



Compass Charter Schools

Meeting of the Compass Board of Directors

Date and Time

Tuesday September 22, 2026 at 6:00 PM PDT

Location

This meeting will be held virtually through Zoom.

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

Please click the link below to join the webinar:

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

28210 Dorothy Dr., Suite 210, Agoura Hills, CA 91301

3722 West Blvd., Los Angeles, CA, 90016

Doubletree Pomona, 3101 W. Temple Ave., Pomona, CA 91768, Milan boardroom

1720 Kinneloa Canyon Road, Pasadena, CA 91107

1035 Shamrock Rd, Campbell, CA 95008

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 forty-eight (48) 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		Noël Russell Unterburger	1 m
B. Record Attendance		Tami Wrigley	2 m
II. Approval of agenda			6:03 PM
A. Approval of the agenda	Vote	Noël Russell Unterburger	2 m
Approval of the September 22, 2026 Board of Directors Meeting Agenda			
III. Board Business			6:05 PM
A. New Board Member Search	Vote	Noël Russell Unterburger	5 m
Recommended installation of new Board member: Dr. Ambur Borth - Regular Board Member			
IV. Public Comment			6:10 PM
A. Public Comment	FYI	Noël Russell Unterburger	5 m
Addressing the Board – Board meetings are meetings of the Board of Directors and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the Board through the Chair of the Board. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must complete a Speaker Request Card (https://forms.gle/wP1s15iB6xRSAEzP8) and submit it to Tami Wrigley. The Speaker Request Card must contain speaker name, contact number or email, and subject matter and submitted to the Executive Assistant to the Superintendent prior to the start of the meeting. Members of the public may address the Board on any matter within the Board's jurisdiction and have two (2) minutes each to do so. The total time			

	Purpose	Presenter	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.

V. Consent Items			6:15 PM
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A. Consent Items	Vote	Noël Russell Unterburger	3 m
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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.

- June 2026 Financial Statements
- June 2026 Financial Presentation
- Board Policy 13 - annual approval
- Board Policy 31
- Curriculum List Update
- Approval of the June 13, 2026, Retiring Board of Directors Meeting Minutes
- Approval of the June 13, 2026 Incoming Board of Directors Meeting Minutes
- Approval of the July 20, 2026 Board Training Meeting Minutes

B. Approval of the June 13, 2026, Retiring Board of Directors Meeting Minutes	Approve Minutes	Noël Russell Unterburger	1 m
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	Purpose	Presenter	Time
C. Approval of the June 13, 2026 Incoming Board of Directors Meeting Minutes	Approve Minutes	Noël Russell Unterburger	1 m
D. Approval of the July 20, 2026 Board Training Meeting Minutes	Approve Minutes	Noël Russell Unterburger	1 m
VI. Communications			6:21 PM
A. Board Member Communication	Discuss	Noël Russell Unterburger	5 m
• Noël Russell Unterburger • Dr. Minita Clark • Samantha Herrod • Heather Hardy • Dr. Jeffery Flagg • Tamara Harvey			
B. Scholar Leadership Council Update	FYI		3 m
VII. Scholar Spotlight			6:29 PM
A. Scholar Spotlight	FYI	Rebecca Rodriguez	1 m
VIII. Operations Division			6:30 PM
A. Division Update	FYI	Danielle Gamez	3 m
B. FY 26 Unaudited Actuals Presentation	Discuss	Danielle Gamez	15 m
C. Fiscal Year 2026 Unaudited Actuals Report Los Angeles	Vote	Danielle Gamez	1 m
D. Fiscal Year 2026 Unaudited Actuals Report San Diego	Vote	Danielle Gamez	1 m
E. Fiscal Year 2026 Unaudited Actuals Report Yolo	Vote	Danielle Gamez	1 m

		Purpose	Presenter	Time
F.	Compass Charter Schools Insurance Services Proposal 2026-2027	Vote	Danielle Gamez	5 m
G.	Board Policy #: 6 SECTION 6 - FISCAL – CONTROLS	Vote	Danielle Gamez	5 m
	Investment policy section added at the recommendation of our auditor. See the addition at the bottom in red.			
H.	Review and Approve the FY27 EPA Funds Allocation	Vote	Danielle Gamez	2 m
I.	CalSTRS Pension 2 Board Resolution	Vote	Danielle Gamez	5 m
J.	Submitted 2026-27 CDE Consolidated Applications	FYI	Danielle Gamez	1 m
IX.	Board Training			7:09 PM
A.	Brown Act and Conflict of Interest Training Biennial Required Training.	Discuss	Jerry Simmons	30 m
X.	Superintendent's Report			7:39 PM
A.	Superintendent's Report	Discuss	Elizabeth Brenner	5 m
XI.	People Division			7:44 PM
A.	People Division Update Attachments:	FYI	Sophie Trivino	
	• People Division Report • Employee Additions Report • Employee Terminations Report			
B.	2026-27 Compass Employee Handbook	Vote	Sophie Trivino	5 m
XII.	Academic Services			7:49 PM
A.	Academic Division Updates	FYI	Greg Cohen	

	Purpose	Presenter	Time
• Academic Division Update			

XIII. Closing Items7:49 PM

A.	Upcoming Meetings	FYI	Elizabeth Brenner	1 m
	Special Meeting, November 10, 2026, 6:00-8:00 PM- Please have your SDI inventory completed prior to the meeting.			
	Board of Directors Meeting, December 12, 2026, 6:00 - 8:00 p.m.			
B.	Adjourn Meeting	Vote	Noël Russell Unterburger	1 m

Coversheet

Consent Items

Section: V. Consent Items
Item: A. Consent Items
Purpose: Vote
Submitted by: Greg Cohen
Related Material: CCS June 2026 Financials.xlsx
 Compass_Charter_Schools_FY2026_June-R.pptx
 Policy #13 Independent Study Board Policies 2026_09_22.pdf
 Policy #31 Parent and Family Engagement 2026_09_22.pdf
 Policy #31 Parent and Family Engagement Markup Draft 2026_09_22.pdf
 Approved Curriculum List Update 2026_09_22.pdf

BACKGROUND:

Policy #13: No changes are proposed; the policy is presented for annual review and continued implementation for the 2026–27 school year.

Policy #31 Parent and Family Engagement Policy has not been revised since its original adoption on October 3, 2019. The proposed revision represents a modernization and clarification of the existing policy, rather than a change in Compass’s overall philosophy of parent and family engagement. The core expectations established in the 2019 policy remain.

The revision brings the policy into closer alignment with current federal Title I guidance, California’s evolving LCAP and educational-partner engagement framework, and current Compass practices. It also more clearly documents several Title I requirements that existed when the original policy was adopted but were not fully addressed or explained in the 2019 policy.

Key revisions include:

- Clarifies that the policy serves as both the LEA- and school-level Parent and Family Engagement Policy for each applicable CCS charter receiving Title I, Part A funds.
 - Better aligns Title I parent and family engagement with Compass’s LCAP and Federal Addendum planning and engagement processes.
 - Updates references to current Compass engagement structures, including PAC, ELAC, SEPAC, parent surveys, connection meetings, workshops, and the Learning Coach Academy.
 - Strengthens and clarifies parent participation in the development, review, and improvement of Title I programs, applicable plans, and the policy itself.
 - Adds and clarifies applicable Title I parent and family engagement funding and parent-input requirements.
 - Revises the School-Parent Compact to more clearly define shared responsibilities of CCS, parents/families, and scholars and to address ongoing two-way communication.
 - Expands accessibility, translation, interpretation, and reasonable accommodation provisions for families.
- Modernizes language and implementation practices to reflect Compass’s current virtual independent study model.

Curriculum List

Minor adjustments based on changes from publishers, availability, and contracts. Contributions from newly created Curriculum Manager position helped to improve list for accuracy and appropriateness. Per ed code, the board must approve all core curriculum the school makes available for scholars.

Grades TK-8 Changes

- Bright Thinker (6-8 print only): Added across TK-8 ELA, Math, Science, and Social Studies/History.
- Great Books (K-8): Updated with *** notation, indicating it is allowed but no longer available for purchase.
- Imagine Learning: Removed from TK-8 Math and Science Supplemental Resources.
- Memoria Press (Foundational Writing): Grade range adjusted from TK-12 to TK-8.
- Stories in History: Grade range expanded from 1-8 to TK-8.
- U.S. History Detective Book: Grade range updated from 8-12 to grade 8 only.

Grades 9-12 Changes

- ELA: Added Edgenuity ImagineLearning.
- Math: Added Mr. D and Edgenuity-ImagineLearning.
- Social Studies Reorganization: Restructured into distinct sub-categories (*Ethnic Studies*, *World History*, *United States History*, *Government*, *Economics*) clearly divided between "Online/Digital Curriculum Options" and "Textbook/Hardcopy Curriculum Options".
- Added Edgenuity Imagine Learning across all high school Social Studies subjects.
- Added Bright Thinker (paper) under Ethnic Studies, Government, and Economics hardcopy options.
- Added World History Interactive Homeschool Bundle 2023, Holt-McDougal Modern World History, and Power Basics: World History II & III (with teacher approval).
- Added US History Interactive Homeschool Bundle 2022 and Power Basics US History.
- Added Magruder's American Government and Power Basics under Government.

RECOMMENDATION:

Policy #13: Staff recommends approval.

Policy #31: Staff recommends approval.

Curriculum List: Staff recommends approval.

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 June 2026 Financials.xlsx



Financials through Jun 30, 2026

Monthly Financial Board Report

Prepared for: Compass Charter Schools

Prepared by School's CSMC SBM - Kristin Nowak



Financial Summary

Actual to Budget:
This report is as of Jun 30, 2026, compared against our board-approved 2 nd Interim Budget on 03/10/2026, based on an enrollment count of 2,203 students enrolled and enrollment ADA of 2,148.76
YTD Revenues through Jun 30, 2026 , are \$34,938,935 or 3.2% over our current budget due to the inclusion of the STRS on behalf revenue for all three schools. These amounts are used to cover the STRS on behalf expense in the benefits category (these are offsetting amounts that do not truly affect the bottom line). CCS also received an additional \$67K in Local revenue than budgeted which comes from Interest Income.
YTD Expenses through Jun 30, 2026 , are \$36,262,268 or 11.2% over our current budget due to the inclusion of the STRS on behalf expense for all three schools. These amounts are covered by the STRS on behalf revenue sitting in State Revenue (these are offsetting amounts that do not truly affect the bottom line). This overage was slightly softened by an approximate \$650K in Certificated and Classified salaries. There was a 673K overspend in Books and Supplies (more participation in Textbooks and Core Curriculum expense category) and \$357K overspend in Services (Travel/Conferences and Educational Consultants).
Therefore, net income is \$601,467.

Balance Sheet:
As of Jun 30, 2026, we had total cash of \$7,752,225, short-term liabilities of \$5,069,606, and long-term liabilities of \$329,041. The ending fund balance is \$8,507,781.
Compared against the previous closed month, reconciled cash increased by \$103K.

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:
	152.9%	> 100.0 %
Formula: (Cash) / (Current Liabilities)		

Current Ratio (Liquidity)		
Ability to pay short-term obligations		
	Current:	Target:
	2.7	> 1.0
Formula: (Current Assets) / (Current Liabilities)		

Defensive Interval		
Months of continued operation without incoming funds		
	Current:	Target:
	4.3	> 3 months
Formula: (Cash + Securities + AR)/(Average Expenses for Past 12 Months)		

Financial Snapshot

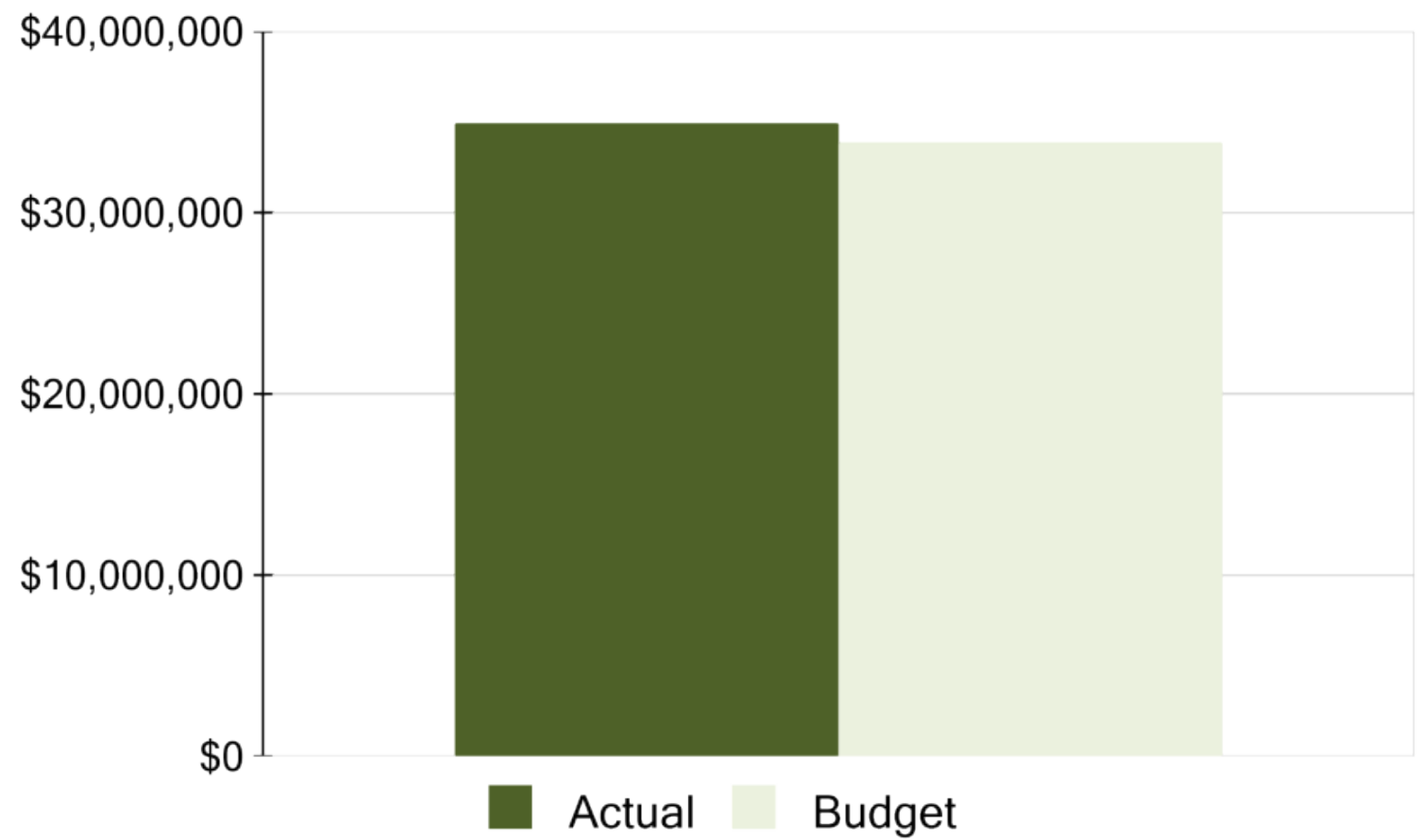
FY 2025-2026, July - June



Cash Balance

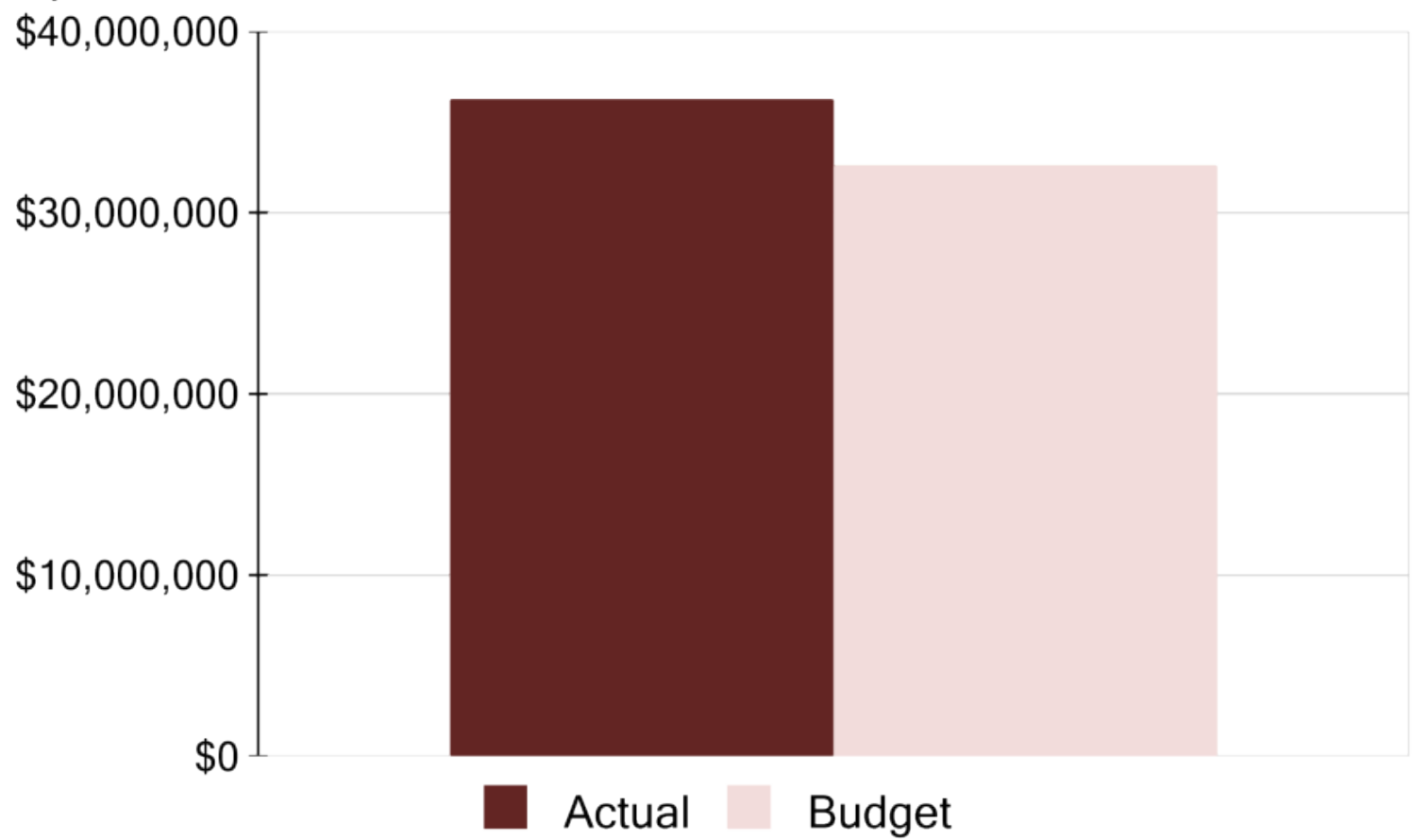
\$7,740,690

Revenue to Date



Revenue Summary	
Actual	\$34,938,935
Budget	\$33,867,079
Actual to Budget	3.2%

Expense to Date



Expense Summary	
Actual	\$36,262,268
Budget	\$32,616,455
Actual to Budget	11.2%

Actual to Budget Summary

FY 2025-2026, July - June

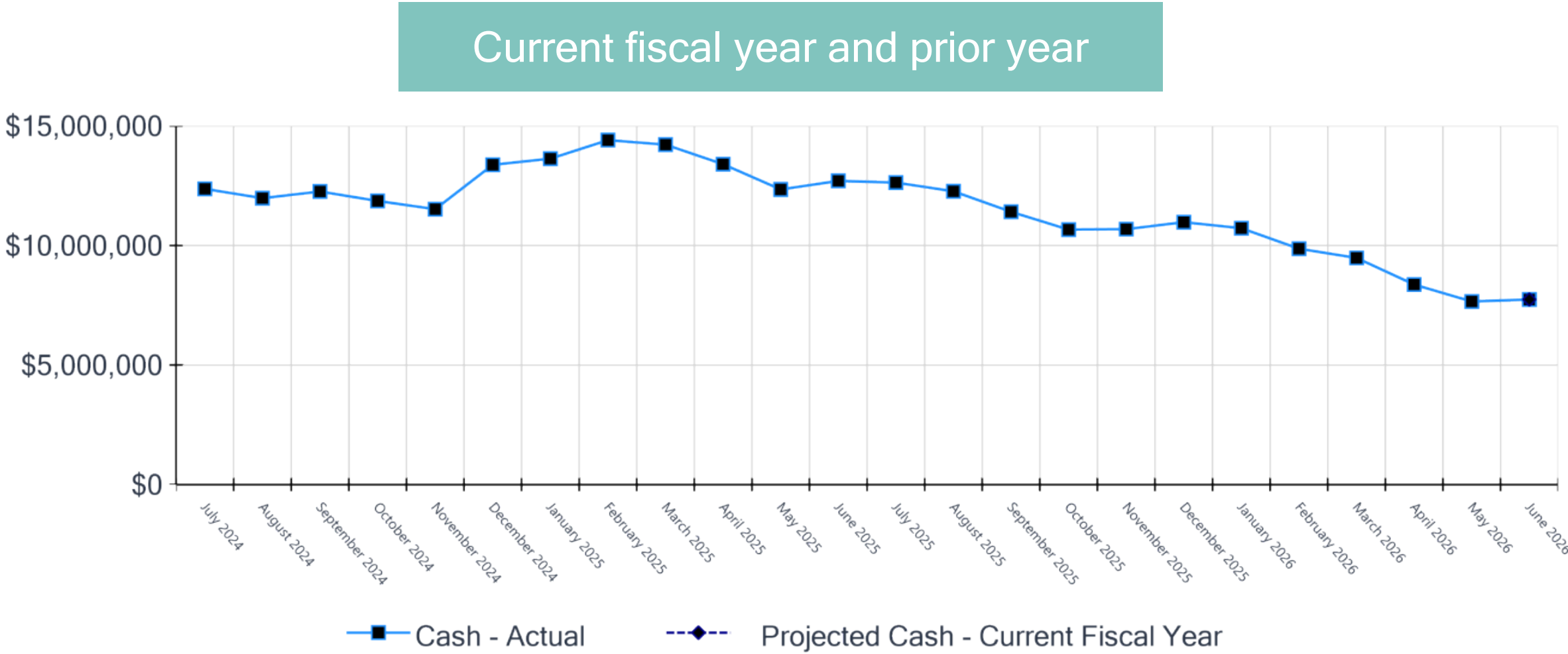
	July - June			2025-2026		
Account Description	Actual	Budget	Variance \$	Total Budget	Actual to Total Budget %	Remaining Budget
LCFF Revenue	\$27,287,405	\$27,543,688	(\$256,283)	\$27,543,688	99.1%	\$256,283
Federal Revenue	\$1,419,162	\$1,744,306	(\$325,145)	\$1,744,306	81.4%	\$325,145
State Revenue	\$6,026,439	\$4,435,884	\$1,590,555	\$4,435,884	135.9%	(\$1,590,555)
Local Revenue	\$205,929	\$143,201	\$62,728	\$143,201	143.8%	(\$62,728)
Total Revenue	\$34,938,935	\$33,867,079	\$1,071,856	\$33,867,079	103.2%	(\$1,071,856)
Benefits	\$6,695,458	\$5,346,976	(\$1,348,482)	\$5,346,976	125.2%	(\$1,348,482)
Classified Salaries	\$3,807,344	\$4,109,427	\$302,083	\$4,109,427	92.6%	\$302,083
Certificated Salaries	\$13,464,288	\$13,820,561	\$356,273	\$13,820,561	97.4%	\$356,273
Total Personnel Expenses	\$23,967,090	\$23,276,964	(\$690,127)	\$23,276,964	103.0%	(\$690,127)
Other Outgo	\$1,924,801	-	(\$1,924,801)	-	192,480,080.0%	(\$1,924,801)
Services	\$5,459,650	\$5,102,623	(\$357,027)	\$5,102,623	107.0%	(\$357,027)
Books and Supplies	\$4,910,728	\$4,236,868	(\$673,860)	\$4,236,868	115.9%	(\$673,860)
Total Operational Expenses	\$12,295,178	\$9,339,491	(\$2,955,687)	\$9,339,491	131.6%	(\$2,955,687)
Total Expenses	\$36,262,268	\$32,616,455	(\$3,645,814)	\$32,616,455	111.2%	(\$3,645,814)
Net Income	(\$1,323,334)*	\$1,250,625	(\$2,573,958)	\$1,250,625	-105.8%	\$2,573,958

Revenue
\$34,938,935
Expenses
\$36,262,268
Surplus / (Deficit)
(\$1,323,334)

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.

***NOTE: This amount does not include the CMO transfer of \$1,924,081. ACTUAL ending position for Compass in FY25-26 is \$601,467.**

Monthly Cash Balance Over Time



	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	\$10,682,872.42	Actual
December 2025	\$10,973,591.32	Actual
January 2026	\$10,722,441.14	Actual
February 2026	\$9,864,545.55	Actual
March 2026	\$9,478,407.24	Actual
April 2026	\$8,365,720.67	Actual
May 2026	\$7,656,791.25	Actual
June 2026	\$7,740,689.53	Actual

Balance Sheet Summary FY 2025-2026 - June

Assets	
Current Assets	
Accounts Receivable	\$4,205,765
Cash and Cash Equivalents	\$7,740,690
Prepaid Expenses	\$723,508
Short Term Investments	\$910,743
Total Current Assets	\$13,580,706
Fixed Assets	
Fixed Assets	\$320,503
Total Fixed Assets	\$320,503
Other Assets	
Other Assets	\$5,220
Total Other Assets	\$5,220
Total Assets	\$13,906,428

Liabilities and Net Assets	
Short-term Liabilities	
Accounts Payable	\$128,279
Accrued Liabilities	\$3,661,300
Other Short Term Liability	\$1,280,027
Total Short-term Liabilities	\$5,069,606
Long-term Liabilities	
Other Liabilities	\$329,041
Total Long-term Liabilities	\$329,041
Total Liabilities	\$5,398,647
Total Unrestricted Net Assets	\$7,906,314
Total Net Increase/(Decrease) in Net Assets	\$601,467
Total Net Assets	\$8,507,781
Total Liabilities and Net Assets	\$13,906,428

Liquidity Ratio

2.7

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 June
2026: \$1,732,394.85

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
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Report created on 9/1/2026 11:16:55 AM for Compass Charter Schools

SECTION 4 – CURRICULUM

Board Policy #13: Independent Study Board Policies

Adopted/Ratified: October 3, 2019

Revision Date: March 22, 2020, March 28, 2021, July 31, 2021, September 29, 2021, July 26, 2022, June 22, 2023, May 18, 2024, August 5, 2024, March 8, 2025, March 10, 2026, September 22, 2026

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

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be twenty-seven (27) school days.
2. The Superintendent & CEO or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete five (5) assignments in a period of twenty-seven (27) school days.
 - b. In the event a Scholar’s educational progress falls below satisfactory levels as determined by the Charter School’s Scholar Study Team Policy and Missed Assignment Policy which considers ALL of the following indicators:
 - i. Achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - ii. Failure to engage in any schoolwork for a cumulative period of five (5) school days in a 27 day period.
 - iii. Completion of assignments, assessments, or other indicators that show evidence that the pupil is working on assignments.
 - iv. Learning required concepts, as determined by the supervising teacher.
 - v. Progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

The Charter School may also consider the following in determining satisfactory progress:

1. The required diagnostic assessment which is administered three times per year; or
2. Scholars' semester grades as determined by the teacher of record; or
3. Data gathered during monthly Connections Meetings.
4. Failure to attend required Special Education services.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.

The Charter School has adopted tiered reengagement strategies for the following pupils:

1. All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four (4) continuous weeks of the Charter School's approved instructional calendar;
2. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
3. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

1. Verification of current contact information for each enrolled pupil;
2. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a non-attendance day or lack of participation;
3. A plan for outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;
4. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.

The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:

For pupils in transitional kindergarten through grade 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by a

Compass Charter Schools teacher or teachers of record shall be as follows:

1. Each teacher or teachers of record will provide daily synchronous instruction via an online video conferencing platform wherein scholars will have the opportunity to participate in daily lessons and learning activities with similar aged peers.
2. Daily synchronous instruction shall be approximately 30 minutes per day, but may be longer or shorter in duration at the discretion of the teacher or teachers of record.
3. The schedule for daily synchronous instruction will be communicated to scholars and their families via ParentSquare, Google calendar, and other virtual communication platforms.
4. Scholars shall be required to utilize their Compass Google accounts to access daily synchronous instruction.

For pupils in grades 4-8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all pupils throughout the school year provided by a Compass Charter Schools teacher or teachers of record shall be as follows:

1. Each teacher or teachers of record will provide weekly synchronous instruction via an online video conferencing platform wherein scholars will have the opportunity to participate in weekly lessons and learning activities with similar aged peers.
2. Weekly synchronous instruction shall be approximately 30 minutes per week, but may be longer or shorter in duration at the discretion of the credentialed staff member and/or supervising teacher.
3. The schedule for daily live interaction will be communicated to scholars and their families via ParentSquare, and/or Google calendar, and other virtual communication platforms.

For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year provided by a Compass Charter Schools teacher or teachers of record shall be as follows:

1. Each credentialed staff member will provide weekly synchronous instruction via an online video conferencing platform wherein scholars will have the opportunity to participate in weekly lessons and learning activities with similar aged peers.
2. Weekly synchronous instruction shall be approximately 30 minutes per week, but may be longer or shorter in duration at the discretion of the credentialed staff member and/or supervising teacher. The schedule for weekly synchronous instruction will be communicated to scholars and their families via ParentSquare and/or Google calendar.
3. Scholars shall be required to utilize their Compass Google accounts to access weekly synchronous instruction.

The following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five

instructional days:

1. Upon written receipt of a family's wish to return to in-person instruction, the Charter School staff shall inform the family of their right to return to their district of residence for in-person instruction because the Charter School does not offer an in-person instruction option.
2. If the family specifically requests additional in-person options, the Charter School will provide a list of recommended alternatives based on the scholar's current address of residence. Parents may also visit <https://www.greatschools.org/to> locate additional school options in their area.
3. The Charter School shall not have any obligation to assist the family with enrollment in a school district or another charter school, nor can the Charter School guarantee enrollment availability in any school.

The tiered reengagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families wish to return to in-person instruction (as described above) shall not apply to pupils who participate in an independent study program for fewer than 16 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. The tiered reengagement strategies shall not apply to independent study offered due to school closure or material decrease in attendance for 16 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:

- a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
- b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
- c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work.
- d. A statement of the policies adopted herein, pursuant to Education Code Section 51747(a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent

study.

- e. The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code sections 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- i. For a pupil participating in an independent study program that is scheduled for more than 15 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For a pupil participating in an independent study program that is scheduled for less than 16 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code. Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.

The Superintendent & CEO may establish regulations to implement these policies in accordance with the law.

SECTION 6 – SCHOLAR

Board Policy #31: Parent and Family Engagement Policy

Adopted/Ratified: October 3, 2019

Revision Date: 9/22/2026

Compass Charter Schools (“CCS”), jointly with parents and family members of participating scholars from each CCS charter receiving Title I, Part A funds, has developed and mutually agreed upon this written Parent and Family Engagement Policy (“Policy”). For each CCS charter receiving Title I, Part A funds, this Policy serves as both the LEA- and school-level Parent and Family Engagement Policy and is incorporated into the charter's applicable LEA plan, including the LCAP Federal Addendum, as required under ESSA Section 1112. CCS annually distributes the Policy, or a direct electronic link to the Policy, to parents and family members of participating scholars through annually updated documents, including the Scholar Handbook and Digital Welcome Packet. The Policy is also posted on the CCS website, and a hard copy may be requested from the Central Office. Notice and distribution of the Policy will be provided in an understandable and uniform format and, to the extent practicable, in a language parents and family members can understand. This Policy is also intended to fulfill applicable California parent and family involvement requirements, including Education Code sections 11502 and 11504.

CCS Expectations and Objectives

In establishing Compass’ expectations and objectives for meaningful parent and family involvement, CCS has established the following practices:

1. CCS involves parents and family members of participating Title I scholars in the joint development, review, and revision of this Policy; the applicable LEA Plan under ESSA Section 1112; and any applicable support and improvement plans under ESSA Section 1111(d). Parent Advisory Council (“PAC”) meetings, ELAC meetings, LCAP engagement activities, and parent and family surveys are among the methods CCS uses to obtain this input.
2. CCS provides the coordination, technical assistance, and other support necessary to assist and build the capacity within CCS in planning and implementing effective parent and family involvement activities to improve scholar academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

These expectations and objectives are addressed through staff training throughout the school year, periodic connection meetings between teachers and parents, PAC meetings, and the Local Control and Accountability Plan (“LCAP”).

3. CCS coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.

Through the LCAP process, ELAC (English Learner Advisory Committee), PAC, and school leadership (e.g., English Language Learning, Director of Special Education, Compliance, Foster Youth and Homeless Liaison), CCS will coordinate and integrate appropriate strategies and share materials and resources with Federal, State, and local agencies.

4. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the Policy in improving the academic quality at CCS.

Through the LCAP Annual Survey and engagement practices and Parent Advisory Council, Compass will obtain parent and family feedback and input in order to continuously improve its effectiveness.

5. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of barriers to greater participation by parents/families (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

These expectations and objectives are addressed through dialogue in the ELAC, LCAP engagement and annual surveys, and the PAC.

6. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.

These expectations and objectives are addressed through CCS hosting various virtual events including workshops and meetings throughout each calendar month, focusing on topics pertinent to parents to support their scholar with their academic success and engagement. The needs are assessed via feedback obtained from surveys with educational partners, ELAC, PAC, LCAP engagement, and ongoing family-staff encounters such as connection meetings.

7. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of strategies to support successful school and family interactions.

These expectations and objectives are addressed through CCS providing occasions and opportunities for meaningful involvement and obtaining feedback from surveys with educational partners, and ELAC, PAC, LCAP engagement, SEPAC ("Special Education Parents Advisory Committee"), Parent Town Halls, parent workshops, welcome events and ongoing family-staff encounters such as connection meetings. CCS uses the findings

of the annual evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the Parent and Family Engagement Policy.

8. CCS involves parents and family members in the activities of CCS with Title I, Part A funds. When the PAC or another advisory group is used to develop, review, or revise this Policy, CCS will seek participation from parents and family members representing each applicable CCS charter and the populations served.

These expectations and objectives are addressed through committees involving parents including but not limited to ELAC and PAC. In addition, the learning coach role parents can assume directly involves parents in a supportive role.

CCS coordinates Title I parent and family engagement activities with its LCAP educational partner engagement process so that parent and family input may inform both Title I program planning and broader school planning and improvement.

Title I Parent and Family Engagement Funding

If an applicable CCS charter receives more than \$500,000 in Title I, Part A funds, CCS will reserve not less than one percent of its Title I, Part A allocation for parent and family engagement activities consistent with ESSA Section 1116(a)(3). Parents and family members of participating scholars will be involved in decisions regarding the use of these funds as required by law.

Involvement of Parents in the Title I Program

To involve parents in the Title I program at CCS, the following practices have been established:

1. CCS convenes at least one annual Title I meeting at convenient times. All parents and family members of participating Title I scholars are invited and encouraged to attend. At the meetings, CCS informs families of the applicable charter school's participation in Title I, Part A; explains the requirements of Title I, Part A; and explains parents' rights to be involved. The meeting may be conducted virtually and may be held in connection with an orientation or another school meeting, provided all of these requirements are addressed.
2. CCS offers a flexible number of meetings to support parents of Title I scholars, such as meetings in the morning or evening throughout the year.
3. CCS involves parents and family members of participating Title I scholars in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I, Part A programs; the planning, review, and improvement of this Policy; and, if applicable, the

joint development of the schoolwide program plan under ESSA Section 1114(b).

4. CCS provides parents of Title I scholars with timely information about Title I programs.
5. CCS provides parents of Title I scholars with an explanation of the curriculum used at CCS, the assessments used to measure scholar progress, and the achievement levels of the challenging State academic standards.
6. If requested by parents or family members of participating Title I scholars, CCS provides opportunities for regular meetings that allow them to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children. CCS will respond to any such suggestions as soon as practicably possible.
7. If the applicable LEA plan developed under ESSA section 1112, including the LCAP Federal Addendum, is not satisfactory to the parents and family members of participating Title I scholars, CCS will submit their comments with the plan when the plan is submitted to the State.

If an applicable schoolwide program plan developed under ESSA Section 1114(b) is not satisfactory to the parents and family members of participating Title I scholars, CCS will submit their comments with the plan when the plan is made available to the LEA.

The Policy must be updated periodically to meet changing needs of parents and the Charter School. If CCS has a process in place for involving parents in planning and designing the Charter School's programs, CCS may use that process if it includes adequate representation of parents of Title I children.

School-Parent Compact

Compass Charter Schools ("CCS"), jointly with parents and family members of participating Title I scholars, establishes this School-Parent Compact to describe how CCS staff, parents and family members, and scholars share responsibility for improved academic achievement and work together to help scholars meet California's challenging academic standards.

Shared Responsibilities

CCS will provide high-quality, standards-aligned curriculum and instruction in a supportive and effective learning environment; provide appropriate instructional resources and academic supports; regularly communicate scholar progress; provide reasonable access to teachers and other staff; and partner with families in decisions regarding their scholar's education.

Parents and family members will support and monitor their scholar's learning and academic progress; maintain regular communication with CCS staff; participate, as appropriate, in decisions regarding their scholar's education; support the positive use of instructional and

extracurricular time; and participate, when practicable, in school activities, meetings, and opportunities to volunteer or observe instructional activities.

Scholars will actively engage in their educational program, complete assigned learning activities, participate in required instructional activities and assessments, communicate when assistance is needed, and take age-appropriate responsibility for their academic progress.

The **Compass Scholar Handbook, Master Agreement for Independent Study, and Acknowledgement of Responsibilities**, as applicable to each scholar, provide additional detail regarding CCS, parent/family, and scholar responsibilities and are incorporated into this Compact by reference. Nothing in those documents limits the shared responsibilities or parent and family engagement opportunities described in this Compact.

Ongoing School-Family Communication

CCS and families recognize that regular, two-way, meaningful communication is essential to scholar success. CCS will provide:

- frequent information and reports regarding scholar academic progress;
- reasonable access to teachers and other appropriate staff;
- opportunities, consistent with CCS's virtual and independent study model and applicable privacy and safety requirements, for parents and family members to volunteer, participate in their scholar's educational program, and observe instructional activities;
- regular two-way communication between families and school staff, to the extent practicable in a language family members can understand; and
- for elementary scholars, at least one parent-teacher conference annually, which may occur through a connection meeting, during which this Compact will be discussed as it relates to the individual scholar's academic achievement.

CCS will jointly develop and periodically review this Compact with parents and family members of participating Title I scholars and revise it as necessary to meet the changing needs of scholars, families, and the Charter School.

Building Capacity for Parent and Family Engagement

To support effective parent and family involvement and improve scholar academic achievement, CCS will:

1. provide parents and family members with assistance in understanding State academic standards, State and local assessments, Title I requirements, scholar progress, and ways to work with educators to support achievement;
2. provide materials and training, as appropriate, to help families support their scholars' learning, including literacy and educational technology;
3. with the assistance of parents and family members, educate teachers, school leaders, specialized instructional support personnel, and other staff regarding the value of parent contributions and effective practices for communicating and partnering with families;

4. coordinate and integrate parent and family engagement activities with other applicable Federal, State, and local programs, to the extent feasible and appropriate;
5. provide information regarding school and parent programs, meetings, and activities in an understandable format and, to the extent practicable, in a language families can understand; and
6. provide other reasonable support for parent and family engagement activities as parents may request.

CCS implements these capacity-building requirements through strategies that may include parent training and workshops, the Learning Coach Academy, PAC and ELAC engagement, virtual participation opportunities, two-way school-family communication, volunteer and observation opportunities, staff professional learning, and community partnerships.

Accessibility

CCS provides opportunities for the informed participation of all parents and family members of Title I scholars, including those with limited English proficiency, disabilities, or migratory backgrounds. Information and school reports are provided in a format and, to the extent practicable, in a language such parents can understand. This includes:

- Inclusive Communication: Platforms are made available for scholars, parents, learning coaches, and staff to disseminate and access information regarding school announcements, newsletters, and Monday Morning Updates.
- Language Support: To the extent practicable, CCS provides translation and interpretation for meetings, events, notices, and school reports in a language parents and family members can understand, including Spanish, when needed or requested. CCS also provides reasonable accommodations and accessible formats to support the informed participation of parents and family members with disabilities.

SECTION 6 – SCHOLAR

Board Policy #31: Parent and Family Engagement Policy Adopted/Ratified: October 3, 2019

Revision Date: 9/22/2026

Compass Charter Schools (“CCS”) has developed a, jointly with parents and family members of participating scholars from each CCS charter receiving Title I, Part A funds, has developed and mutually agreed upon this written Parent and Family Engagement Policy (“Policy”) with input from Title I parents and families. For each CCS charter receiving Title I, Part A funds, this Policy serves as both the LEA- and school-level Parent and Family Engagement Policy and is incorporated into the charter's applicable LEA plan, including the LCAP Federal Addendum, as required under ESSA Section 1112. CCS has distributed annually distributes the Policy to parents of Title I scholars by including it within both, or a direct electronic link to the Policy, to parents and family members of participating scholars through annually updated documents, including the Scholar Handbook and Welcome Back Digital Welcome Packet. The policy is Policy is also posted on the website CCS website, and a hard copy may be requested from the Central Office. This Policy describes the means for carrying out the following Title I Notice and distribution of the Policy will be provided in an understandable and uniform format and, to the extent practicable, in a language parents and family members can understand. This Policy is also intended to fulfill applicable California parent and family engagement involvement requirements, including Education Code sections 11502 and 11504.

CCS Expectations and Objectives

In establishing the Charter School's Compass' expectations and objectives for meaningful parent and family involvement, CCS has established the following practices: ¶

1. CCS involves and invites parents and family members in the joint development of the Parent Advisory Council (“PAC”). ¶

The Parent Advisory Council meet and provide suggestions and revisions on the Parent and Family Engagement Plan. During the meeting, the Policy will be reviewed and discussed, changes will be made according to the PAC's recommendations. ¶

2. ¶

1. CCS involves parents and family members of participating Title I scholars in the joint development, review, and revision of this Policy; the applicable LEA Plan under ESSA Section 1112; and any applicable support and improvement plans under ESSA Section 1111(d). Parent Advisory Council (“PAC”) meetings, ELAC meetings, LCAP engagement activities, and parent and family surveys are among the methods CCS uses to obtain this input.

CCS provides the coordination, technical assistance, and other support necessary to assist and build the capacity within ~~the Charter School~~ CCS in planning and implementing effective parent and family involvement activities to improve scholar academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. ¶

~~To further build and implement effective parent and family involvement activities, CCS will staff on how to engage parents throughout the school year and will provide assistance with developing, implementing, and reviewing required plans. CCS will also create opportunities during Parent Conferences to discuss academic performance. ¶~~

~~2. 3.~~

These expectations and objectives are addressed through staff training throughout the school year, periodic connection meetings between teachers and parents, PAC meetings, and the Local Control and Accountability Plan ("LCAP").

CCS coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant ~~federal, state~~ Federal, State, and local laws and programs. ¶

~~3. Programs and federal, state, and local agencies will be in communication with the Charter School. Materials and resources will be shared with these programs and local agencies. In addition, the Charter School will have ongoing collaboration with the designated English Learner Coordinator, Director of Special Education, Compliance Coordinator, Foster Youth~~

Through the LCAP process, ELAC (English Learner Advisory Committee), PAC, and school leadership (e.g., English Language Learning, Director of Special Education, Compliance, Foster Youth and Homeless Liaison), CCS will coordinate and integrate appropriate strategies and share materials and resources with Federal, State, and ~~Homeless Liaison.~~ ¶
4. local agencies.

CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the Policy in improving the academic quality at ~~the Charter School.~~ ¶

~~The Charter School will continuously research best practices to engage parents and families. The Parent Advisory Council Survey and Scholar Leadership Council Survey will be used to measure if parents and families feel engaged by Compass and understand how to voice concerns and provide feedback. ¶~~

~~4. 5. CCS.~~

Through the LCAP Annual Survey and engagement practices and Parent Advisory Council, Compass will obtain parent and family feedback and input in order to continuously improve its effectiveness.

5. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of barriers to greater participation by parents/families (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

~~6.~~

These expectations and objectives are addressed through dialogue in the ELAC, LCAP engagement and annual surveys, and the PAC.

CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers. ¶

~~6.~~

These expectations and objectives are addressed through CCS ~~hosts~~hosting various virtual events including workshops, ~~conferences, and informal~~ and meetings throughout each calendar month. ~~The school will focus,~~ focusing on topics pertinent to parents to support their scholar with their academic success and engagement. ¶

~~7.~~The needs are assessed via feedback obtained from surveys with educational partners, ELAC, PAC, LCAP engagement, and ongoing family-staff encounters such as connection meetings.

7. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of strategies to support successful school and family interactions.

~~The Charter School creates virtual opportunities for parents to voice concerns and discuss school issues. Meetings and virtual events such as Parent Advisory Council meetings, Parent Conferences, Parent Town Halls with the Superintendent & CEO, and Back to School Nights are a few ways in which the school provides occasions for meaningful involvement. ¶~~

8

These expectations and objectives are addressed through CCS providing occasions and opportunities for meaningful involvement and obtaining feedback from surveys with educational partners, and ELAC, PAC, LCAP engagement, SEPAC ("Special Education Parents Advisory Committee"), Parent Town Halls, parent workshops, welcome events and ongoing family-staff encounters such as connection meetings. CCS uses the findings of the annual evaluation to design evidence-based strategies for more effective parental

and family engagement, and to revise, if necessary, the Parent and Family Engagement Policy. ¶

~~The Charter School will continuously research best practices to engage parents and families. An end of year survey will be used to measure if parents and families feel engaged by Compass and provide the opportunity to provide strategies. ¶~~

- ~~9. CCS involves parents in the activities of the Charter School to adequately represent the needs of the population. ¶~~

~~The Charter School will provide professional development for school personnel regarding parent and family engagement strategies. In addition, the Charter School will share best practices for increasing the engagement of disadvantaged groups. Finally, the Charter School will distribute information to parents in the language determined by the school's population.~~

8. CCS involves parents and family members in the activities of CCS with Title I, Part A funds. When the PAC or another advisory group is used to develop, review, or revise this Policy, CCS will seek participation from parents and family members representing each applicable CCS charter and the populations served.

These expectations and objectives are addressed through committees involving parents including but not limited to ELAC and PAC. In addition, the learning coach role parents can assume directly involves parents in a supportive role.

CCS coordinates Title I parent and family engagement activities with its LCAP educational partner engagement process so that parent and family input may inform both Title I program planning and broader school planning and improvement.

Title I Parent and Family Engagement Funding

If an applicable CCS charter receives more than \$500,000 in Title I, Part A funds, CCS will reserve not less than one percent of its Title I, Part A allocation for parent and family engagement activities consistent with ESSA Section 1116(a)(3). Parents and family members of participating scholars will be involved in decisions regarding the use of these funds as required by law.

Involvement of Parents in the Title I Program

To involve parents in the Title I program at CCS, the following practices have been established: ¶

- ~~1. CCS convenes an annual meeting to inform parents of Title I scholars about Title I requirements and about the right of parents to be involved in the Title I program. ¶~~

~~2.~~

1. CCS convenes at least one annual Title I meeting at convenient times. All parents and family members of participating Title I scholars are invited and encouraged to attend. At the meetings, CCS informs families of the applicable charter school's participation in Title I, Part A; explains the requirements of Title I, Part A; and explains parents' rights to be involved. The meeting may be conducted virtually and may be held in connection with an orientation or another school meeting, provided all of these requirements are addressed.

CCS offers a flexible number of meetings ~~for~~ to support parents of Title I parents scholars, such as meetings in the morning or evening. ¶

- ~~2.~~ 3. CCS involves parents of throughout the year.

CCS involves parents and family members of participating Title I students scholars in an organized, ongoing, and timely way, manner in the planning, review, and improvement of the Charter School's Title I programs and the Parent and Family Engagement Policy. ¶

- ~~3.~~ 4. Title I, Part A programs; the planning, review, and improvement of this Policy; and, if applicable, the joint development of the schoolwide program plan under ESSA Section 1114(b).

4. CCS provides parents of Title I scholars with timely information about Title I programs.

- ~~5.~~ CCS provides parents of Title I scholars with an explanation of the curriculum used at the Charter School, CCS, the assessments used to measure scholar progress, and the proficiency levels students are expected to meet. ¶

- ~~5.~~ 6. If requested by parents of achievement levels of the challenging State academic standards.

6. If requested by parents or family members of participating Title I scholars, CCS provides opportunities for regular meetings that allow the parents them to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. CCS will respond to any such suggestions as soon as practicably possible.

7. If the applicable LEA plan developed under ESSA section 1112, including the LCAP Federal Addendum, is not satisfactory to the parents and family members of participating Title I scholars, CCS will submit their comments with the plan when the plan is submitted to the State.

If an applicable schoolwide program plan developed under ESSA Section 1114(b) is not satisfactory to the parents and family members of participating Title I scholars, CCS will submit their comments with the plan when the plan is made available to

the LEA.

The Policy must be updated periodically to meet changing needs of parents and the Charter School. If CCS has a process in place for involving parents in planning and designing the Charter School's ~~programs, the school~~ programs, CCS may use that process if it includes adequate representation of parents of Title I ~~children.~~ children.

School-Parent Compact ¶

~~CCS distributes to parents of Title I scholars a School-Parent Compact (the "Compact"). The Compact, which has been jointly developed with parents, outlines how parents, the entire Charter School staff, and scholars will~~

Compass Charter Schools ("CCS"), jointly with parents and family members of participating Title I scholars, establishes this School-Parent Compact to describe how CCS staff, parents and family members, and scholars share the responsibility for improved student academic achievement. ~~It describes specific ways the Charter School and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I scholars. ¶~~

- ~~CCS's responsibility to provide high-quality curriculum and instruction to meet the challenging State academic standards. ¶~~
- ~~The ways parents will be responsible for supporting their children's~~ and work together to help scholars meet California's challenging academic standards.

Shared Responsibilities

CCS will provide high-quality, standards-aligned curriculum and instruction in a supportive and effective learning environment; provide appropriate instructional resources and academic supports; regularly communicate scholar progress; provide reasonable access to teachers and other staff; and partner with families in decisions regarding their scholar's education.

~~Parents and family members will support and monitor their scholar's learning, and engagement, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. ¶~~

- ~~The importance of ongoing communication between parents and teachers through, at a minimum, annual parent teacher conferences; frequent reports on scholar progress; access to staff; opportunities for parents to participate virtually; and opportunities to observe virtual classroom activities and ensuring regular communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. ¶~~

Building Capacity for Involvement ¶

~~CCS engages Title I parents in meaningful interactions with the Charter School. The Charter School supports a partnership among staff, parents, and the community to improve scholar academic achievement. To help reach these goals, CCS has established the following practices. ¶~~

- ~~1. CCS provides Title I parents with assistance in understanding challenging state academic standards, state and local assessments, and how to monitor and improve the achievement of their children. ¶~~
- ~~2. CCS provides Title I parents with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement, to help them work with their children to improve their children's achievement. ¶~~
- ~~3. With the assistance of Title I parents, CCS educates staff members about the value of parent contributions, and in how to reach out, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and the Charter School. ¶~~
- ~~4. CCS coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. ¶~~
- ~~5. CCS distributes information related to Charter School and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. ¶~~
- ~~6. CCS provides support for parental involvement activities requested by Title I parents. ¶~~
- ~~7. Meaningful interactions may include: ¶~~

~~a. Community partnerships ¶~~

~~b. Two-way communication ¶~~

~~c. Virtual access to allow parents to participate. ¶~~

~~d. Quarterly Parent Advisory Council Meetings (aligned to educating parents on academic standards; guest speakers on specific topic; opportunities for parents to participate virtually) academic progress; maintain regular communication with CCS staff; participate, as appropriate, in decisions regarding their scholar's education; support the positive use of instructional and extracurricular time; and participate, when practicable, in school activities, meetings, and opportunities to volunteer or observe instructional activities.~~

Scholars will actively engage in their educational program, complete assigned learning activities, participate in required instructional activities and assessments, communicate when assistance is needed, and take age-appropriate responsibility for their academic progress.

The **Compass Scholar Handbook, Master Agreement for Independent Study, and Acknowledgement of Responsibilities**, as applicable to each scholar, provide additional detail regarding CCS, parent/family, and scholar responsibilities and are incorporated into this Compact by reference. Nothing in those documents limits the shared responsibilities or parent and family engagement opportunities described in this Compact.

Ongoing School-Family Communication

CCS and families recognize that regular, two-way, meaningful communication is essential to scholar success. CCS will provide:

- frequent information and reports regarding scholar academic progress;
- reasonable access to teachers and other appropriate staff;
- opportunities, consistent with CCS's virtual and independent study model and applicable privacy and safety requirements, for parents and family members to volunteer, participate in their scholar's educational program, and observe instructional activities;
- regular two-way communication between families and school staff, to the extent practicable in a language family members can understand; and
- for elementary scholars, at least one parent-teacher conference annually, which may occur through a connection meeting, during which this Compact will be discussed as it relates to the individual scholar's academic achievement.

CCS will jointly develop and periodically review this Compact with parents and family members of participating Title I scholars and revise it as necessary to meet the changing needs of scholars, families, and the Charter School.

Building Capacity for Parent and Family Engagement

To support effective parent and family involvement and improve scholar academic achievement, CCS will:

1. provide parents and family members with assistance in understanding State academic standards, State and local assessments, Title I requirements, scholar progress, and ways to work with educators to support achievement;
2. provide materials and training, as appropriate, to help families support their scholars' learning, including literacy and educational technology;
3. with the assistance of parents and family members, educate teachers, school leaders, specialized instructional support personnel, and other staff regarding the value of parent contributions and effective practices for communicating and partnering with families;
4. coordinate and integrate parent and family engagement activities with other applicable Federal, State, and local programs, to the extent feasible and appropriate;
5. provide information regarding school and parent programs, meetings, and activities in

an understandable format and, to the extent practicable, in a language families can understand; and

6. provide other reasonable support for parent and family engagement activities as parents may request.

CCS implements these capacity-building requirements through strategies that may include parent training and workshops, the Learning Coach Academy, PAC and ELAC engagement, virtual participation opportunities, two-way school-family communication, volunteer and observation opportunities, staff professional learning, and community partnerships.

Accessibility

CCS provides opportunities for the informed participation of all Title I parents and family members, including ~~parents/family with limited English proficiency, parents/family with disabilities, and parents/family of migratory students. Information and school reports are provided in a format and language that parents/family understand, including by:~~

~~CCS is~~ of Title I scholars, including those with limited English proficiency, disabilities, or migratory backgrounds. Information and school reports are provided in a format and, to the extent practicable, in a language such parents can understand. This includes:

Inclusive Communication: Platforms are made available for ~~scholar~~scholars, parents, learning coaches, and staff to disseminate ~~information regarding schools~~and access information regarding school announcements, newsletters, and Monday Morning Updates.

~~All meetings and events are directed and held in Spanish if required.~~

~~CCS monitors and facilitates the development and implementation of Title I parental involvement and the policies for increasing and maintaining effective parent attendance and Parent Advisory Council.~~



- Language Support: To the extent practicable, CCS provides translation and interpretation for meetings, events, notices, and school reports in a language parents and family members can understand, including Spanish, when needed or requested. CCS also provides reasonable accommodations and accessible formats to support the informed participation of parents and family members with disabilities.

2026-2027 Compass Approved Curriculum List Grades TK-8

Approved 3/10/26. 8/13/26 Revisions pending board approval.

ELA Curriculum		
All About Reading (TK-3)	Houghton Mifflin Harcourt (K-6)	Oak Meadow (TK-8)
All About Spelling (K-6)	IEW (3-8)	Open Up (K-8)
Apex Learning Online (K-8)	IEW Primary Arts of Language: Reading (K-2)	Plaid Phonics (K-6)
Blackbird & Co. (K-8)	IXL (TK-8)	PRIDE Reading Program (TK-3)
BookShark (TK-8)	Khan Academy (2-8)	Reading A-Z (K-5)
Brave Writer (K-8)	Lightning Literature (1-8)	Spectrum (TK-8)
Bright Thinker (6-8 print only)	Logic of English - Foundations (TK-1)	Starline Press (3-8)
BYU Independent Study (6-8)	Logic of English - Essentials (2-8?)	Time 4 Learning (TK-8)
CA Preschool Curriculum Framework, Volume 1 (TK)	McGraw Hill Wonders (K-5)	Wild Reading (TK-1)
Engage New York (TK-8)	McRuffy Press (TK-5)	Wordly Wise 3000 (K-8)
Essentials in Writing (1-8)	Miaplaza(Miacademy)* (K-8)	Write By Number (K-8)
Explode the Code/Beyond the Code (K-4)	Moving Beyond the Page (TK-9)	Write Source (1-8)
Fishtank Learning (K-8)	myView Literacy- Home School Bundle (K-5)	WriteAtHome (4-8)
FixIt! Grammar (3-8)	myPerspectives (6-8)	Writing A-Z (K-5)
Great Books (K-8)***	New York Times Writing (6-8)	Zaner Bloser (SuperKids) (TK-2)
Happy Cheetah (K-2)		Zoo Phonics (TK-1)
Hooked on Phonics (TK-2)		
ELA Supplemental Resources		
Bonnie Terry Learning (K-8)	Evan Moor (TK-6)	Reading Informational Text - Evan Moor (1-6)
Core Knowledge (TK-8)	Evan Moor Daily 6 - Trait Writing (1-6)	Readworks (Free) (K-8)
Daily Language Practice (Evan Moor) (1-8)	Grammar Ace (4-8)	Starfall (Free Amazon App) (TK-3)
Daily Reading Comprehension (Evan Moor) (1-8)	Handwriting Without Tears (TK-6)	Write On! Webb (3-8)
	Memoria Press (Foundational + Writing) (TK-8)	Writing with Ease (K-5)
Math		
Aleks Math- McGraw Hill (3-8)	Go Math! (K-6)	Oak Meadow (TK-12)
APEX Learning (6-8)	Illustrative Mathematics (K-8)	Open Up (K-12)
Art of Problem Solving (5-8)	IXL (TK-8)	Primary Math Common Core Edition (Singapore) (1-5)
Beast Academy (1-5)	Khan Academy (2-8)	Reveal Math- McGraw Hill (K-8)
Bright Thinker (6-8 print only)	Live Online Math (6-8)	Right Start Math (TK-7)
BYU Independent Study (6-8)	Math in Focus (K-8)	Saxon Math Intermediate 3-5 (3-5)
CA Preschool Curriculum Framework, Volume 1 (TK)	Math Mammoth (1-8)	Saxon Math (K-8)
CK-12 (1-8)	Math U See (TK-8)	Singapore Math Live (1-8)
Core Knowledge (K-8)	Math with Confidence (K-5)	Singapore Primary Math (K-5)
CPM (6-8)	Miaplaza (Miacademy)* (K-8)	Singapore Dimensions Math (TK-8)
Denison Math (7-8)	Moving Beyond the Page (TK-9)	Starline Press (3-8)
Engage New York (K-6)	Mr. D Math (6-12)	The Critical Thinking Co. (TK-8)
enVision Math (K-8)		Zearn Math (K-8)
Eureka Math (K-6)		
Math Supplemental Resources		
Evan Moor Skill Sharpeners Math (K-6)	Spectrum Math (K-8)	Time 4 Learning (TK-8)
Generation Genius (K-8)	Teaching Textbooks (3-8)	Wild Math (K-5)
Science Mom (Math) (6-8)		
Science		
Beast Academy (3-4)	Evan Moor Skill Sharpeners Science (TK-6)	Little Science Thinkers Year-Long Curriculum (2)
Bring Science Alive! (K-8)	Generation Genius (K-8)	McGraw Hill - Inspire Science (K-8)
Bright Thinker (6-8 print only)	Inquisitve Science (K-5)	Mystery Science (Ask your ST) (K-5)
CA Preschool Curriculum Framework, Volume 3 (TK)	Khan Academy (6-8)	Starline Press
California Inspire Science - McGraw Hill (K-8)	Science A-Z (K-6)	Studies Weekly (K-5)
Classical Science by Elemental Science (K-8)	Litte Science Thinkers Year-Long Curriculum (K)	Supercharged Science (K-8)
Elemental Science - Science Chunks (K-6)	Little Science Thinkers Year-Long Curriculum (1)	Ten Strands (K-7)
Elevate Elementary Science (K-8)		
Science Supplemental Resources		
BookShark (TK-8)	Engineering Is Elementary (K-5)	Miaplaza (Miacademy)* (K-8)
Building Blocks of Science (K-7)	Evan Moor (TK-6)	Moving Beyond the Page (TK-8)
Carrier Shell Curriculum (1-6) 12 week unit study	Home Science Tools - Science Unlocked (K-8)	My Pals are Here Science (1-6)
CK-12 (1-8)	IXL (TK-8)	Nancy Larson Science (K-5)
Core Knowledge (K-8)	MEL Science (K-8)	Science Mom (Science) (4-8)
Discover! Science (1-6)		
Social Studies/History		
Beautiful Feet (K-8)	Discover! Social Studies (1-3 and 5-8)	Little Social Studies Thinkers Year-Long Curriculum (2)
Bright Thinker (6-8 print only)	Houghton Mifflin Harcourt (6-8)	Miaplaza (Miacademy) (K-8)
CA Preschool Curriculum Framework, Volume 3 (TK)	Hyperion Academics (TK-8)	myWorld Interactive (K-5)
California Out of the Box (4)	Impact-McGraw Hill (K-8)	Starline Press (3-8)
California Social Studies 3rd Grade Bundle (3)	Little Social Studies Thinkers Year-Long Curriculum	Stories In History (TK-8)
California Social Studies 4th Grade Bundle (4)	Little Social Studies Thinkers Year-Long Curriculum	Studies Weekly (TK-8)
California Social Studies 5th Grade Bundle (5)		TCi Social Studies (TK-8)
California Social Studies 6th Grade Bundle (6)		
Social Studies Supplemental Resources		
Book Shark (TK-8)	Daily Geography (Evan Moor) (1-6)	IXL (TK-8)
CK-12 (1-8)	History of US (5-8)	Story of the World (1-8)
Core Knowledge (K-8)	History Quest (1-6)	U.S. History Detective Book (8)
Curiosity Chronicles (1-8)		
SPED	Online Learning	ELD
TeachTown	Accelerate Ed (includes a--g courses)	Lexia
Compass Created Curriculum		
Full year standards based curriculum, organized into modules with assignments, assessments, resources, and rubrics.		
Options Modules for TK-8		
Full Year Secular Curriculum Kits		
Timberdoodle (TK-8)	Moving Beyond the Page (K-8)	Oak Meadow (K-8)
Bookshark (TK-8)	Rainbow Resource Secular Starter Kit (K-8)	
*** Items with this notation indicate materials are allowed but no longer available for purchase		

2026-2027 Compass Approved Curriculum List Grades 9-12

Approved 3/10/26

All Core Curriculum can also be supplemented with additional curriculum based on scholar need.
Please work with the supervising teacher and/or course teacher for supplemental recommendations and needs.

