or agreed upon resolutions.
- Submit a comprehensive post-visit report via email promptly after the visit, including key takeaways, agreed-upon action steps, concerns expressed by the Learning Coach, and resolutions reached.
- Follow the travel guidelines for your department to receive reimbursement in accordance with the reimbursement policy.

Whistleblower Policy

CCS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another

employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug- and Alcohol-Free Workplace

CCS complies with applicable Federal and State law regarding drug use while on the job with respect to all School employees. The School is concerned about the use of alcohol and drugs as it affects the workplace, the School community and the scholars which CCS serves. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the School and its scholars. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and scholars and exposes the School to the risks of property loss or damage or injury to other persons.

Furthermore, the use of prescription and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to CCS. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

The following rules and standards of conduct apply to all employees either on CCS property or during the workday (including meal and rest periods). Behavior that violates this policy includes:

- Driving a School vehicle while under the influence of alcohol or drugs.
- Distribution, sale or purchase of any drug while on the job, or in the presence of scholars.
- Possession or use of alcohol or drugs while on the job, or in the presence of scholars.
- Being under the influence of alcohol or drugs while on the job.

Notwithstanding recent changes in California law and over-the-counter availability, marijuana (including all cannabis extracts such as CBD) remains an illegal Schedule I substance under federal law. As a result, and regardless of the drug or substance, employees who violate the aforementioned prohibitions will be subject to disciplinary action up to and including termination. CCS may also bring the matter to the attention of the appropriate law enforcement authorities.

In order to enforce this policy, CCS reserves the right to conduct searches of School property and to implement other measures necessary to deter and detect abuse of this policy. As such, employees do not have a reasonable expectation of privacy while on School property.

Smoking

All School buildings and facilities are non-smoking facilities.

Confidential Information

All information relating to scholars, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties, including other CCS parents unless permission is on file.

All records concerning special education scholars shall be kept strictly confidential and maintained in a separate locked cabinet. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. A conflict of interest is a situation in which an employee's personal interests (or those of the employee's friends or family) are inconsistent with the interests of CCS, so that the employee's ability to act solely in the best interests CCS is placed in doubt, giving recognition to the frailties of human conscience and the instinctive force of self-interest.

An employee involved in any relationships or situations, which may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to the Superintendent & CEO, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances.

In the case of outside employment, all full-time and part-time employees may not work or consult for other entities involved in the field of education without written authorization from the Superintendent & CEO. No outside employment may impede the staff member's ability to fulfill their job duties and responsibilities. Outside employment may not take place during regular employee hours. Failure to disclose facts shall constitute grounds for disciplinary action that may involve action up to and including release from at-will employment.

Nepotism Policy

CCS is committed to a policy of employment and advancement based on qualifications and performance. Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, CCS will hire or consider other employment actions concerning relatives of persons currently employed only if:

1. Candidates for employment will not be working directly for or supervising a relative;
2. The relative will not be working within the same department, division and/ or reporting to the same Supervisor; and
3. Candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests. This policy applies to all current employees and candidates for employment, unless prior approval has been granted by the Superintendent & CEO.

Definitions: "Family member" is defined as one of the following: relationships by blood - parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin; and relationships by marriage - husband, wife (as defined by state law), stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew,

niece, spouse/partner of any of the above and cohabitating couples or significant others. The hiring supervisor is responsible for ensuring policy compliance.

Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor. If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Superintendent & CEO. If a decision cannot be made by the affected employees within fourteen (14) days of reporting, reassignment will be made on direction of the department director and the Superintendent & CEO. No exception to this policy will be made without the written consent of the Superintendent & CEO.

Promotion and Position Creation Policy

CCS defines “Promotion” as a move to a position or title with greater responsibility in a higher salary step schedule. The policy is designed to make the process fair and equitable to all.

- Promotions must meet or address a need within the organization.
- A promotion cannot occur if the budget cannot support a salary increase.
- When considering an employee’s experience and education, the employee must meet at least the minimum requirements for the position level they are being considered.

Eligibility

Any employee in good standing is eligible for promotion consideration, assuming they meet the minimum qualifications for the position.

Criteria for Promotion

Promotions entail greater job expectations, the addition of significant duties and/or key areas of responsibility within the organization. This may also include the potential for additional direct reports. Generally, a change is significant when 25-40% or more of a position’s duties increase in level.

When considering a promotion or adding a new role, the first two items to review are:

- Does a need exist within the organization/division/department for a higher-level position?
- Is there money available in the budget to fund a promotional increase or new position?

A promotion must be supported by performance, experience, and/or education. When considering an employee’s performance, supervisors are expected to consider criteria that reflect the larger picture of an employee’s work. These include:

- Skillset: ensuring their skillset matches the requirements of the position
- Sustained Performance: meeting goals in recent growth and development plan cycles. Consider any disciplinary actions.
- Demonstrated steps taken to gain new skills and continued growth
- Personal motivation and willingness for an increase in level and responsibility

Timeline

The CCS deadline for supervision submission will be annually in January. Unless otherwise stated, promotions and new positions will be effective for the following school year.

THE WORKPLACE

Employment Categories

The following are categories of employees that are used within this Handbook (herein "Employee Category"). More than one (1) Employee Category may apply to an employee.

Full-Time Employee
A full-time employee is an employee whose regular working hours are more than thirty-five (35) hours per week. Full-time employees are hired for an indefinite and unspecified duration of time. Full-time employees are eligible for all School employment benefits, as specified in the Employment Benefits provision of this Handbook.

Part-Time Employee
A part-time employee is an employee whose regular working hours are thirty-five (35) or fewer hours per week. Part-time employees are hired for an indefinite and unspecified duration of time. Part-time employees may be eligible for employment benefits (e.g., prorated), as specified in the Employment Benefits provision of this Handbook.

Temporary Employee
A temporary employee is an employee who is hired for a limited, but unspecified, period of time or for a specific project or set of projects. The introductory period is not applicable to temporary employees. Temporary employees are generally ineligible for School employment benefits, as specified in the Employment Benefits provision of this Handbook.

Exempt Employee
An exempt employee is an employee whose employment is not subject to the overtime and recordkeeping provisions of applicable law.

Nonexempt Employee
A nonexempt employee is an employee whose employment is subject to the overtime and recordkeeping provisions of applicable law.

Salaried Nonexempt Employee
The designation of an employee as "salaried, nonexempt" means that the employer is paying the employee a consistent salary that meets applicable minimum wage requirements instead of paying an hourly rate based on actual hours worked. In addition, and most importantly, the designation means the School determined that the employee's primary job duties fail to meet the requirements for an exemption under applicable law and is classifying the employee as nonexempt.

Inactive Employee
An inactive employee is an employee who is currently on a leave of absence. When an inactive employee returns to work, the employee becomes an active employee.

Vacant Positions

CCS believes in providing opportunities for employees to advance within the organization. All new and vacant positions will be announced for internal applicants through the School's intranet and posted on the School website, including any job boards, for external applicants.

An employee in good standing will be considered as eligible if they meet the minimum qualifications for the position.

Work Schedule

Business Hours

Regular business hours will be between the hours of 8:00 am and 5:00 pm, Monday through Friday. The expectation for all staff is that they work eight (8) hours a day and are available to our educational partners (scholars, learning coaches, and staff) during regular business hours.

Any changes to an employee's work schedule for one to two days should be approved by their direct supervisor and reflected on their school calendar; any longer term changes require Human Resources approval.

Employees are expected to attend all required meetings during regular business hours, including but not limited to 504/IEP meetings, team meetings, professional learning, and the like. Additional requirements for meeting expectations may be referenced in the School's expectations guidelines (e-mail, calendar, meeting, etc.) shared by Human Resources and are subject to change.

Nonexempt Employees

Full-time: The regular workday schedule for full-time nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours per week, Monday through Friday.

Part-time: The regular workday schedule for part-time nonexempt employees will vary based on the position requirements and range from two (2) to six (6) hours; the regular workweek schedule is not to exceed thirty (30) hours per week, Monday through Friday.

All nonexempt employees**:** Any overtime must be approved in writing by the Superintendent & CEO per occurrence.

Exempt Employees: Twelve-month

Twelve-month exempt employees are expected to be available during regular business hours of 8:00 a.m. - 5:00 p.m. and to commit whatever additional time is necessary to satisfactorily complete all job requirements. The School reserves the right to alter schedules as it may require.

Exempt Employees: Eleven-month

All teachers/educational facilitators, coordinators, and counselors are exempt employees as defined by applicable law. Work schedules will be reflective of their current scholar roster, will generally coincide with regular school hours, and may require a flexible work schedule, including work on weekends, as well as before and after the regular work year or hours of the workday. Work schedules may need to be

adjusted throughout the school year to accommodate changes and to best serve the needs of their scholars.

