



CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064
Phone (619) 404-3190 * Fax (619) 749-1792

**Special Board Meeting
Cabrillo Point Academy
3152 Red Hill Ave. #150
Costa Mesa, CA 92626
August 9, 2022 – 11:00am**

Through Teleconference

Join Zoom Meeting

<https://cabrillopointheademy-org.zoom.us/j/86731193245>

Meeting ID: 867 3119 3245

**Dial by your location
1 213 338 8477 (Los Angeles)**

Find your local number:

<https://cabrillopointheademy-org.zoom.us/j/kcu0xBLYCY>

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Discussion and Potential Action on Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361
5. Public Hearing on the Independent Study Policy
6. Discussion and Potential Action on the Independent Study Policy
7. Discussion and Potential Action on the Education Code (EC) Section 56366(d) Waiver
8. Consent Agenda

The following items are considered by the Executive Director to be of a routine nature. The last item in this section is a single vote to approve them en masse with one motion. Any recommendation may be removed at the request of any Board Member and placed on the regular agenda.

- a. 2022-2023 Compensation Policy

b. Time and Effort Policy

9. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items either in person through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Any person on zoom wishing to speak please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Cabrillo Point Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (619) 749-1974 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



**Resolution of Cabrillo Point Academy Board of Directors
2022-18**

**Continuing School Board Authority to Hold Virtual Meetings
Pursuant to AB 361**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the

following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of

emergency. (B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

THEREFORE, BE IT RESOLVED that the Board of Directors of Cabrillo Point Academy finds that the Governor's March 4, 2020, declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the Board of Directors of Cabrillo Point Academy finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of variants of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of contagious individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of board members, staff, and the public.

PASSED AND ADOPTED by the following vote of the Board of Directors of Cabrillo Point Academy, County of Orange, State of California on August 9, 2022.

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENCES: _____

President, Board of Directors



Cabrillo Point Academy

Independent Study Policy

INDEPENDENT STUDY POLICY

Cabrillo Point Academy (hereinafter “Charter School”) ~~may~~ offers independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach 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 in accordance with applicable law.

The purpose of the Cabrillo Point Academy Governing Board approving this Independent Study Policy is to accomplish the following:

- Establish the time in which an assignment must be completed
- Establish the procedure for placement determination
- Outline what must be included in a current written agreement
- Outline how Average Daily Attendance will be calculated
- Establish compliance with the Education Code
- Establish the implementation of the Independent Study Policy

~~The Executive Director or designee retains discretion to approve independent study written agreements for students.~~ The Charter School will provide appropriate services, supports, technology, and resources to enable students to complete their independent study program successfully. ~~These~~ The following independent study policies have been established by Charter School in alignment with Education Code (“EC”) § 51745 51744 et seq., ~~updated to meet the requirements of Assembly Bill 130 (2021) and Assembly Bill 167 (2021),~~ and adopted pursuant to ~~Education Code (“EC”) § 51747 and 5 C.C.R. § 11701.~~

~~The following policies are effective as of the start of Charter School’s 2021-22 school year:~~

1. For each student in independent study, Charter School will assign a certificated employee to coordinate, evaluate, and provide general supervision of the student’s independent study instruction. (EC § 51747.5(a).)
2. For students in independent study in any grade level, the maximum length of time that may lapse between the time an independent study assignment is made and the date by which the student must complete the assigned work is twenty (20) schooldays. (EC § 51747(a).)
 - a. The assigned work shall be delivered to the supervising teacher (“Homeschool Teacher”) at an in-person meeting on at least two (2) occasions each semester for a minimum of (4) meetings per school year. No more than 60 days shall lapse between the in-person meetings. The in-person meetings are an integral component of the School’s educational services. The Executive Director, in the Executive Director’s sole discretion, may waive only one in-person meeting per year for a pupil given extraordinary circumstances. If a pupil misses any of the four (4) in-person meetings, absent an Executive Director’s waiver, the administrative withdrawal process may be initiated for failure to comply with this policy.
3. When any student fails to complete three (3) assignments during any period of twenty (20) schooldays, fails to show the body of work for a learning period (student’s failure to demonstrate

knowledge of required concepts for the learning period) as determined by the Homeschool Teacher, or fails to make satisfactory educational progress (defined below in Section 4), the Charter School will conduct an evaluation to determine whether it is in the best interests of the student to remain in independent study, or whether the student should return to or otherwise be placed in a regular in-person school program. A written record of the findings of any evaluation will be maintained in the student's permanent record. This record will be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school, the record will be forwarded to that school. (EC § 51747(b).)