ELA		
Essentials in Writing and Literature Bundle	Silicon Valley High School- English	Oak Meadow
Bravewriter	myPerspectives	BYU Independent Study
Edgenuity-ImagineLearning		
Course novels ordered via Amazon Store Front and assigned or approved by English teacher		
Math		
Dennison (Traditional and Success)	McGraw-Hill	Edgenuity-ImagineLearning
Art of Problem Solving	Silicon Valley High School	Glencoe and Math with Business Applications
BYU and BYU- Business Math and Personal Finance		Mr. D
Science		
Miller & Levine: Biology, 2019.	Earth Science by Tarbuck, Lutgens, and Tasa	Physical Science By Bill Tillery 13th Edition
Glencoe Biology Dynamics of Life 2017	Oak Meadow	Edgenuity-ImagineLearning
	Astronomy Today 9th Edition by Eric Chaisson (Author), Steve McMillan (Author)	
	Conceptual Physics Hardcover – January 1, 2014 by Paul Hewitt (Author)McGraw Hill	
Social Studies/History		
Ethnic Studies		
Online/Digital Curriculum Options:		Textbook/Hardcopy Curriculum Options:
BYU Ethnic Studies		Bright Thinker (paper)
Edgenuity-Imagine Learning		Model Curriculum for Ethnic Studies
Silicon Valley High School		
World History		
Online/Digital Curriculum Options:		Textbook/Hardcopy Curriculum Options:
Edgenuity-Imagine Learning - Modern World History A-IC		World History Interactive Homeschool Bundle 2023
Edgenuity-Imagine Learning - Modern World History B-IC		Holt-McDougal Modern World History
Accelerate Education Online (AE)		*Power Basics: World History II (Semester 1) *(Must be approved by Content Teacher)
Silicon Valley High School World History Part 1 (Semester 1)		*Power Basics: World History III (Semester 2) *(Must be approved by Content Teacher)
Silicon Valley High School World History Part 2		
United States History		
Online/Digital Curriculum Options:		Textbook/Hardcopy Curriculum Options:
BYU		Oak Meadow
Silicon Valley High School		Power Basics US History *(Content Teacher Approval)
Crash Course US History Videos		US History Interactive Homeschool Bundle 2022
Government		
Online/Digital Curriculum Options:		Textbook/Hardcopy Curriculum Options:
BYU Government		Bright Thinker (paper)
Edgenuity-Imagine Learning		Crash Course Government Videos
Silicon Valley High School Government		Crash Course Government Book
		Holt McDougal
		Magruder's American Government
		Power Basics (content teacher approval needed)
Economics		
Online/Digital Curriculum Options:		Textbook/Hardcopy Curriculum Options:
BYU Economics		Bright Thinker (paper)
Edgenuity-Imagine Learning		Crash Course Economics Book
Silicon Valley High School Economics		Crash Course Economics Videos
		Holt-McDougal Economics
World Languages		
Silicon Valley High School ASL (ASL 1 & 2)	Breaking the Barrier	Oak Meadow
BYU ASL (ASL 1 & 2)	Barron's American Sign Language	Avancemos
		Edgenuity-ImagineLearning
Electives		
Oak Meadow	Online option Art in World Cultures	Art in Focus
Understanding Psychology	Real Communication†	Living with Art - McGraw-Hill
Creative Life skills, AE	Bright Thinker Creative Writing†	Mcgraw-Hill Art Talk
Life skills for teens, AE	All About Clay Experience Clay, 3rd edition	Emerging Art
Life skills for young adults, AE	Tradition of Excellence, Book 2 – Kjos Publishing	Starline Press Art Workbook Set
Experiencing Dance: From Student to Dance Artist	Sound Innovations for Advanced Musicians – Alfred	Introduction to Theatre Arts: A 36-Week Action Handbook
VCI approved vendors for Dance	VCI approved vendors for Music	
Choices & Connections: An Introduction to Communication†		VCI approved vendors for theater and drama
		† Denotes Physical Copy Approval
Online Learning		
Accelerate Ed		
Includes a-g offerings. Options HS scholars can choose to take up to 4 Accelerate Education Courses per semester		
SPED	Full Year Secular Curriculum Kits	ELD
SPED Education Modified Curriculum	Oak Meadow	Lexia
TeachTown	Rainbow Resource Secular Starter Kit	English Language Development
		Compass Created Curriculum and Assignments Found in Google Classroom and Learning labs

Coversheet

Approval of the June 13, 2026, Retiring Board of Directors Meeting Minutes

Section: V. Consent Items
Item: B. Approval of the June 13, 2026, Retiring Board of Directors Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Meeting of the Retiring Compass Board of Directors on June 13, 2026

DRAFT



Compass Charter Schools

Minutes

Meeting of the Retiring Compass Board of Directors

Annual Meeting

Date and Time

Saturday June 13, 2026 at 10:00 AM

Location

Location:

The Carson Doubletree
2 Civic Plaza Dr.
Carson, CA 90745
Mont Blanc 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, H. Hardy, M. Clark, S. Herrod, T. Arnett, T. Christopher, W. Stinde

Directors Absent

None

Ex Officio Members Present

E. Brenner, T. Wrigley

Non Voting Members Present

E. Brenner, T. Wrigley

I. Opening Items

A. Call the Meeting to Order

T. Arnett called a meeting of the board of directors of Compass Charter Schools to order on Saturday Jun 13, 2026 at 10:13 AM.

B. Record Attendance

II. Approval of minutes and agenda

A. Approval of the minutes and agenda

S. Herrod made a motion to approve the Agenda.

T. Christopher seconded the motion.

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

Roll Call

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

B. Approval of the May 19, 2026 Regular Meeting Minutes

S. Herrod made a motion to approve the minutes from Meeting of the Compass Board of Directors on 05-19-26.

T. Christopher seconded the motion.

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

Roll Call

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

Roll Call

W. Stinde	Aye
M. Clark	Aye
C. Riley	Aye

III. Public Comment

A. Public Comment

There was no public comment.

IV. Consent Agenda

A. Consent Items

C. Riley made a motion to approve the consent items.
M. Clark seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

V. Communications

A. Board Member Communication

Ms. Herrod announced her son has graduated and is attending UC Santa Barbara.

VI. Board Business

A. Approve Samantha Herrod's new term as Board Member

T. Arnett made a motion to to Approve Samantha Herrod's new term as Board Member.
T. Christopher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

M. Clark Aye

B. New Board Member Search

T. Arnett made a motion to approve Noël Unterburger as a Board Member.

S. Herrod seconded the motion.

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

Roll Call

H. Hardy Aye

T. Arnett Aye

W. Stinde Aye

T. Christopher Aye

S. Herrod Aye

C. Riley Aye

M. Clark Aye

VII. LCAP Approval

A. 2026-27 LCAP CCS Los Angeles, San Diego, and Yolo

C. Riley made a motion to approve the 2026-27 LCAP CCS San Diego.

M. Clark seconded the motion.

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

Roll Call

S. Herrod Aye

W. Stinde Aye

T. Arnett Aye

T. Christopher Aye

H. Hardy Aye

M. Clark Aye

C. Riley Aye

T. Christopher made a motion to approve the 2026-27 LCAP CCS Yolo.

C. Riley seconded the motion.

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

Roll Call

T. Christopher Aye

M. Clark Aye

C. Riley Aye

T. Arnett Aye

H. Hardy Aye

S. Herrod Aye

W. Stinde Aye

C. Riley made a motion to approve the 2026-27 LCAP CCS Los Angeles.

M. Clark seconded the motion.

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

Roll Call

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

B. Approval of the 2025-26 Local Indicators CCS Los Angeles, San Diego, Yolo

S. Herrod made a motion to approve the 2025-26 Local Indicators CCS Los Angeles, San Diego, Yolo.

W. Stinde seconded the motion.

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

Roll Call

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

VIII. Operations Division

A. Division Update

There was no discussion regarding the Division Update.

B. 2026-2027 Initial Budget Presentation

Board Members and Compass Chief Officers discussed new staffing positions in response to a letter sent to the Board by a group of teachers. The discussion included information regarding the COLA and staff salaries in response to Board Members' questions.

C. CCS Los Angeles: FY27 Initial Budget

T. Arnett made a motion to approve the CCS Los Angeles: FY27 Initial Budget.

M. Clark seconded the motion.

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

Roll Call

W. Stinde	Aye
M. Clark	Aye

Roll Call

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

D. CCS San Diego: FY27 Initial Budget

M. Clark made a motion to approve the CCS San Diego: FY27 Initial Budget.

C. Riley seconded the motion.

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

Roll Call

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

E. CCS Yolo: FY27 Initial Budget

T. Christopher made a motion to approve the CCS Yolo: FY27 Initial Budget.

S. Herrod seconded the motion.

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

Roll Call

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

F. Board Policy #6 Fiscal Controls Revision

M. Clark made a motion to approve the Board Policy #6 Fiscal Controls Revision.

H. Hardy seconded the motion.

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

Roll Call

S. Herrod Aye
T. Christopher Aye
T. Arnett Aye
M. Clark Aye
W. Stinde Aye

Roll Call

H. Hardy Aye
C. Riley Aye

G. Approval to Submit Consolidated Application (FY 2026–2027)

M. Clark made a motion to approve the submission of Consolidated Application (FY 2026–2027).

C. Riley seconded the motion.

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

Roll Call

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

H. 26-27 Technology Partnership Agreement - EdTech101 & CCS

T. Arnett made a motion to approve the 26-27 Technology Partnership Agreement - EdTech101 & CCS.

M. Clark seconded the motion.

There was a brief discussion regarding the goal of every student having a school device and the barriers to reaching this goal.

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

Roll Call

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

IX. People Division

A. People Division Update

There was no discussion regarding the People Division Update.

B. 2026-27 Staff Salary Schedules

M. Clark made a motion to approve the 2026-27 Staff Salary Schedules.

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

Roll Call

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

X. Academic Services

A. Academic Division Updates

Dr. Clark noted the excellent results from Teach Town, and Mr. Cohen shared information regarding educational software applications and staffing development.

B. Basic Supplies for Scholars - Quote

H. Hardy made a motion to approve the Basic Supplies for Scholars - Quote.

T. Arnett seconded the motion.

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

Roll Call

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

C. Scholar Handbook

Ms. Brenner shared concerns a parent had with some of the independent study regulations and tiered re-engagement policies in relation to Special Education services.

However, the concerns were sent on the evening of June 12, which has made it difficult to respond to so quickly. Ms. Brenner stated she would gather information to respond to the concerns.

The Board took a short break at 12:10 pm.

The Board reconvened at 12:17 pm.

XI. Superintendent's Report

A. Annual Recognitions

Ms. Brenner recognized the 5 and 10 Year staff anniversaries, noting that Brianna Attalla was inadvertently left off the 5 Year list included in the agenda. She verbally announced the 25-26 Learning Coaches of the Year:

Los Angeles:

Online: Kayla Cummings

Options: Charlene Rodriguez

San Diego:

Online: Leanne Collins

Options: Kristin and Kyle Hawkins

Yolo:

Online: LeeWan Yeomans

Options: Jaime Zivney

B. Superintendent's Report

The Superintendent's Report included thanks to the four retiring Board members and recognition of Ms. Herrod for her role as Parent Advisory Council Chair during the 25-26 school year.

XII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:30 PM.

Respectfully Submitted,
T. Wrigley

Coversheet

Approval of the June 13, 2026 Incoming Board of Directors Meeting Minutes

Section: V. Consent Items
Item: C. Approval of the June 13, 2026 Incoming Board of Directors Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Meeting of the Incoming Compass Board of Directors on June 13, 2026

DRAFT



Compass Charter Schools

Minutes

Meeting of the Incoming Compass Board of Directors

Date and Time

Saturday June 13, 2026 at 1:00 PM

Location

Carson Doubletree
2 Civic Plaza Dr.
Carson, CA 90745
Mont Blanc room

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

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Directors Present

H. Hardy, J. Flagg, M. Clark, N. Russell Unterburger, S. Herrod, T. Arnett, T. Harvey

Directors Absent

None

Ex Officio Members Present

E. Brenner, T. Wrigley

Non Voting Members Present

E. Brenner, T. Wrigley

I. Opening Items

A. Call the Meeting to Order

T. Arnett called a meeting of the board of directors of Compass Charter Schools to order on Saturday Jun 13, 2026 at 1:25 PM.

B. Record Attendance

II. Approval of the agenda

A. Approval of the agenda

M. Clark made a motion to approve the Agenda.

S. Herrod seconded the motion.

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

Roll Call

J. Flagg	Aye
T. Harvey	Aye
S. Herrod	Aye
T. Arnett	Aye
M. Clark	Aye
N. Russell Unterburger	Aye
H. Hardy	Aye

III. Public Comment

A. Public Comment

A member of the public commented on Compass's academic policies.

IV. Organization of the Board of Directors

A. Election of the Chairperson

T. Arnett made a motion to approve Noël Russell Unterburger as the Board Chair.

S. Herrod seconded the motion.

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

Roll Call

S. Herrod	Aye
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Roll Call

H. Hardy	Aye
T. Arnett	Aye
T. Harvey	Aye
N. Russell Unterburger	Aye
M. Clark	Aye
J. Flagg	Aye

B. Election of the Secretary

T. Arnett made a motion to approve Samantha Herrod as the Board Secretary.

H. Hardy seconded the motion.

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

Roll Call

S. Herrod	Aye
N. Russell Unterburger	Aye
T. Arnett	Aye
M. Clark	Aye
H. Hardy	Aye
J. Flagg	Aye
T. Harvey	Aye

C. Election of the Treasurer

H. Hardy made a motion to approve Dr. Minita Clark as the Board Treasurer.

S. Herrod seconded the motion.

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

Roll Call

J. Flagg	Aye
T. Arnett	Aye
T. Harvey	Aye
N. Russell Unterburger	Aye
S. Herrod	Aye
H. Hardy	Aye
M. Clark	Aye

V. Communications

A. Board Member Communication

There was no Board Member communication.

VI. C Level Introductions

A. Introductions

Dr. Danielle Gamez, Chief Business Officer, Sophie Trivino, Chief People Officer, and Greg Cohen, Chief Academic Officer, introduced themselves to the new Board.

VII. Superintendent's Report

A. Superintendent's Report

Ms. Brenner presented the Superintendent's report, which introduced the planned goals for the 2026-2027 school year.

VIII. LCC Presentation

A. Dr. Devin Voditchka

A short, pre-recorded video was played that introduced Dr. Devin Voditchka, co-CEO and co-founder of Learner-Centered Collaborative.

IX. Closing Items

A. Approval of Board Calendar

T. Arnett made a motion to approve the 26-27 Board calendar.

M. Clark seconded the motion.

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

Roll Call

J. Flagg	Aye
N. Russell Unterburger	Aye
T. Arnett	Aye
M. Clark	Aye
H. Hardy	Aye
T. Harvey	Aye
S. Herrod	Aye

B. Adjourn Meeting

M. Clark made a motion to adjourn the meeting.

S. Herrod seconded the motion.

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

Roll Call

J. Flagg	Aye
H. Hardy	Aye
T. Harvey	Aye
S. Herrod	Aye
M. Clark	Aye
T. Arnett	Aye
N. Russell Unterburger	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:55 PM.

Respectfully Submitted,
T. Wrigley

Coversheet

Approval of the July 20, 2026 Board Training Meeting Minutes

Section:	V. Consent Items
Item:	D. Approval of the July 20, 2026 Board Training Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Training on July 20, 2026

DRAFT



Compass Charter Schools

Minutes

Board Training

Date and Time

Monday July 20, 2026 at 8:30 AM

Location

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

H. Hardy, J. Flagg, M. Clark, N. Russell Unterburger, S. Herrod, T. Harvey

Directors Absent

None

Directors who left before the meeting adjourned

S. Herrod

Ex Officio Members Present

E. Brenner, T. Wrigley

Non Voting Members Present

E. Brenner, T. Wrigley

I. Opening Items

A. Call the Meeting to Order

N. Russell Unterburger called a meeting of the board of directors of Compass Charter Schools to order on Monday Jul 20, 2026 at 8:40 AM.

B. Record Attendance

II. Public Comment

A. Public Comment

There was no public comment.

III. Contract Approvals

A. Contract Extension for Approval

S. Herrod made a motion to approve the Contract Extension.

M. Clark seconded the motion.

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

Roll Call

T. Harvey	Aye
S. Herrod	Aye
N. Russell Unterburger	Aye
H. Hardy	Aye
J. Flagg	Aye
M. Clark	Aye

B. Conference Contract for Approval

H. Hardy made a motion to approve the Conference Contract.

J. Flagg seconded the motion.

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

Roll Call

J. Flagg	Aye
S. Herrod	Aye
N. Russell Unterburger	Aye
T. Harvey	Aye
M. Clark	Aye
H. Hardy	Aye

C. Break

The Board took a break at 8:45 a.m.

The Board reconvened at 8:57 a.m

IV. Board Business

A. Board Workshop

Devin Vodicka led a Board Training and Planning session.

B. Break

The Board took a break at 10:52 a.m.

The Board reconvened at 11:07 a.m.

C. Board workshop Continued

Devin Vodicka continued to lead the Board Training and Planning session.

D. Lunch Break

The Board took a break for lunch at 12:11 p.m.

The Board reconvened at 1:05 p.m.

E. Continued Board Workshop

Devin Vodicka continued to lead the Board Training and Planning session.

The Board took a break at 2:13 p.m.

The Board reconvened at 2:22 p.m.

S. Herrod left at 2:57 PM.

V. Closing Items

A. Upcoming Meetings

Tuesday, September 22, 2026

Board of Directors Meeting: 6:00 - 8:00 p.m.

B.

Adjourn Meeting

N. Russell Unterburger made a motion to Adjourn the meeting.

T. Harvey seconded the motion.

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

Roll Call

T. Harvey	Aye
S. Herrod	Aye
H. Hardy	Aye
N. Russell Unterburger	Aye
M. Clark	Aye
J. Flagg	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:25 PM.

Respectfully Submitted,

T. Wrigley

Coversheet

Scholar Leadership Council Update

Section:	VI. Communications
Item:	B. Scholar Leadership Council Update
Purpose:	FYI
Submitted by:	
Related Material:	Scholar Leadership Council Report - September 2026.pdf



September Scholar Leadership Council Report

Prepared for September 22, 2026 Board Meeting

Scholar Leadership Council Meeting - September 15, 2026

Meeting Summary:

Meeting Opening: Ms. Brenner welcomed both new and returning members of the Scholar Leadership Council. She introduced the new closed captioning option to scholars and explained that they could set their speaking and captioning language in the Zoom settings if they needed any English language support or wanted to practice seeing captions in a language they were studying.

SLC Introduction: Ms. Brenner introduced the mission and vision of the council, which aims to inspire innovative learners and create collaborative learning environments at Compass Charter Schools. The advisors, returning members, and new members took turns introducing themselves and sharing something that made them unique.

SLC Structure and Elections: Ms. Brenner and Ms. Wrigley explained the structure of the SLC, including the positions of chair, vice chair, and secretary, which will be elected in October. Ms. Brenner detailed the responsibilities of each position, with the chair having the most significant time commitment involving meeting facilitation and communication duties. The vice chair serves as backup support and the secretary handles meeting documentation and attendance tracking. They emphasized the importance of attendance and participation for council members. Elections will be held on October 13, and can be campaigned for by creating a campaign and presentation for the election meeting. Although any scholar is welcome to attend the Scholar Leadership meetings, only SLC members are able to run for and vote on the available positions.

Leader in Me and Closing: Ms. Brenner announced a new "Leader in Me" leadership development initiative where 11 staff members will provide training to scholars, and is planning that the program can be improved with feedback from the SLC members. Ms. Brenner and Ms. Wrigley answered questions regarding details of running for SLC positions and using Compass emails to access SLC documents. Ms. Brenner expressed enthusiasm for the upcoming year and thanked participants for their attendance.

Coversheet

Scholar Spotlight

Section:	VII. Scholar Spotlight
Item:	A. Scholar Spotlight
Purpose:	FYI
Submitted by:	
Related Material:	ScholarSpotlight Sept 2026.pdf

MELODY *Torres*

*scholar & artist

Scholar: Melody Torres

Grade: 9

Program: Options

What we're celebrating:

Melody has done such an incredible job thus far. She has transitioned well into high school and all of her high school classes. She is very creative (her artwork is amazing), kind, diligent, hardworking, respectful, and puts a lot of effort into her work. She is always open to constructive feedback, very organized, and self-advocates when she needs help. She has such a great attitude and work ethic. She is always responsive and consistently attends her weekly check-in meetings. Melody is a true example of how, when she is given motivation, support, and encouragement, hard work and effort truly pay off. Indeed, Melody exemplifies what it means to be a “Gold Standard” scholar who displays our ARTIC values here at Compass Charter Schools.



Melody painted this portrait to show her appreciation for her teacher.



at Melody's 8th grade graduation



Nominated by
Supervising Teacher,

Jan Marquez
Powered by BoardOnTrack

Coversheet

Division Update

Section:	VIII. Operations Division
Item:	A. Division Update
Purpose:	FYI
Submitted by:	Danielle Gamez
Related Material:	Operations Division Board Report 9.22.26.pdf



Operations Division | September 22 2026



CBO Update



Dr. Danielle Gamez
Chief Business Officer

We did it!
We hit our enrollment
goal for the school year!

2290

Community Providers



New guy,
Kevin!



Community Providers



Welcome to the Team, Kevin Waters!

The Community Providers Department is thrilled to announce our newest team member, Kevin Waters!

Kevin has been hard at work reinventing our curriculum library in the new school office. Thanks to his experience and efforts, teachers and families can look forward to a more streamlined and efficient experience using our current OPS procurement platform.

Spotlight on Our Approved Vendors!

Our San Diego All-Staff Retreat brought 20 of our trusted partners together under one roof. Teachers and staff connected directly with our Community Providers to explore exciting options for our scholars—from Martial Arts and Music to Science and Curriculum.

Thank you to everyone who made the in-person vendor showcase a massive success!

Finance



Finance



2026–27 School Year Kickoff

Finance is excited to kick off the new 2026–27 School Year!

We have a wonderful team that is organized, collaborative, and ready to get to work. We're looking forward to another successful year and continuing to support our schools and teams.

Department budgets have been established, and monthly meetings have begun to ensure ongoing communication, collaboration, and budget monitoring.

Office Relocation Update

We're Moving!

Our Thousand Oaks office move is officially underway! With the support and teamwork of our staff, along with the coordination and leadership of Office Manager Nicole Sendejaz, we are making great progress and getting things done.

A special thank you to everyone who has contributed their time, effort, and flexibility throughout the move. Your teamwork and commitment are truly appreciated!

Operations



Enrollment & Admissions

1,400+ Applications

2,290 Cap Met (Waitlist)

- 1,400+ scholar applications processed for 2026–27 cycle.
- Enrollment caps met (2290) with healthy waitlists established.
- Operations Team collaborated across functions to execute key processes.
- New website launched August 1, 2026 using SmartSites by ParentSquare.

Scholar & Family Engagement

Attendance & Support Resources

- Attendance Coordinator partnered with Engagement team during Weeks of Welcome.
- Participated in September 14 Learning Coach Academy to equip families.
- Reinforced the vital importance of consistent scholar attendance across all regions.

Compliance & Household Data Collection (HDC) Forms

45 Days Remaining

Deadline: October 31, 2026

Regional Collection (as of Sept 15):

LA: 50% | SD: 46% | YOLO: 52%

- HDC forms are the alternative income forms offered through School Pathways SIS
- New family support form launched; 67 HDC Helpdesk submissions processed.
- Forms determine Free/Reduced meal eligibility for LCFF calculations.

Operations



Withdrawal Process Improvement

To simplify the process for families and staff, forms were updated to reduce required fields and eliminate typos.

Automated Notifications: Parents and support staff receive automatic submission alerts.

Streamlined Experience: Reduces completion barriers while retaining all required processing data.

Two Submission Workflows

Parent/Guardian Withdrawal Form

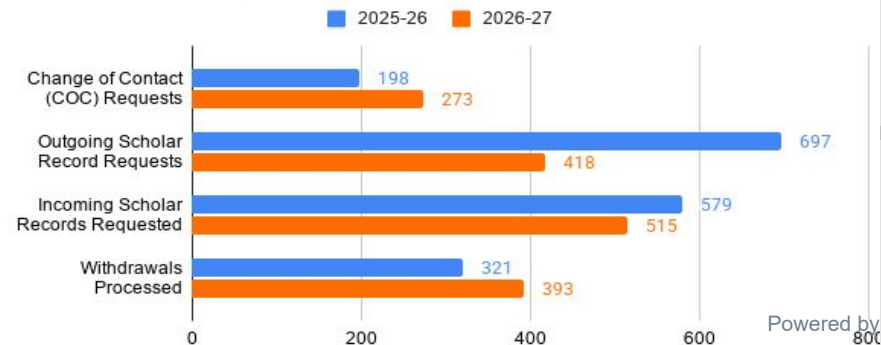
Completed by parent/guardian to request withdrawal or cancel an enrollment application.

Staff Withdrawal Request Form

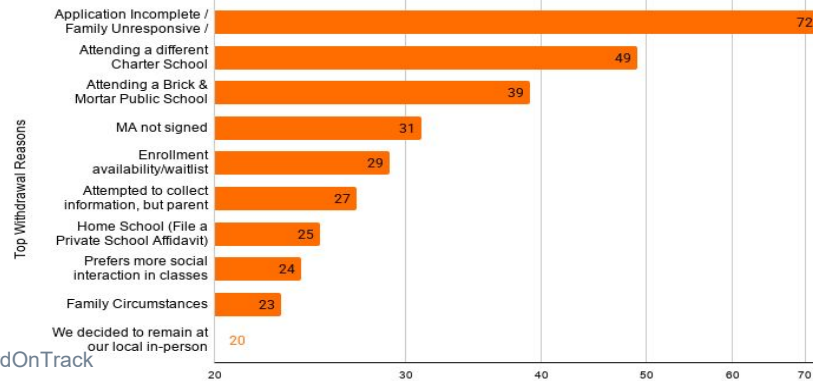
Completed by CCS staff when a parent/guardian requests withdrawal by email or text.

Year over Year Comparison

2025-26 - Data as of September 15, 2025 and 2026-27 - Data as of September 16, 2026



2026-27 Top Withdrawal Reasons



Operations



Looking ahead...

INITIATIVE 01

HubSpot CRM Launch

Status: Launch Planned For Later This Month

- Strengthening enrollment operations across teams.
- Preparing for the 2027–28 enrollment cycle.

INITIATIVE 02

2027–28 Planning & Systems

System: Zoho Projects Implemented

Planning for the 2027–28 school year has officially begun. We have implemented Zoho Projects as our central project management system.

Developed a comprehensive plan of actions and milestones in Zoho Projects to plan ahead and track important tasks required for a successful year.



Thank you!

Questions & Comments



Coversheet

FY 26 Unaudited Actuals Presentation

Section:	VIII. Operations Division
Item:	B. FY 26 Unaudited Actuals Presentation
Purpose:	Discuss
Submitted by:	Danielle Gamez
Related Material:	CCS FY26 UAR PPT v1 (2).pptx



UNAUDITED ACTUALS

Compass Charter Schools

FY26 Unaudited Actuals Summary

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

Largest revenue
variances due to lower
CSI (SD) allocation, and
lower Federal SPED
revenues

STRs on behalf
contributions of \$1.384M-
offsetting

Posted dt.	Doc	Memo/Description	Location	Credit
6/30/2026		FY 25/26 STRS on behalf contribution	COM020	443,306
6/30/2026		FY 25/26 STRS on behalf contribution	COM040	690,095
6/30/2026		FY 25/26 STRS on behalf contribution	COM070	251,498
Totals for 859000 - All Other State Revenues				1,384,899

Statement of Activities

Reporting Book:

As of Date:

Location:

ACCRUAL

06/30/2026

Compass Charter Schools - COM

	Los Angeles Year To Date 06/30/2026 <i>Actual</i>	San Diego Year To Date 06/30/2026 <i>Actual</i>	Yolo County Year To Date 06/30/2026 <i>Actual</i>	Compass Charter Schools - COM (All) Year To Date 06/30/2026 <i>Actual</i>
LCFF Revenue	14,609,186	7,636,161	5,042,058	27,287,405
Federal Revenue	445,257	805,414	168,491	1,419,162
State Revenue	2,838,755	1,891,983	1,295,700	6,026,439
Local Revenue	44,603	145,071	16,255	205,929
Total Revenue	17,937,801	10,478,630	6,522,504	34,938,935
Certificated Salaries	6,647,125	4,394,693	2,422,470	13,464,288
Classified Salaries	1,897,200	1,218,730	691,414	3,807,344
Benefits	3,319,896	2,162,148	1,213,415	6,695,458
Total Salaries and Benefits	11,864,221	7,775,572	4,327,298	23,967,090
Books and Supplies	2,387,127	1,645,237	878,364	4,910,728
Services	2,693,983	1,955,640	810,026	5,459,650
Total Operational Expenses	5,081,110	3,600,877	1,688,390	10,370,377
Total Expenses	16,945,331	11,376,449	6,015,688	34,337,468
Total Net Increase/(Decrease) in Net	992,470	(897,819)	506,816	601,467
Beginning fund balance before transfers	1,294,705	1,016,681	451,180	
Ending fund balance:	2,287,175	118,862	957,997	
NPO (Contribution to)/Draw Down:	(826,256)	644,753	(453,791)	(635,294)
Ending Fund Balance after transfers:	1,460,919	763,615	504,206	
As a % of LCFF revenue:	10.00%	10.00%	10.00%	
Ending Positions After Transfers:	166,214	(253,066)	53,025	

Fund Balance Transfers

FY26

Statement of Activities

Reporting Book:

ACCRUAL

As of Date:

06/30/2026

Location:

Compass Charter Schools - COM

	<i>Los Angeles</i> <i>Year To Date</i> <i>06/30/2026</i>	<i>San Diego</i> <i>Year To Date</i> <i>06/30/2026</i>	<i>Yolo County</i> <i>Year To Date</i> <i>06/30/2026</i>	<i>Compass Charter</i> <i>Schools - COM (All)</i> <i>Year To Date</i> <i>06/30/2026</i>
Total Net Increase/(Decrease) in Net	992,470	(897,819)	506,816	601,467
Beginning fund balance before transfers	1,294,705	1,016,681	451,180	
Ending fund balance:	2,287,175	118,862	957,997	
NPO (Contribution to)/Draw Down:	(826,000)	645,000	(454,000)	(635,000)
Ending Fund Balance after transfers:	1,461,175	763,862	503,997	
As a % of LCFF revenue:	10.00%	10.00%	10.00%	
Ending Positions After Transfers:	166,470	(252,819)	52,816	

Average Daily Attendance Results

FY26 ACTUALS

ADA
Decrease of
3.28 across
the network
of schools

Compass Charter Schools
Student Input
2025-26 Budget- 2nd Interim Budget 2.3% COLA



	Yolo	San Diego	Los Angeles	Total
FY26 2nd Interim Budget Average Overall Daily Attendance	409.24	602.64	1,136.88	2,148.76
FY26 P2 Actuals P2 Actual ADA reported (not yet certified)	403.39	602.83	1,139.26	2,145.48
Variance:	(5.85)	0.19	2.38	(3.28)



Meeting Funding
Determination
targets

UAR: CCS San Diego

FY26 ACTUALS

Statement of Activities - Actual vs Budget

	07/01/2025 Through 06/30/2026	07/01/2025 Through 06/30/2026	Period Ending 06/30/2026	
	Actual	2nd Interim Budget	Actual minus budget	% Variance
▼ Total Revenue				
▶ LCFF Revenue	7,636,161.00	7,657,718.53	(21,557.53)↓	(0.3) %
▶ Federal Revenue	805,413.89	987,373.71	(181,959.82)↓	(18.4) %
▶ State Revenue	1,891,983.37	1,296,827.27	595,156.10↑	45.9 %
▶ Local Revenue	145,071.40	108,903.80	36,167.60↑	33.2 %
Total Revenue	10,478,629.66	10,050,823.31	427,806.35↑	4.3 %
▼ Total Expenses				
▼ Salaries and Benefits				
▶ Certificated Salaries	4,394,693.04	4,101,554.26	(293,138.78)↓	(7.1) %
▶ Classified Salaries	1,218,730.47	1,219,564.53	834.06↑	0.1 %
▶ Benefits	2,162,147.99	1,587,688.47	(574,459.52)↓	(36.2) %
Total Salaries and Benefits	7,775,571.50	6,908,807.26	(866,764.24)↓	(12.5) %
▼ Operational Expenses				
▶ Books and Supplies	1,645,236.88	1,283,740.01	(361,496.87)↓	(28.2) %
▶ Services	1,955,640.18	1,522,902.05	(432,738.13)↓	(28.4) %
Total Operational Expenses	3,600,877.06	2,806,642.06	(794,235.00)↓	(28.3) %
Total Expenses	11,376,448.56	9,715,449.32	(1,660,999.24)↓	(17.1) %
▼ Other Financing Sources/Uses				
▼ Other Sources				
897900 - Other Sources	644,753.70	0.00	644,753.70↑	0.0 %
Total Other Sources	644,753.70	0.00	644,753.70↑	0.0 %
Total Other Financing Sources/Uses	(644,753.70)	0.00	644,753.70↑	0.0 %
Total Net Increase/(Decrease) in Net Assets	(253,065.20)	335,373.99	(588,439.19)↓	(175.5) %

Posted dt.	Doc	Memo/Description	Location	Credit
6/30/2026		FY 25/26 STRS on behalf contribution	CCM020	443,306
6/30/2026		FY 25/26 STRS on behalf contribution	CCM040	690,095
6/30/2026		FY 25/26 STRS on behalf contribution	CCM070	251,498
Totals for 859000 - All Other State Revenues				1,384,899

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

Largest revenue
variances due to lower
CSI (SD) allocation, and
lower Federal SPED
revenues

Meeting Funding
Determination
targets

UAR: CCS Los Angeles

FY26 ACTUALS

Statement of Activities - Actual vs Budget

	07/01/2025 Through 06/30/2026	07/01/2025 Through 06/30/2026	Period Ending 06/30/2026	
	Actual	2nd Interim Budget	Actual minus budget	% Variance
▼ Net Increase/(Decrease) in Net Assets				
▼ Total Revenue				
▶ LCFF Revenue	14,609,186.00	14,737,699.79	(128,513.79)↓	(0.9) %
▶ Federal Revenue	445,257.00	551,610.41	(106,353.41)↓	(19.3) %
▶ State Revenue	2,838,755.00	2,199,790.77	638,964.23↑	29.0 %
▶ Local Revenue	44,602.81	20,661.74	23,941.07↑	115.9 %
Total Revenue	17,937,800.81	17,509,762.71	428,038.10↑	2.4 %
▼ Total Expenses				
▼ Salaries and Benefits				
▶ Certificated Salaries	6,647,125.45	7,145,432.42	498,306.97↑	7.0 %
▶ Classified Salaries	1,897,199.64	2,124,633.76	227,434.12↑	10.7 %
▶ Benefits	3,319,895.58	2,775,539.75	(544,355.83)↓	(19.6) %
Total Salaries and Benefits	11,864,220.67	12,045,605.93	181,385.26↑	1.5 %
▼ Operational Expenses				
▶ Books and Supplies	2,387,126.97	2,170,326.53	(216,800.44)↓	(10.0) %
▶ Services	2,693,983.42	2,632,992.55	(60,990.87)↓	(2.3) %
▶ Other Outgo	826,256.35	0.00	(826,256.35)↓	0.0 %
Total Operational Expenses	5,907,366.74	4,803,319.08	(1,104,047.66)↓	(23.0) %
Total Expenses	17,771,587.41	16,848,925.01	(922,662.40)↓	(5.5) %
Total Net Increase/(Decrease) in Net Assets	166,213.40	660,837.70	(494,624.30)↓	(74.8) %