Meal and Rest Periods

CCS provides nonexempt employees with ten (10) minute paid rest periods as required by applicable law. Nonexempt employees receive one (1) rest period for each four (4) hour work period or a "major fraction" of a work period (i.e., greater than two [2] hours). However, any nonexempt employee who works less than three and one-half (3½) hours in a day is not eligible to take a rest period. The number of rest periods received is as follows:

- Nonexempt employees who work between three and one-half (3½) and six (6) hours are entitled to one (1), ten (10) minute rest period.
- Nonexempt employees who work more than six (6) and up to ten (10) hours are entitled to two (2), ten (10) minute rest periods. Nonexempt employees who work more than ten (10) and up to twelve (12) hours are entitled to three (3), ten (10) minute rest periods.

A rest period is paid time when employees are relieved of all work duties and responsibilities. Rest periods may not be combined, added to a meal period, or taken at the very beginning or very end of the day. Insofar as practicable, rest periods should be in the middle of each work period. Employees must self-police their rest periods and ensure that they take their rest periods every day.

CCS also requires its employees in non-exempt positions to take a mandatory unpaid, uninterrupted meal period in accordance with California law, sixty (60) minutes per CCS policy. A meal period is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. During the meal period, employees may not perform any work-related activities. The meal period must be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and CCS mutually consent to the waiver in writing.

If a nonexempt employee is unable to take their meal or rest periods, or take them in a timely manner, the employee must notify their supervisor before or at the time the employee is unable to take the meal or rest period. Failure to follow this notification requirement may lead to discipline, at the School's discretion.

Lactation Accommodation

CCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

CCS will make reasonable efforts to provide employees who need lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such a room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with

running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

All employees, whether exempt or nonexempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affect the School's ability to implement its educational program and disrupts consistency in scholars' learning.

If it is necessary to be absent or late for the start of the workday or any other work functions, including but not limited to required meetings or trainings, employees are expected to notify their immediate supervisor as soon as possible but no later than one-half (1/2) hour before the start of the workday. If an employee is absent from work longer than one (1) day, he or she is expected to keep their immediate supervisor sufficiently informed of the situation. Time off requests must be entered using the HRIS (PAYLOCITY) system.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Chief People Officer will be considered a voluntary resignation from employment.

Timecards/Records

By law, CCS is obligated to keep accurate records of the time worked by nonexempt employees. Such employees are required to utilize the School's timecard system.

Nonexempt employees must accurately submit their hours worked on the day they worked via Time Tracking, as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The Time Tracking indicates when the employee arrived and when the employee departed. All nonexempt employees must submit their hours worked on the day they worked, for all paid work time including lunch.

Nonexempt employees are solely responsible for ensuring accurate timekeeping in the HRIS (PAYLOCITY) system and remembering to record time worked. If an employee misses a time punch, the employee must complete a Punch Correction Form, be signed by the employee, their immediate supervisor, and submitted to the Chief Operations Officer at the end of each pay period.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's timecard. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Adjunct Duties

All exempt employees will be assigned adjunct duties at the School's discretion. Satisfactory performance of these duties is a condition of continued employment.

School Events

Exempt Employees

Exempt employees may work during School events including but not limited to field trips, testing, and family engagement events, provided they are the type of events open to staff. Approval must come from the employee's direct supervisor via PAYLOCITY, the Human Resources Information System (HRIS).

Supervisors and exempt employees must ensure the following:

- All meal and rest periods are being met in accordance with the School's policies
- Travel time to and from events are included in work hours

Nonexempt Employees

Nonexempt (hourly) employees may work to staff School events including but not limited to day field trips, testing, and family engagement events. Advance approval must come from the employee's direct supervisor via the Human Resources Information System (HRIS).

Supervisors and nonexempt employees must ensure the following:

- All meal and rest periods are being met in accordance with the School's policies
- Travel time to and from events are included in work hours, and
- No overtime will be approved without advance written permission from the Superintendent & CEO.

Use of Email, Voicemail, and Internet Access

CCS permits employees to use its electronic mail, voicemail systems, and Internet access subject to the following:

- Minimal personal use as long as it does not interfere with timely job performance and is consistent with law and appropriate protocols during work hours.
- The email system and Internet access is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
- The Internet may not be accessed on any school device outside of the United States.
- Employees may not attempt to gain access to another employee's personal file of email or voicemail messages or voicemail messages without the latter's express permission.
- School staff will not enter an employee's personal email files or voicemail unless there is a business need to do so. CCS retains a copy of all passwords; passwords unknown to the School may not be used. System security features, including passwords and delete functions, do not neutralize the School's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.

- Employees may not change any preset usernames and/or passwords established by CCS for access to School email, voicemail, or software provided to the employee by the School. Employees may not change or alter in any way the email signature for school email as determined by the School. No additional extraneous content may be added to the email signature unless requested by the Superintendent & CEO.
- Employees should not use personal devices or personal email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's CCS email account/CCS issued Zoom phone number.
- For information and expectations for staff use of school email (Gmail) and calendars (Google calendars) employees should reference the guideline/etiquette documents, which are available on the Human Resources guidesite and are subject to change.

Social Media Policy

Permissions

At CCS, we believe in open communication and encourage you to share your work and passion with family, friends, co-workers, and your professional networks around the world. Whether you do so by participating in a blog, wiki, any social media platform, or any other form of online publishing or discussion is up to you. In order to assist you in making responsible decisions in your use of social media, and to avoid any conflicts or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when operating on the Internet as an identifiable employee of CCS and its brands.

This policy applies to all full-time staff, part-time staff, and external contractors employed or providing services at CCS. Each and every employee and/or contractor should use the supplemental CCS Social Media Handbook provided by the Community Relations Coordinator for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with CCS, as well as any other form of electronic communication. Before creating any online content, please consider the following main guidelines:

- All employees and contractors must familiarize themselves with the CCS Social Media Policy prior to posting any content on our social media platforms.
- You are personally responsible for the content you publish on your blog, website, or any other form of user-generated media.
- If an item features the statement "For Internal Use Only," please do not forward it to anyone outside of CCS or publish it on any social media channel.
- Do not comment on work-related legal matters unless you are an official spokesperson, and have prior written authorization from the Superintendent & CEO.
- Please remember that the Internet never forgets, meaning everything you publish will be available for the world to see for a very long time and may come back to haunt you at a later

time. If you are about to publish something that makes you even the slightest bit uncomfortable, please contact the Community Relations Coordinator for guidance and approval.

Always remember to consider some of the risks and rewards that are involved with posting content to social media. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers or contractors, or otherwise adversely affects people who work on behalf of CCS or CCS's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines and the CCS Social Media Policies and ensure your postings are consistent with these policies. Always make sure to respect your audience. Any and all inappropriate postings, including but not limited to discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct that would not be acceptable in the CCS workplace, will not be tolerated and may warrant disciplinary action, up to and including termination.

Be Respectful

Always be fair and courteous to fellow staff, scholars, and families of scholars, or people who work on behalf of or provide services to CCS. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or a supervisor than by posting complaints to a social media outlet. Using your public voice to harass or embarrass your co-workers, CCS, scholars, families, or any other CCS educational partner is unacceptable and may subject you to disciplinary action, up to and including termination. Examples of such unacceptable conduct include but is not limited to: offensive posts meant to intentionally harm someone's personal or professional reputation, that belittles, degrades, harasses a co-worker, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by applicable law.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Please respect copyright laws. If the material is not yours, don't use it as it is that person's choice to share his or her material with the world, not yours. Before posting someone else's work, please check with the owner first and make sure you have the right to use or publish any data, images, videos, etc. When you make a reference to someone's work, where possible, link back to the source.

Respect Confidentiality and Professional Boundaries

Maintain the confidentiality of all of CCS's trade secrets, as well as private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related, personnel, or scholar information that is or may be confidential in nature.

Do not create a link from your blog, website, or other social networking sites to any CCS website without identifying yourself as a CCS staff member. Please remember that anything you publish about CCS can potentially harm the School, including all internal media as well, like the intranet or any newsletters you send out. As soon as you act on the School's behalf by distributing information, you are responsible for upholding the School's image and fully complying with School policies. Please act responsibly when

posting materials and if in doubt, contact the Community Relations Coordinator before you post or send said material.

Express only your personal opinions. Never represent yourself as a spokesperson for CCS. If CCS is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of CCS, fellow employees, scholars, parents, suppliers or people working on behalf of or providing services to CCS. If you publish a blog or post online related to the work you do or subjects associated with CCS, you must clearly state that you are not speaking on behalf of CCS. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of CCS.”

Using Social Media at Work

You are prohibited from using your personal social media while on work time or on the equipment we provide, unless it is work-related as authorized by your immediate supervisor or consistent with the CCS Employee Handbook. All work-related posts should be made through social media accounts established for the posting of work-related posts only, separate from your personal social media accounts. Do not use CCS email addresses to register on social networks, blogs or other online tools utilized for personal use. Do not use your work social media accounts to post non-work related material including but not limited to personal family information or photos.

Retaliation is Prohibited

CCS prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who engages in retaliation of any sort will be subject to disciplinary action, up to and including termination.

Technology Policy

Purpose

CCS may, in its sole discretion, provide computers and laptop computers or other hand-held or similar computing devices, as well as mobile devices, to certain employees for the express purpose of enhancing the productivity and operational efficiency of School-based and administrative activities, functions and instruction. The purpose of this policy is to establish general guidelines for the issuance and utilization of all such devices by officials, management, and personnel within the School.