Posted dt.	Doc	Memor/Description	Location	Credit
6/30/2026		FY 25/26 STRS on behalf contribution	CCM020	443,306
6/30/2026		FY 25/26 STRS on behalf contribution	CCM040	690,095
6/30/2026		FY 25/26 STRS on behalf contribution	CCM070	251,498
Totals for 859000 - All Other State Revenues				1,384,899

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

Largest revenue
variances due to lower
LCFF revenues and
Federal SPED revenues

Meeting Funding Determination targets

UAR: CCS Yolo

FY26

Statement of Activities - Actual vs Budget

	07/01/2025 Through 06/30/2026	07/01/2025 Through 06/30/2026	Period Ending 06/30/2026	
	Actual	2nd Interim Budget	Actual minus budget	% Variance
▼ Net Increase/(Decrease) in Net Assets				
▼ Total Revenue				
▶ LCFF Revenue	5,042,058.00	5,148,270.14	(106,212.14)↓	(2.1) %
▶ Federal Revenue	168,491.00	205,322.33	(36,831.33)↓	(17.9) %
▶ State Revenue	1,295,700.42	939,265.56	356,434.86↑	37.9 %
▶ Local Revenue	16,255.00	13,635.30	2,619.70↑	19.2 %
Total Revenue	6,522,504.42	6,306,493.33	216,011.09↑	3.4 %
▼ Total Expenses				
▼ Salaries and Benefits				
▶ Certificated Salaries	2,422,469.58	2,573,574.26	151,104.68↑	5.9 %
▶ Classified Salaries	691,413.97	765,228.82	73,814.85↑	9.6 %
▶ Benefits	1,213,414.71	983,747.65	(229,667.06)↓	(23.3) %
Total Salaries and Benefits	4,327,298.26	4,322,550.73	(4,747.53)↓	(0.1) %
▼ Operational Expenses				
▶ Books and Supplies	878,363.83	782,801.26	(95,562.57)↓	(12.2) %
▶ Services	810,025.98	946,728.40	136,702.42↑	14.4 %
▶ Other Outgo	453,790.75	0.00	(453,790.75)↓	0.0 %
Total Operational Expenses	2,142,180.56	1,729,529.66	(412,650.90)↓	(23.9) %
Total Expenses	6,469,478.82	6,052,080.39	(417,398.43)↓	(6.9) %
Total Net Increase/(Decrease) in Net Assets	53,025.60	254,412.94	(201,387.34)↓	(79.2) %

Posted dt.	Doc	Memo/Description	Location	Credit
6/30/2026		FY 25/26 STRS on behalf contribution	CCM020	443,306
6/30/2026		FY 25/26 STRS on behalf contribution	CCM040	630,095
6/30/2026		FY 25/26 STRS on behalf contribution	CCM070	251,498
Totals for 859000 - All Other State Revenues				1,384,899

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

Largest revenue
variances due to lower
LCFF revenues and
Federal SPED revenues

Proposed: FY27 Reserve Designations & Yolo LCFF Overpayment Information

FY26 ACTUALS

8,507,781

FY27 Designations

25%	2,126,945
20%	1,701,556
20%	1,701,556
0%	-
35%	2,977,723

Economic Uncertainty
Future SPED costs
Future LEGAL costs
Future FACILITY costs
Enrollment Uncertainty

Compass Charter Schools - COM

Balance Sheet

Statement of Financial Position

Reporting Book:

As of Date:

Location:

ACCRUAL
06/30/2026

Compass Charter Schools - COM

	Los Angeles Year To Date 06/30/2026	NPO Year To Date 06/30/2026	San Diego Year To Date 06/30/2026	Yolo County Year To Date 06/30/2026	Year To Date 06/30/2026 Comp on Actual
<i>Total Cash and Cash Equivalents</i>	367,126.73	3,020,015.46	2,936,912.51	1,416,634.83	7,740,689.53
<i>Total Accounts Receivable</i>	2,077,196.32	603.91	574,368.77	1,553,596.42	4,205,765.42
<i>Total Prepaid Expenses</i>	267,388.00	134,773.76	223,899.36	97,446.62	723,507.74
<i>Total Employee Advances</i>	0.00	0.00	0.00	0.00	0.00
<i>Total Short Term Investments</i>	0.00	910,743.43	0.00	0.00	910,743.43
<i>Total Fixed Assets</i>	0.00	320,502.57	0.00	0.00	320,502.57
<i>Total Other Assets</i>	0.00	5,219.63	0.00	0.00	5,219.63
Total Assets	2,711,711.05	4,391,858.76	3,735,180.64	3,067,677.87	13,906,428.32
<i>Total Accounts Payable</i>	78,487.61	311.26	36,941.41	12,538.39	128,278.67
950100 - Accrued Salaries	0.00	612,713.90	0.00	0.00	612,713.90
950300 - Accrued STRS	0.00	(19,547.61)	0.00	1,820.43	(17,727.18)
950500 - Accounts Payable-Accrual	18,263.00	0.00	0.00	127,989.81	146,252.81
950600 - Credit Card Payable	0.00	(13,034.59)	0.00	0.00	(13,034.59)
959000 - Due to Grantor Governments	11,641.00	0.00	1,189,060.43	1,732,393.85	2,933,095.28
Total Accrued Liabilities	29,904.00	580,131.70	1,189,060.43	1,862,204.09	3,661,300.22
<i>Total Other Short Term Liability</i>	315,644.49	469,539.89	260,404.02	234,438.84	1,280,027.24
<i>Total Other Liabilities</i>	0.00	329,040.85	0.00	0.00	329,040.85
<i>Total Interfund Due to</i>	500.00	(2,130,912.38)	2,129,912.38	500.00	0.00
Total Liabilities	424,536.10	(751,888.68)	3,616,318.24	2,109,681.32	5,398,646.98
Net Increase/(Decrease) in Net Assets	992,469.75	0.00	(897,818.90)	506,816.35	601,467.20
<i>Total Unrestricted Net Assets</i>	1,294,705.20	5,143,747.44	1,016,681.30	451,180.20	7,906,314.14
<i>Total Unrest Net Assets with Inc/(Dec) to date</i>	2,287,174.95	5,143,747.44	118,862.40	957,996.55	8,507,781.34
Total Net Assets	2,287,174.95	5,143,747.44	118,862.40	957,996.55	8,507,781.34
Liabilities and Net Assets	2,711,711.05	4,391,858.76	3,735,180.64	3,067,677.87	13,906,428.32

Total Cash

Yolo LCFF Overpayment Liability

(down from
\$5,615,233 at
06.30.2025)

Reserve balance (6.30.26)





info@csmci.com

888.994.CSMC

43460 Ridge Park Dr., Ste. 100,
Temecula

Coversheet

Fiscal Year 2026 Unaudited Actuals Report Los Angeles

Section: VIII. Operations Division
Item: C. Fiscal Year 2026 Unaudited Actuals Report Los Angeles
Purpose: Vote
Submitted by: Danielle Gamez
Related Material: 2026-09-03 CCS LA FY25-26 UAR ALT Form.pdf

RECOMMENDATION:

Approve

ALT - Charter School Unaudited Actuals Financial Report — Alternative Form

July 1, 2025 to June 30, 2026

Local Educational Agency (LEA): Compass Charter Schools of Los Angeles

Charter Number: 1651

County: Los Angeles

Oversight Entity: Acton-Agua Dulce Unified

Fiscal Year and Reporting Period: 2025–26 Unaudited Actuals

County District School (CDS) Number: 19 75309 0135145

Dataset Submission Number: G8AGPUK2K9 (2025–26)

California Department of Education (CDE)

Standardized Account Code Structure (SACS) Web Financial Reporting System,
System Version SACS V16

Form ALT, Form Version 11 (FV11)

Printed: 09/03/2026 11:32 AM

Note: In this document, non-shaded cells within tables that contain a dash ('-') represent instances where no data is displayed. Cells within tables that contain a dash ('-') and are shaded gray represent instances where the system does not allow data entry. Individuals experiencing difficulties with this document can contact the Financial Accountability & Information Services Office of the School Fiscal Services Division at sacsweb@cde.ca.gov.

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

Charter School Certification - July 1, 2025 to June 30, 2026

County: Los Angeles

Charter Number: 1651

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

For information regarding this report, please contact:

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

To the Entity that Approved the Charter School:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☒ **(Selected)** This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Charter School Official:

Signature (Original Signature Required): _____

Date (MM/DD/YYYY): _____

Printed Name: Danielle Gamez

Title: Chief Operations Officer

To the County Superintendent of Schools:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☐ (Unselected) This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Authorized Representative of Charter Approving Entity:

Signature (Original Signature Required): _____

Date (MM/DD/YYYY): _____

Printed Name: _____

Title: _____

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

To the Superintendent of Public Instruction:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☐ (Unselected) This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

County Superintendent/Designee:

Signature (*Original Signature Required*): _____

Date (MM/DD/YYYY): _____

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

Alternative Form - July 1, 2025 to June 30, 2026

County: Los Angeles

Charter Number: 1651

This charter school uses the following basis of accounting: (Select one)

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

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

Description	Object Codes	Unrestricted	Restricted	Total
A. Revenues				
1. Local Control Funding Formula (LCFF) Sources	-	-	-	-
State Aid - Current Year	8011	13,869,102.00	-	13,869,102.00
Education Protection Account State Aid - Current Year	8012	227,802.00	-	227,802.00
State Aid - Prior Years	8019	(57,041.00)	-	(57,041.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	569,323.00	-	569,323.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		14,609,186.00	0.00	14,609,186.00
2. Federal Revenues (See note in Section L)	-	-	-	-
Every Student Succeeds Act	8290	-	265,874.00	265,874.00
Special Education - Federal	8181, 8182	-	179,319.00	179,319.00
Child Nutrition - Federal	8220	-		0.00
Donated Food Commodities	8221	-		0.00
Other Federal Revenues	8110, 8260–8299		64.00	64.00
Total, Federal Revenues		0.00	445,257.00	445,257.00
3. Other State Revenues (StateRev)	-	-	-	-
Special Education (SE) - State	StateRevSE	-	1,004,582.00	1,004,582.00
All Other (AO) State Revenues	StateRevAO	945,668.48	888,504.52	1,834,173.00
Total, Other State Revenues		945,668.48	1,893,086.52	2,838,755.00
4. Other Local Revenues (LocalRev)	-	-	-	-
All Other Local Revenues	LocalRevAO	44,602.81		44,602.81
Total, Local Revenues		44,602.81	0.00	44,602.81
5. Total Revenues		15,599,457.29	2,338,343.52	17,937,800.81
B. Expenditures (See note in Section L)				
1. Certificated Salaries	-	-	-	-
Certificated Teachers' Salaries	1100	3,956,064.48	960,151.30	4,916,215.78
Certificated Pupil Support Salaries	1200	181,100.23	469,681.06	650,781.29

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

Description	Object Codes	Unrestricted	Restricted	Total
Certificated Supervisors' and Administrators' Salaries	1300	925,846.53	110,775.39	1,036,621.92
Other Certificated Salaries	1900		43,506.46	43,506.46
Total, Certificated Salaries		5,063,011.24	1,584,114.21	6,647,125.45
2. Noncertificated Salaries	-	-	-	-
Noncertificated Instructional Salaries	2100	94,925.52	121,833.28	216,758.80
Noncertificated Support Salaries	2200	771,179.95	192,543.04	963,722.99
Noncertificated Supervisors' and Administrators' Salaries	2300	287,680.69	5,979.60	293,660.29
Clerical, Technical and Office Salaries	2400	366,058.47	56,999.09	423,057.56
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		1,519,844.63	377,355.01	1,897,199.64
3. Employee Benefits	-	-	-	-
State Teachers' Retirement System (STRS)	3101–3102	1,672,746.46	291,017.43	1,963,763.89
Public Employees' Retirement System (PERS)	3201–3202			0.00
Social Security Taxes (OASDI)/Medicare/Alternative	3301–3302	176,959.04	48,335.51	225,294.55
Health and Welfare Benefits	3401–3402	747,742.76	212,743.07	960,485.83
Unemployment Insurance	3501–3502	17,695.65	5,761.69	23,457.34
Workers' Compensation Insurance	3601–3602	55,042.71		55,042.71
Postemployment Benefits Other Than Pension (OPEB), Allocated	3701–3702			0.00
OPEB, Active Employees	3751–3752			0.00
Other Employee Benefits	3901–3902	91,851.26		91,851.26
Total, Employee Benefits		2,762,037.88	557,857.70	3,319,895.58
4. Books and Supplies	-	-	-	-
Approved Textbooks and Core Curricula Materials	4100	1,909,806.40	106,969.53	2,016,775.93
Books and Other Reference Materials	4200	50,869.74	747.45	51,617.19
Materials and Supplies	4300	7,296.17		7,296.17
Noncapitalized Equipment	4400	144,130.78	167,306.90	311,437.68
Food	4700			0.00
Total, Books and Supplies		2,112,103.09	275,023.88	2,387,126.97
5. Services and Other Operating Expenditures	-	-	-	-
Subagreements for Services	5100			0.00
Travel and Conferences	5200	837.09	325,506.53	326,343.62
Dues and Memberships	5300	31,133.84		31,133.84
Insurance	5400	57,271.61		57,271.61
Operations and Housekeeping Services	5500	2,210.05		2,210.05
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	31,883.00		31,883.00
Transfers of Direct Costs	5700–5799			0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

Description	Object Codes	Unrestricted	Restricted	Total
Professional/Consulting Services and Operating Expenditures	5800	824,125.65	1,297,647.22	2,121,772.87
Communications	5900	107,463.24	15,905.19	123,368.43
Total, Services and Other Operating Expenditures		1,054,924.48	1,639,058.94	2,693,983.42
6. Capital Outlay (Objects 6100–6170, 6200–6700 modified accrual basis only)	-	-	-	-
Land and Land Improvements	6100–6170	-	-	0.00
Buildings and Improvements of Buildings	6200	-	-	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	0.00
Equipment	6400	-	-	0.00
Equipment Replacement	6500	-	-	0.00
Lease Assets	6600	-	-	0.00
Subscription Assets	6700	-	-	0.00
Depreciation Expense (Accrual basis only)	6900			0.00
Amortization Expense - Lease Assets (Accrual basis only)	6910			0.00
Amortization Expense - Subscription Assets (Accrual basis only)	6920			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo	-	-	-	-
Tuition to Other Schools	7110–7143			0.00
Transfers of Pass-Through Revenues to Other Local Educational Agencies (LEAs)	7211–7213			0.00
Transfers of Apportionments to Other LEAs - Special Education	7221–7223SE	-		0.00
Transfers of Apportionments to Other LEAs - All Other	7221–7223AO			0.00
All Other Transfers	7281–7299	826,256.35		826,256.35
Transfers of Indirect Costs	7300–7399			0.00
Debt Service:	-	-	-	-
Interest	7438			0.00
Principal (For modified accrual basis only)	7439	-	-	0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		826,256.35	0.00	826,256.35
8. Total Expenditures		13,338,177.67	4,433,409.74	17,771,587.41
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses (A5 - B8)		2,261,279.62	(2,095,066.22)	166,213.40
D. Other Financing Sources/Uses				
1. Other Sources	8930–8979			0.00
2. Less: Other Uses	7630–7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980–8999	(2,095,066.22)	2,095,066.22	0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

Description	Object Codes	Unrestricted	Restricted	Total
4. Total Other Financing Sources/Uses		(2,095,066.22)	2,095,066.22	0.00
E. Net Increase (Decrease) in Fund Balance/Net Position (C + D4)		166,213.40	0.00	166,213.40
F. Fund Balance/Net Position				
1. Beginning Fund Balance/Net Position	-	-	-	-
a. As of July 1	9791	1,294,705.27		1,294,705.27
b. Adjustments/Restatements	9793, 9795			0.00
c. Adjusted Beginning Fund Balance/Net Position		1,294,705.27	0.00	1,294,705.27
2. Ending Fund Balance/Net Position, June 30 (E + F1c)		1,460,918.67	0.00	1,460,918.67
Components of Ending Fund Balance (Modified Accrual Basis only)	-	-	-	-
a. Nonspendable	-	-	-	-
1. Revolving Cash (equals Object 9130)	9711	-	-	0.00
2. Stores (equals Object 9320)	9712	-	-	0.00
3. Prepaid Expenditures (equals Object 9330)	9713	-	-	0.00
4. All Others	9719	-	-	0.00
b. Restricted	9740	-	-	0.00
c. Committed	-	-	-	-
1. Stabilization Arrangements	9750	-	-	0.00
2. Other Commitments	9760	-	-	0.00
d. Assigned	9780	-	-	0.00
e. Unassigned/Unappropriated	-	-	-	-
1. Reserve for Economic Uncertainties	9789	-	-	0.00
2. Unassigned/Unappropriated Amount	9790M	-	-	0.00
3. Components of Ending Net Position (Accrual Basis only)	-	-	-	-
a. Net Investment in Capital Assets	9796	0.00		0.00
b. Restricted Net Position	9797	-		0.00
c. Unrestricted Net Position	9790A	1,460,918.67	0.00	1,460,918.67
G. Assets				
1. Cash	-	-	-	-
a. In County Treasury	9110			0.00
b. Fair Value Adjustment to Cash in County Treasury	9111			0.00
c. In Banks	9120	223,058.51	144,068.22	367,126.73
d. In Revolving Fund	9130			0.00
e. With Fiscal Agent/Trustee	9135			0.00
f. Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200			0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

Description	Object Codes	Unrestricted	Restricted	Total
4. Due from Grantor Governments	9290	2,077,196.32		2,077,196.32
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	267,388.00		267,388.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400–9489	0.00		0.00
10. Total, Assets		2,567,642.83	144,068.22	2,711,711.05
H. Deferred Outflows of Resources				
1. Deferred Outflows of Resources	9490			0.00
2. Total, Deferred Outflows		0.00	0.00	0.00
I. Liabilities				
1. Accounts Payable	9500	96,750.61		96,750.61
2. Due to Grantor Governments	9590	11,641.00		11,641.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650		144,068.22	144,068.22
5. Long-Term Liabilities (accrual basis only)	9660–9669	998,332.62		998,332.62
6. Total, Liabilities		1,106,724.23	144,068.22	1,250,792.45
J. Deferred Inflows of Resources				
1. Deferred Inflows of Resources	9690			0.00
2. Total, Deferred Inflows		0.00	0.00	0.00
K. Fund Balance/Net Position				
Ending Fund Balance/Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		1,460,918.60	0.00	1,460,918.60

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

L. Federal Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Requirement - July 1, 2025 to June 30, 2026

County: Los Angeles

Charter Number: 1651

Note: If your charter school received federal funding, as reported in Section A2, the following additional information must be provided in order for the CDE to calculate compliance with the Federal ESSA MOE Requirement:

1. Federal Revenue Used for Capital Outlay and Debt Service

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

Federal Program Name (If no amounts, indicate "None")	Capital Outlay (\$)	Debt Service (\$)	Total
a. NONE	0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
Total Federal Revenues Used for Capital Outlay and Debt Service	0.00	0.00	0.00

2. Community Services Expenditures

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

Expenditures	Object Codes	Amount (\$) (Enter "0.00" if none)
a. Certificated Salaries	1000–1999	0.00
b. Noncertificated Salaries	2000–2999	0.00
c. Employee Benefits	3000–3999	0.00
d. Books and Supplies	4000–4999	0.00
e. Services and Other Operating Expenditures	5000–5999	0.00
Total Community Services Expenditures		0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 19 75309 0135145
Compass Charter Schools of Los Angeles
Acton-Agua Dulce Unified

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

Date of Presidential Disaster Declaration (MM/DD/YYYY)	Brief Description (If no amounts, indicate "None")	Amount (\$)
a.	NONE	0.00
b.		
c.		
d.		
Total Supplemental Expenditures (Should not be Negative)		0.00

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

Results of this calculation will be used for comparison with 2024–25 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2027–28.

Description	Amount (\$)
a. Total Expenditures (B8)	17,771,587.41
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	445,257.00
c. Subtotal of State & Local Expenditures [a minus b]	17,326,330.41
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	0.00
f. Less Supplemental Expenditures made as the result of a Presidentially Declared Disaster	0.00
Total State & Local Expenditures Subject to MOE [c minus d minus e minus f]	17,326,330.41

Coversheet

Fiscal Year 2026 Unaudited Actuals Report San Diego

Section: VIII. Operations Division
Item: D. Fiscal Year 2026 Unaudited Actuals Report San Diego
Purpose: Vote
Submitted by: Danielle Gamez
Related Material: 2026-09-03 CCS SD FY25-26 UAR ALT Form (1).pdf

RECOMMENDATION:

Approve

ALT - Charter School Unaudited Actuals Financial Report — Alternative Form

July 1, 2025 to June 30, 2026

Local Educational Agency (LEA): Compass Charter Schools of San Diego

Charter Number: 1454

County: San Diego

Oversight Entity: Mountain Empire Unified

Fiscal Year and Reporting Period: 2025–26 Unaudited Actuals

County District School (CDS) Number: 37 68213 0127084

Dataset Submission Number: G8AB7UUHF7 (2025–26)

California Department of Education (CDE)

Standardized Account Code Structure (SACS) Web Financial Reporting System,
System Version SACS V16

Form ALT, Form Version 11 (FV11)

Printed: 09/03/2026 11:39 AM

Note: In this document, non-shaded cells within tables that contain a dash ('-') represent instances where no data is displayed. Cells within tables that contain a dash ('-') and are shaded gray represent instances where the system does not allow data entry. Individuals experiencing difficulties with this document can contact the Financial Accountability & Information Services Office of the School Fiscal Services Division at sacsweb@cde.ca.gov.

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 37 68213 0127084
Compass Charter Schools of San Diego
Mountain Empire Unified

Charter School Certification - July 1, 2025 to June 30, 2026

County: San Diego

Charter Number: 1454

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

For information regarding this report, please contact:

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

To the Entity that Approved the Charter School:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☒ **(Selected)** This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Charter School Official:

Signature (Original Signature Required): _____

Date (MM/DD/YYYY):

Printed Name: Danielle Gamez

Title: Chief Operations Officer

To the County Superintendent of Schools:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☐ (Unselected) This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Authorized Representative of Charter Approving Entity:

Signature (Original Signature Required): _____

Date (MM/DD/YYYY):

Printed Name:

Title:

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 37 68213 0127084
Compass Charter Schools of San Diego
Mountain Empire Unified

To the Superintendent of Public Instruction:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☐ (Unselected) This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

County Superintendent/Designee:

Signature (*Original Signature Required*): _____

Date (MM/DD/YYYY): _____

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 37 68213 0127084
Compass Charter Schools of San Diego
Mountain Empire Unified

Alternative Form - July 1, 2025 to June 30, 2026

County: San Diego

Charter Number: 1454

This charter school uses the following basis of accounting: (Select one)

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

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

Description	Object Codes	Unrestricted	Restricted	Total
A. Revenues				
1. Local Control Funding Formula (LCFF) Sources	-	-	-	-
State Aid - Current Year	8011	3,124,213.00	-	3,124,213.00
Education Protection Account State Aid - Current Year	8012	3,021,466.00	-	3,021,466.00
State Aid - Prior Years	8019	(21,706.00)	-	(21,706.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,512,188.00	-	1,512,188.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		7,636,161.00	0.00	7,636,161.00
2. Federal Revenues (See note in Section L)	-	-	-	-
Every Student Succeeds Act	8290	-	184,214.00	184,214.00
Special Education - Federal	8181, 8182	-	146,027.00	146,027.00
Child Nutrition - Federal	8220	-		0.00
Donated Food Commodities	8221	-		0.00
Other Federal Revenues	8110, 8260–8299		475,172.89	475,172.89
Total, Federal Revenues		0.00	805,413.89	805,413.89
3. Other State Revenues (StateRev)	-	-	-	-
Special Education (SE) - State	StateRevSE	-	724,811.00	724,811.00
All Other (AO) State Revenues	StateRevAO	583,035.34	584,137.03	1,167,172.37
Total, Other State Revenues		583,035.34	1,308,948.03	1,891,983.37
4. Other Local Revenues (LocalRev)	-	-	-	-
All Other Local Revenues	LocalRevAO	145,071.40		145,071.40
Total, Local Revenues		145,071.40	0.00	145,071.40
5. Total Revenues		8,364,267.74	2,114,361.92	10,478,629.66
B. Expenditures (See note in Section L)				
1. Certificated Salaries	-	-	-	-
Certificated Teachers' Salaries	1100	2,541,313.07	616,752.90	3,158,065.97
Certificated Pupil Support Salaries	1200	116,336.04	426,433.62	542,769.66

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 37 68213 0127084
Compass Charter Schools of San Diego
Mountain Empire Unified

Description	Object Codes	Unrestricted	Restricted	Total
Certificated Supervisors' and Administrators' Salaries	1300	594,749.01	71,160.51	665,909.52
Other Certificated Salaries	1900		27,947.89	27,947.89
Total, Certificated Salaries		3,252,398.12	1,142,294.92	4,394,693.04
2. Noncertificated Salaries	-	-	-	-
Noncertificated Instructional Salaries	2100	60,978.70	78,263.64	139,242.34
Noncertificated Support Salaries	2200	495,393.76	123,686.85	619,080.61
Noncertificated Supervisors' and Administrators' Salaries	2300	184,801.47	3,841.20	188,642.67
Clerical, Technical and Office Salaries	2400	235,149.73	36,615.12	271,764.85
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		976,323.66	242,406.81	1,218,730.47
3. Employee Benefits	-	-	-	-
State Teachers' Retirement System (STRS)	3101–3102	1,074,545.72	199,672.16	1,274,217.88
Public Employees' Retirement System (PERS)	3201–3202			0.00
Social Security Taxes (OASDI)/Medicare/Alternative	3301–3302	113,675.58	32,845.73	146,521.31
Health and Welfare Benefits	3401–3402	482,208.74	154,716.70	636,925.44
Unemployment Insurance	3501–3502	11,367.42	4,360.54	15,727.96
Workers' Compensation Insurance	3601–3602	35,358.58		35,358.58
Postemployment Benefits Other Than Pension (OPEB), Allocated	3701–3702			0.00
OPEB, Active Employees	3751–3752			0.00
Other Employee Benefits	3901–3902	53,396.82		53,396.82
Total, Employee Benefits		1,770,552.86	391,595.13	2,162,147.99
4. Books and Supplies	-	-	-	-
Approved Textbooks and Core Curricula Materials	4100	1,045,824.22	309,284.87	1,355,109.09
Books and Other Reference Materials	4200	32,874.32	480.15	33,354.47
Materials and Supplies	4300	4,687.03		4,687.03
Noncapitalized Equipment	4400	38,352.92	213,733.37	252,086.29
Food	4700			0.00
Total, Books and Supplies		1,121,738.49	523,498.39	1,645,236.88
5. Services and Other Operating Expenditures	-	-	-	-
Subagreements for Services	5100			0.00
Travel and Conferences	5200	(964.82)	281,006.13	280,041.31
Dues and Memberships	5300	30,500.43		30,500.43
Insurance	5400	36,790.38		36,790.38
Operations and Housekeeping Services	5500	1,719.75		1,719.75
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	21,481.13		21,481.13
Transfers of Direct Costs	5700–5799			0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 37 68213 0127084
Compass Charter Schools of San Diego
Mountain Empire Unified

Description	Object Codes	Unrestricted	Restricted	Total
Professional/Consulting Services and Operating Expenditures	5800	517,484.70	988,374.84	1,505,859.54
Communications	5900	68,957.54	10,290.10	79,247.64
Total, Services and Other Operating Expenditures		675,969.11	1,279,671.07	1,955,640.18
6. Capital Outlay (Objects 6100–6170, 6200–6700 modified accrual basis only)	-	-	-	-
Land and Land Improvements	6100–6170	-	-	0.00
Buildings and Improvements of Buildings	6200	-	-	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	0.00
Equipment	6400	-	-	0.00
Equipment Replacement	6500	-	-	0.00
Lease Assets	6600	-	-	0.00
Subscription Assets	6700	-	-	0.00
Depreciation Expense (Accrual basis only)	6900			0.00
Amortization Expense - Lease Assets (Accrual basis only)	6910			0.00
Amortization Expense - Subscription Assets (Accrual basis only)	6920			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo	-	-	-	-
Tuition to Other Schools	7110–7143			0.00
Transfers of Pass-Through Revenues to Other Local Educational Agencies (LEAs)	7211–7213			0.00
Transfers of Apportionments to Other LEAs - Special Education	7221–7223SE	-		0.00
Transfers of Apportionments to Other LEAs - All Other	7221–7223AO			0.00
All Other Transfers	7281–7299			0.00
Transfers of Indirect Costs	7300–7399			0.00
Debt Service:	-	-	-	-
Interest	7438			0.00
Principal (For modified accrual basis only)	7439	-	-	0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. Total Expenditures		7,796,982.24	3,579,466.32	11,376,448.56
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses (A5 - B8)		567,285.50	(1,465,104.40)	(897,818.90)
D. Other Financing Sources/Uses				
1. Other Sources	8930–8979	644,753.70		644,753.70
2. Less: Other Uses	7630–7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980–8999	(1,465,104.40)	1,465,104.40	0.00

2025–26 Unaudited Actuals
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Form ALT

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Compass Charter Schools of San Diego
Mountain Empire Unified

Description	Object Codes	Unrestricted	Restricted	Total
4. Total Other Financing Sources/Uses		(820,350.70)	1,465,104.40	644,753.70
E. Net Increase (Decrease) in Fund Balance/Net Position (C + D4)		(253,065.20)	0.00	(253,065.20)
F. Fund Balance/Net Position				
1. Beginning Fund Balance/Net Position	-	-	-	-
a. As of July 1	9791	1,016,681.24		1,016,681.24
b. Adjustments/Restatements	9793, 9795			0.00
c. Adjusted Beginning Fund Balance/Net Position		1,016,681.24	0.00	1,016,681.24
2. Ending Fund Balance/Net Position, June 30 (E + F1c)		763,616.04	0.00	763,616.04
Components of Ending Fund Balance (Modified Accrual Basis only)	-	-	-	-
a. Nonspendable	-	-	-	-
1. Revolving Cash (equals Object 9130)	9711	-	-	0.00
2. Stores (equals Object 9320)	9712	-	-	0.00
3. Prepaid Expenditures (equals Object 9330)	9713	-	-	0.00
4. All Others	9719	-	-	0.00
b. Restricted	9740	-	-	0.00
c. Committed	-	-	-	-
1. Stabilization Arrangements	9750	-	-	0.00
2. Other Commitments	9760	-	-	0.00
d. Assigned	9780	-	-	0.00
e. Unassigned/Unappropriated	-	-	-	-
1. Reserve for Economic Uncertainties	9789	-	-	0.00
2. Unassigned/Unappropriated Amount	9790M	-	-	0.00
3. Components of Ending Net Position (Accrual Basis only)	-	-	-	-
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797	-		0.00
c. Unrestricted Net Position	9790A	763,616.04	0.00	763,616.04
G. Assets				
1. Cash	-	-	-	-
a. In County Treasury	9110	2,792,494.01	150,186.15	2,942,680.16
b. Fair Value Adjustment to Cash in County Treasury	9111	(5,767.65)		(5,767.65)
c. In Banks	9120			0.00
d. In Revolving Fund	9130			0.00
e. With Fiscal Agent/Trustee	9135			0.00
f. Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200			0.00

2025–26 Unaudited Actuals
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Form ALT

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Compass Charter Schools of San Diego
Mountain Empire Unified

Description	Object Codes	Unrestricted	Restricted	Total
4. Due from Grantor Governments	9290	574,368.77		574,368.77
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	223,899.36		223,899.36
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400–9489			0.00
10. Total, Assets		3,584,994.49	150,186.15	3,735,180.64
H. Deferred Outflows of Resources				
1. Deferred Outflows of Resources	9490			0.00
2. Total, Deferred Outflows		0.00	0.00	0.00
I. Liabilities				
1. Accounts Payable	9500	36,941.41		36,941.41
2. Due to Grantor Governments	9590	1,189,060.43		1,189,060.43
3. Current Loans	9640	1,485,158.68		1,485,158.68
4. Unearned Revenue	9650		150,186.15	150,186.15
5. Long-Term Liabilities (accrual basis only)	9660–9669	110,217.87		110,217.87
6. Total, Liabilities		2,821,378.39	150,186.15	2,971,564.54
J. Deferred Inflows of Resources				
1. Deferred Inflows of Resources	9690			0.00
2. Total, Deferred Inflows		0.00	0.00	0.00
K. Fund Balance/Net Position				
Ending Fund Balance/Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		763,616.10	0.00	763,616.10

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 37 68213 0127084
Compass Charter Schools of San Diego
Mountain Empire Unified

L. Federal Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Requirement - July 1, 2025 to June 30, 2026

County: San Diego

Charter Number: 1454

Note: If your charter school received federal funding, as reported in Section A2, the following additional information must be provided in order for the CDE to calculate compliance with the Federal ESSA MOE Requirement:

1. Federal Revenue Used for Capital Outlay and Debt Service

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

Federal Program Name (If no amounts, indicate "None")	Capital Outlay (\$)	Debt Service (\$)	Total
a. NONE	0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
Total Federal Revenues Used for Capital Outlay and Debt Service	0.00	0.00	0.00

2. Community Services Expenditures

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

Expenditures	Object Codes	Amount (\$) (Enter "0.00" if none)
a. Certificated Salaries	1000–1999	0.00
b. Noncertificated Salaries	2000–2999	0.00
c. Employee Benefits	3000–3999	0.00
d. Books and Supplies	4000–4999	0.00
e. Services and Other Operating Expenditures	5000–5999	0.00
Total Community Services Expenditures		0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 37 68213 0127084
Compass Charter Schools of San Diego
Mountain Empire Unified

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

Date of Presidential Disaster Declaration (MM/DD/YYYY)	Brief Description (If no amounts, indicate "None")	Amount (\$)
a.	NONE	0.00
b.		
c.		
d.		
Total Supplemental Expenditures (Should not be Negative)		0.00

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

Results of this calculation will be used for comparison with 2024–25 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2027–28.

Description	Amount (\$)
a. Total Expenditures (B8)	11,376,448.56
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	805,413.89
c. Subtotal of State & Local Expenditures [a minus b]	10,571,034.67
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	0.00
f. Less Supplemental Expenditures made as the result of a Presidentially Declared Disaster	0.00
Total State & Local Expenditures Subject to MOE [c minus d minus e minus f]	10,571,034.67

Coversheet

Fiscal Year 2026 Unaudited Actuals Report Yolo

Section: VIII. Operations Division
Item: E. Fiscal Year 2026 Unaudited Actuals Report Yolo
Purpose: Vote
Submitted by: Danielle Gamez
Related Material: 2026-09-03 CCS Yolo FY25-26 UAR ALT Form.pdf

RECOMMENDATION:

Approve

ALT - Charter School Unaudited Actuals Financial Report — Alternative Form

July 1, 2025 to June 30, 2026

Local Educational Agency (LEA): Compass Charter School of Yolo

Charter Number: 2059

County: Yolo

Oversight Entity: Winters Joint Unified

Fiscal Year and Reporting Period: 2025–26 Unaudited Actuals

County District School (CDS) Number: 57 72702 0139436

Dataset Submission Number: G8ATNUET2C (2025–26)

California Department of Education (CDE)

Standardized Account Code Structure (SACS) Web Financial Reporting System,
System Version SACS V16

Form ALT, Form Version 11 (FV11)

Printed: 09/03/2026 11:45 AM

Note: In this document, non-shaded cells within tables that contain a dash ('-') represent instances where no data is displayed. Cells within tables that contain a dash ('-') and are shaded gray represent instances where the system does not allow data entry. Individuals experiencing difficulties with this document can contact the Financial Accountability & Information Services Office of the School Fiscal Services Division at sacsweb@cde.ca.gov.

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 57 72702 0139436
Compass Charter School of Yolo
Winters Joint Unified

Charter School Certification - July 1, 2025 to June 30, 2026

County: Yolo

Charter Number: 2059

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

For information regarding this report, please contact:

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

To the Entity that Approved the Charter School:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☐ (Unselected) This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Charter School Official:

Signature (*Original Signature Required*): _____

Date (MM/DD/YYYY):

Printed Name: Danielle Gamez

Title: Chief Operations Officer

To the County Superintendent of Schools:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☐ (Unselected) This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Authorized Representative of Charter Approving Entity:

Signature (*Original Signature Required*): _____

Date (MM/DD/YYYY):

Printed Name:

Title:

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 57 72702 0139436
Compass Charter School of Yolo
Winters Joint Unified

To the Superintendent of Public Instruction:

2025–26 Charter School Unaudited Actuals Financial Report — Alternative Form:

- ☐ (Unselected) This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

County Superintendent/Designee:

Signature (*Original Signature Required*): _____

Date (MM/DD/YYYY): _____

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 57 72702 0139436
Compass Charter School of Yolo
Winters Joint Unified

Alternative Form - July 1, 2025 to June 30, 2026

County: Yolo

Charter Number: 2059

This charter school uses the following basis of accounting: (Select one)

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

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

Description	Object Codes	Unrestricted	Restricted	Total
A. Revenues				
1. Local Control Funding Formula (LCFF) Sources	-	-	-	-
State Aid - Current Year	8011	3,737,971.00	-	3,737,971.00
Education Protection Account State Aid - Current Year	8012	80,534.00	-	80,534.00
State Aid - Prior Years	8019	(25,449.00)	-	(25,449.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,249,002.00	-	1,249,002.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		5,042,058.00	0.00	5,042,058.00
2. Federal Revenues (See note in Section L)	-	-	-	-
Every Student Succeeds Act	8290	-	101,029.00	101,029.00
Special Education - Federal	8181, 8182	-	67,462.00	67,462.00
Child Nutrition - Federal	8220	-		0.00
Donated Food Commodities	8221	-		0.00
Other Federal Revenues	8110, 8260–8299			0.00
Total, Federal Revenues		0.00	168,491.00	168,491.00
3. Other State Revenues (StateRev)	-	-	-	-
Special Education (SE) - State	StateRevSE	-	354,999.00	354,999.00
All Other (AO) State Revenues	StateRevAO	341,348.68	599,352.74	940,701.42
Total, Other State Revenues		341,348.68	954,351.74	1,295,700.42
4. Other Local Revenues (LocalRev)	-	-	-	-
All Other Local Revenues	LocalRevAO	16,255.00		16,255.00
Total, Local Revenues		16,255.00	0.00	16,255.00
5. Total Revenues		5,399,661.68	1,122,842.74	6,522,504.42
B. Expenditures (See note in Section L)				
1. Certificated Salaries	-	-	-	-
Certificated Teachers' Salaries	1100	1,441,744.50	349,913.37	1,791,657.87
Certificated Pupil Support Salaries	1200	66,000.21	171,170.38	237,170.59

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 57 72702 0139436
Compass Charter School of Yolo
Winters Joint Unified

Description	Object Codes	Unrestricted	Restricted	Total
Certificated Supervisors' and Administrators' Salaries	1300	337,414.71	40,370.89	377,785.60
Other Certificated Salaries	1900		15,855.52	15,855.52
Total, Certificated Salaries		1,845,159.42	577,310.16	2,422,469.58
2. Noncertificated Salaries	-	-	-	-
Noncertificated Instructional Salaries	2100	34,594.58	44,400.85	78,995.43
Noncertificated Support Salaries	2200	281,048.10	70,170.16	351,218.26
Noncertificated Supervisors' and Administrators' Salaries	2300	104,842.10	2,179.20	107,021.30
Clerical, Technical and Office Salaries	2400	133,406.23	20,772.75	154,178.98
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		553,891.01	137,522.96	691,413.97
3. Employee Benefits	-	-	-	-
State Teachers' Retirement System (STRS)	3101–3102	609,614.42	106,058.03	715,672.45
Public Employees' Retirement System (PERS)	3201–3202			0.00
Social Security Taxes (OASDI)/Medicare/Alternative	3301–3302	64,490.82	17,615.34	82,106.16
Health and Welfare Benefits	3401–3402	272,559.42	77,479.39	350,038.81
Unemployment Insurance	3501–3502	6,448.93	2,099.75	8,548.68
Workers' Compensation Insurance	3601–3602	20,059.71		20,059.71
Postemployment Benefits Other Than Pension (OPEB), Allocated	3701–3702			0.00
OPEB, Active Employees	3751–3752			0.00
Other Employee Benefits	3901–3902	36,988.90		36,988.90
Total, Employee Benefits		1,010,162.20	203,252.51	1,213,414.71
4. Books and Supplies	-	-	-	-
Approved Textbooks and Core Curricula Materials	4100	704,162.78	38,814.09	742,976.87
Books and Other Reference Materials	4200	18,214.99	1,014.40	19,229.39
Materials and Supplies	4300	2,659.03		2,659.03
Noncapitalized Equipment	4400	32,510.68	80,987.86	113,498.54
Food	4700			0.00
Total, Books and Supplies		757,547.48	120,816.35	878,363.83
5. Services and Other Operating Expenditures	-	-	-	-
Subagreements for Services	5100			0.00
Travel and Conferences	5200	(13.19)	101,489.93	101,476.74
Dues and Memberships	5300	17,774.44		17,774.44
Insurance	5400	20,872.01		20,872.01
Operations and Housekeeping Services	5500	805.40		805.40
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	11,619.39		11,619.39
Transfers of Direct Costs	5700–5799			0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 57 72702 0139436
Compass Charter School of Yolo
Winters Joint Unified

Description	Object Codes	Unrestricted	Restricted	Total
Professional/Consulting Services and Operating Expenditures	5800	274,135.28	338,240.60	612,375.88
Communications	5900	39,289.43	5,812.69	45,102.12
Total, Services and Other Operating Expenditures		364,482.76	445,543.22	810,025.98
6. Capital Outlay (Objects 6100–6170, 6200–6700 modified accrual basis only)	-	-	-	-
Land and Land Improvements	6100–6170	-	-	0.00
Buildings and Improvements of Buildings	6200	-	-	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	0.00
Equipment	6400	-	-	0.00
Equipment Replacement	6500	-	-	0.00
Lease Assets	6600	-	-	0.00
Subscription Assets	6700	-	-	0.00
Depreciation Expense (Accrual basis only)	6900			0.00
Amortization Expense - Lease Assets (Accrual basis only)	6910			0.00
Amortization Expense - Subscription Assets (Accrual basis only)	6920			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo	-	-	-	-
Tuition to Other Schools	7110–7143			0.00
Transfers of Pass-Through Revenues to Other Local Educational Agencies (LEAs)	7211–7213			0.00
Transfers of Apportionments to Other LEAs - Special Education	7221–7223SE	-		0.00
Transfers of Apportionments to Other LEAs - All Other	7221–7223AO			0.00
All Other Transfers	7281–7299	453,790.75		453,790.75
Transfers of Indirect Costs	7300–7399			0.00
Debt Service:	-	-	-	-
Interest	7438			0.00
Principal (For modified accrual basis only)	7439	-	-	0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		453,790.75	0.00	453,790.75
8. Total Expenditures		4,985,033.62	1,484,445.20	6,469,478.82
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses (A5 - B8)		414,628.06	(361,602.46)	53,025.60
D. Other Financing Sources/Uses				
1. Other Sources	8930–8979			0.00
2. Less: Other Uses	7630–7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980–8999	(361,602.46)	361,602.46	0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 57 72702 0139436
Compass Charter School of Yolo
Winters Joint Unified

Description	Object Codes	Unrestricted	Restricted	Total
4. Total Other Financing Sources/Uses		(361,602.46)	361,602.46	0.00
E. Net Increase (Decrease) in Fund Balance/Net Position (C + D4)		53,025.60	0.00	53,025.60
F. Fund Balance/Net Position				
1. Beginning Fund Balance/Net Position	-	-	-	-
a. As of July 1	9791	451,180.19		451,180.19
b. Adjustments/Restatements	9793, 9795			0.00
c. Adjusted Beginning Fund Balance/Net Position		451,180.19	0.00	451,180.19
2. Ending Fund Balance/Net Position, June 30 (E + F1c)		504,205.79	0.00	504,205.79
Components of Ending Fund Balance (Modified Accrual Basis only)	-	-	-	-
a. Nonspendable	-	-	-	-
1. Revolving Cash (equals Object 9130)	9711	-	-	0.00
2. Stores (equals Object 9320)	9712	-	-	0.00
3. Prepaid Expenditures (equals Object 9330)	9713	-	-	0.00
4. All Others	9719	-	-	0.00
b. Restricted	9740	-	-	0.00
c. Committed	-	-	-	-
1. Stabilization Arrangements	9750	-	-	0.00
2. Other Commitments	9760	-	-	0.00
d. Assigned	9780	-	-	0.00
e. Unassigned/Unappropriated	-	-	-	-
1. Reserve for Economic Uncertainties	9789	-	-	0.00
2. Unassigned/Unappropriated Amount	9790M	-	-	0.00
3. Components of Ending Net Position (Accrual Basis only)	-	-	-	-
a. Net Investment in Capital Assets	9796	0.00		0.00
b. Restricted Net Position	9797	-		0.00
c. Unrestricted Net Position	9790A	504,205.79	0.00	504,205.79
G. Assets				
1. Cash	-	-	-	-
a. In County Treasury	9110			0.00
b. Fair Value Adjustment to Cash in County Treasury	9111			0.00
c. In Banks	9120	1,244,725.09	171,909.74	1,416,634.83
d. In Revolving Fund	9130			0.00
e. With Fiscal Agent/Trustee	9135			0.00
f. Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200			0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

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Compass Charter School of Yolo
Winters Joint Unified

Description	Object Codes	Unrestricted	Restricted	Total
4. Due from Grantor Governments	9290	1,553,596.42		1,553,596.42
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	97,446.62		97,446.62
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400–9489	0.00		0.00
10. Total, Assets		2,895,768.13	171,909.74	3,067,677.87
H. Deferred Outflows of Resources				
1. Deferred Outflows of Resources	9490			0.00
2. Total, Deferred Outflows		0.00	0.00	0.00
I. Liabilities				
1. Accounts Payable	9500	142,348.63		142,348.63
2. Due to Grantor Governments	9590	1,732,393.85		1,732,393.85
3. Current Loans	9640			0.00
4. Unearned Revenue	9650		171,909.74	171,909.74
5. Long-Term Liabilities (accrual basis only)	9660–9669	516,819.85		516,819.85
6. Total, Liabilities		2,391,562.33	171,909.74	2,563,472.07
J. Deferred Inflows of Resources				
1. Deferred Inflows of Resources	9690			0.00
2. Total, Deferred Inflows		0.00	0.00	0.00
K. Fund Balance/Net Position				
Ending Fund Balance/Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		504,205.80	0.00	504,205.80

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

CDS 57 72702 0139436
Compass Charter School of Yolo
Winters Joint Unified

L. Federal Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Requirement - July 1, 2025 to June 30, 2026

County: Yolo

Charter Number: 2059

Note: If your charter school received federal funding, as reported in Section A2, the following additional information must be provided in order for the CDE to calculate compliance with the Federal ESSA MOE Requirement:

1. Federal Revenue Used for Capital Outlay and Debt Service

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

Federal Program Name (If no amounts, indicate "None")	Capital Outlay (\$)	Debt Service (\$)	Total
a. NONE	0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
Total Federal Revenues Used for Capital Outlay and Debt Service	0.00	0.00	0.00

2. Community Services Expenditures

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

Expenditures	Object Codes	Amount (\$) (Enter "0.00" if none)
a. Certificated Salaries	1000–1999	0.00
b. Noncertificated Salaries	2000–2999	0.00
c. Employee Benefits	3000–3999	0.00
d. Books and Supplies	4000–4999	0.00
e. Services and Other Operating Expenditures	5000–5999	0.00
Total Community Services Expenditures		0.00

2025–26 Unaudited Actuals
Charter School Alternative Form

Form ALT

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Winters Joint Unified

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

Date of Presidential Disaster Declaration (MM/DD/YYYY)	Brief Description (If no amounts, indicate "None")	Amount (\$)
a.	NONE	0.00
b.		
c.		
d.		
Total Supplemental Expenditures (Should not be Negative)		0.00

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

Results of this calculation will be used for comparison with 2024–25 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2027–28.

Description	Amount (\$)
a. Total Expenditures (B8)	6,469,478.82
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	168,491.00
c. Subtotal of State & Local Expenditures [a minus b]	6,300,987.82
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600, 6700, 6910 and 6920]	0.00
f. Less Supplemental Expenditures made as the result of a Presidentially Declared Disaster	0.00
Total State & Local Expenditures Subject to MOE [c minus d minus e minus f]	6,300,987.82

Coversheet

Compass Charter Schools Insurance Services Proposal 2026-2027

Section: VIII. Operations Division
Item: F. Compass Charter Schools Insurance Services Proposal 2026-2027
Purpose: Vote
Submitted by: Danielle Gamez
Related Material:
2026-27 Comprehensive Insurance Program Renewal Executive Summary.pdf
26 Compass Charter Schools 9.14.26.pdf

BACKGROUND:

School administration requests Board approval of the 2026–27 Comprehensive Insurance Program renewal placed via Marsh & McLennan Agency (MMA) for a total cost of \$124,815. Education Code § 47605(e)(6) requires public board approval for any vendor contract exceeding \$100,000.

RECOMMENDATION:

School administration recommends that the Board of Directors approve the 2026–2027 Comprehensive Insurance Program renewal with Marsh & McLennan Agency for **\$146,451** to ensure uninterrupted statutory liability and risk protection.

2026-27 Comprehensive Insurance Program Renewal Executive Summary

Compass Charter Schools
Dr. Danielle Gamez, Chief Business Officer
Sep 22, 2026

Executive Action Requested & Statutory Compliance

Compass requests Board approval of the 2026–2027 Comprehensive Insurance Program renewal placed via Marsh & McLennan Agency (MMA) for a total cost of \$146,451. Under Education Code § 47605(e)(6), public board approval is required for any vendor contract exceeding \$100,000. Because the total annual premium cost of \$146,451 exceeds this statutory threshold, formal Board authorization is required prior to binding coverage for the 2026–2027 policy term (08/15/2026 – 08/15/2027).

Future-Proofing via Contractor Policy (Education Code Section 51827)

We are also taking proactive steps to align our internal controls with Education Code Section 51827, which is mandated for the 2027 audit cycle. This section requires schools to verify reasonable market value, valid business licensing, and carrier solvency for all major vendors. By leveraging Marsh & McLennan Agency's brokerage process, we are "future-proofing" our compliance. MMA's rigorous market comparison and carrier vetting serve as our primary mechanism for satisfying these upcoming legal guidelines. This ensures that the school is not only meeting today's standards but is prepared for the heightened scrutiny expected in 2027 and beyond.

2026–2027 Insurance Program Premium Summary

The overall program premium increased by \$31,486 (+27.39%)—moving from \$114,965 expiring to \$146,451 for the 2026–2027 policy year. This shift is primarily driven by market-wide liability increases and the addition of a dedicated Student Accident policy.



Compass Charter Schools

Proposal for Insurance Services

EFFECTIVE: 08/15/2026 - 08/15/2027

PRESENTED: 08/07/2025

SCHEDULE OF NAMED INSURED

NAMED INSURED AND MAILING ADDRESS

Compass Charter Schools
850 Hampshire Road, Suite R
Thousand Oaks, CA 91361

SCHEDULE OF NAMED INSURED

This is our understanding of your entire list of named insureds. This list may or may not appear on every policy. Each policy should be reviewed to confirm the appropriate list of named insureds.

MARSH & MCLENNAN AGENCY TEAM

CLIENT ADVOCATE

Principal

Ryan Spink, Education Practice
E: Ryan.Spink@MarshMMA.com
C: 760-533-2232
CA Insurance License # 0F21839

WORLD CLASS SERVICE TEAM

Principal, Director Client Service

LORI ROSENBERG
E: Lori.Rosenberg@MarshMMA.com
T: 925-482-9325

Client Manager

YVETTE CORDOVA
E: Yvette.Cordova@MarshMMA.com
T: 925-433-4100

Property/Casualty Claims

YVETTE BEAUBIEN
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T: 858-875-3055

Workers Comp. Claims

RIDHI HEBERER, JD
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T: 510-273-8888

Risk & Loss Advisor

JEFF POLLACK
E: Jeff.Pollack@MarshMMA.com
T: 415-243-4160
CA Insurance License #0J08515

Certificates

FELICIA MCAROY
E: Felicia.McAroy@MarshMMA.com
T: 925-482-9337
CA Insurance License #0F66821

Compass Charter Schools

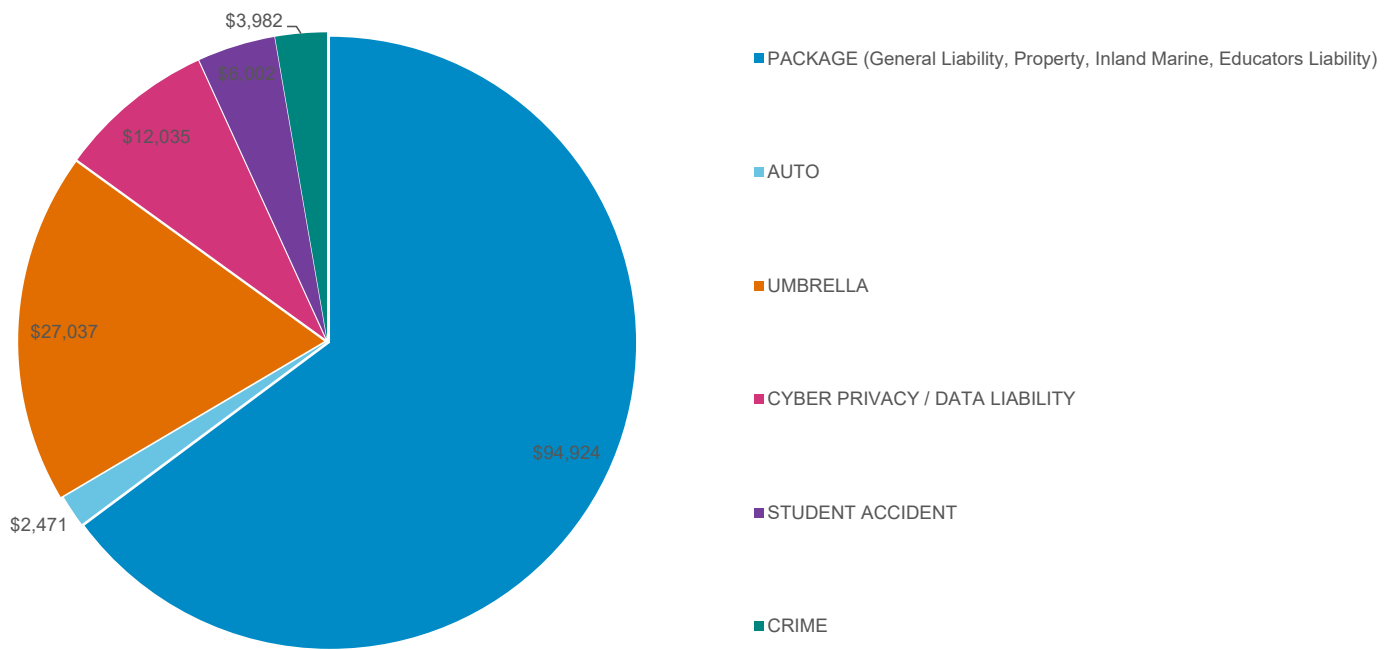
PREMIUM SUMMARY

COVERAGE

EXPIRING

RENEWAL

POLICY TERM	08/15/2025 - 08/15/2026	08/15/2026 - 08/15/2027	CHANGE
PACKAGE (General Liability, Property, Inland Marine, Educators Liability)	\$ 90,785	\$ 94,924	5%
AUTO	\$ 2,471	\$ 2,471	0%
UMBRELLA	\$ 21,709	\$ 27,037	25%
CYBER PRIVACY / DATA LIABILITY	\$ 8,024	\$ 12,035	50%
STUDENT ACCIDENT	\$ -	\$ 6,002	100%
CRIME	\$ 3,982	\$ 3,982	0%
TOTAL PROGRAM COST	\$ 114,965	\$ 146,451	27.39%



COVERAGE TERMS AND COMPARISON

PROPERTY	EXPIRING	RENEWAL	CHANGE
	WRIGHT	WRIGHT	
COVERAGE TERM	08/15/2025 - 08/15/2026	08/15/2026 - 08/15/2027	
Blanket Business Property	\$ 130,419	\$ 159,042	21.95%
Blanket Business Income with Extra Expense	\$ 500,000	\$ 500,000	
Equipment Breakdown	\$ 130,419	\$ 159,042	21.95%
Scheduled Equipment	\$ 20,000	\$ 20,000	
SUBLIMITS			
Newly Acquired Premises or Constructed Property - BPP	\$ 1,000,000	\$ 1,000,000	
DEDUCTIBLE			
Property	\$ 1,000	\$ 1,000	
Equipment	\$ 1,000	\$ 1,000	
Business Income Waiting Period	24 Hours	24 Hours	
RATING BASIS			
Total Insurable Values	\$ 780,838	\$ 838,084	7.33%
Rate for Comparison - per \$100 of Values	0.21		-100.00%
Estimated Annualized Premium	\$ 1,813	\$ 1,376	-24.10%
Endorsements	Special Form Coverage Agreed Amount / Waiver of Coinsurance Replacement Cost Coverage Building Ordinance Worldwide Territory		
Exclusions	Per Policy Form; Including But Not Limited To: Earthquake Virus/Bacteria Flood Fungus Utility Service Field Act		
Subjectivities	WSI Signed SOV Statement.		

STATEMENT OF VALUES

POLICY TERM: 08/15/2026 - 08/15/2027

NO.	ADDRESS / DESCRIPTION	BUILDING TYPE	STORIES	YEAR BUILT	SQ. FT.	SPRINK	ALARM	BUILDING	BUSINESS PERSONAL PROPERTY	BUSINESS INCOME / EXTRA EXPENSE	ELECTRONIC DATA PROPERTY - COMPUTER	# of Pre-K	# K-8	# 9-12	# of Employees
1	600 N Broadway, Santa Ana, CA 92701 - Support and Student Resource Office	Frame	2	1986	3,000	NO		\$ -	\$ 128,750	Included	\$ 10,000	9	127	0	10
2	850 Hampshire Rd Suite R, Ventura, Westlake Village, CA 91361 - Home Office and Mailing Address	Frame	2	1985	2,274	NO		\$ -	\$ 130,419	Included	\$ 10,000	77	1536	472	145
Total								\$ -	\$ 259,169	\$ 500,000	\$ 20,000	86	1663	472	155

*Business Income/Extra Expense covers loss of income and extra expenses associated with getting back up and operating following a loss.

COVERAGE TERMS AND COMPARISON

PACKAGE	EXPIRING	RENEWAL	CHANGE
	WRIGHT	WRIGHT	
COVERAGE TERM	08/15/2025 - 08/15/2026	08/15/2026 - 08/15/2027	
General Aggregate Limit	\$ 3,000,000	\$ 3,000,000	
Each Occurrence Premises/Operations Limit	\$ 1,000,000	\$ 1,000,000	
Products & Completed Operations Limit	\$ 3,000,000	\$ 3,000,000	
Advertising Injury and Personal Injury Aggregate Limit	\$ 1,000,000	\$ 1,000,000	
Damage to Premises Rented to You Limit	\$ 1,000,000	\$ 1,000,000	
Medical Expenses Each Person Limit	\$ 10,000	\$ 10,000	
EMPLOYEE BENEFITS LIABILITY - CLAIMS MADE			
Aggregate Limit	\$ 1,000,000	\$ 1,000,000	
Each Claim Limit	\$ 2,000,000	\$ 2,000,000	
Deductible - Each Claim	\$ -	\$ -	
Retroactive Date	08/15/2012	08/15/2012	
SEXUAL MISCONDUCT OR SEXUAL MOLESTATION LIABILITY - CLAIMS MADE			
Each Incident	\$ 1,000,000	\$ 1,000,000	
Aggregate Limit	\$ 3,000,000	\$ 3,000,000	
Special Supplementary Payment	\$ 10,000	\$ 10,000	
Abuse or Molestation Alleged Participant			
Each Claim	\$ 500,000	\$ 500,000	
Aggregate Limit	\$ 1,000,000	\$ 1,000,000	
SCHOOL AND EDUCATORS LEGAL LIABILITY - CLAIMS MADE			
Each Claim	\$ 1,000,000	\$ 1,000,000	
Aggregate Limit	\$ 3,000,000	\$ 3,000,000	
Retro Date	8/15/2020	8/15/2020	
Defense Expense for Injunctive or Declaratory Relief			
Each Action	\$ 100,000	\$ 100,000	
Aggregate Limit	\$ 300,000	\$ 300,000	
Retro Date	8/15/2020	8/15/2020	
EDUCATIONAL INSTITUTION EMPLOYMENT PRACTICES LIABILITY - CLAIMS			
Claim Limit	\$ 1,000,000	\$ 1,000,000	
Aggregate Limit	\$ 3,000,000	\$ 3,000,000	
Retro Date	8/15/2020	8/15/2020	
DEDUCTIBLE	\$ 25,000	\$ 25,000	
HIRED AUTO & NON-OWNED AUTO LIABILITY			
Non-Ownership Liability	\$ 1,000,000	\$ 1,000,000	
Hired Auto Liability	\$ 1,000,000	\$ 1,000,000	
General Liability	\$ 29,396	\$ 29,621	0.77%
Educators Legal Liability	\$ 51,723	\$ 59,566	15.16%
Auto Liability	\$ 2,359	\$ 2,471	4.75%
Total Package Premium	\$ 83,478	\$ 91,658	9.80%
Conditions	Occurrence Form Defense Included in Limit Defense Costs in Addition to Limits		
Endorsements	Broad Form Named Insured Automatic Additional Insured with Written Contract Waiver of Subrogation Additional Insureds – Lessors of Premises or Equipment Automatic Coverage for Newly Acquired Organizations: 90 Days Employee Benefit Liability Claims Made Form Employees as Additional Insureds		
Exclusions	Per Policy Form; Including But Not Limited To: Liquor Liability Asbestos Nuclear Energy Liability Firearms or Conduct Energy Tuition & Related Costs		
Claims Made	Claims under this policy must be submitted by you to the insurer during the policy period, or within a specific number of days as stated in the policy, after the expiration of the policy, for coverage to apply.		
Subjectivities	Signed WSI 2026 Exposure Questionnaires. Signed WSI ELL Annual Questionnaire. Signed WSI SOV. Loss Control Phone Survey to be conducted within 60 days of binding.		

COVERAGE TERMS AND COMPARISON

		EXPIRING	RENEWAL	CHANGE
UMBRELLA		WRIGHT	WRIGHT	
COVERAGE TERM		08/15/2025 - 08/15/2026	08/15/2026 - 08/15/2027	
Umbrella Coverage Aggregate Limit		\$ 4,000,000	\$ 4,000,000	
Products Completed Operations Aggregate Limit		\$ 4,000,000	\$ 4,000,000	
Advertising Injury & Personal Injury Aggregate Limit		\$ 4,000,000	\$ 4,000,000	
Each Occurrence Limit		\$ -		
Premium		\$ 16,325	\$ 21,709	32.98%
Conditions	Occurrence Form Defense in Addition to Limits Defense included in Limit			
Excess of Primary	Commercial General Liability Educators Liability Business Automobile Liability Employer's Liability			
Endorsements	Per Primary Policy Form			
Exclusions	Per Policy Form; Including But Not Limited To:	Nuclear Energy Liability Firearms or Conduct Energy Tuition & Related Costs		
Subjectivities	None			

COVERAGE TERMS AND COMPARISON

CRIME	EXPIRING	RENEWAL	CHANGE
	HANOVER	HANOVER	
COVERAGE TERM	08/15/2025 - 08/15/2026	08/15/2026 - 08/15/2027	
Employee Theft	\$ 1,000,000	\$ 1,000,000	
ERISA (Limit Applies Per Plan)	\$ 1,000,000	\$ 1,000,000	
Forgery or Alteration	\$ 1,000,000	\$ 1,000,000	
Inside the Premises - Theft of Money and Securities	\$ 1,000,000	\$ 1,000,000	
Inside the Premises - Robbery or Safe Burglary of Other Property	\$ 1,000,000	\$ 1,000,000	
Outside the Premises	\$ 1,000,000	\$ 1,000,000	
Computer Fraud	\$ 1,000,000	\$ 1,000,000	
Funds Transfer Fraud	\$ 1,000,000	\$ 1,000,000	
Cyber Deception	\$ 150,000	\$ 150,000	
Retention	\$ 10,000	\$ 10,000	
Premium	\$ 3,985	\$ 3,982	-0.08%
Conditions	Loss Discovered Policy Form – After the Named Insured discovers a loss or a situation that may result in loss of or damage to money, securities or other property, the Named Insured must notify the Company as soon as possible. – Discover or discovered means the time when the Named Insured first become aware of facts which would cause a reasonable person to assume that a loss of a type covered by this policy has been or will be incurred, regardless of when the act or acts causing or contributing to such loss occurred, even though the exact amount or details of loss may not then be known. – A detailed, sworn proof of loss must be given to the Insurer within 120 days Worldwide Coverage		
Exclusions	Per Policy Form		
Subjectivities	HISCOX Previously submitted application currently signed & dated HANOVER Receipt, review and acceptance of 5 year Loss Runs (Hiscox) False Pretense Fraud Supplemental Application Question 5-Internal Controls- who has the ability to take a function from start to end? If not the owner, what oversight is in place? Are vendors verified prior to working with vendor?		