Guidelines

1. All computers and devices shall be used for the sole and express purpose of conducting official business and maintaining the operations of the School. Use of all such computers and devices is subject to the School’s Computing and Internet Acceptable Use Policy.
2. An employee may be issued a computer or device for the performance of specific job-related duties and responsibilities and as determined by the Superintendent & CEO or their designee and has an “active” employment status; and the employee’s job-related duties and responsibilities require regular and systematic use of a computer or device; or the employee is required to perform the majority of their duties away from their primary work location.
3. Persons not directly employed by the School, including but not limited to volunteers, retired employees, employees hired on a per diem basis, consultants, vendors, or employees on

extended leave or with an employment status of ‘inactive” shall not be eligible for the issuance of any computer or device.

4. Although issued to an individual employee, all computers or devices are considered the property of CCS and shall be returned upon termination of employment with the School, or immediately upon request at any time by an official of the School.
5. Employees must take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of services and shall include the following:
    a. Keep all computers and devices in a locked and secured environment when not being used;
    b. Do not leave the computer or device for prolonged periods of time in a vehicle, especially in extreme temperatures;
    c. Keep food and drinks away from all computers and devices and work areas;
    d. Do not leave the computer or device unattended at any time in an unsecured location;
    e. Keep the computer or device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.
6. Should an employee’s computer or device be lost or stolen, the employee MUST: (i) immediately report the incident to their immediate supervisor and the Director of IT; (ii) obtain an official police report documenting the theft or loss; and (iii) provide a copy of the police report to the Director of IT. If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the School for the replacement of such equipment.
7. For all warranty and non-warranty repairs and maintenance of all such computers and devices, the employee must contact the School IT Help Desk. All repairs and maintenance will and must be performed in accordance with the School’s current repair and maintenance policies and procedures issued by the Office of Information Technology. For damage that is not covered by the School’s warranty, the employee may be held responsible.
8. The School is under no legal, financial or other obligation to provide for a replacement computer or device to any employee whose computer or device is lost, stolen or damaged.
9. The School may add security and other tracking technology to any and all computers and devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls.
10. The IT Department will be responsible for issuance of all such computers and devices and shall:
    a. Maintain direct oversight of the inventory of equipment, software, service contracts, and internal controls for all computers and devices;
    b. Fully enforce the specifications of this policy and other similar IT policies and procedures setting forth the parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all such computers, devices, and software under their direct control and supervision; and
    c. Ensure compliance with regulatory policies and procedures as applicable.
11. Non-compliance with any policies or procedures regarding computers, devices, and software issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.
    a. Employees are prohibited from changing any of the settings programmed into the computer or device itself, or the computer or device software, without prior approval from the Information Systems Specialist. This includes (without limitation) changing desktop settings, screensaver settings, clock settings, software settings, and the like. This also

Powered by BoardOnTrack

includes checking the “Remember Password” box to save a password in the computer, file server, and the like.

b. Employees are prohibited from downloading software of any kind without prior approval from the Information Systems Specialist. This includes desktop backgrounds, screensavers, anti-virus software, and the like. Employees may submit a request with the School IT Help Desk to get certain programs reviewed and whitelisted if they feel these programs are necessary or beneficial to their work.
c. Employees are expected not to save documents or files to any locations other than the CCS Google Drive. This includes saving to the desktop, local drives, USB drives, memory cards, CDs, DVDs, and the like. Files that must be downloaded to a device in order to be edited or moved should be removed from that device as soon as possible. In the event your computer crashes, files not saved to Google Drive cannot be recovered. Under no circumstances should files containing CCS information be uploaded to private cloud storage systems or drop boxes (e.g., personal Google Drive accounts), nor should such files be transferred using private email accounts (e.g., personal Gmail accounts).
d. Employees are prohibited from accessing any school files from unsecured internet connections or internet connections outside the United States.

Employees acknowledge upon receipt of their computer or device, the computer or device is the property of CCS. Employees will agree to pay all costs associated with user-inflicted damage (as determined by the manufacturer) to the computer or device, or its associated peripheral equipment, or its replacement costs should it be lost or stolen. The replacement cost for a laptop computer and/or mobile device will be determined by the fair market value replacement cost of comparable equipment to that which the employee was provided by the School.

CCS reserves the right to use and disclose any electronic, non-privileged communication on its Computer and Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials. Any person who discovers misuse of any of the Charter School’s Computer and Communications Systems should immediately contact the Superintendent & CEO or their designee. Any user who violates any part of this policy will be subject to discipline, up to and including termination.

<u>Computer and Device Care and Maintenance</u>

- All computer stations are to be clean and well organized.
- All computers and devices must be maintained clean and damage-free.
    - There is to be no food or liquid on surfaces that share a computer or device.
    - Care should be taken to prevent animal hair, dirt, fine substances, and kids from damaging computers or devices.
- Mousepads on stationary computers are to be used.
- Cleaning of equipment is to be conducted regularly.

<u>Software License</u>

Agreement Software is to be used according to the provisions of the license agreements. Unauthorized copies of software will not be made under any circumstances. Copying software other than for backup purposes is subject to administrative and/or disciplinary action, up to and including termination.

Employees should be aware that civil and criminal penalties up to $250,000.00 per work copied are possible. Any known misuse of software is to be reported to the Superintendent & CEO immediately.

Electronic Accounts

CCS also provides electronic accounts where an Employee can access the School Internet connection, email addresses, software programs, and the like for authorized business purposes (herein “Electronic Accounts”). Electronic Accounts and all data stored on such are considered School property, even if the data is personal in nature. The School reserves the right to access, inspect, and monitor Electronic Accounts and any data stored on or transmitted through such, with or without notice. An Employee should not have any expectation of privacy or confidentiality in Electronic Accounts.

The School does not condone or endorse any material encountered on the Internet. An Employee accessing the Internet does so at the Employee’s own risk and the School is not responsible for material encountered, viewed, or downloaded by the Employee from the Internet.

1. Usernames and Passwords
    a. An Employee must take all necessary precautions to safeguard the integrity and confidentiality of usernames or passwords related to the Employee’s Electronic Accounts, whether the Electronic Account is created by the School or by the Employee.
2. Email Signatures
    a. Each Employee is required to use the School-owned email signature and email disclaimer assigned to the Employee when sending email messages from Employee’s School-owned email address. In addition, an Employee may not amend any verbiage, graphic formatting, or text formatting in the Employee’s email signature or email disclaimer without approval of the Superintendent & CEO.

Phone/Voicemail

1. All employees have an assigned Compass phone number via the Zoom web-based platform. Zoom can be used to make and receive calls and texts on school-provided devices such as laptops and tablets.
2. Employees have the option to download the Zoom application on their school-provided tablet (i.e. iPad), or personal phones (at their own expense).
3. Employees are not required to use their personal phone numbers to conduct Compass business with educational partners including staff, scholars, and families.
    a. Professional communication should go through the Zoom application
    b. Use of personal devices (computers, laptops, tablets, and/or phones) may be considered discoverable evidence in the event of a legal or litigious situation.
        i. Please note any staff choosing to use their personal mobile device or laptop may be subject to providing information from those devices during a Public Records Act request or in any pending litigation. A litigant could issue a subpoena to you demanding the information on your personal phone or laptop relevant to their case.
        ii. If the School or you are parties to a lawsuit, you can also be required to provide information through what is called a "request to produce" issued by one party to another party without a subpoena, and under general information disclosure requirements in some lawsuits that apply to parties and people affiliated with them.

iii. It doesn't matter who owns the phone or laptop. Usually, the subpoena will apply to all accounts and devices within your possession, custody, and control. So, even if you don't have the phone in your possession when you are served with the subpoena (e.g. your son borrowed it for the week), and even if you made a call on your spouse's phone or laptop if you have the legal right or practical ability to get the information, you must provide it.

4. The apps installed on the phone don't matter. What matters is whether there is information relevant to the case (or potentially relevant to the case) that can be accessed with your phone OR laptop and whether the subpoena has asked for it.

Mobile Devices

CCS distributes School-owned mobile devices to employees as needed. Each employee who receives a mobile device:

1. Must keep the mobile device battery charged at all times; and
2. May not alter any settings on any mobile device as outlined above. Although employees use mobile devices for work-related matters, whether these devices belong to the employee or are issued by CCS, employees are prohibited from using such devices for work-related matters while driving due to safety reasons. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the employee's first priority. If, because of weather, traffic conditions, or any other reason, an employee is unable to concentrate fully on the road, the employee must either end the conversation, or pull over and safely park their vehicle before resuming the call. Employees must also utilize the password protection feature on mobile devices in order to safeguard any confidential School data which may be stored on their mobile device.
3. Staff experiencing any issues with their school own device should submit a ticket to ZOHO help desk CCS Support.

Requests for mobile devices should be directed to the IT department.