COVERAGE TERMS AND COMPARISON

		NEW BUSINESS	
STUDENT ACCIDENT		Philadelphia	
		8/15/2026 - 8/15/2027	
Accidental Death	\$		25,000
Loss Must Occur within		365 days of the Covered Accident	
Accidental Dismemberment	\$		50,000
Aggregate Limit of Indemnity	\$		500,000
Applies to:		All Conditions of Coverage	
Accidental Paralysis (Up to)	\$		50,000
Maximum Benefit	\$		25,000
Total Estimated Annual Premium		\$	6,002
Endorsements	Deferred Dental Expenses Endorsement to Application for Blanket Accident Insurance		
Exclusions	Exclusions that apply to this Benefit are in the Common Exclusions Section.		

COVERAGE TERMS AND COMPARISON

	EXPIRING	RENEWAL	CHANGE
CYBER PRIVACY / DATA LIABILITY	COALITION	COALITION	
COVERAGE TERM	08/15/2025 - 08/15/2026	08/15/2026 - 08/15/2027	
POLICY AGGREGATE			
Maximum Limit of Liability	\$ 1,000,000	\$ 1,000,000	
FIRST PARTY COVERAGE			
Breach Event Costs	\$ 1,000,000	\$ 1,000,000	
Business Interruption from Security Breach or System Failure	\$ 1,000,000	\$ 1,000,000	
Dependent Business Loss from Security Breach or System Failure	\$ 1,000,000	\$ 1,000,000	
Cyber Extortion Loss	\$ 1,000,000	\$ 1,000,000	
BrandGuard Coverage	\$ 1,000,000	\$ 1,000,000	
Bricking Loss	\$ 1,000,000	\$ 1,000,000	
THIRD PARTY COVERAGE			
Data & Network Liability	\$ 1,000,000	\$ 1,000,000	
Regulatory Defense & Penalties	\$ 1,000,000	\$ 1,000,000	
PCI DDS Liability	\$ 1,000,000	\$ 1,000,000	
Media Liability	\$ 1,000,000	\$ 1,000,000	
E-CRIME			
Financial Fraud	\$ 250,000	\$ 250,000	
Telecommunications and Utilities Fraud	\$ 250,000	\$ 250,000	
Phishing			
Your Phishing Fraud Loss	\$ 250,000	\$ 250,000	
Client Phishing Fraud Loss	\$ 250,000	\$ 250,000	
Aggregate Phishing Limit	\$ 250,000	\$ 250,000	
RETENTIONS			
Each Incident, Claim or Loss	\$ 10,000	\$ 10,000	
Aggregate Deductible	\$ 10,000	\$ 10,000	
Waiting Period	8 Hours	8 Hours	
Premium	\$ 8,117	\$ 8,024	
Policy Fee	\$ -		
Surplus Taxes & Fees	\$ 258	\$ 350	
Total Premium	\$ 8,375	\$ 8,374	-0.01%

COVERAGE TERMS AND COMPARISON

Conditions	The Breach Response limits above are in addition to the policy aggregate limit of liability Retroactive Date: Full Prior Acts
Premium	Premium is Non-Auditable Minimum Earned Premium 25%
Endorsements	Per Policy Form, Including but not limited to: Subsidiary acquisition threshold: 30% Service of Suit
Exclusions	Per Policy Form, Including but not limited to: Unlawful collection, acquisition or retention of personally identifiable information Obligations under a Merchant Services Agreement Antitrust, Unfair Competition Patent, trade secrets, software code copyright Theft of money and securities Claims brought by or on behalf of the Federal Trade Commission, the Federal Communications Commission, or any other state, federal, local or foreign governmental entity; carve back for Insuring Agreement C or providing of Privacy Breach Response Services Intentional Dishonest / Fraudulent / Criminal / Malicious Acts - coverage applies to Entity and excludes perpetrators Prior Known Acts & Prior Noticed Claims
Claims Made	Claims under this policy must be submitted by you to the insurer during the policy period, or within a specific number of days as stated in the policy, after the expiration of the policy, for coverage to apply.
Surplus Lines	This policy is quoted with a non-admitted insurance carrier. The insurer is not admitted or licensed by your Home State. As such, insureds under this policy are not protected by any state guaranty fund in the event of the insurer becomes insolvent. Surplus Lines taxes and fees may apply and are subject to change based upon respective Home State NRRRA regulatory updates.
Subjectivities	Complete the ransomware supplemental Application Complete Coalition Cyber Application RE RSA Request CA D1 - Binding with Surplus Carrier

CARRIER SUMMARY

INSURER	STATUS	AM BEST	PREMIUM	COMMENTS	POLICY FORM
PROPERTY					
Wright	Admitted	A+ XV	\$ 1,829		Occurrence
PACKAGE (LIABILITY AND AUTO)					
Wright	Admitted	A+ XV	\$ 91,658		Occurrence/Claims Made
UMBRELLA					
Wright	Admitted	A+ XV	\$ 21,709		
CRIME					
Hanover	Admitted	A XV	\$ 3,982		
CYBER					
Coalition	Non-Admitted		\$ 8,374		

*AM BEST RATING AS OF: 08/7/25

NON-ADMITTED CARRIER DISCLOSURE NOTICE

Insurer is not admitted or licensed by your home state. As such, insureds under this policy are not protected by any state guaranty fund in the event the insurer becomes insolvent. Surplus Lines taxes and fees may apply and are subject to change based upon respective Home State NRRA regulatory updates.

CLAIMS MADE POLICY

A policy providing coverage that is triggered when a claim is made against the insured during the policy period and after any applicable retroactive/continuation dates stated in the policy. All claims must be reported within a specified time as described in the policy form. Timely reporting is required to minimize claim denial for late notice. Circumstances that may lead to a claim must also be reported within a specified time as described in the policy form. Each carrier has specific claims made wording, please refer to policy form for carrier specific reporting guidelines.

KEY TO AM BEST FINANCIAL STRENGTH RATING

Superior: A++, A+

Excellent: A, A-

Very Good: B++, B+

KEY TO AM BEST FINANCIAL SIZE RATING (IN \$MILLIONS)

Class I	Up to \$1	Class IX	\$250 to 500
Class II	\$1 to 2	Class X	\$500 to 750
Class III	\$2 to 5	Class XI	\$750 to 1,000
Class IV	\$5 to 10	Class XII	\$1,000 to 1,250
Class V	\$10 to 25	Class XIII	\$1,250 to 1,500
Class VI	\$25 to 50	Class XIV	\$1,500 to 2,000
Class VII	\$50 to 100	Class XV	\$2,000 or greater
Class VIII	\$100 to 250		

KEY TO AM BEST OUTLOOK

Positive	Indicates possible rating upgrade due to favorable financial/market trends relative to the current rating
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.
Negative	Indicates possible rating downgrade due to unfavorable financial / market trends relative to the current rating level.

DISCLAIMER

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Compass Charter Schools

Marsh & McLennan Insurance Agency LLC

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COMPENSATION DISCLOSURE

Marsh & McLennan Agency LLC dba Marsh & McLennan Insurance Agency LLC ("MMA") prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client. If MMA places business through an affiliated wholesale broker or managing general agent, MMA will advise the client of this at or prior to placement.
- **Client Fees** – Some clients may negotiate a fee for MMA's services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA's engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client's placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.
- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Medallion Program and Sponsorships** –Pursuant to MMA's Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.
- **Other Compensation & Sponsorships** – – From time to time, MMA may be compensated by insurers for providing administrative services on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events. MMA may also have arrangements with vendors who compensate

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/us/compensation-guide.html>

MMA's aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

We appreciate your business!



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OTHER COVERAGES FOR DISCUSSION

This information has been prepared using an insurance coverage checklist. These items represent some of the possible gaps or deficiencies in the coverage currently provided

PROPERTY

Unnamed Locations Coverage – Locations not scheduled on the policy, where property coverage may be necessary.

Agreed Amount / Waiver of Coinsurance – With a signed Statement of Values, coinsurance penalties can be avoided.

Building Ordinance Coverage – Sufficient Limits – Covers costs to repair and/or rebuild to current building codes including Increased Cost of Construction and Demolition.

Earthquake / Flood / Wind – Perils typically excluded from Property policy.

Change in Temperature – Coverage provided for property that is temperature sensitive in nature. (spoilage)

INLAND MARINE

Rented Equipment – Sublimit of insurance designed to cover temporarily rented equipment.

Computer Equipment / Media – Additional coverage grant designed to specifically cover your electronic data processing equipment and software including additional expenses for data restoration.

Installation – Covers your property while on a job site while awaiting final installation and release to job owner.

Tools / Equipment – Covers your tools and equipment whether on or off premises, can also be extended to employee owned tools.

MISCELLANEOUS LIABILITY

Watercraft / Aircraft – Owned watercraft and aircraft typically excluded from the General Liability policy.

Pollution Legal Liability – Damage and costs of pollution cleanup are typically excluded or covered on a very limited basis on the General Liability policy.

Professional Liability / Errors & Omissions – Coverage for financial loss for which you are legally liable due to your professional services is typically excluded on the General Liability policy; separate coverage is required.

Foreign Difference in Conditions – Coverage for foreign exposures including Property, GL, Auto, Workers' Compensation.

Privacy Liability Network Security – First and Third party coverage for theft of personal information and/or security breaches.

Product Recall – Insurance that covers expenses associated with recalling a product from the market.

Trade Credit Insurance – Protects sellers of goods and services on **credit** against the risk of customer non-payment due to customer insolvency, protracted default, political events, or acts of war that prevent contract performance.

AUTOMOBILE

Drive Other Car Coverage – Extends coverage to specifically named drivers who rely solely on the Business Auto policy for coverage when they are driving vehicles not scheduled in the policy.

Loss of Use – Coverage pays for Rental company's loss of use of a vehicle rented by you if damaged.

OTHER COVERAGES FOR DISCUSSION

WORKERS' COMPENSATION

Foreign Voluntary Compensation – Supplemental WC coverage when employees are outside the policy coverage territory. See Foreign DIC.

Defense Base Act – Federal Act requires employers to provide WC coverage with enhanced benefits to those employees working on military bases as defined by the Act.

U.S. Longshoremen & Harborworkers – Federal Act requires employers to provide WC coverage with enhanced benefits to those employees working on or about U.S. navigable waterways as defined by the Act.

Jones Act – Federal Act requires employers to provide WC coverage with enhanced benefits to those employees working on or about vessels as defined by the Act.

Business Travel Accident – Supplemental coverage for employees while on business travel.

EXECUTIVE RISK

Directors & Officers Liability – Provides financial protection for Directors & Officers in the event they are sued in conjunction with the performance of their duties on behalf of the company and stakeholders.

Kidnap / Ransom – Coverage provided in the event of kidnapping, extortion and various threats against the company and its employees.

CRIME

Employee Dishonesty – Coverage for theft from the Company, committed by your Employees.

Third Party Coverage – Coverage for theft from a Client / Third Party by your Employee.

Forgery / Alteration – Additional coverage grant in the Crime policy affording coverage specifically relating to forgery or alteration.

Money & Securities – Inside & Outside Premises – Additional coverage grant in the Crime policy affording coverage specifically relating to money and securities whether on premises or in transit.

Electronic Funds Transfer – An electronic, telegraphic, cable, teletype or telephone instruction fraudulently transmitted to a Financial Institution.

Computer Fraud – Coverage for loss from damage to Money, Securities and Other Property fraudulently transferred from inside the Premises or Bank to another person or place outside the Premises or Bank.

Social Engineering - Fraudulent instructions by outside party resulting in fraudulent transfer of money.

EXCESS LIABILITY

Explore additional limits



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Coversheet

Board Policy #: 6 SECTION 6 - FISCAL – CONTROLS

Section: VIII. Operations Division
Item: G. Board Policy #: 6 SECTION 6 - FISCAL – CONTROLS
Purpose: Vote
Submitted by: Danielle Gamez
Related Material: Board Policy #_ 6 SECTION 6 - FISCAL – CONTROLS .pdf

BACKGROUND:

Investment policy section added at the recommendation of our auditor.

See the addition at the bottom in red.

RECOMMENDATION:

Approve

Board Policy #: 6

SECTION 6 - FISCAL – CONTROLS

Adopted/Ratified: October 3, 2019

Revision Date: July 26, 2022; May 20, 2023; June 13, 2026

The Board of Compass Charter Schools has reviewed and adopted the following policies and procedures every 3 years or as needed to ensure the most effective use of the funds of CCS to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately. CCS will develop and monitor its budget in accord with the annual budget development and monitoring calendar as specified below:

January – February

- The Board will work with the Superintendent & CEO and Chief Business Officer (CBO), with the assistance of the Charter School's back office services provider, to review the Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school's upcoming fiscal year (July 1-June 30).
- The Superintendent & CEO and CBO, with the assistance of the Charter School's back office services provider, reviews/prepares a set of proposed budget development principles for board review and approval.
- Develop rough planning budget for the upcoming fiscal year, including projected enrollment and any proposed staffing changes.
- Develop five-year budget projection in accord with the schools' established strategic and growth plans.
- Ongoing monitoring and revision of current year budget.

March – April

- The Superintendent & CEO and CBO, working in conjunction with the Charter School's back office services provider, staff, Board members, and the CBO, prepares a formal budget plan for the upcoming fiscal year. The plan is reviewed by the Board.
- Ongoing monitoring and revision of current year budget.

May – June

- Superintendent & CEO and CBO, with the assistance of the Charter School's back office services provider, reviews revenue projections subsequent to the Governor's annual "May Revise" budget figures, fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections.

- The Board reviews and formally adopts a budget for the upcoming fiscal year before June 30. A copy of the final budget is provided to the charter-granting agency.
- Ongoing monitoring and revision of current year budget.

July – August

- Books for the prior fiscal year are closed, all transactions are posted, and records are assembled for audit.
- Budget is reviewed subsequent to the adoption of the State Budget Act, and necessary adjustments are made. A copy of the revised final budget is provided to the charter-granting agency.
- An independent auditor performs an audit of the just-closed fiscal year and prepares an audit report for submission to the Board.

September – December

- At the end of the first full week of school, the Superintendent & CEO and CBO, with the assistance of the Charter School's back office services provider, review CCS's actual attendance figures and notify the Board if actual attendance is below budget projections. If needed, the school's budget is again revised to match likely revenues.
- At its September regular meeting, the Board reviews and approves the Compass Charter Schools' enrollment capacity for the school year.
- The Board reviews a copy of the audit. The Superintendent & CEO and CBO, with the assistance of the Charter School's back office services provider, address any audit exceptions or adverse findings. Audit report and any follow-up plans are submitted to the charter authorizer and other entities, as required by law.
- The Superintendent & CEO and CBO, with the assistance of the Charter School's back office services provider, review current year actual versus budgeted revenues and expenditures after the second and fifth months of the school year and report to the Board. The Board approves any needed changes to the annual budget.

Controls, Budget, and Fiscal Management

CCS will maintain in effect the following principles in its ongoing fiscal management practices to ensure that, (1) expenditures are authorized by and in accordance with amounts specified in the board-adopted budget, (2) the schools' funds are managed and held in a manner that provides a high degree of protection of the schools' assets, and (3) all transactions are recorded and documented in an appropriate manner. The CBO will conduct annual fiscal policy training for CCS leadership and finance department staff.

Funds Balance Reserve

A. Minimum Reserve Level: The School shall maintain an unrestricted, unassigned balance in the General Fund (Fund 01) that is equal to or greater than ten percent (10%) of the School's total General Fund operating expenditures for the current fiscal year.

B. Board Designation: The Board shall annually formally designate the required reserve amount as the "Minimum General Fund Reserve for Economic Uncertainties."

Segregation of Duties

CCS will develop and maintain purchase designation letters and department ledgers to document the authorization of all non-payroll expenditures. All proposed expenditures must be approved by the Superintendent & CEO, or his/her designee, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget. All transactions will be posted in a general ledger. The transactions will be posted on the ledger by the Chief Business Officer or his/her assistant at the School site or outsourced to a Board-approved back office provider or its outside accounting firm. To ensure segregation of recording and authorization, the Finance Coordinator may not co-sign check requests for purchase orders or checks for payment.

Banking Arrangements

CCS will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts, including federally-insured savings or checking accounts, or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund. If funds are held in accounts outside of the County Treasury, the Board must appoint and approve all individuals authorized to sign checks or warrants in accordance with these policies. All checks must have the additional signature of the Superintendent & CEO. An approved vendor will reconcile the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis and prepare:

- (1) a balance sheet
- (2) a comparison of budgeted to actual revenues and expenditures to date
- (3) a cash flow statement.

The Superintendent & CEO and the Board will regularly review these statements. The School will deposit all funds received as soon as practical upon receipt. All funds received shall be deposited or transferred into the school's accounts at the earliest possible convenience and in no event later than 48 hours after receipt.

Purchasing Procedures

When state and federal law do not provide for more stringent requirements, it is the policy of the Board that all purchases over \$50,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. The Superintendent & CEO or his/her designee shall not approve purchase orders or check requests lacking such documentation. Documentation shall be attached to all check and purchase order requests showing that at least three (3) vendors were contacted, and such documentation shall be maintained for three (3) years. The procedures in this section operate together with, and are subject to, the Compass Procurement and Contract Bidding Policy (Board Policy Section 8), which sets out informal bidding, formal sealed bidding, noncompetitive-proposal, public-works/prevaling-wage, mandatory contract terms, and federal-grants compliance requirements in greater detail.

- The Superintendent & CEO may authorize expenditures and may sign related contracts within the approved budget. The Governing Board must review all expenditures at every board meeting. This will be done via approval of a check register, which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts over \$100,000.

- The Chief Business Officer or his/her designee must approve all purchases. Designees may be Directors purchasing on behalf of their department. Purchase requisitions and/or contracts, authorizing the purchase of items greater than \$25,000, must be approved by the Superintendent & CEO and submitted with the related invoice.

- When approving purchases, the Chief Business Officer or designee must:

- Determine if the expenditure is budgeted or determine if funds are currently available for expenditures (i.e., cash flow)
- Determine if the expenditure is allowable under the appropriate revenue source
- Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
- Determine if the price is competitive and prudent. All purchases over \$50,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services

- Any individual making an authorized purchase on behalf of the Charter School must provide appropriate documentation of the purchase.

- Individuals other than those specified above are not authorized to make purchases without a designation letter.

- Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a payroll reimbursement upon receipt of a reimbursement form and original receipt documenting the purchase.

Credit Card Usage

The Superintendent & CEO may authorize an individual to use a school credit card to make an authorized purchase on behalf of the Charter School, consistent with the guidelines and limitations provided by the Superintendent & CEO and/or Board.

- Individuals who receive a school credit card must ensure the card is kept in a safe location.
- If receipts are not available or are “missing,” the individual making the charge may submit an “Affidavit for a Lost Receipt” Form, otherwise they will be held personally responsible for payment.
- Credit cards will bear the names of both CHARTER SCHOOL and the individual user.
- Debit cards are not allowed.
- All purchases must also comply with the Procurement and Contract Bidding Policy.

Automatic Payments for Routine Services

To ensure timely payment of recurring and routine obligations while maintaining strong internal controls, Compass Charter Schools (“CCS”) may authorize automatic (ACH/direct debit) payments, subject to the following conditions:

Automatic payments may be used only for recurring, routine services essential to school operations, including but not limited to:

- Rent or lease payments
- Utilities (e.g., electricity, water, gas, internet)
- Insurance premiums
- Payroll taxes and retirement contributions
- Back-office and contracted financial services
- Non-routine, variable, or one-time expenses are not eligible for automatic payment.

Internal Controls

- The back-office provider will record all automatic payments in the general ledger.

- Monthly bank reconciliations must include verification of all automatic payments against approved authorizations.
- The CBO will maintain a current list of all vendors paid through automatic payment, which will be reviewed by the Finance team at least annually.

Reporting

- All automatic payments will appear on the check register presented to the Board.
- The CBO will provide a quarterly report of all automatic payments to the Finance team, including any new authorizations, modifications, or terminations.

Petty Cash

- The Chief Business Officer will manage the petty cash fund.
- The petty cash fund will be capped at \$1,000.
- All petty cash will be kept in a locked petty cash box in a locked drawer or file cabinet.

Only the Chief Business Officer and Superintendent & CEO will have keys to the petty cash box and drawer, or file cabinet.

- All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.

- The Chief Business Officer will ensure that the petty cash slip is properly completed and that a proper receipt is attached.

- At all times, the petty cash box will contain receipts and cash totaling \$1,000. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Chief Business Officer within 24 hours of withdrawing the petty cash.

- When expenditures total \$200, the Chief Business Officer will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Superintendent & CEO. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the back office provider.

- Petty cash fund reimbursement checks will be made payable to the Chief Business Officer. The reimbursement check will be immediately cashed, and the money returned to the petty cash fund.

- Any irregularities in the petty cash fund will be immediately reported in writing to the Superintendent & CEO.

- Loans will not be made from the petty cash fund.
- The Superintendent & CEO will conduct unscheduled counts of the petty cash fund.

Record Keeping

Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by Charter School staff in a secure cloud-based server for at least three years, or as long as required by applicable law, whichever is longer.

Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure cloud-based server separate from the Charter School Property Inventory.

The Superintendent & CEO, or his/her designee, shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$5,000. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis, and lists of any missing property shall be presented to the Board. All non-consumable school property lent to scholars shall be returned to the school no later than five (5) working days after the end of the school year.

Any excess or surplus property owned by the school may be sold, auctioned, or donated by the Superintendent & CEO, or his/her designee. In the case of a sale or auction, the Superintendent & CEO, or designee, shall engage in due diligence to maximize the value of the transaction to the school.

The donation of school property may occur when the property:

- Is no longer needed for school operations.
- Has little or no resale value; or
- Can be used to support educational, community, or charitable purposes aligned with the school's mission.

All donations shall be documented and reported to the Board. The sale, auction, or donation of property with a fair market value in excess of \$25,000 shall be approved in advance by the Board.

Payroll Services

CCS will contract with a reputable, bonded, and insured payroll contractor to prepare payroll checks, tax and retirement withholdings, tax statements, and to perform other payroll support functions. The Superintendent & CEO, or his/her designee, will establish and oversee a system to prepare time and attendance reports and submit payroll check requests.

The Superintendent & CEO and Board will review payroll statements annually to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on payroll checks. Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation, including a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick leave.

The school shall not use third-party payment applications (e.g., Venmo, Zelle, PayPal, Cash App) to pay employees.

Negotiating Funding Entitlements

The Superintendent & CEO shall prepare a set of negotiating principles for Board approval prior to engaging in negotiations over funding entitlements with the charter granting agency and state. Superintendent & CEO will take lead responsibility for negotiating all revenue arrangements with the charter granting agency and appropriate state education agency staff. These arrangements will be documented in appropriate and detailed Memoranda of Understanding for approval by the Board.

Required Budget and Other Fiscal Reports

The Superintendent & CEO, working in conjunction with the Chief Business Officer, will produce and submit to authorizers any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the school's charter. These include, but are not limited to, attendance reports, enrollment, and other data reports required by the California Basic Educational Data System, and other related data.

Fundraising, Grant Solicitation, and Donation Recognition

All fundraising or grant solicitation activities on behalf of the Charter School must be approved in advance by the Board. The Board shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government. The Board shall be notified no later than the next regular board meeting of the award or receipt of any funds and shall approve the receipt of any grants, donations, or receipts of fundraising proceeds prior to their deposit in the school's accounts.

Annual Financial Audit

- The Board will annually approve the selection of an independent auditor by March 30th prior to year-end (June 30th).
- The Charter School will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit.
- The audit shall include, but not be limited to:
 - An audit of the accuracy of the financial statements
 - An audit of the attendance accounting and revenue accuracy practices

Contracts

- Consideration will be made of in-house capabilities to accomplish services before contracting for them.
- Office staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$50,000.
- Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the Charter School.
- Written contracts clearly defining work to be performed will be maintained for all contract service providers (e.g. consultants, independent contractors, subcontractors).
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Superintendent & CEO may also require that contract service providers list the Charter School as an additional insured.
- If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the Chief Business Officer will obtain a W-9 from the contract service provider prior to submitting any requests for payments.
- The Superintendent & CEO will approve proposed contracts and modifications in writing.
- Contract service providers will be paid in accordance with approved contracts as work is performed.
- The Superintendent & CEO and/or his designee will be responsible for ensuring the terms of the contracts are fulfilled.
- If a conflict of interest exists, the Board shall comply with Government Code Section 1090 et seq., the Political Reform Act, and Corporations Code 5233.
- All contracts must also comply with the Procurement and Contract Bidding Policy.

Accounts Payable

- All original invoices will immediately be forwarded to the Finance Department

- The Finance Department will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and notify the Finance Coordinator of any items that were not in the shipment.

- The Finance Coordinator will complete the required information, including noting the specific account code and restrictor code (if applicable) for the item that is to be charged for the specified expenditures.

- Complete invoices are processed and approved for payment within a web-based accounts payable system (e.g Edstruments)

- CCS Finance Staff- approve payments up to \$24,000 with a documented purchase approval stamp and signature.
- CBO- approve payments of \$25,000 and above with a documented Superintendent & CEO purchase approval signature.

- The invoice and supporting documentation will be sent to the back office provider on at least a weekly basis. The back office provider will then process the invoices with sufficient supporting documentation.

- The school shall not use third-party payment applications (e.g., Venmo, Zelle, PayPal, Cash App) to conduct or authorize purchases.
- The school may receive funds through approved third-party payment applications, provided such transactions comply with school financial procedures and accounting requirements.

Bank Checks

- The Board will approve, in advance, the list of authorized signers on the school account. The Superintendent & CEO, the Chief Business Officer, and any other employee authorized by the Board may sign bank checks within established limitations.

- The Superintendent & CEO, with advance Board approval, is authorized to open and close bank accounts.

- The Chief Business Officer, the Superintendent & CEO, and the back office provider will be responsible for all blank checks and will keep them under lock and key.

- When there is a need to generate a bank check, the Chief Business Officer will send appropriate approved documentation to the back office provider.

- Once approved by the Superintendent & CEO and the Chief Business Officer, the back office provider issues the check based on the check authorization prior to obtaining the appropriate signature(s).

- The Superintendent & CEO and the Chief Business Officer will co-sign all checks.

Rewards Purchases

Credit card reward points may be redeemed only for purchases that directly support CCS operations and must comply with the procurement standards outlined in Board Policy Section 6:

- Office supplies, scholar resources, and technology
- Travel expenses for approved school business
- Gift cards, only as part of staff recognition or scholar incentive programs

Prohibited Uses

- Cash conversion or personal purchases and gifts without Board approval or documentation.
- Personal use or undocumented redemptions will be treated as policy violations and subject to disciplinary action per Board policy and HR guidelines.
- Missing receipts must be accompanied by an Affidavit of Lost Receipt or may result in personal reimbursement responsibility.

The Finance Department will maintain a Rewards Ledger, reconciling points monthly and reviewing redemptions quarterly. The Superintendent & CEO and CBO must ensure all uses comply with Board-adopted fiscal controls, including documentation of competitive value where applicable.

All redemptions must be included in the Board-reviewed check register if any costs are offset or reimbursed through traditional accounting.

This policy shall be reviewed annually by the CBO in collaboration with the Superintendent & CEO, and any recommended changes shall be submitted to the Board for approval.

Investment Policy

- Purpose:** This Investment Policy establishes guidelines for prudently managing the Charter School's financial assets. The policy is designed to preserve capital, ensure sufficient liquidity to support school operations, and generate reasonable returns in alignment with the School's mission and fiduciary responsibilities.
- Scope:** This policy applies to all financial assets, including operating cash, board-designated reserves, and any restricted or grant-related funds the School manages.
- Investment Objectives:** The School prioritizes (1) preservation of capital, (2) liquidity to meet payroll, vendor payments, and instructional needs, and (3) a reasonable return consistent with low to moderate risk tolerance.

- D. Governance: The Governing Board approves and oversees this policy. The school finance department monitors compliance and performance. The Chief Business Officer implements day-to-day investment activity and reporting.
- E. Asset Allocation: The School will maintain sufficient cash and cash equivalents to meet anticipated operating requirements and other obligations as they become due. The School will maintain funds expected to be needed for near-term operations in cash, cash equivalents, or other highly liquid, low-risk investments.
- F. Permitted Investments: Permitted investments include insured bank deposits, money market funds, U.S. Treasury securities, high-grade municipal or corporate bonds, and diversified mutual funds/ETFs.
- G. Prohibited Investments: The School will not invest in speculative instruments, derivatives for non-hedging purposes, illiquid investments, or any vehicles that could jeopardize access to operating funds.
- H. Compliance (Uniform Guidance): The School must manage federal funds in compliance with 2 CFR 200. Cash management practices must minimize the time between drawdown and expenditure. Investments of federal funds must prioritize safety and liquidity.
- I. Monitoring and Reporting: The Board will receive investment activity and balances at least quarterly, including compliance with this policy and explanations for any variances.
- J. Conflict of Interest: All individuals involved must adhere to the School's conflict of interest policy and disclose any financial interests.

Coversheet

Review and Approve the FY27 EPA Funds Allocation

Section:	VIII. Operations Division
Item:	H. Review and Approve the FY27 EPA Funds Allocation
Purpose:	Vote
Submitted by:	
Related Material:	2026-09-04 CCS FY27 EPA Resolution & FY26 EPA Results.docx

2026-27 Education Protection Account (EPA)

Compass Charter Schools
RESOLUTION OF THE GOVERNING BOARD OF
Compass Charter Schools

BE IT RESOLVED that the Education Protection Account funds to be received by **Compass Charter Schools** for FY 2026-27 in the amount of approximately **\$2,164,213** will be used solely for instructional, non-administrative expenses.

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

Dated **September 22, 2026**.

Board Chair, **Compass Charter Schools**

BUDGET: Fiscal Year 2026-27 BUDGET (for Board Resolution):

Company name: Compass Charter Schools

Budget	Account	Account name	Location name	Restriction name	Total
Preliminary	801200	Education Protection Account Revenue	Los Angeles	1400-Education Protection Account	231,532.00
	801200	Education Protection Account Revenue	San Diego	1400-Education Protection Account	1,848,069.00
	801200	Education Protection Account Revenue	Yolo County	1400-Education Protection Account	84,612.00
Grand Total:					2,164,213.00

REPORT OUT: Fiscal Year 2025-26 ACTUALS (for website posting):**Compass Charter Schools - COM****Statement of Activities**

Reporting Book:

As of Date:

Restriction:

Location:

ACCRUAL

06/30/2026

1400-Education Protection Account

Compass Charter Schools - COM

	Los Angeles Year To Date 06/30/2026 <i>Actual</i>	San Diego Year To Date 06/30/2026 <i>Actual</i>	Yolo County Year To Date 06/30/2026 <i>Actual</i>	Compass Charter Schools - COM (All) Year To Date 06/30/2026 <i>Actual</i>
LCFF Revenue				
801200 - Education Protection Account Revenue	227,802.00	3,021,466.00	80,534.00	3,329,802.00
801900 - Prior Year Income/Adjustments	(960.00)	46,067.00	0.00	45,107.00
Total LCFF Revenue	226,842.00	3,067,533.00	80,534.00	3,374,909.00
Total Revenue	226,842.00	3,067,533.00	80,534.00	3,374,909.00
Certificated Salaries				
110000 - Teachers' Salaries	170,547.52	2,306,275.63	60,548.19	2,537,371.34
Total Certificated Salaries	170,547.52	2,306,275.63	60,548.19	2,537,371.34
Benefits				
310100 - State Teachers' Retirement System, Certificated	32,574.58	440,498.65	11,564.71	484,637.94
330100 - OASDI/Medicare, Certificated	2,472.94	33,441.00	877.95	36,791.89
340100 - Health & Welfare Benefits, Certificated	19,684.87	266,194.00	6,988.57	292,867.44
350100 - State Unemployment Insurance, Certificated	471.35	6,373.90	167.34	7,012.59
360100 - Worker Compensation Insurance, Certificated	1,090.74	14,749.82	387.24	16,227.80
Total Benefits	56,294.48	761,257.37	19,985.81	837,537.66
Total Salaries and Benefits	226,842.00	3,067,533.00	80,534.00	3,374,909.00
Total Expenses	226,842.00	3,067,533.00	80,534.00	3,374,909.00
Total Net Increase/(Decrease) in Net Assets	0.00	0.00	0.00	0.00

Coversheet

CalSTRS Pension 2 Board Resolution

Section: VIII. Operations Division
Item: I. CalSTRS Pension 2 Board Resolution
Purpose: Vote
Submitted by: Danielle Gamez
Related Material:
Adoption of CalSTRS Pension2 403(b) Deferred Compensation Plan Executive Summary.pdf
Pension 2 Board Resolution 9.22.26 (1).pdf

RECOMMENDATION:

Approve

Adoption of CalSTRS Pension2 403(b) Deferred Compensation Plan Executive Summary

Compass Charter Schools
Dr. Danielle Gamez, Chief Business Officer
Sep 22, 2026

The 403(b) Committee recommends the Board approve adopting the **CalSTRS Pension 2 Deferred Compensation Plan** on September 22, 2026, replacing Principal Group as our sole supplemental retirement program effective November 9, 2026.