Internet Access

Employees who are authorized to work remotely are required to have adequate internet access to enable remote work. The employee is responsible for the setup, installation, support, and maintenance of internet service at their off-campus location. Compass will reimburse employees a proportionate amount based on the average cost for internet speeds of 50 to 100 mbps and the number of working days from their off-campus location.

Remote staff should procure internet services that deliver a download speed of at least 50 Mbps and an upload speed of at least 5 Mbps to facilitate online web conferencing calls, software updates, and automated backups. Service will degrade below this level. Higher connection speeds may be required if there are multiple devices and/or multiple people simultaneously using the same connection. In-home Wi-Fi Routers may also have an impact on your actual connection speeds.

Maintaining an adequate internet connection is the responsibility of the Employee. While the Internet Service Provider (ISP) can promise to provide speeds that meet Compass requirements, the connection setup and number of users connected to the network at the remote work site must also be taken into

consideration when procuring the needed bandwidth to support your remote work arrangement. You can test the speed of your connection by visiting speedtest.net.

Service (internet, phone, systems) may be interrupted due to weather or system demand. Some employees may be dependent on the internet for their cellular connection, depending on the cellular coverage where they live. Discuss with your supervisor what work you should do if your personal internet service goes down.

Personal Business

CCS facilities for handling mail and telephone calls are designed to accommodate School business. All personal mail must be directed to your home address and limit personal telephone calls to an absolute minimum. Long-distance toll calls may not be made from the School's telephone system or your school-issued mobile phone. If you need to make a personal call it should be made on a personal calling card or mobile phone. The School's material, time or equipment may not be used for personal projects.

Personal Appointments: Whenever possible, personal appointments should be made for either first thing in the morning or late in the afternoon. Appointments should have minimal impact on office hours and availability.

Personal Purchases/Orders: Employees will not have any personal purchases, orders, invoices, bank statements or mail sent to the School. No one is permitted to use the School's name or address for personal purchases, orders, invoices or mail. "Personal" is defined as purchases, orders, invoices or mail that is non-educational and is not intended for classroom use. This excludes items purchased for use at the School.

Personal Appearance/Standards of Dress

As educators, our commitment to excellence should be reflected in our appearance. In general, a business casual style is appropriate for all employees. It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. Differences may be necessary because of the type of activity done, special days, office area assignments, and other circumstances.

However, clothing that reveals cleavage, back, chest, stomach, or underwear is not appropriate for a place of business. Overall attention to modesty, professionalism, cleanliness and safety will be expected and required. Appropriate attire will demonstrate a high regard for education and the teaching profession, and will present an image consistent with job responsibilities and CCS's values and expectations.

Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire.

Academic Freedom

Teachers must be free to think and to express ideas, free to select and employ materials and methods of instruction within the School's curriculum framework, free from undue pressures of authority, and free to act within their professional group. Such freedom should be used judiciously and prudently to the end

that it is in concert with established community standards and promotes the free exercise of intelligence and scholar learning. Academic freedom is not absolute. It must be exercised within the basic ethical responsibilities of the teaching profession.

Those responsibilities include:

- An understanding of our democratic traditions and methods.
- A concern for the welfare, growth, maturity, and development of children.
- The use of accepted scholastic methods.
- Application of good taste and judgment in selecting and employing materials and methods of instruction.
- Teachers must follow the California State Standards.

Professional Learning

CCS believes in the continuing education of our staff. Professional Learning funds will be allocated in the budget by division for the employees in that Division to use for either Professional Learning, Conferences, Workshops, or Tuition Reimbursement. In order to qualify for these funds, the employee must agree to the following.

- All Professional Learning Conferences or Workshops must directly relate to the employee's current assignment, and serve as a benefit to the School.
- Employees will be expected to create a Professional Learning presentation and or webinar from their conference/workshop within thirty (30) days of completion.

Employees may not leave early to attend courses unless prior approval is granted by the direct supervisor. Courses taken must directly relate to the employee's current position and the employee must be prepared to create projects on how their coursework will assist CCS in the future.

All-Staff Conference

The Compass All-Staff Conference is an annual opportunity for professional learning and team building prior to the start of the academic (scholars) school year. As part of the job requirements, all full-time employees, whether certificated or classified, are required to attend the school's in-person annual All-Staff Conference during regular working hours. All necessary travel accommodations and expenses will be arranged and paid for by the school.

Compass provides substantial advance notice to employees by or before May 30th (annually) of the conference dates to ensure that all employees have ample time to prepare their schedule. Employees with any medical issues or limitations that may interfere with their attending the in-person event may be entitled to an accommodation by submitting a request and a medical certification in writing to the Human Resources Manager or Chief People Officer. Certification should be submitted no later than June 30th, annually.

The All-Staff Conference dates are considered blackout dates and no conflicting absences or events will be approved at the same time.

Media Contacts

Employees are prohibited from speaking to the media on CCS's behalf without contacting the Community Relations Coordinator. All media inquiries must be directed to the Superintendent & CEO.

Health and Safety Policy

CCS is committed to providing and maintaining a healthy and safe work environment for all employees. Employees are required to know and comply with the School's General Safety Rules and to follow safe and healthy work practices at all times. Employees are required to report any potential health or safety hazards, and all injuries or accidents immediately to the Chief Operating Officer.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

CCS has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances, exits, and service areas. Report any suspicious persons or activities to the Chief Operating Officer. Employee work areas or offices must be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a workstation that may be accessible. The security of facilities, as well as the welfare of employees, depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Chief Operating Officer when keys are missing or if security access codes or passes have been breached.

Key Procedures: When an employee loses a school office key, the following guidelines will be followed:

- 1st Incident: Written Warning
- 2nd Incident: Employee will pay for lost keys and all costs for re-keying
- 3rd Incident: Violation of Code of Ethics and appropriate disciplinary action

Occupational Safety

CCS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every school supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. CCS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times. Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Work Environment

All employees are entitled to work in an environment that is safe and conducive to a happy and productive workflow while following all district policies, administrative regulations, work schedules, and job assignments. For that reason, employees are expected to work from a specific, pre-approved home office location that is safe, ergonomic, secure, and appropriate. The home office location must be located in California.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace in connection with their employment as soon as practically possible. Employees must report to the School if they intend to work from San Francisco as the rules for their work conditions may differ based on San Francisco-specific municipal laws/ordinances.

Employees must separate vacation/away time and work time and may not schedule an overlap of vacation and work time (e.g., going on vacation but working as needed without taking leave) as it can be distracting and disruptive to the workflow and place the employee in a non-approved work location not covered by the School's workers' compensation insurance coverage. For the employee's own safety and the continuity of school operations, such an overlap should be avoided.

Military or Government Agency Relocation Requests

Requests to work out-of-state based on military or other government agency relocation orders or change of station must be submitted to the Chief People Officer at least ninety (90) days prior to the estimated move date. Employees must include the date, location, and any other applicable details so information can be reviewed and submitted for approval from the Superintendent & CEO.

Employees will be required to submit annual certification confirming active status and location.

Temporary Relocation Requests

Requests for temporary out-of-state work must be submitted in writing to the Human Resources Team for review and approval by the Superintendent & CEO. The location address, working dates and hours must be included with the request.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Incidents can be reported directly to Human Resources or to an employee's supervisor, which should be communicated with the Human Resources department as soon as practicably possible.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by contacting a member of the Human Resources

department or management. In addition, all employees should know the local emergency numbers such as 911.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security for nonexempt employees, State Teachers' Retirement System (STRS) for Teachers/Administration, and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount. .
3. Non-exempt employees: The Federal Insurance Contribution Act (FICA) requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School, for purposes of funding Social Security and Medicare. Teachers do not contribute to Social Security because they are members of STRS.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.
5. Exempt employees: Full-time administrators, teachers, and other employees performing creditable service as defined by applicable law are required to participate in STRS via payroll withholdings.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the School shall initiate a legal action to validate the overpayment before proceeding with recoupment. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Payroll or HR Team to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to both the Payroll and HR Teams. The office maintains a supply of these forms or a pdf version can be found on the HR Guidesite.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 (Federal) and DE-4 (State) forms. The W-4 and DE-4 forms should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Payroll and HR Team and to fill out a new W-4 and/or DE-4 form.

At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns, an electronic copy is also available in the payroll system, PAYLOCITY. The W-2 shows Social Security information, taxes withheld and total wages.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee’s job description. All salaried staff are considered to be exempt employees unless otherwise indicated. California overtime laws – as well as other wage and hour laws requiring meal and rest breaks – do not apply to exempt employees. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek apply in calculating overtime for nonexempt employees. Company Holidays or any Paid Time off is not included in the overtime pay calculation. CCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Superintendent & CEO. CCS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime: all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee’s regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Paydays

All full and part-time employees of CCS are paid semi-monthly on the 10th and 25th of each month. When either of these days falls on a weekend or holiday, employees are paid on the first workday preceding the weekend or Holiday. Employees should report any errors in their paychecks to the Chief Operations Officer as soon as possible.

<u>Pay Periods</u>

Paydays are ten (10) days following the closing of each pay period. The schools pay periods are as follows:

- 1st of the month – 15th of the month (paid on the 25th of that month)
- 16th of the month – months end (paid on the 10th of the next month)

Extra Duty Assignments and Temporary Salary Adjustments

This policy establishes guidelines for determining eligibility and compensation for employees temporarily performing additional duties or taking on responsibilities outside their regular scope of work as a result of a permanent or temporary vacancy (unpaid leave of absence).

General Guidelines

- This policy applies to all employees who are assigned extra duties due to temporary or permanent vacancies, who take on responsibilities of a higher grade level position, or onboarding additional scholars for a vacancy (or leave) over two weeks.
- Extra duty assignments are temporary and must be reassessed periodically, particularly if the scope or duration of the assignment changes.
- A temporary salary adjustment shall be active while the employee occupies the temporary position and regular compensation will resume once the assignment has been completed.
- This policy does not apply to voluntary assignments or situations where the additional duties align with the employee's current job description.
- Temporary salary adjustments do not apply to any period when the school is closed for more than one consecutive day (i.e. school breaks).

Administrative and Classified Staff

An Employee performing the full or partial duties of a higher-level position, a temporary salary adjustment will bring the individual's salary to at least the salary range minimum for the full scope of the higher-level position, or a percentage equivalent to the duties performed.

Certificated Staff

Certificated employees such as supervising teachers, education specialists, and counselors performing their full scope of duties while also providing relief coverage for another certificated employee by taking on additional scholars to their caseload will receive a temporary salary adjustment per scholar served in addition to their standard scholar caseload.

Qualifications for Certificated Staff

Supervising teachers may hold a minimum caseload of twenty-five scholars. To be eligible for temporary additional pay a supervising teacher with a designated caseload of at least twenty (20) scholars will receive $50.00 per scholar, per pay period for every scholar over twenty-five. Supervising teachers will not exceed a cumulative total of thirty-five (35) scholars at any one time.

Education specialists (mild/moderate) with a caseload of twenty-five (25) scholars and education specialists (moderate/severe) with a caseload of fifteen (15) scholars will receive temporary additional pay of $50.00 per scholar, per pay period. Education specialists are not to exceed a cumulative total of twenty-eight (28) scholars at any one time.

Counselors will receive temporary additional pay of $125.00 per pay period for assuming the duties and responsibilities of another counselor during a temporary vacancy.

Notices
The Human Resources department will provide a salary memo detailing additional duties, salary adjustments, and effective dates. All additional compensation will be subject to applicable taxes and deductions.

This policy is reviewed annually and is subject to change.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor. Employees are strongly encouraged to avoid such wage attachments and garnishments. If the school is presented with a second garnishment request concerning an employee, the payroll administrator will discuss the situation with the employee.

Administrative Fees
CCS may charge employees up to $1.50 per deduction as administrative costs are associated with the enforcement of a garnishment order. This charge shall be deducted from the employee's wages, and not the deduction made for the garnishment order.

Expenses

Please note that any items (i.e. non consumable office supplies or any pre-approved books) that you have purchased and have been reimbursed become the property of CCS and must have CCS Property written on them.

The following items are purchased in bulk by the School and will not be reimbursed: ink cartridges; toner cartridges, books (unless with prior approval); copy paper; office supplies; construction paper; transparency sheets and markers; wall clocks; facial tissue; paper towels; bandages.

Classroom Materials
Staff members who need to purchase classroom materials that cannot be ordered through the School's Amazon account are required to properly fill out a Purchase Request Form and to submit it along with an estimate of the purchase expense to their Supervisor prior to making any purchases. Following the approved purchase, reimbursement information should be entered onto the reimbursement form for exempt and nonexempt employees. The form and instructions can be found on the Financial Services guidesite. Expense reimbursements should be completed and signed by the employee, and submitted to the approving supervisor (this would be the party responsible for approving the events budget) for signature and submission to the payroll department.

Reimbursements for classroom materials must be submitted as a single PDF file with required back up such as a copy of an original itemized receipt within fourteen (14) days of the purchase dates. The School will not honor reimbursement requests if submitted after the deadline. School-related purchases should not be combined with any personal purchases. Separate receipts for school purchases are required. Purchase Request Forms are available on the Financial Services guidesite and should be filled out electronically.

Before submitting your reimbursement and receipts as a PDF, please follow the naming conventions below:

Employee first initial and last name - Event Name - Pay Date

H Granger - Marshmallows- 08-25-25

Travel Policies

A travel request form must be completed and approved by the supervisor and the administrator responsible for the travel prior to any staff travel.

The School incurs the actual cost of travel expenses when (i) the School requests that the Employee travel to a conference; (ii) the expense is incurred within the scope of Employee's employment; and (iii) the expense was made on behalf of the Employee (and no other persons) unless approved in advance and in writing by the Superintendent & CEO. Each Employee must provide original receipts for travel expenses to the School's Payroll Finance Office within fourteen (14) five (5) calendar days of the Employee's return from travel.

The School incurs the actual cost of lodging and applicable taxes, but not the cost of gratuity or incidental items. Lodging is arranged by the School, at the School's discretion.

Mileage Reimbursement

Mileage will only be reimbursed for official school business that has been approved in advance by the supervisor. At times employees may be required to use their personal car for business purposes. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. Other expenses must be substantiated by receipts. The costs of commuting (travel between home and the work site) will not be reimbursed. Any employee participating in approved, work-related travel in excess of sixty-five (65) miles each way may request a rental vehicle at the School's expense.

All CCS employees who use their cars for business purposes must have current and adequate automobile/liability insurance coverage. A copy of current car insurance must be uploaded to the travel request form. Employees must not transport volunteers or scholars in their personal vehicles. If transportation of this type is necessary, a rented vehicle must be used.

Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided. Only pre-approved mileage will be reimbursed. Mileage reimbursement includes gas, so no additional reimbursement will be provided for gas that is purchased for the travel.

The reimbursement form and instructions can be found on the Financial Services guidesite. Expense reimbursements should be completed and signed by the employee, and submitted to the approving supervisor (this would be the party responsible for approving the events budget) for signature and submission to the finance department.

Powered by BoardOnTrack

Staff members are required to properly fill out a Reimbursement Form and to enter the information along with the original receipts within fourteen (14) days of the business trip. The School will not honor mileage reimbursement requests if submitted after the deadline.

Required Work Locations and Events
The school reserves the right to determine if staff will be reimbursed for mileage to a required in-person work location or event if the option for carpooling is available.

Meals and Incidental Expenses
Employees in travel status on School business are reimbursed up to the per diem rate for travel-related meal expenses for their travel destination. Receipts are required for reimbursement of travel meals using per diem rates.

Meals
The School does not reimburse meals included with a conference or if the hotel provides a meal with the cost of a room. If a conference includes meals, then the School reimburses only the meals where the traveler incurred an expense. If the meal provided is on the first or last day of travel the per diem should be reduced by the meal provided, then multiplied by 75%.

The School either incurs the cost or reimburses the employee for the actual cost of breakfast not to exceed $20.00 per day; lunch not to exceed $25.00 per day, and dinner not to exceed $30.00 per day, including the actual cost of tax and gratuity for such. The School incurs the actual cost of these items, not to exceed $75.00 per day, non-cumulative and non-compounding. The School does not reimburse the Employee for the purchase of any alcohol or snacks in addition to their meals. Employee receipts for meals must not include food for anyone outside of CCS staff. Any purchase of alcohol must be on a separate receipt and is not eligible for reimbursement.

If an employee has agreed to attend a conference, the fee has been paid by the School, and the employee cannot attend he/she must: (1) advise their supervisor as soon as possible; and (2) assist in arranging for another employee to attend in their place. An employee who fails to attend conferences that have been paid for by the School shall lose their ability to attend such conferences Exceptions will be made at the discretion of the Superintendent & CEO or their designee.

Payment for Meals
Tips should be no more than 20% of the bill, any tips over 20% will not be reimbursed. Also, employees must check their receipt prior to adding a tip to avoid over-tipping. Expense invoices must include an itemized business meal receipt, which includes the total amount plus tip.

Incidentals
Employees may include the daily incidental amount of $5.00 when determining the maximum rates. Gratuities for baggage carries, porters, hotel staff (bellhops and house cleaners), as well as ATM fees, bank fees, and check cashing fees are included in the daily incidental amount. As applicable, receipts must be provided to obtain reimbursement.

Employees will be required to submit a written itemized summary of their incidentals on behalf of business for CCS. An explanation for the incidental expense must be listed on the school reimbursement form to be reimbursed.

Reimbursement Claim Process

All employees must comply with the Reimbursement Claim process for any material purchases or travel expenses. Prior to making a purchase, employees must complete the purchase request form, include the reason for purchase, estimated cost, and include an amount not to exceed, and submit to the supervisor no less than five (5) days prior to purchase. EMPLOYEES ARE PROHIBITED FROM MAKING A PURCHASE UNTIL THEY HAVE RECEIVED PRIOR APPROVAL.