Core Strategic Drivers

- **Fiduciary Protection:** CalSTRS assumes full institutional fiduciary responsibility for fund lineup selection and monitoring, shifting compliance liability entirely away from Compass.
- **Massive Fee Reduction:** Replaces Principal's excessive 1.36% "all-in" fee with a 0.25% administrative fee—saving long-term staff up to \$100,000+ in lost compounding growth over a 30-year career.
- **Hidden Fees:** During the research and exploratory phase, it was discovered that Principal has been charging participants hidden fees. The line item on participant statements that is titled "Deducted Fees" does not actually capture all deducted fees. It specifically excludes the 0.30% administrative fee, which is highly unethical.
- **Dedicated Counseling:** Directly resolves our low 17.4% participation rate by providing employees with scheduled, commission-free 1-on-1 virtual advisory sessions via Voya Financial.
- **Turnkey Payroll Integration:** Features automated online payroll deductions that integrate directly with Paylocity, eliminating manual paper processing.

Provider Comparison Matrix

Metric / Feature	Current (Principal)	Proposed (CalSTRS Pension 2)
Admin Fee	1.36% asset-based	0.25% asset-based

Lowest Fund Expense	0.66%	<=0.25% (Institutional)
Fiduciary Liability	100% Compass	Transferred to CalSTRS
Participant Support	Automated call center	Dedicated 1-on-1 counseling
Key Feature	Basic 403(b)	Guaranteed 4.0% Fixed Account

Transition & Implementation Timeline

- **September 22, 2026:** Board votes on Resolution to Adopt.
- **Late September – October 2026:** Data migration, Paylocity system testing, and staff informational webinars.
- **November 9, 2026:** Target go-live launch. Active employee account balances roll over 100% vested and tax-free.

Approving this resolution authorizes administrative staff to initiate onboarding immediately to ensure a seamless launch on November 9, 2026.



Adoption of CalSTRS Pension2 403(b) Deferred Compensation Plan

Whereas, Compass Charter Schools offers its employees an opportunity to enhance their retirement savings by deferring compensation pursuant to Section 403(b) of the Internal Revenue Code; and

Whereas, the California State Teachers' Retirement System has established the CalSTRS Pension2 403 Deferred Compensation Plan (CalSTRS Pension2) which may be adopted by a school district, county office of education or community college district, and

Whereas, Compass Charter Schools believes that CalSTRS Pension2 and the investment options available there under will provide valuable benefits to its employees; and

Whereas, CalSTRS has appointed VOYA to perform administrative services for CalSTRS Pension2;

Now, therefore, be it resolved that Compass Charter Schools adopts the CalSTRS Pension2 403(b) Deferred Compensation Plan for the benefit of its employees and authorizes and directs the appropriate officer to execute the attached adoption agreement on behalf of Compass Charter Schools, and to provide CalSTRS Pension2 with such information and cooperation as may be needed on an ongoing basis in the administration of the plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file.

Passed and adopted at a regular meeting of the Compass Board of Directors, on the 22nd day of September, 2026.



Coversheet

Submitted 2026-27 CDE Consolidated Applications

Section:	VIII. Operations Division
Item:	J. Submitted 2026-27 CDE Consolidated Applications
Purpose:	FYI
Submitted by:	Danielle Gamez
Related Material:	2025-06-25 CCS Yolo FY26-27 ConApp Certification.pdf Compass Yolo FY26-27 Spring Conapp - Backup.xlsx 2025-06-25 CCS SD FY26-27 ConApp Certification.pdf Compass - San Diego FY26-27 Spring CONAPP - Backup.xlsx 2025-06-25 CCS LA FY26-27 ConApp Certification.pdf Compass Los Angeles FY26-27 Spring CONAPP - Backup.xlsx

California Department of Education**Consolidated Application**

Compass Charter School of Yolo (57 72702 0139436)

Status: Certified

Saved by: Kristin Nowak

Date: 6/25/2026 12:29 PM

2026–27 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca26assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Signature	
Authorized Representative's Title	CBO
Authorized Representative's Signature Date	06/25/2026

*****Warning*****

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Report Date:7/2/2026

R02

Page 1 of 5

California Department of Education**Consolidated Application**

Compass Charter School of Yolo (57 72702 0139436)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:29 PM**2026–27 Protected Prayer Certification**

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

CDE Program Contact:

Carrie Lopes, Title I Policy, Program, and Support Office, CLopes@cde.ca.gov, 916-319-0126

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Title	CBO
Authorized Representative's Signature Date	06/15/2026
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

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California Department of Education**Consolidated Application**

Compass Charter School of Yolo (57 72702 0139436)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:29 PM**2026–27 LCAP Federal Addendum Certification****CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2026
Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Title	CBO

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California Department of Education**Consolidated Application**

Compass Charter School of Yolo (57 72702 0139436)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:29 PM**2026–27 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
---	----

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

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Compass Charter School of Yolo (57 72702 0139436)

Status: Certified

Saved by: Kristin Nowak

Date: 6/25/2026 12:29 PM

2026–27 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education (CDE) oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the CDE web site at <https://www.cde.ca.gov/fg/ac/sa/>.

2026–27 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

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Report Date:7/2/2026

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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](#):

Compass Yolo FY26-27 Spring Conapp - Backup.xlsx

California Department of Education**Consolidated Application**

Compass Charter Schools of San Diego (37 68213 0127084)

Status: Certified

Saved by: Kristin Nowak

Date: 6/25/2026 12:28 PM

2026–27 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca26assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Signature	
Authorized Representative's Title	CBO
Authorized Representative's Signature Date	06/25/2026

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Report Date:7/2/2026

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Page 1 of 6

California Department of Education**Consolidated Application**

Compass Charter Schools of San Diego (37 68213 0127084)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:29 PM**2026–27 Protected Prayer Certification**

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

CDE Program Contact:Carrie Lopes, Title I Policy, Program, and Support Office, CLopes@cde.ca.gov, 916-319-0126**Protected Prayer Certification Statement**

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Title	CBO
Authorized Representative's Signature Date	06/15/2026
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

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Report Date:7/2/2026

R02

Page 2 of 6

2026–27 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2026
Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Title	CBO

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California Department of Education**Consolidated Application**

Compass Charter Schools of San Diego (37 68213 0127084)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:29 PM**2026–27 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes
---	-----

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

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California Department of Education**Consolidated Application**

Compass Charter Schools of San Diego (37 68213 0127084)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:29 PM**2026–27 Title III English Learner Student Program Subgrant Budget**

The purpose of this data collection form is to provide a proposed budget for English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Annie Park, Language Policy and Leadership Office, APark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	\$135.70
Estimated English learner student count	75
Estimated English learner student program allocation	\$10,178

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Student Program Consortium Details web page located at <https://www.cde.ca.gov/sp/ml/elconsortium.asp>.

Budget

Professional development activities	\$0
Program and other authorized activities	\$10,178
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$10,178

*****Warning*****

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Report Date:7/2/2026

R02

Page 5 of 6

2026–27 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education (CDE) oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the CDE web site at <https://www.cde.ca.gov/fg/ac/sa/>.

2026–27 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

Warning

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Compass - San Diego FY26-27 Spring CONAPP - Backup.xlsx

California Department of Education**Consolidated Application**

Compass Charter Schools of Los Angeles (19 75309 0135145)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:27 PM**2026–27 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca26assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Signature	
Authorized Representative's Title	CBO
Authorized Representative's Signature Date	06/25/2026

*****Warning*****

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

Report Date:7/2/2026

R02

Page 1 of 5

California Department of Education**Consolidated Application**

Compass Charter Schools of Los Angeles (19 75309 0135145)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:27 PM**2026–27 Protected Prayer Certification**

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

CDE Program Contact:Carrie Lopes, Title I Policy, Program, and Support Office, CLopes@cde.ca.gov, 916-319-0126**Protected Prayer Certification Statement**

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Title	CBO
Authorized Representative's Signature Date	06/15/2026
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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Report Date:7/2/2026

R02

Page 2 of 5

2026–27 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2026
Authorized Representative's Full Name	Danielle Gamez
Authorized Representative's Title	CBO

*****Warning*****

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California Department of Education**Consolidated Application**

Compass Charter Schools of Los Angeles (19 75309 0135145)

Status: Certified
Saved by: Kristin Nowak
Date: 6/25/2026 12:27 PM**2026–27 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
---	----

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

*****Warning*****

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2026–27 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education (CDE) oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the CDE web site at <https://www.cde.ca.gov/fg/ac/sa/>.

2026–27 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

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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](#):

Compass Los Angeles FY26-27 Spring CONAPP - Backup.xlsx

Coversheet

Superintendent's Report

Section:	X. Superintendent's Report
Item:	A. Superintendent's Report
Purpose:	Discuss
Submitted by:	
Related Material:	September Supts Board Report.pptx



Welcome!

Superintendent's Report September 22, 2026

Compass Agreements



We are present. We reduce or eliminate distractions for ourselves and others.



We are learners. We are all learners and engaged in the learning process.



We are inclusive. We respect one another and value the inclusion of multiple perspectives.



We are considerate. We consider how our words and actions impact others and take responsibility for our impact.



We assume positive intent. We act with grace and generosity toward each other.



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.



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 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

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:

Inspire and develop innovative, creative, self-directed learners, one scholar at a time.



Conference 2026



Enrollment Update

We have reached our cap of 2290!



ORGANIZATIONAL GOAL

Organizational Goal

Work with the Compass Board of Directors and the Compass community to refresh and refine our Framework for the Future.

Key Focus Areas:

- Scholar Learner profile renewal
- Scoreboard



STRATEGIC PLANNING GOAL

Collaboration with the Board

Work with the Compass Board of Directors to develop a **Five year Strategic Plan** that results in sustainable growth.

Key Focus Areas:

- Scholar Learner profile
- Wildly important goals (WIGs)



CHARTER RENEWAL GOAL

Objective

Lead the successful renewal of the Compass Los Angeles and Compass Yolo charters.



CHARTER RENEWAL TIMELINES

Winters JUSD

Submission: October 23, 2026

Public Hearing: November 19th, 2026

Decision: January 21st, 2027

Acton Agua Dulce USD

Submission: November 12, 2026

Public Hearing: December 17th, 2026

Decision: January 28th, 2027

ORGANIZATIONAL TRUST GOAL

Build Trust Throughout the Organization

Continue to lead the leadership team to build trust from the executive level throughout the organization including with scholars and parents.



Planting possibilities, growing futures.



Coversheet

People Division Update

Section:	XI. People Division
Item:	A. People Division Update
Purpose:	FYI
Submitted by:	
Related Material:	People Division Report - September 2026.pdf Employee Terminations Report - 06.10.26 - 09.15.2026.pdf Employee Additions Report - 06.10.26 - 09.15.2026.pdf



People Division Report

September 18, 2026

As Compass Charter Schools begins the 2026–27 school year, the People Division remains focused on supporting the people, systems, and organizational practices that enable our staff—and ultimately our scholars—to thrive. Building upon the progress made during the 2025–26 school year, our work continues to center on strengthening organizational capacity, enhancing the staff experience, supporting professional growth, and ensuring that our practices remain equitable, compliant, and sustainable.

Meet the People Division

The People Division is led by Chief People Officer, Sophie Trivino and includes Human Resources Manager, Jesse Zamora, and Training and Development Manager, Debra LaCroix. Together, the team supports the full employee experience—from recruitment and onboarding through professional learning, employee engagement, performance development, benefits, compliance, and off boarding.

Although each team member leads distinct areas of responsibility, the Division works collaboratively to provide responsive and consistent support to staff while aligning our people practices with Compass’s strategic priorities and commitment to scholar success.

Human Resources

Staffing and Recruitment: Recruiting and retaining highly qualified, mission-aligned staff remains a central focus for Human Resources. During the 2025–26 school year, Compass posted 24 positions, welcomed 18 new hires, and received 674 applications. Through May 2026, Compass maintained a staff retention rate of 94.9%, reflecting the dedication of our employees and the importance of cultivating a supportive and engaging workplace.

We are excited to welcome the recent additions to the Compass team:

- Catherine Villegas - Wellness Engagement Counselor
- Deidre Jimenez - Teacher in Residence
- Felix Angulo - Supervising Teacher
- Hilary Guy - Scholar Study Team Specialist
- Kevin Waters - Media Specialist
- Kourtney Delmanowski - Supervising Teacher
- Madison Maple - Supervising Teacher
- Megan Monges - Supervising Teacher
- Sara Stevens - Supervising Teacher
- Sarah Polanco - Supervising Teacher

Human Resources continues to use Paylocity’s recruitment platform to centralize applicant tracking and support a more consistent hiring process. Vacancies are also cross-posted on EdJoin and promoted in partnership with the Communications team through the Compass website and social media. This coordinated approach increases the visibility of our openings and helps Compass reach highly qualified professionals who are drawn to the innovation, flexibility, and scholar-centered mission of California’s public charter school community.

Current recruitment efforts are focused on six vacancies:

- Special Education Instructional Aide (1)
- Special Education Technician (1)
- Speech and Language Pathologist (2)
- Speech and Language Pathologist Assistant (PT) (1)
- Teacher in Residence (1)

During the year ahead, Human Resources will continue refining recruitment and onboarding practices, strengthening communication with hiring managers and candidates, and beginning recruitment earlier for positions that are traditionally more difficult to fill. These efforts will support timely hiring, strengthen the candidate and new-hire experience, and help Compass remain competitive in attracting and retaining qualified staff.

HR Systems and Operational Efficiency: Maximizing the use of Paylocity remains one of the People Division's most significant areas of opportunity for the 2026–27 school year. The Human Resources team meets weekly with our dedicated Paylocity service representatives to address system needs, better understand available functionality, and ensure that Compass is using the platform as effectively as possible.

This year, the team will focus on expanding Paylocity's use across HR operations by streamlining workflows, improving data accuracy, and increasing automation where appropriate. We will also continue exploring opportunities to strengthen employee self-service, simplify routine processes, and provide staff and supervisors with more timely access to the information and resources they need.

Additional areas of focus include enhancing reporting capabilities, supporting consistent compliance practices, reducing manual and duplicative work, and improving connections between recruitment, onboarding, benefits, timekeeping, performance management, and employee records. Through more intentional and comprehensive use of Paylocity, the People Division aims to create greater operational efficiency while delivering a more accessible, responsive, and consistent employee experience.

2027 Benefits Planning and Renewals: Human Resources Manager, Jesse Zamora has been working closely with our benefits broker to review renewal rates and plan updates for the 2027 benefit year. In addition to evaluating plan offerings, the team is working to strengthen system integrations and data connectivity to better support employees, Human Resources, and Payroll throughout benefits administration and Open Enrollment.

The Benefits Committee will meet in the coming month to review renewal information and provide feedback. Mr. Zamora will partner with our benefits broker to communicate plan information, resources, and Open Enrollment requirements to staff. Our goal is to provide employees with clear, timely information and a well-supported enrollment experience.

Compensation Study: A comprehensive compensation study is one of the People Division's major strategic initiatives for the 2026–27 school year. The study will evaluate Compass's salary schedules, benefits, and overall compensation practices against comparable non classroom-based charter schools and other relevant organizations. This work will help ensure that compensation practices remain competitive, sustainable, and aligned with Board policies and organizational priorities, while supporting our continued efforts to recognize and value the contributions of Compass employees.

The Chief People Officer is working closely with Superintendent and CEO, Ms. Elizabeth Brenner, and Chief Business Officer, Dr. Danielle Gamez to evaluate prospective compensation consulting firms. To date, the team has met with four firms to review their experience, proposed methodology, scope of services, timelines, and costs. We are

awaiting quotes, but look forward to presenting additional information and a recommendation to the Board at an upcoming meeting for review and approval.

2026-27 Employee Handbook (Vote Item): The proposed 2026–27 Employee Handbook is attached for the Board’s review and approval. A redline version has also been included to help Board members easily identify the proposed revisions from the prior year. Staff respectfully recommends approval of the updated handbook.

Training & Development

Compass’s professional learning framework continues to grow through the implementation of the Three Pillars of Training and Development: Trust and Inspire, Strength Deployment Inventory, and Restorative Practices. The principles of Crucial Conversations are incorporated across all three pillars through training, coaching, and facilitated conversations.

Trust and Inspire: Leadership teams continue to explore Covey principles related to trust, organizational culture, and self-reflection. *Leading at the Speed of Trust* content is incorporated into monthly All Management Meetings. With the foundational concepts established, the 2026–27 focus will shift toward applying the trust principles to current leadership challenges and the day-to-day operation of teams.

Compass is also continuing its exploration of becoming a Leader in Me school. A cohort of 11 staff members completed certification in *The 7 Habits* curriculum and will continue meeting to identify opportunities to embed Covey principles more deeply throughout the organization. The cohort will also consider whether and how these concepts could support Compass scholars.

Strength Deployment Inventory: The Strength Deployment Inventory continues to support collaboration, communication, and relationship-building across departments. SDI concepts have been incorporated into new-hire orientation, individual coaching, restorative conversations, conflict resolution, and department team-building workshops.

New employees completed the SDI assessment during orientation, and a dedicated follow-up session will be offered during the school year to strengthen their understanding and practical application of the framework. Requests for refresher training received during the All Staff Conference will also help inform future department sessions. Individual coaching with the Training and Development Manager will remain available to help employees apply SDI insights to workplace relationships and challenges.

Restorative Practices: The Restorative Practices Team continues to facilitate Community Building Circles and Climate Circles to strengthen staff connection, communication, and organizational support. Monthly Community Building Circles are scheduled for the 2026–27 school year, and Climate Circles remain available to teams seeking support with communication, workplace climate, or shared projects.

Because Compass’s organizational structure sometimes requires an approach different from a traditional harm circle, the Training and Development Manager has pursued additional training in facilitating restorative harm conversations. These conversations have incorporated strategies from SDI and Crucial Conversations to help affected parties address concerns, reach resolution, and rebuild trust.

The team will also encourage greater use of Team Circles, particularly between departments that work closely together. These facilitated conversations can help employees develop stronger connections, clarify expectations, and improve collaboration across teams.

Riverside County Office of Education CTI Program: One employee has expressed interest in participating in the Riverside County Office of Education CTI credential program during the 2026–27 school year. The team is working to identify an appropriate program tutor and complete the enrollment process.

2026–27 In-Service Planning: Staff feedback from the All Staff Conference and professional learning interest surveys will guide the selection of fall In-Service topics. The Training and Development team is working closely with Mrs. Kasey Wingate, Director of Staff Support, in reviewing this feedback to develop content for the first In-Service Day on October 9. The team will use the same feedback-driven process when planning the March In-Service program.

In Closing

As the division Chief, I am proud of the progress made across the People Division and deeply appreciative of the work and leadership of our Human Resources Manager, Mr. Jesse Zamora, and our Training and Development Manager, Ms. Debra LaCroix. Their contributions have helped strengthen our systems, expand support for employees, and advance our continued investment in staff growth and development.

I am also grateful for the collaborative relationships that extend and strengthen the Division's work. Mr. Zamora's partnerships with hiring managers across the organization support a more coordinated and responsive recruitment process. Ms. LaCroix's partnership with Mrs. Kasey Wingate in planning and delivering our In-Service Days helps ensure that professional learning reflects staff feedback and organizational needs.

As we move forward through the 2026–27 school year, the People Division will remain focused on responsive service, sustainable practices, and values-driven leadership. We will continue refining the systems, resources, and learning opportunities that help employees succeed in their roles and enable Compass to provide exceptional service to our scholars, families, and broader community.

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



2026–27 SCHOOL YEAR

The People Division

Meet the team supporting Compass staff and organizational growth.

Sophie Trivino
Chief People Officer

Jesse Zamora
Human Resources Manager

Debra LaCroix
Training and Development Manager

OUR FOCUS

Supporting staff across the employee experience while strengthening HR systems, compliance, benefits, and professional learning.

COMPASS CHARTER SCHOOLS

Compass Charter Schools (336061)

Employee Terminations Report

6/10/2026 - 9/15/2026

Company Code	Preferred / First Name	Last Name	Position Title	Current Status	Tenure	Term Date	Supervisor Name
336061	Sara	Eagleton	Supervising Teacher	Inactive	10 Years	8/14/2026	Jennifer Tatum
336061	Katherine	Hooper	Supervising Teacher	Inactive	11 Years, 5 months	8/17/2026	Tara Winberry-Litt
336061	Lisa	Huerta	Supervising Teacher	Inactive	6 Years, 10 months	6/16/2026	Alix Domino
336061	Jules	McCabe	Speech and Language Pathologist	Inactive	4 Months	6/26/2026	Katie Cameron
336061	Heather	McFarland	Supervising Teacher	Inactive	3 Years, 10 months	6/16/2026	Alysia Hurtado
336061	Sharon	Rosen	Supervising Teacher	Inactive	7 Years, 9 months	6/16/2026	Michelle Woods
336061	Christina	Vert	Orientation Coordinator	Inactive	6 Years, 10 months	8/17/2026	Rebecca MacAlpine
336061	Tami	Zaccaro	Special Education Technician	Inactive	5 Years, 1 month	9/11/2026	Barbara Wolford

Compass Charter Schools (336061)
Employee Additions Report
6/10/2026 - 9/15/2026

Company Code	Preferred / First Name	Last Name	Position Title	Current Status	Tenure	Hire Date	Supervisor Name
336061	Felix	Angulo	Supervising Teacher	Active	1 months	8/17/2026	Michelle Woods
336061	Kourtney	Delmanowski	Supervising Teacher	Active	1 months	8/3/2026	Karle Roberts
336061	Hilary	Guy	Scholar Study Team Specialist	Active	1 months	8/3/2026	Dawn Rynder
336061	Madison	Maple	Supervising Teacher	Active	1 months	8/17/2026	Rachael Coughlin
336061	Megan	Monges	Supervising Teacher	Active	1 months	8/17/2026	Karle Roberts
336061	Sarah	Polanco	Supervising Teacher	Active	1 months	8/3/2026	Tara Winberry-Litt
336061	Desirae	Smith	Academic Quality & Systems Manager	Active	2 months	7/6/2026	Janae Smith
336061	Sara	Stevens	Supervising Teacher	Active	1 months	8/3/2026	Rachael Coughlin
336061	Catherine	Villegas	Wellness Engagement Counselor	Active	1 months	8/3/2026	Debra Stephan
336061	Kevin	Waters	Media Specialist	Active	1 months	8/3/2026	Danielle Gamez

Coversheet

2026-27 Compass Employee Handbook

Section:	XI. People Division
Item:	B. 2026-27 Compass Employee Handbook
Purpose:	Vote
Submitted by:	
Related Material:	2026-27 Employee Handbook Changes - Sept 2026.pdf 2026-27 Compass Employee Handbook - AUP Mark Up.pdf 2026-27 Compass Employee Handbook - Extra Duty Mark Up.pdf DRAFT - 2026-27 Compass Employee Handbook.pdf



**2026-27 Employee Handbook Changes
September 2026**

- + Updated Logo, School Year
- + Updated school year (footer, entire document)
- + Updated Acceptable Use Policy and Acknowledgement (aligns with approved policy from March 2026) - *Please see attached Mark Up*
- + Updated "Extra Duty" Policy (reflects update to number of scholars on Supervising Teacher caseloads from 25 to 26) - *Please see attached Mark Up*
- + Update Table of Contents (page numbers)

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 Compass Charter Schools (CCS) further recognizes that Artificial Intelligence (AI) tools – such as chatbots, image generators, and writing assistants – can enhance teaching and learning when used appropriately while also introducing new risks to academic integrity and data privacy. Further, CCS offers staff and scholars access to technologies that may include reimbursement of Internet access, electronic mail e-mail and video conferencing, and equipment, such as computers, tablets, or other multimedia hardware. CCS also offers an Internet Service Provider (ISP) limited reimbursement program to support families in need of Internet access for their scholar's education/ 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- , also referred to as the Acceptable Use Policy.

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. To this end, CCS applies browser-level content filters that operate whenever a scholar is using a Compass or personal device while logged in using their school-issued Compass email address (e.g., Compass' Google Docs, YouTube). To ensure compliance, scholars using a personal device should be logged into the Chrome browser using a Chrome Profile with their school-issued email account. 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

2025-262026-27 Employee Handbook

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. CCS specifically monitors scholar devices and accounts to ensure compliance with academic integrity, digital safety, and data privacy standards regarding AI, VPNs, and other emerging technologies. 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~~spaces, use of AI tools, video conferencing, 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 or in any AI platform, 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.

The Superintendent & CEO or designee shall provide age-appropriate instruction regarding safe, ethical and appropriate behavior for usage of AI tools and resources. This instruction includes AI literacy, helping scholars understand how AI works, its ethical implications, its appropriate and honest use, and how to critically evaluate AI generated content for bias or inaccuracies. CCS intends for AI to be used as a helper or tool to support personalized learning and critical thinking, when appropriate, and not as a substitute for a scholar's own thinking or independent learning. 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~~POLICY

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~~Scholars and staff not impair the security of Charter School technology resources. ~~Staff and scholars~~Scholars and staff are expected to:
 - a. Use school-approved multi-factor or two-factor authentication (MFA or 2FA) system when logging in to their school accounts in order to keep their accounts safe and secure (e.g., Clever MFA)
 - b. Login to the school-approved single sign-on (SSO) system in order to access the apps/websites they use for school, including but not limited to, Clever SSO, Google applications, YouTube.
 - ~~a-c.~~ 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-d.~~ Access technology only with their account or with a shared account asScholars should only access technologies and web services with their school-issued accounts unless otherwise directed by ~~their teacher~~a Compass teacher and should 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. Only Compass approved AI tools to ensure adherence to data privacy standards.
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~~ anyone, including but not limited to scholars, staff and the Compass community; including but not limited to using technology or AI tools to impersonate, harass, intimidate, bully or otherwise disrupt the educational process.
 - g. Using Ai to generate, edit, or answer assignments or test questions when prohibited is considered academic dishonesty and will result in disciplinary action/
 - h. Failing to disclose the used of AI in academic work or failing to properly cite AI-generated content.
 - f.i. Engaging in Compass school work or activities without using Compass log in credentials (e.g., scholar email).
 - g.i. Conducting for-profit business.
 - h.k. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
 - i.l. Using any software or proxy service to obscure either the scholar's IP address or the sites that the scholar visits.
 - j.m. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
 - n. Accessing or attempting to access material or systems on the network that the scholar is not authorized to access.
 - k.o. Education Code section 43503(d)(2) prevents third party recording, such as those created by parents and students. Should these third parties want to record distance learning sessions, they must obtain consent from CCS prior to doing so.
5. **No Expectation of Privacy.** ~~Staff and scholars~~ All users 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-Users 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.

9-10. **Cybersecurity, Internet Safety, and Scholar Well-Being Reporting.** Scholars, parents/guardians, and staff should promptly report concerns related to online safety, technology use, or scholar well-being. Concerns involving scholar conduct, cyber bullying, inappropriate online interactions, or social-emotional well-being should be reported to the scholar's supervising teacher or a school counselor. Concerns involving internet safety or technology security – such as suspected hacking, phishing attempts, viruses, malware, or compromised accounts – should be reported to the school's Information Technology department at helpdesk@compasscharters.org. Reports made in good faith will be addressed in accordance with applicable school policies and procedures.

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

I understand that school computer, internet and technology use is a privilege and not a right. I understand that if I violate this policy in any way, I will may be subject to disciplinary process, which may result in 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.

2025-262026-27 Employee Handbook

Employee's Name: _____

Employee's Signature: _____

Date: _____

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~~ six (26) 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.



Employee Handbook 2026-27

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

<http://www.compasscharters.org>

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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

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

EMPLOYEE NAME: _____

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

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

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

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

Employee's Signature: _____ Date: _____

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

ACCEPTABLE USE POLICY AND AGREEMENT

The Board of Directors of Compass Charter Schools finds that new technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and scholar learning. Compass Charter Schools (CCS) further recognizes that Artificial Intelligence (AI) tools – such as chatbots, image generators, and writing assistants – can enhance teaching and learning when used appropriately while also introducing new risks to academic integrity and data privacy. Further, CCS offers staff and scholars access to technologies that may include e-mail and video conferencing, and equipment, such as computers, tablets, or other multimedia hardware. CCS also offers an Internet Service Provider (ISP) limited reimbursement program to support families in need of Internet access for their scholar's education/ 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, also referred to as the Acceptable Use Policy.

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. To this end, CCS applies browser-level content filters that operate whenever a scholar is using a Compass or personal device while logged in using their school-issued Compass email address (e.g., Compass' Google Docs, YouTube). To ensure compliance, scholars using a personal device should be logged into the Chrome browser using a Chrome Profile with their school-issued email account. 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. CCS specifically monitors scholar devices and accounts to ensure compliance with academic integrity, digital safety, and data privacy standards regarding AI, VPNs, and other emerging technologies. 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 spaces, use of AI tools, video conferencing, 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 or in any AI platform, 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.

The Superintendent & CEO or designee shall provide age-appropriate instruction regarding safe, ethical and appropriate behavior for usage of AI tools and resources. This instruction includes AI literacy, helping scholars understand how AI works, its ethical implications, its appropriate and honest use, and how to critically evaluate AI generated content for bias or inaccuracies. CCS intends for AI to be used as a helper or tool to support personalized learning and critical thinking, when appropriate, and not as a substitute for a scholar's own thinking or independent learning. 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.

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 - b. Login to the school-approved single sign-on (SSO) system in order to access the apps/websites they use for school, including but not limited to, Clever SSO, Google applications, YouTube.
 - c. 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.
 - d. Scholars should only access technologies and web services with their school-issued accounts unless otherwise directed by a Compass teacher and should not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
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 - Installing software on school equipment without the permission of a supervising teacher or other authorized school staff person.
 - Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - Conducting any activity that is in violation of Charter School policy or local, state or federal law.
 - Engaging in any activity that is harmful to anyone, including but not limited to scholars, staff and the Compass community; including but not limited to using technology or AI tools to impersonate, harass, intimidate, bully or otherwise disrupt the educational process.
 - Using AI to generate, edit, or answer assignments or test questions when prohibited is considered academic dishonesty and will result in disciplinary action/
 - Failing to disclose the used of AI in academic work or failing to properly cite AI-generated content.
 - Engaging in Compass school work or activities without using Compass log in credentials (e.g., scholar email).
 - Conducting for-profit business.
 - Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
 - Using any software or proxy service to obscure either the scholar's IP address or the sites that the scholar visits.
 - Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
 - Accessing or attempting to access material or systems on the network that the scholar is not authorized to access.
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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.
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As a user of Charter School technologies, I have read of the school's Technology Policy and hereby agree to comply with it and the Acceptable Use Agreement.

I understand that school computer, internet and technology use is a privilege and not a right. I understand that if I violate this policy in any way, I may be subject to disciplinary process, which may result in 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.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any scholar. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a scholar. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, scholars, staff or other persons or to prevent damage to property.

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

Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a scholar from fighting with another scholar;
2. Preventing a scholar from committing an act of vandalism;

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

Examples of PROHIBITED actions (corporal punishment)

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

Acceptable and Unacceptable Staff/Scholar Behavior

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

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

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a scholar or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and scholars, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with scholars certainly fosters learning, scholar/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of scholar behavior that crosses boundaries or where a scholar appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Scholar Behaviors (Violations of this Policy)

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

Unacceptable Staff/Scholar Behaviors without Parent and Supervisor Permission

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

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

Cautionary Staff/Scholar Behaviors

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

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

Acceptable and Recommended Staff/Scholar Behaviors

1. Getting parents' written consent for any after-school activity.
2. Obtaining formal approval to take scholars off school property for activities such as field trips or competitions.
3. Emails, texts, phone calls, and instant messages to scholars must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
4. Keeping the door open when alone with a scholar.
5. Keeping reasonable space between you and your scholars.
6. Stopping and correcting scholars if they cross your own personal boundaries.
7. Keeping parents informed when a significant issue develops about a scholar.
8. Keeping after-class discussions with a scholar professional and brief.

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

Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

CCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. CCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon race (including traits 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 of CCS is placed in doubt, giving recognition to the frailties of human conscience and the instinctive force of self-interest.

An employee involved in any relationships or situations, which may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to the Superintendent & CEO, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances.

In the case of outside employment, all full-time and part-time employees may not work or consult for other entities involved in the field of education without written authorization from the Superintendent & CEO. No outside employment may impede the staff member's ability to fulfill their job duties and responsibilities. Outside employment may not take place during regular employee hours. Failure to disclose facts shall constitute grounds for disciplinary action that may involve action up to and including release from at-will employment.

Nepotism Policy

CCS is committed to a policy of employment and advancement based on qualifications and performance. Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, CCS will hire or consider other employment actions concerning relatives of persons currently employed only if:

1. Candidates for employment will not be working directly for or supervising a relative;
2. The relative will not be working within the same department, division and/ or reporting to the same Supervisor; and
3. Candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests. This policy applies to all current employees and candidates for employment, unless prior approval has been granted by the Superintendent & CEO.