Employees should complete a Reimbursement Form in its entirety including After you have received approval and purchased items, complete the description section for items purchased, a attach a clear copy of an original receipt (uploaded as a PDF) (copies shall not be accepted), sign and submit the claim form to your supervisor for approval. If the supervisor approves, the form will be routed to the Finance Department for review and final processing. Reimbursements are made directly through payroll.

Lost Receipts

All reimbursements must be accompanied by the original itemized receipt and “total” receipt.if you do not have the original receipt you must complete a Lost Receipt affidavit form.

Health Care Insurance Coverage for Regular, Full-Time Employees

CCS offers certain insurance benefits that may include medical, dental, vision, and long-term disability insurance benefits to its regular, full-time employees. Regular, full-time employees can access the summary descriptions of the School’s benefit plans through the online benefit enrollment system. Available benefit plans may vary and may change from time to time. Affected employees will be advised of any such changes as required by applicable law.

All new employees will become eligible for medical benefits on the first of the month following thirty (30) days of employment. Part-time employees may be eligible for benefits per the School’s policy and applicable laws.

Employer Contributions

Compass contributes between $9,000.00 and $15,444.00 per year for all benefits eligible employees who elect medical coverage (including dental, vision, and/or supplemental) towards benefits coverage. The employer contribution will be on a tiered structure based on medical carrier (Anthem or Kaiser) and plan coverage selection.

Plan Coverage Options:

- Employee Only
- Employee + Child(ren)
- Employee + Spouse
- Employee + Family

12-month (24 pay periods)	PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution
ANTHEM	EE Only	$1,024.00	$12,288.00
	EE + CH	$1,187.00	$14,244.00
	EE + SP	$1,187.00	$14,244.00
	EE + FAM	$1,287.00	$15,444.00

11-month (22 pay periods)	PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution
ANTHEM	EE Only	$1,117.09	$12,288.00
	EE + CH	$1,294.91	$14,244.00
	EE + SP	$1,294.91	$14,244.00
	EE + FAM	$1,404.00	$15,444.00

12-month (24 pay periods)	PLAN COVERAGE	Monthly Employer Contribution	Annual
KAISER	EE Only	$800.00	$9,600.00
	EE + CH	$1,013.00	$12,156.00
	EE + SP	$1,013.00	$12,156.00
	EE + FAM	$1,100.00	$13,200.00

11-month (22 pay periods)	PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution
KAISER	EE Only	$872.73	$9,600.00
	EE + CH	$1,105.09	$12,156.00
	EE + SP	$1,105.09	$12,156.00
	EE + FAM	$1,200.00	$13,200.00

Employer contribution amount is determined by Medical plan election (carrier and plan coverage). Can be used for Medical + Dental, Vision, and/or supplemental (Anthem Voluntary Life policies are 100% employee sponsored)

The tiered contribution structure will be reviewed annually by the cabinet and adjusted as needed, subject to approval by the Superintendent & CEO.

For staff who do not elect medical coverage, but choose vision, dental, and/or supplemental benefits the employer contribution will be $2,400.00 per year.

- 11-month staff receive $218.18/month or $109.09/per pay period.
- 12-month staff receive $200.00/month or $100.00/per pay period.

Additionally, Compass provides employer-paid Life/AD&D and Long Term Disability coverage for all eligible employees. Compass does not offer cash in lieu of benefits.

Compass does not offer cash in-lieu of benefits.

Employee Contributions

Any employee contributions due for benefits will be automatically deducted from the correlating pay period.

State Disability Insurance

Each employee contributes to the State of California to provide disability insurance Contributions are made through payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the School or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the Chief People Officer.

Retirement, Life Insurance, and Other School-Sponsored Benefits

CCS offers certain school-sponsored benefits that may include retirement and life insurance to its regular, full-time employees. Regular, full-time employees can access summary descriptions of the School's benefit plans through the online benefits enrollment system, the HRIS, or the Human Resources guidesite.

Available benefit plans may vary and may change from time to time within the sole discretion of the School. Affected employees will be advised of any such changes as required by applicable law.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

- Medical coverage for an employee, their spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:
- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time, employee or part-time, making an employee ineligible for the plan.
- This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.
- An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:
- The employee dies while covered by the plan;
- The employee and their spouse become divorced or legally separated; · The employee becomes eligible for Medicare coverage, but their spouse has not yet reached age sixty-five (65), or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.
- Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

- CCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies,
- or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. CCS will then notify the employee or their dependents of the employee's rights.
- Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage or within sixty (60) days after the event causing the loss, whichever is later.
- There are certain circumstances under which coverage will end automatically. This happens if:
- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or their spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- CCS stops providing group health benefits;
- The employee (or the employee's spouse or child) becomes entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

Powered by BoardOnTrack

PERSONNEL EVALUATION AND RECORD-KEEPING

Employee Reviews and Evaluations

Employees will utilize the school's growth and development plan process to set, and manage performance goals. Employees will meet with their supervisor to set performance goals and schedule follow-up meetings throughout the school year. Growth and Development plans are intended to make employees aware of their progress, areas for improvement, objectives or goals for future work performance, and provide coaching, support, and resources as needed. The School's evaluation system will in no way alter the employment at-will relationship.

Due dates for employee Growth & Development Plan submission can be found on the School's master calendar.

Personnel Files and Record-Keeping Protocols

At the time of employment, an electronic personnel file is established for each employee. It is each employee's responsibility to keep the Human Resources Department advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. CCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Chief People Officer. Only the Chief People Officer or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations or as otherwise legally required. Copies of an employee's personnel file can be provided upon request. A fee of .25 cents per page will be charged to the employee. Requests for digital copies of an employee file will be provided at no cost.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

HOLIDAYS, VACATIONS, AND LEAVES

Holidays

An employee who qualifies to receive pay for a holiday will receive one (1) day of pay at the employee's regular rate of pay. To qualify to receive pay for a holiday, an employee must meet the following conditions:

1. Be a full-time employee scheduled to work on the date of the School holiday;
2. Work all hours that the employee is scheduled to work on the last regular working day before and after the holiday or using a paid sick leave day (except for employees inactive on leave). Employees on leaves of absence (FMLA, CFRA. ADA, FEHA, etc.) are considered inactive and are ineligible for holiday pay.

Qualifying regular full-time and salaried exempt employees will receive the following paid holidays:

- Labor Day
- Columbus/Indigenous People's Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr.'s Birthday
- President's Day
- Spring Break
- Memorial Day
- Juneteenth (specific eleven-month staff, all twelve-month staff)
- Summer Break (twelve-month staff)

When a holiday falls on a Saturday, the preceding Friday will be celebrated as the holiday; if it falls on a Sunday, the following Monday will be celebrated as the holiday.

Employee holidays, professional development, and school days are outlined in the Employee Calendars.

Vacation

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school.

For full-time twelve (12) month employee vacation will accrue as follows:

- One (1) to four (4) years of employment: Ten (10) days of paid vacation per year (3.33 hours per pay period)
- Five (5) years or more: Fifteen (15) days of paid vacation per year (5.0 hours per pay period)

No employee will receive pay in lieu of vacation during employment. Vacation does not accrue during an unpaid leave of absence or on disability salary continuation.

Employees cannot use paid vacation leave until the ninetieth (90th) calendar day following the employee's start date. Employees must request the use of vacation days through the PAYLOCITY system at least two (2) weeks prior to scheduled use in one (1) hour increments. It is advised to wait to book travel until the immediate supervisor has granted the use of vacation time.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of one and a half times (1.5) their annual vacation accrual for full-time twelve (12) month employees. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

Sick Leave

CCS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition.

Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings), or a designated person (i.e., a person identified by the employee at the time the employee requests sick leave), who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of mental health, domestic violence, sexual assault, or stalking. Paid sick leave is also available for bone marrow or organ donation by an employee or their family member, to provide care for a guide, signal or service dog of an employee of their family member, or if CCS or an employee's child care provider's business is closed due to a public health emergency, an accident involving the employee's person or property or the person or property of an immediate family member, adoption of a child, or the birth of child making it necessary for an employee who is the parent of the child to be absent from their position during work hours.

Paid sick leave is available to all CCS employees. All full-time employees shall accrue one day per month which will accrue at the rate of four (4) hours per pay period. Part-time employees will accrue sick leave on a pro-rated basis but will never receive less than forty (40) hours or five (5) days of sick leave per year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour. Unused, accrued sick leave carries over from year to year for full-time employees and caps at one hundred and sixty (160) hours, and eighty (80) hours for all other employees.

Employees absent five (5) or more consecutive days due to illness are required to submit medical evidence of an employee's fitness to return to work. If an employee is unable or unwilling to provide medical evidence of their fitness to return to work, they will be placed on an unpaid leave of absence until the time they can provide said medical release.

Submission of medical evidence of an employee's fitness to return to work can be submitted directly to the Human Resources Manager, the Chief People Officer, or via the Time Off Certification form, a link may be found on the Human Resources guidesite.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave.

Sick leave is not to be used as vacation leave. Unused sick leave will not be paid out upon termination of employment.

Transfer of Sick Leave

The School does not transfer sick leave credit from other districts. Sick leave hours will be tracked for retirement reporting purposes. Employees should provide an official letter from the previous district(s) certifying the total days and/or hours available for transfer to CalSTRS.

If accepted, accrued and unused sick time can be transferred from the School to another district upon the termination of the employee-employer relationship.

Personal Necessity Leave

Full-time employees will receive forty (40) hours of Personal Necessity Leave per school year. Uses of personal necessity leave may include but are not limited to: death or serious illness of a member of the employee's immediate family (this is in addition to Bereavement Leave), an accident involving the employee's person or property or the person or property of an immediate family member, school appearance and activities for a school-aged child, personal legal matters, religious observances, an employee's birthday, and business matters that cannot be conducted outside of the workday.

Employees requesting the use of personal necessity leave must do so by submitting a request through the payroll platform (PAYLOCITY) at least two (2) weeks in advance unless an emergency situation occurs. If there is an emergency, please reach out to your direct supervisor to communicate the need for use of personal necessity leave so they may make the necessary approval in the payroll platform.

Personal necessity leave days are not considered the same as time worked, days used in conjunction with five (5) or more sick days will require medical certification of an employee's fitness to return to work, same as the Compass Sick Time policy.

Personal necessity leave is not vacation, does not roll over, and is not paid out upon termination of employment.

Catastrophic Injury/Illness Leave

Catastrophic injury or illness is defined as a life-threatening injury or illness of an employee which totally incapacitates the employee from work, or of an employee's family member (e.g., spouse/partner, child, or parent), as verified by a licensed physician and which forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation for the employee. Conditions that are short-term in nature (e.g., the flu, back pain, a broken limb, etc.) are not catastrophic. Acute chronic

illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work, and which are long-term in nature and require long recuperation periods, may be considered catastrophic. The catastrophic leave program shall be implemented as follows:

1. Eleven (11) month employees may donate up to two (2) sick leave days per fiscal year and twelve (12) month employees may donate up to three (3) sick leave days per fiscal year to a sick leave bank for employees suffering a catastrophic illness/injury; however, each eleven (11) month employee must retain at least six (6) sick leave days, and each twelve (12) month employee must retain at least ten (10) sick leave days, for their own account. All transfers of sick leave are irrevocable.
2. Catastrophic leave requests must be submitted in writing to the School. Any employee requesting to receive donated sick leave under this program shall first exhaust all paid leave he/she has accrued.
3. The Superintendent & CEO shall determine whether or not to grant a request for catastrophic leave based on verification by a medical doctor as to the nature of the illness or injury, anticipated length of absence, and the prognosis for recovery. There is no right to receive catastrophic leave donations. The Superintendent & CEO may in their unreviewable discretion decline an employee's request for catastrophic leave benefits for any reason.
4. All information provided by the employee requesting catastrophic leave shall be held in strict confidence by the School and shall be isolated from other employment records as required by applicable law.
5. The number of sick days that can be received by an employee from the catastrophic leave bank is limited to twenty (20) per fiscal year.
6. If an employee is also receiving any form of disability benefits, which is paid on a weekly basis, the total amount of catastrophic leave pay the employee may receive on a weekly basis, when added to the amount of disability benefits the employee is receiving, shall not exceed the employee's total weekly salary. Employees must disclose to the School whether they are receiving any such disability benefits.
7. Any reinstatement rights for employees utilizing catastrophic leave shall be in accordance with applicable law.
8. Participation in this program is voluntary. Recipient employees shall not offer anything of value to another employee in exchange for donating leave. Likewise, donating employees shall not receive anything of value from another employee in exchange for donating leave.
9. Sick pay accrued during any period of unpaid leave only until the end of the month in which unpaid leave began.

Unpaid Leave of Absence

CCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant an employee a leave of absence. Any unpaid leave of absence must be approved thirty (30) days in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Employment During Leave
No employee, including employees on Catastrophic Illness/Injury leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Employees on a leave of absence are prohibited from performing work duties during their leave, This includes but is not limited to answering emails, grading, responding to surveys, and communication with staff or other stakeholders. Employees in violation of this policy may be subject to restricted email access until their official return date and/or disciplinary action.

Family Care and Medical Leave (FMLA) and California Family Rights Act (CFRA)

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

FMLA and CFRA will run concurrently when applicable.

Employee Eligibility Criteria
To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

Events That May Entitle an Employee to FMLA/CFRA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by

Powered by BoardOnTrack

pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).

i. A "serious health condition" is an illness, injury (including, but not limited to, on the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment,
ii. including, but not limited to, treatment for substance abuse.
iii. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
iv. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
v. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.

2. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.
3. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
4. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call
5. or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

Amount of FMLA/CFRA Leave Which May Be Taken

1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.

Powered by BoardOnTrack

3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of their own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted their sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

Health Benefits

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of their group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

CCS may recover the health benefit costs paid on behalf of an employee during their FMLA/CFRA leave if:

Powered by BoardOnTrack

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

Medical Certifications

1. An employee requesting FMLA/CFRA leave because of their own or a relative's serious health condition must provide medical certification from the appropriate healthcare provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a healthcare provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, healthcare provider to provide a final and binding opinion
4. Recertifications are required if leave is sought after the expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Chief People Officer. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or their qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken

intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of their own serious health condition, the employee must obtain a certification from their healthcare provider that he/she is able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If an accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Employees on a leave of absence are prohibited from performing work duties during their leave, This includes but is not limited to answering emails, grading, responding to surveys, and communication with staff or other stakeholders. Employees in violation of this policy may be subject to restricted email access until their official return date and/or disciplinary action.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria
To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave
The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave
Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. “Four months” means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro-rata or proportional basis. For example, for an employee who works twenty (20) hours per week, “four months” means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, “four months” means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits

CCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12)-month period. CCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
    a. The employee is taking leave under the California Family Rights Act.
    b. There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
    c. There is a non-pregnancy related medical condition requiring further leave. Any other circumstance beyond the control of the employee.

Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after the expiration of the time estimated by the healthcare provider. Failure to submit the required recertification can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Chief People Officer. An employee asking for a Request for Leave form will be referred to the School's then-current pregnancy disability leave policy.
2. Employees should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing, and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position; she must be reinstated to a comparable position unless one of the following is applicable:
    a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
    b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.
    c. A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with CCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from their healthcare provider that they are able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If an accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Powered by BoardOnTrack

Employees on a leave of absence are prohibited from performing work duties during their leave, This includes but is not limited to answering emails, grading, responding to surveys, and communication with staff or other stakeholders. Employees in violation of this policy may be subject to restricted email access until their official return date and/or disciplinary action.

Industrial Injury Leave (Workers' Compensation)

CCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Chief Operating Officer;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Chief of Staff, and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. CCS, with the help of its insurance carrier, has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high-quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Chief Operating Officer and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of their shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by their personal physician at their own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

CCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employees shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, CCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

CCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

Each employee will be provided with five (5) total bereavement days for the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law) per year. Three (3) days will be paid, and two (2) days will be unpaid. Employees have the option of subsidizing accrued Sick Time or Vacation Time (when applicable) in place of unpaid bereavement.

If an employee requires more than five (5) days off for bereavement leave, the employee may use accrued sick and/or vacation days. Please contact a member of the Human Resources department if you wish to utilize accrued sick, vacation, or personal necessity leave days for bereavement.

Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. Upon request, an employee may be required to provide documentation of the death of a covered family member.

Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

Jury Duty or Witness Leave

Jury and Witness leave is provided for any employee who is called to serve jury or witness duty in any court during regularly assigned working hours. Prior notification to and approval by the Human Resources Department is required. The School will pay an employee up to fifteen (15) days paid per jury service term.

If an employee is asked to use the call-in jury system and he/she is not selected to appear the next morning, the employee must report to work. The employee must notify HR if he/she has been selected to serve on a jury and if possible to notify how long the trial may last in order to plan ahead.

As a reminder as of August 2004, in an effort to avoid duplicate payment of public funds, California Superior Court jurors employed by a government entity (including school districts) who receive their regular compensation during jury service may not be paid daily jury duty fees by the court (California Code of Civil Procedure, Section 215). Hence, when completing the juror affidavit questionnaire, it is your responsibility to check the "Government/Public Employee" box (rather than "Employed"). This alerts the court to withhold payment of jury fees (although you will still receive mileage reimbursement, unless you have elected to waive it).

Note: Employees summoned to United States District Court are entitled to jury fees. Therefore, in accordance with current employee agreements, an amount equal to the jury fees paid by the court will automatically be withheld from the employee's subsequent pay.

Employees must provide a copy of Jury Summons or Witness Subpoena when requesting Jury Duty Leave and must submit employer paperwork received from the court at the completion of jury service. Employees must request time off for Jury Service using the HRIS.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time

taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their immediate supervisor at least two (2) days' notice.

School Appearance and Activities Leave

As required by law, CCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of CCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation, personal necessity, or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a twelve (12) month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Victims of Abuse Leave

CCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide CCS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide CCS one (1) of the following certifications upon returning back to work:

a. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
b. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
c. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
d. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, CCS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact Human Resources.

Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization. When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement.

An employee should give the Human Resources department thirty (30) days' notice prior to returning from leave. Whenever the School is notified of an employee's intent to return from leave, the School will attempt to place the employee in their former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult the Chief People Officer.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare, and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Unprofessional conduct or violation of the schools established ARTIC values.
3. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties, or responsibilities.
4. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property or via the school intranet (i.e. Workplace, guidesite) by employees and non-employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
5. Acceptance, from any source, of a reward, gift, or other forms of remuneration in excess of $100.00, in addition to regular compensation to all staff.
6. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
7. Fighting or instigating a fight on School premises.
8. Violations of the drug and alcohol policy include using, possessing, dealing, distributing, or being under the influence of intoxicating beverages, non-prescribed drugs or any unlawful drugs while on duty or at a work location.
9. Actions which constitute an unwholesome influence on scholars or other staff members, such as harassment, which includes but is not limited to sexual harassment.
10. Using or possessing firearms, weapons, or explosives of any kind on school premises.
11. Gambling on school premises.
12. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and timecards.
13. Electronically clocking for another employee or permitting or arranging for another employee to record your clock time.
14. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
15. Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
16. Excessive absenteeism or tardiness excused or unexcused.
17. Posting any notices on School premises without the prior written approval of management, unless posting is on a School bulletin board designated for employee postings.

18. Immoral or indecent conduct.
19. Conviction of a criminal act, especially a felony, or conviction of a misdemeanor involving moral turpitude.
20. Engaging in sabotage or espionage (industrial or otherwise).
21. Violation of the unlawful harassment, discrimination, and retaliation policy.
22. Violation of the School's policies regarding discrimination, harassment, or retaliation.
23. Failure to report a job-related accident to the employee's manager, school administrator, or failure to take or follow prescribed tests, procedures or treatment.
24. Sleeping during work hours.
25. Release of confidential information relating to staff, scholars or CCS without prior authorization from the Human Resources Department and/or the Superintendent & CEO.
26. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
27. Any willful act of conduct undertaken in bad faith, either during or outside of duty hours, which is of such a nature that causes discredit to the School.
28. Violation of any federal, state or local laws affecting the School or the employee's employment or fitness for employment with the School.
29. Failure to comply with the School's safety protocols and procedures.
30. Refusal to speak to supervisors or other employees.
31. Dishonesty.
32. Failure to possess or maintain the credential/certificate required of the position.

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.

- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using School facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. CCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Employee Improvement Opportunities and Progressive Disciplinary Process

Situations may arise where an employee's conduct and performance needs to be addressed by the school's progressive disciplinary process. All situations will be reviewed by the Human Resources Team when determining the appropriate actions. Use of progressive discipline remains within the sole and unreviewable discretion of CCS and in no way alters or impairs the at-will nature of employment at the School.

Coaching and Mentoring

Compass believes in the importance of holding crucial conversations regarding performance and mentoring opportunities whenever possible. Supervisors should address concerns of employee performance directly with the employee in either their regular recurring check-in (one-on-one) meetings or a scheduled meeting.

Coaching Support Plan (CSP)

This document is meant to identify and address opportunities for growth. Employees and supervisors are expected to collaborate on completion of the CSP.

A CSP usually follows a verbal warning, but may be issued with a written warning.

Performance Improvement Plan (PIP)

The Performance Improvement Plan (PIP) is an escalation from a CSP, this is a detailed plan for improvement based on requirements and regular duties based on an employee's role and job description. This can include daily or weekly check-ins, and may be used in conjunction with a written warning.

A PIP will be issued to an employee with a Supervisor and a member of the Human Resources Team present.

Subject to the at-will nature of employment, employees are expected to meet conditions of a PIP on an immediate and sustained basis but by no later than within thirty (30) days.

30-Day Follow-up to Performance Improvement Plan:

- Conditions Met: Update notes on the PIP documentation and additional support through regular check-in (one-on-one) meetings.
- Significant Improvement: Update notes on the PIP documentation and re-visit within an agreed upon timeline, usually one (1) to two (2) weeks.
- Conditions Not Met or No Improvement: Termination of employment.

Progressive Discipline Procedures

Although employment with the School is "at-will," meaning that either the employee or the School may terminate the employment relationship at any time, with or without cause or advance notice, the School shall generally utilize a discipline process which includes the following progression: verbal warning; written reprimand; suspension without pay; and release.

Written Warnings and Performance Improvement Plans will be issued with a

Verbal Warning: A verbal warning may result in a post-conference summary or memorandum. The employee shall have the right to have a written response attached to the warning and retained in the file.

Written Warning: Unless conduct warrants a written warning/reprimand in the first instance, a written reprimand shall not be used unless the employee has been verbally warned about similar actions within the last three (3) years. A Written Warning will be issued to an employee with a member of the Human Resources team present. The School, in its discretion, may also issue a performance improvement plan ("PIP") concurrent with the written reprimand. The employee shall have the right to have a written response attached to the reprimand and retained in the file.

Suspension: The School, in its discretion, may choose to place the employee on unpaid suspension in lieu of a releasing the employee. However, placement on unpaid suspension does not bar the School from releasing the employee should disciplinary issues continue.

Release from At-Will Employment: Release from at-will employment shall be the final step of progressive discipline and shall generally be used only when prior steps of progressive discipline have failed, or unless the basis for the release constitutes misconduct or significant unsatisfactory job performance.

The School reserves the right in all instances to determine the appropriate level of disciplinary action, where progressive steps may not always be taken. Neither this policy nor any action taken or not taken by the School in relation to employee discipline alters the at-will nature of relationship at the School.

Misconduct

For the purposes of this policy, "misconduct" includes but is not limited to employee actions or inactions which: tend to threaten the safety of School students, families and staff; violate the terms of the School's charter, Employee Handbook, or any other policies/procedures; violate federal, state, or local law; or tend to damage the School's reputation within the community. The School shall have the sole authority to determine when a disciplinary matter rises to the level of constituting "misconduct."

Administrative Leave with Pay

The Superintendent & CEO or their designee, at his or her discretion, may place any employee on administrative leave with pay for the purpose of investigating charges or complaints against such employee. Full benefits shall remain in force pending the completion of an investigation. Such leave will not be considered disciplinary in nature.

Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with the School, employees should notify the Human Resources Manager or Chief People Officer regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned but unused vacation pay. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA.

Employees are expected to return all School equipment/property upon termination of employment.

INTERNAL COMPLAINT REVIEW

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Human Resources Team or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a coworker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Human Resources Team:

1. The complainant will bring the matter to the attention of a member of the Human Resources Team as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed, or if not appropriate.
2. The complainant will reduce their complaint to writing, indicating all known and relevant facts. The Human Resources Team will then investigate the facts and provide a solution or explanation.
3. If the complaint is about the Chief People Officer, the complainant may file their complaint in writing to the Superintendent & CEO. The Superintendent & CEO or designee will then investigate the facts and provide a solution or explanation.
4. If the complaint is about the Superintendent & CEO, the complainant may file their complaint in writing to the Chair of the Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third-party investigator on behalf of the Board. The Board Chair or investigator will report his or her findings to the Board for review and action, if necessary.
5. This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequences to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with a member of the Human Resources Team or Superintendent & CEO (if the complaint concerns the Chief People

Powered by BoardOnTrack

Officer) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the Human Resources Team shall abide by the following process:

1. The Human Resources Team shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Human Resources Team finds that a complaint against an employee is valid, the Human Resources Team) may take appropriate disciplinary action against the employee. As appropriate, a member of the Human Resources Team may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. A member of the Human Resources Team decision relating to the complaint shall be final unless it is appealed to the Superintendent & CEO. The decision of the Superintendent & CEO shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances, absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Superintendent & CEO) or member of the Human Resources Team will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

CCS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A - Harassment/Discrimination/Retaliation Complaint Form

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Human Resources Manager or Superintendent & CEO.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

CCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

_____

_____

List any witnesses that were present: _____

_____

Where did the incident(s) occur?

_____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.
I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant: _____ Date: _____

Print Name: _____

To be completed by School Representative:

Received by: _____ Date: _____

Title: _____

APPENDIX B - Internal Complaint Form

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name and title of person(s) you have a complaint against:

_____

List any witnesses that were present: _____

_____

Where did the incident(s) occur?

_____

_____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

_____

_____

_____

_____

_____

_____

_____

_____

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct

and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant: _____ Date: _____

Print Name: _____

To be completed by School Representative:

Received by: _____ Date: _____

Title: _____

4865-6512-4041, v. 1

2025-26 Employee Handbook Changes
December 2025

+ Added additional language to “Performance Improvement Plan” (p.78)
    + Clarifies presence of a supervisor and member of the Human Resources team when issuing a PIP.
+ Formatted items under “30-Day Follow-up to Performance Improvement Plan” (p.78-79)
+ Added additional language to “Written Warning” (p.79)
    + Clarifies presence of a member of the Human Resources team when issuing a Written Warning.