Definitions: "Family member" is defined as one of the following: relationships by blood - parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin; and relationships by marriage - husband, wife (as defined by state law), stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew,

niece, spouse/partner of any of the above and cohabitating couples or significant others. The hiring supervisor is responsible for ensuring policy compliance.

Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor. If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Superintendent & CEO. If a decision cannot be made by the affected employees within fourteen (14) days of reporting, reassignment will be made on direction of the department director and the Superintendent & CEO. No exception to this policy will be made without the written consent of the Superintendent & CEO.

Promotion and Position Creation Policy

CCS defines “Promotion” as a move to a position or title with greater responsibility in a higher salary step schedule. The policy is designed to make the process fair and equitable to all.

- Promotions must meet or address a need within the organization.
- A promotion cannot occur if the budget cannot support a salary increase.
- When considering an employee’s experience and education, the employee must meet at least the minimum requirements for the position level they are being considered.

Eligibility

Any employee in good standing is eligible for promotion consideration, assuming they meet the minimum qualifications for the position.

Criteria for Promotion

Promotions entail greater job expectations, the addition of significant duties and/or key areas of responsibility within the organization. This may also include the potential for additional direct reports. Generally, a change is significant when 25-40% or more of a position’s duties increase in level.

When considering a promotion or adding a new role, the first two items to review are:

- Does a need exist within the organization/division/department for a higher-level position?
- Is there money available in the budget to fund a promotional increase or new position?

A promotion must be supported by performance, experience, and/or education. When considering an employee’s performance, supervisors are expected to consider criteria that reflect the larger picture of an employee’s work. These include:

- Skillset: ensuring their skillset matches the requirements of the position
- Sustained Performance: meeting goals in recent growth and development plan cycles. Consider any disciplinary actions.
- Demonstrated steps taken to gain new skills and continued growth
- Personal motivation and willingness for an increase in level and responsibility

Timeline

The CCS deadline for supervision submission will be annually in January. Unless otherwise stated, promotions and new positions will be effective for the following school year.

THE WORKPLACE

Employment Categories

The following are categories of employees that are used within this Handbook (herein “Employee Category”). More than one (1) Employee Category may apply to an employee.

Full-Time Employee

A full-time employee is an employee whose regular working hours are more than thirty-five (35) hours per week. Full-time employees are hired for an indefinite and unspecified duration of time. Full-time employees are eligible for all School employment benefits, as specified in the Employment Benefits provision of this Handbook.

Part-Time Employee

A part-time employee is an employee whose regular working hours are thirty-five (35) or fewer hours per week. Part-time employees are hired for an indefinite and unspecified duration of time. Part-time employees may be eligible for employment benefits (e.g., prorated), as specified in the Employment Benefits provision of this Handbook.

Temporary Employee

A temporary employee is an employee who is hired for a limited, but unspecified, period of time or for a specific project or set of projects. The introductory period is not applicable to temporary employees. Temporary employees are generally ineligible for School employment benefits, as specified in the Employment Benefits provision of this Handbook.

Exempt Employee

An exempt employee is an employee whose employment is not subject to the overtime and recordkeeping provisions of applicable law.

Nonexempt Employee

A nonexempt employee is an employee whose employment is subject to the overtime and recordkeeping provisions of applicable law.

Salaried Nonexempt Employee

The designation of an employee as “salaried, nonexempt” means that the employer is paying the employee a consistent salary that meets applicable minimum wage requirements instead of paying an hourly rate based on actual hours worked. In addition, and most importantly, the designation means the School determined that the employee’s primary job duties fail to meet the requirements for an exemption under applicable law and is classifying the employee as nonexempt.

Inactive Employee

An inactive employee is an employee who is currently on a leave of absence. When an inactive employee returns to work, the employee becomes an active employee.

Vacant Positions

CCS believes in providing opportunities for employees to advance within the organization. All new and vacant positions will be announced for internal applicants through the School's intranet and posted on the School website, including any job boards, for external applicants.

An employee in good standing will be considered as eligible if they meet the minimum qualifications for the position.

Work Schedule

Business Hours

Regular business hours will be between the hours of 8:00 am and 5:00 pm, Monday through Friday. The expectation for all staff is that they work eight (8) hours a day and are available to our educational partners (scholars, learning coaches, and staff) during regular business hours.

Any changes to an employee's work schedule for one to two days should be approved by their direct supervisor and reflected on their school calendar; any longer term changes require Human Resources approval.

Employees are expected to attend all required meetings during regular business hours, including but not limited to 504/IEP meetings, team meetings, professional learning, and the like. Additional requirements for meeting expectations may be referenced in the School's expectations guidelines (e-mail, calendar, meeting, etc.) shared by Human Resources and are subject to change.

Nonexempt Employees

Full-time: The regular workday schedule for full-time nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours per week, Monday through Friday.

Part-time: The regular workday schedule for part-time nonexempt employees will vary based on the position requirements and range from two (2) to six (6) hours; the regular workweek schedule is not to exceed thirty (30) hours per week, Monday through Friday.

All nonexempt employees: Any overtime must be approved in writing by the Superintendent & CEO per occurrence.

Exempt Employees: Twelve-month

Twelve-month exempt employees are expected to be available during regular business hours of 8:00 a.m. - 5:00 p.m. and to commit whatever additional time is necessary to satisfactorily complete all job requirements. The School reserves the right to alter schedules as it may require.

Exempt Employees: Eleven-month

All teachers/educational facilitators, coordinators, and counselors are exempt employees as defined by applicable law. Work schedules will be reflective of their current scholar roster, will generally coincide with regular school hours, and may require a flexible work schedule, including work on weekends, as well as before and after the regular work year or hours of the workday. Work schedules may need to be

adjusted throughout the school year to accommodate changes and to best serve the needs of their scholars.

Meal and Rest Periods

CCS provides nonexempt employees with ten (10) minute paid rest periods as required by applicable law. Nonexempt employees receive one (1) rest period for each four (4) hour work period or a “major fraction” of a work period (i.e., greater than two [2] hours). However, any nonexempt employee who works less than three and one-half (3½) hours in a day is not eligible to take a rest period. The number of rest periods received is as follows:

- Nonexempt employees who work between three and one-half (3½) and six (6) hours are entitled to one (1), ten (10) minute rest period.
- Nonexempt employees who work more than six (6) and up to ten (10) hours are entitled to two (2), ten (10) minute rest periods. Nonexempt employees who work more than ten (10) and up to twelve (12) hours are entitled to three (3), ten (10) minute rest periods.

A rest period is paid time when employees are relieved of all work duties and responsibilities. Rest periods may not be combined, added to a meal period, or taken at the very beginning or very end of the day. Insofar as practicable, rest periods should be in the middle of each work period. Employees must self-police their rest periods and ensure that they take their rest periods every day.

CCS also requires its employees in non-exempt positions to take a mandatory unpaid, uninterrupted meal period in accordance with California law, sixty (60) minutes per CCS policy. A meal period is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. During the meal period, employees may not perform any work-related activities. The meal period must be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and CCS mutually consent to the waiver in writing.

If a nonexempt employee is unable to take their meal or rest periods, or take them in a timely manner, the employee must notify their supervisor before or at the time the employee is unable to take the meal or rest period. Failure to follow this notification requirement may lead to discipline, at the School's discretion.

Lactation Accommodation

CCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

CCS will make reasonable efforts to provide employees who need lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such a room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with

running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

All employees, whether exempt or nonexempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affect the School's ability to implement its educational program and disrupts consistency in scholars' learning.

If it is necessary to be absent or late for the start of the workday or any other work functions, including but not limited to required meetings or trainings, employees are expected to notify their immediate supervisor as soon as possible but no later than one-half (1/2) hour before the start of the workday. If an employee is absent from work longer than one (1) day, he or she is expected to keep their immediate supervisor sufficiently informed of the situation. Time off requests must be entered using the HRIS (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

includes checking the “Remember Password” box to save a password in the computer, file server, and the like.

- b. Employees are prohibited from downloading software of any kind without prior approval from the Information Systems Specialist. This includes desktop backgrounds, screensavers, anti-virus software, and the like. Employees may submit a request with the School IT Help Desk to get certain programs reviewed and whitelisted if they feel these programs are necessary or beneficial to their work.
- c. Employees are expected not to save documents or files to any locations other than the CCS Google Drive. This includes saving to the desktop, local drives, USB drives, memory cards, CDs, DVDs, and the like. Files that must be downloaded to a device in order to be edited or moved should be removed from that device as soon as possible. In the event your computer crashes, files not saved to Google Drive cannot be recovered. Under no circumstances should files containing CCS information be uploaded to private cloud storage systems or drop boxes (e.g., personal Google Drive accounts), nor should such files be transferred using private email accounts (e.g., personal Gmail accounts).
- d. Employees are prohibited from accessing any school files from unsecured internet connections or internet connections outside the United States.

Employees acknowledge upon receipt of their computer or device, the computer or device is the property of CCS. Employees will agree to pay all costs associated with user-inflicted damage (as determined by the manufacturer) to the computer or device, or its associated peripheral equipment, or its replacement costs should it be lost or stolen. The replacement cost for a laptop computer and/or mobile device will be determined by the fair market value replacement cost of comparable equipment to that which the employee was provided by the School.

CCS reserves the right to use and disclose any electronic, non-privileged communication on its Computer and Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials. Any person who discovers misuse of any of the Charter School’s Computer and Communications Systems should immediately contact the Superintendent & CEO or their designee. Any user who violates any part of this policy will be subject to discipline, up to and including termination.

Computer and Device Care and Maintenance

- All computer stations are to be clean and well organized.
- All computers and devices must be maintained clean and damage-free.
 - There is to be no food or liquid on surfaces that share a computer or device.
 - Care should be taken to prevent animal hair, dirt, fine substances, and kids from damaging computers or devices.
- Mousepads on stationary computers are to be used.
- Cleaning of equipment is to be conducted regularly.

Software License

Agreement Software is to be used according to the provisions of the license agreements. Unauthorized copies of software will not be made under any circumstances. Copying software other than for backup purposes is subject to administrative and/or disciplinary action, up to and including termination.

Employees should be aware that civil and criminal penalties up to \$250,000.00 per work copied are possible. Any known misuse of software is to be reported to the Superintendent & CEO immediately.

Electronic Accounts

CCS also provides electronic accounts where an Employee can access the School Internet connection, email addresses, software programs, and the like for authorized business purposes (herein "Electronic Accounts"). Electronic Accounts and all data stored on such are considered School property, even if the data is personal in nature. The School reserves the right to access, inspect, and monitor Electronic Accounts and any data stored on or transmitted through such, with or without notice. An Employee should not have any expectation of privacy or confidentiality in Electronic Accounts.

The School does not condone or endorse any material encountered on the Internet. An Employee accessing the Internet does so at the Employee's own risk and the School is not responsible for material encountered, viewed, or downloaded by the Employee from the Internet.

1. Usernames and Passwords
 - a. An Employee must take all necessary precautions to safeguard the integrity and confidentiality of usernames or passwords related to the Employee's Electronic Accounts, whether the Electronic Account is created by the School or by the Employee.
2. Email Signatures
 - a. Each Employee is required to use the School-owned email signature and email disclaimer assigned to the Employee when sending email messages from Employee's School-owned email address. In addition, an Employee may not amend any verbiage, graphic formatting, or text formatting in the Employee's email signature or email disclaimer without approval of the Superintendent & CEO.

Phone/Voicemail

1. All employees have an assigned Compass phone number via the Zoom web-based platform. Zoom can be used to make and receive calls and texts on school-provided devices such as laptops and tablets.
2. Employees have the option to download the Zoom application on their school-provided tablet (i.e. iPad), or personal phones (at their own expense).
3. Employees are not required to use their personal phone numbers to conduct Compass business with educational partners including staff, scholars, and families.
 - a. Professional communication should go through the Zoom application
 - b. Use of personal devices (computers, laptops, tablets, and/or phones) may be considered discoverable evidence in the event of a legal or litigious situation.
 - i. Please note any staff choosing to use their personal mobile device or laptop may be subject to providing information from those devices during a Public Records Act request or in any pending litigation. A litigant could issue a subpoena to you demanding the information on your personal phone or laptop relevant to their case.
 - ii. If the School or you are parties to a lawsuit, you can also be required to provide information through what is called a "request to produce" issued by one party to another party without a subpoena, and under general information disclosure requirements in some lawsuits that apply to parties and people affiliated with them.

- iii. It doesn't matter who owns the phone or laptop. Usually, the subpoena will apply to all accounts and devices within your possession, custody, and control. So, even if you don't have the phone in your possession when you are served with the subpoena (e.g. your son borrowed it for the week), and even if you made a call on your spouse's phone or laptop if you have the legal right or practical ability to get the information, you must provide it.
4. The apps installed on the phone don't matter. What matters is whether there is information relevant to the case (or potentially relevant to the case) that can be accessed with your phone OR laptop and whether the subpoena has asked for it.

Mobile Devices

CCS distributes School-owned mobile devices to employees as needed. Each employee who receives a mobile device:

1. Must keep the mobile device battery charged at all times; and
2. May not alter any settings on any mobile device as outlined above. Although employees use mobile devices for work-related matters, whether these devices belong to the employee or are issued by CCS, employees are prohibited from using such devices for work-related matters while driving due to safety reasons. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the employee's first priority. If, because of weather, traffic conditions, or any other reason, an employee is unable to concentrate fully on the road, the employee must either end the conversation, or pull over and safely park their vehicle before resuming the call. Employees must also utilize the password protection feature on mobile devices in order to safeguard any confidential School data which may be stored on their mobile device.
3. Staff experiencing any issues with their school own device should submit a ticket to ZOHO help desk CCS Support.

Requests for mobile devices should be directed to the IT department.

Internet Access

Employees who are authorized to work remotely are required to have adequate internet access to enable remote work. The employee is responsible for the setup, installation, support, and maintenance of internet service at their off-campus location. Compass will reimburse employees a proportionate amount based on the average cost for internet speeds of 50 to 100 mbps and the number of working days from their off-campus location.

Remote staff should procure internet services that deliver a download speed of at least 50 Mbps and an upload speed of at least 5 Mbps to facilitate online web conferencing calls, software updates, and automated backups. Service will degrade below this level. Higher connection speeds may be required if there are multiple devices and/or multiple people simultaneously using the same connection. In-home Wi-Fi Routers may also have an impact on your actual connection speeds.

Maintaining an adequate internet connection is the responsibility of the Employee. While the Internet Service Provider (ISP) can promise to provide speeds that meet Compass requirements, the connection setup and number of users connected to the network at the remote work site must also be taken into

consideration when procuring the needed bandwidth to support your remote work arrangement. You can test the speed of your connection by visiting speedtest.net.

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.

Pay Periods

Paydays are ten (10) days following the closing of each pay period. The schools pay periods are as follows:

- 1st of the month – 15th of the month (paid on the 25th of that month)
- 16th of the month – months end (paid on the 10th of the next month)

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-six (26) 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.

Staff members are required to properly fill out a Reimbursement Form and to enter the information along with the original receipts within fourteen (14) days of the business trip. The School will not honor mileage reimbursement requests if submitted after the deadline.

Required Work Locations and Events

The school reserves the right to determine if staff will be reimbursed for mileage to a required in-person work location or event if the option for carpooling is available.

Meals and Incidental Expenses

Employees in travel status on School business are reimbursed up to the per diem rate for travel-related meal expenses for their travel destination. Receipts are required for reimbursement of travel meals using per diem rates.

Meals

The School does not reimburse meals included with a conference or if the hotel provides a meal with the cost of a room. If a conference includes meals, then the School reimburses only the meals where the traveler incurred an expense. If the meal provided is on the first or last day of travel the per diem should be reduced by the meal provided, then multiplied by 75%.

The School either incurs the cost or reimburses the employee for the actual cost of breakfast not to exceed \$20.00 per day; lunch not to exceed \$25.00 per day, and dinner not to exceed \$30.00 per day, including the actual cost of tax and gratuity for such. The School incurs the actual cost of these items, not to exceed \$75.00 per day, non-cumulative and non-compounding. The School does not reimburse the Employee for the purchase of any alcohol or snacks in addition to their meals. Employee receipts for meals must not include food for anyone outside of CCS staff. Any purchase of alcohol must be on a separate receipt and is not eligible for reimbursement.

If an employee has agreed to attend a conference, the fee has been paid by the School, and the employee cannot attend he/she must: (1) advise their supervisor as soon as possible; and (2) assist in arranging for another employee to attend in their place. An employee who fails to attend conferences that have been paid for by the School shall lose their ability to attend such conferences. Exceptions will be made at the discretion of the Superintendent & CEO or their designee.

Payment for Meals

Tips should be no more than 20% of the bill, any tips over 20% will not be reimbursed. Also, employees must check their receipt prior to adding a tip to avoid over-tipping. Expense invoices must include an itemized business meal receipt, which includes the total amount plus tip.

Incidentals

Employees may include the daily incidental amount of \$5.00 when determining the maximum rates. Gratuities for baggage carriers, porters, hotel staff (bellhops and house cleaners), as well as ATM fees, bank fees, and check cashing fees are included in the daily incidental amount. As applicable, receipts must be provided to obtain reimbursement.

Employees will be required to submit a written itemized summary of their incidentals on behalf of business for CCS. An explanation for the incidental expense must be listed on the school reimbursement form to be reimbursed.

Reimbursement Claim Process

All employees must comply with the Reimbursement Claim process for any material purchases or travel expenses. Prior to making a purchase, employees must complete the purchase request form, include the reason for purchase, estimated cost, and include an amount not to exceed, and submit to the supervisor no less than five (5) days prior to purchase. **EMPLOYEES ARE PROHIBITED FROM MAKING A PURCHASE UNTIL THEY HAVE RECEIVED PRIOR APPROVAL.**

Employees should complete a Reimbursement Form in its entirety including After you have received approval and purchased items, complete the description section for items purchased, attach a clear copy of an original receipt (uploaded as a PDF) (copies shall not be accepted), sign and submit the claim form to your supervisor for approval. If the supervisor approves, the form will be routed to the Finance Department for review and final processing. Reimbursements are made directly through payroll.

Lost Receipts

All reimbursements must be accompanied by the original itemized receipt and "total" receipt. If you do not have the original receipt you must complete a Lost Receipt affidavit form.

Health Care Insurance Coverage for Regular, Full-Time Employees

CCS offers certain insurance benefits that may include medical, dental, vision, and long-term disability insurance benefits to its regular, full-time employees. Regular, full-time employees can access the summary descriptions of the School's benefit plans through the online benefit enrollment system. Available benefit plans may vary and may change from time to time. Affected employees will be advised of any such changes as required by applicable law.

All new employees will become eligible for medical benefits on the first of the month following thirty (30) days of employment. Part-time employees may be eligible for benefits per the School's policy and applicable laws.

Employer Contributions

Compass contributes between \$9,000.00 and \$15,444.00 per year for all benefits eligible employees who elect medical coverage (including dental, vision, and/or supplemental) towards benefits coverage. The employer contribution will be on a tiered structure based on medical carrier (Anthem or Kaiser) and plan coverage selection.

Plan Coverage Options:

- Employee Only
- Employee + Child(ren)
- Employee + Spouse
- Employee + Family

12-month (24 pay periods)		PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution	11-month (22 pay periods)		PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution
ANTHEM		EE Only	\$1,024.00	\$12,288.00	ANTHEM		EE Only	\$1,117.09	\$12,288.00
		EE + CH	\$1,187.00	\$14,244.00			EE + CH	\$1,294.91	\$14,244.00
		EE + SP	\$1,187.00	\$14,244.00			EE + SP	\$1,294.91	\$14,244.00
		EE + FAM	\$1,287.00	\$15,444.00			EE + FAM	\$1,404.00	\$15,444.00
12-month (24 pay periods)		PLAN COVERAGE	Monthly Employer Contribution	Annual	11-month (22 pay periods)		PLAN COVERAGE	Monthly Employer Contribution	Annual Employer Contribution
KAISER		EE Only	\$800.00	\$9,600.00	KAISER		EE Only	\$872.73	\$9,600.00
		EE + CH	\$1,013.00	\$12,156.00			EE + CH	\$1,105.09	\$12,156.00
		EE + SP	\$1,013.00	\$12,156.00			EE + SP	\$1,105.09	\$12,156.00
		EE + FAM	\$1,100.00	\$13,200.00			EE + FAM	\$1,200.00	\$13,200.00
Employer contribution amount is determined by Medical plan election (carrier and plan coverage). Can be used for Medical + Dental, Vision, and/or supplemental (Anthem Voluntary Life policies are 100% employee sponsored)									

The tiered contribution structure will be reviewed annually by the cabinet and adjusted as needed, subject to approval by the Superintendent & CEO.

For staff who do not elect medical coverage, but choose vision, dental, and/or supplemental benefits the employer contribution will be \$2,400.00 per year.

- 11-month staff receive \$218.18/month or \$109.09/per pay period.
- 12-month staff receive \$200.00/month or \$100.00/per pay period.

Additionally, Compass provides employer-paid Life/AD&D and Long Term Disability coverage for all eligible employees. Compass does not offer cash in lieu of benefits.

Compass does not offer cash in-lieu of benefits.

Employee Contributions

Any employee contributions due for benefits will be automatically deducted from the correlating pay period.

State Disability Insurance

Each employee contributes to the State of California to provide disability insurance Contributions are made through payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the School or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the Chief People Officer.

Retirement, Life Insurance, and Other School-Sponsored Benefits

CCS offers certain school-sponsored benefits that may include retirement and life insurance to its regular, full-time employees. Regular, full-time employees can access summary descriptions of the School's benefit plans through the online benefits enrollment system, the HRIS, or the Human Resources guidesite.

Available benefit plans may vary and may change from time to time within the sole discretion of the School. Affected employees will be advised of any such changes as required by applicable law.

COBRA Benefits

When coverage under the School's medical and/or dental plans ends, employees or dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

- Medical coverage for an employee, their spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:
- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time, employee or part-time, making an employee ineligible for the plan.
- This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.
- An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:
- The employee dies while covered by the plan;
- The employee and their spouse become divorced or legally separated; · The employee becomes eligible for Medicare coverage, but their spouse has not yet reached age sixty-five (65), or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.
- Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

- CCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies,
- or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. CCS will then notify the employee or their dependents of the employee's rights.
- Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage or within sixty (60) days after the event causing the loss, whichever is later.
- There are certain circumstances under which coverage will end automatically. This happens if:
- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or their spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- CCS stops providing group health benefits;
- The employee (or the employee's spouse or child) becomes entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

PERSONNEL EVALUATION AND RECORD-KEEPING

Employee Reviews and Evaluations

Employees will utilize the school's growth and development plan process to set, and manage performance goals. Employees will meet with their supervisor to set performance goals and schedule follow-up meetings throughout the school year. Growth and Development plans are intended to make employees aware of their progress, areas for improvement, objectives or goals for future work performance, and provide coaching, support, and resources as needed. The School's evaluation system will in no way alter the employment at-will relationship.

Due dates for employee Growth & Development Plan submission can be found on the School's master calendar.

Personnel Files and Record-Keeping Protocols

At the time of employment, an electronic personnel file is established for each employee. It is each employee's responsibility to keep the Human Resources Department advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. CCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Chief People Officer. Only the Chief People Officer or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations or as otherwise legally required. Copies of an employee's personnel file can be provided upon request. A fee of .25 cents per page will be charged to the employee. Requests for digital copies of an employee file will be provided at no cost.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

HOLIDAYS, VACATIONS, AND LEAVES

Holidays

An employee who qualifies to receive pay for a holiday will receive one (1) day of pay at the employee's regular rate of pay. To qualify to receive pay for a holiday, an employee must meet the following conditions:

1. Be a full-time employee scheduled to work on the date of the School holiday;
2. Work all hours that the employee is scheduled to work on the last regular working day before and after the holiday or using a paid sick leave day (except for employees inactive on leave). Employees on leaves of absence (FMLA, CFRA, ADA, FEHA, etc.) are considered inactive and are ineligible for holiday pay.

Qualifying regular full-time and salaried exempt employees will receive the following paid holidays:

- Labor Day
- Columbus/Indigenous People's Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr.'s Birthday
- President's Day
- Spring Break
- Memorial Day
- Juneteenth (specific eleven-month staff, all twelve-month staff)
- Summer Break (twelve-month staff)

When a holiday falls on a Saturday, the preceding Friday will be celebrated as the holiday; if it falls on a Sunday, the following Monday will be celebrated as the holiday.

Employee holidays, professional development, and school days are outlined in the Employee Calendars.

Vacation

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school.

For full-time twelve (12) month employee vacation will accrue as follows:

- One (1) to four (4) years of employment: Ten (10) days of paid vacation per year (3.33 hours per pay period)
- Five (5) years or more: Fifteen (15) days of paid vacation per year (5.0 hours per pay period)

No employee will receive pay in lieu of vacation during employment. Vacation does not accrue during an unpaid leave of absence or on disability salary continuation.

Employees cannot use paid vacation leave until the ninetieth (90th) calendar day following the employee's start date. Employees must request the use of vacation days through the 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 or their family member, or if CCS or an employee's child care provider's business is closed due to a public health emergency, an accident involving the employee's person or property or the person or property of an immediate family member, adoption of a child, or the birth of child making it necessary for an employee who is the parent of the child to be absent from their position during work hours.

Paid sick leave is available to all CCS employees. All full-time employees shall accrue one day per month which will accrue at the rate of four (4) hours per pay period. Part-time employees will accrue sick leave on a pro-rated basis but will never receive less than forty (40) hours or five (5) days of sick leave per year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour. Unused, accrued sick leave carries over from year to year for full-time employees and caps at one hundred and sixty (160) hours, and eighty (80) hours for all other employees.

Employees absent five (5) or more consecutive days due to illness are required to submit medical evidence of an employee's fitness to return to work. If an employee is unable or unwilling to provide medical evidence of their fitness to return to work, they will be placed on an unpaid leave of absence until the time they can provide said medical release.

Submission of medical evidence of an employee's fitness to return to work can be submitted directly to the Human Resources Manager, the Chief People Officer, or via the Time Off Certification form, a link may be found on the Human Resources guidesite.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave.

Sick leave is not to be used as vacation leave. Unused sick leave will not be paid out upon termination of employment.

Transfer of Sick Leave

The School does not transfer sick leave credit from other districts. Sick leave hours will be tracked for retirement reporting purposes. Employees should provide an official letter from the previous district(s) certifying the total days and/or hours available for transfer to CalSTRS.

If accepted, accrued and unused sick time can be transferred from the School to another district upon the termination of the employee-employer relationship.

Personal Necessity Leave

Full-time employees will receive forty (40) hours of Personal Necessity Leave per school year. Uses of personal necessity leave may include but are not limited to: death or serious illness of a member of the employee's immediate family (this is in addition to Bereavement Leave), an accident involving the employee's person or property or the person or property of an immediate family member, school appearance and activities for a school-aged child, personal legal matters, religious observances, an employee's birthday, and business matters that cannot be conducted outside of the workday.

Employees requesting the use of personal necessity leave must do so by submitting a request through the payroll platform (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

pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).

- i. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment,
 - ii. including, but not limited to, treatment for substance abuse.
 - iii. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - iv. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - v. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
2. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.
 3. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
 4. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call
 5. or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

Amount of FMLA/CFRA Leave Which May Be Taken

1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.

3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of their own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted their sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

Health Benefits

The provisions of the School’s various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of their group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

CCS may recover the health benefit costs paid on behalf of an employee during their FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

Medical Certifications

1. An employee requesting FMLA/CFRA leave because of their own or a relative’s serious health condition must provide medical certification from the appropriate healthcare provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School’s request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a healthcare provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, healthcare provider to provide a final and binding opinion
4. Recertifications are required if leave is sought after the expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Chief People Officer. An employee asking for a Request for Leave form will be given a copy of the School’s then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days’ notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or their qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School’s operations.
4. If FMLA/CFRA leave is taken because of the employee’s own serious health condition or the serious health condition of the employee’s qualifying family member, the leave may be taken

intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of their own serious health condition, the employee must obtain a certification from their healthcare provider that he/she is able to resume work.
4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If an accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Employees on a leave of absence are prohibited from performing work duties during their leave. This includes but is not limited to answering emails, grading, responding to surveys, and communication with staff or other stakeholders. Employees in violation of this policy may be subject to restricted email access until their official return date and/or disciplinary action.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro-rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits

CCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12)-month period. CCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - a. The employee is taking leave under the California Family Rights Act.
 - b. There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - c. There is a non-pregnancy related medical condition requiring further leave. Any other circumstance beyond the control of the employee.

Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after the expiration of the time estimated by the healthcare provider. Failure to submit the required recertification can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Chief People Officer. An employee asking for a Request for Leave form will be referred to the School's then-current pregnancy disability leave policy.
2. 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.

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 or written reprimand.

Performance Improvement Plan (PIP)

The Performance Improvement Plan (PIP) is an escalation from the Coaching Support Plan (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 warning and/or reprimand; suspension without pay; and release.

Verbal Warning: A verbal warning may result in a post-conference summary or memorandum. The employee shall have the right to have a written response attached to the warning and retained in the file.

Written Warning or Written Reprimand: Unless conduct warrants a written warning and/or reprimand in the first instance, a written warning shall not be used unless the employee has been verbally warned about similar actions within the last three (3) years. The School, in its discretion, may also issue a performance improvement plan (“PIP”) concurrent with the written warning and/or 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

Officer) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the Human Resources Team shall abide by the following process:

1. The Human Resources Team shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Human Resources Team finds that a complaint against an employee is valid, the Human Resources Team may take appropriate disciplinary action against the employee. As appropriate, a member of the Human Resources Team may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. A member of the Human Resources Team decision relating to the complaint shall be final unless it is appealed to the Superintendent & CEO. The decision of the Superintendent & CEO shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances, absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Superintendent & CEO) or member of the Human Resources Team will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

CCS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A - Harassment/Discrimination/Retaliation Complaint Form

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Human Resources Manager or Superintendent & CEO.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

CCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant: _____

Date: _____

Print Name: _____

To be completed by School Representative:

Received by: _____

Date: _____

Title: _____

APPENDIX B - Internal Complaint Form

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name and title of person(s) you have a complaint against:

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct

and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant: _____ Date: _____

Print Name: _____

To be completed by School Representative:

Received by: _____ Date: _____

Title: _____

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Coversheet

Academic Division Updates

Section:	XII. Academic Services
Item:	A. Academic Division Updates
Purpose:	FYI
Submitted by:	
Related Material:	2026_09_22 Academic Division Board Update.pdf

Academic Division Board Report Update September 22, 2026

I. Foundational Purpose & Core Values (ARTIC)

Our academic initiatives remain rooted in the core identity of our institution:

- **Mission:** To inspire and develop innovative, creative, self-directed learners, one scholar at a time.
- **Vision:** 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.

The academic division continues to uphold the ARTIC values in all educational programming:

- **Achievement:** Encouraging scholars to engage in and take charge of their learning.
- **Respect:** Maintaining respectful interactions between scholars, learning coaches, and staff.
- **Teamwork:** Cooperatively working with all persons involved in a scholar's education.
- **Integrity:** Following strong ethical principles and academic honesty.
- **Communication:** Proactively communicating with all educational stakeholders.

II. Chief Academic Officer (CAO) Highlights

Division continues its four areas of focus for this SY:

1. Aligning Systems
2. CARING connection meetings
3. Consistency in roles, responsibilities & expectations.
4. Bridging a Continuum of Support

The team is hopeful that Tuesday's virtual HS assembly, with an all time participation high of 213 HS scholars (almost half) is an early indicator that Academics' focused efforts are having a positive impact on engagement.

III. Departmental Updates

- **Academic Support**
 - This year, our Emergent Multilingual Support team is utilizing Google Classroom as a central hub to keep coursework, communication, and progress tracking in one place for our Emergent Multilingual scholars.
- **Engagement:**
 - 'Back to School Park Day,' held in six locations, helped start the school year with an enriching and enjoyable experience, as reported by families and staff.
 - Annual August Weeks of Welcome (WOW) sessions, which include welcome back events, orientations, and department overviews., were well received.
 - Fall Scholar Club Rush kicked off with solid participation in our 27 clubs so far this year.
- **Learning Programs (Options & Online)**
 - Strong start and great 'kick-off assemblies,' hosted by the Managers, Principals, and Teachers.
 - The high school team had the highest attendance at the monthly virtual HS assembly, with nearly half of all Online and Options scholars attending. This is an early sign that the Academics team's focused efforts are having a positive impact.
- **Special Education:**
 - Compass has completed the CDE scholar IEP file review for Los Angeles with 100% compliance.
 - Compass has 368 scholars with IEPs, 33 more than at this time last SY.
- **Staff Support:**
 - In-service day (10/8) planning is underway.
 - STAR beginning of year (BOY) window ending on 9/18.
 - Participation as of 9/17 (goal: 95%): Early Literacy: 86% | Reading: 88.6% | Math: 89.5%

Questions & Comments | The Academic Division is available for further discussion on any items presented in this report.