4. For purposes of conducting the evaluation in Section 3, a student is deemed to be making satisfactory educational progress if the student is on track to enter the next grade level at the completion of the current school year and/or progressing toward their goals pursuant to their individualized education program ("IEP"). The Executive Director or designee is responsible for making this determination based on all of the following indicators:

- a. The student's achievement and engagement in the independent study program, as indicated by the student's performance on student-level measures of student achievement and student engagement set forth below:

- i. Pupil achievement and engagement, as measured by all of the following, as applicable:

- a) Statewide assessments that are part of the California Assessment of Student Performance and Progress (a.k.a., "CAASPP", or any other subsequent assessment as certified by the state board of education),
- b) ~~The percentage of pupils that have successfully completed~~ Successful completion of courses that satisfy the requirements for entrance to the University of California and California State University,
- c) ~~The percentage of pupils that have successfully completed~~ Successful completion of courses that satisfy the requirements for career technical education sequences or programs that align with state board-approved career technical education standards and frameworks,
- d) ~~The percentage of pupils that have successfully completed~~ Successful completion of both the university entrance and career technical courses specified above,
- e) ~~The percentage of~~ English learner pupils who make progress toward English proficiency as measured by the English Language Proficiency Assessments for California ("ELPAC" or subsequent assessments of English proficiency certified by the state board),
- f) ~~The~~ English learner reclassification ~~rate~~,
- g) ~~The percentage of pupils who have passed~~ Passing an advanced placement exam with a score of "3" or higher, and
- h) ~~The percentage of pupils who demonstrate~~ Demonstrating college preparedness pursuant to the Early Assessment Program (or any subsequent assessment of college preparedness).

- ii. Pupil engagement, as measured by all of the following, as applicable:

- a) School attendance ~~rates~~,
 - b) Chronic absenteeism ~~rates~~,
 - c) Middle school dropout ~~rates~~,
 - d) High school dropout ~~rates~~, and
 - e) High school graduation ~~rates~~.
 - b. The completion of assignments, assessments, or other indicators that show the student is working on assignments.
 - c. Learning required concepts, as determined by the Homeschool Teacher.
 - d. Progressing toward successful completion of the course of study or individual course, as determined by the Homeschool Teacher. (EC § 51747(b)(2).)
5. Charter School will provide content to students aligned to grade level standards that is ~~provided at a level of quality and intellectual challenge~~ substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria. (EC § 51747(c).)
6. If a student does not generate attendance for more than ~~three (3) schooldays or 60 percent of the instructional days in a school week, or~~ 10 percent of required minimum instructional time over four continuous weeks of the school’s approved instructional calendar, students found not participatory in ~~synchronous instruction~~ pursuant to EC § 51747.5 for more than ~~the greater of three (3) schooldays or 60~~ 50 percent of the scheduled ~~days times~~ of synchronous instruction in a school month as applicable by grade span, or for students who are in violation of their independent study written agreement, Charter School shall:
- a. Verify the student’s current contact information;
 - b. Notify the student’s parent or guardian of the student’s lack of participation within one schoolday of the recording of a non-attendance day or lack of participation (e.g., via email, message, text, telephone, letter, etc.);
 - c. Reach out to the student directly and/or parent(s) or guardian(s), as well as health and social services as necessary, to determine the student’s needs for reengagement; ~~and~~
 - d. If the student has failed to complete three (3) assignments during any period of twenty (20) schooldays, fails to show the body of work for a learning period, or is failing to make satisfactory educational progress as defined in Section 4 herein, the Charter School will schedule a pupil-parent-educator conference (a meeting involving all individuals who signed the student’s written agreement) to review the student’s written agreement and reconsider the independent study program’s impact on the student’s achievement and well-being; ~~(EC § 51747(d).)~~ and
 - e. ~~Implement any Charter School programs intended to address chronic absenteeism, as applicable. (EC § 51747(d).)~~
7. Based on each student’s grade level, Charter School will schedule and offer opportunities for synchronous instruction and daily live interaction at least as frequently as set forth in subsections a-c below. (EC § 51747(e).)

“Live interaction” means interaction between the student and Charter School staff, and may include peers, to maintain school connectedness. Examples of live interaction include check-ins, progress monitoring, provision of services, and instruction, and live interaction can be in-person or in the form of internet or telephonic communication.

“Synchronous instruction” means classroom-style instruction, designated small-group instruction, or one-on-one instruction delivered in person or in the form of internet or telephonic communication by ~~the student’s assigned teacher of record (e.g., Homeschool Teacher, other certificated Charter School employee per CDE guidance and law)~~ a teacher or teachers of record for that student, and involving live two-way communication. (EC § 51745.5.)

- a. For students in grades TK-3, inclusive, the Charter School will offer opportunities for daily synchronous instruction.
- b. For students in grades 4-8, inclusive, the Charter School will offer opportunities for weekly synchronous instruction, and daily live interaction.
- c. For students in grades 9-12, inclusive, the Charter School will offer opportunities for weekly synchronous instruction.

Charter School will document each student’s participation in live interaction and synchronous instruction pursuant to EC § 51747 on each school-day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction on a schoolday shall be documented as non-participatory for that schoolday for purposes of pupil participation reporting and tiered reengagement pursuant to EC § 51747. (EC § 51747.5(c).)

8. A student’s parent or guardian may request their student return to in-person instruction from independent study by making a written request to the Executive Director or their assigned teacher of record. If there is such a request, Charter School will offer to help the student enroll in the in-person program offered by their district of residence within five (5) schooldays. (EC § 51747(f).)
9. A current written independent study agreement for each independent study student will be maintained on file. Each written agreement will contain the following:
 - a. The manner, time, frequency, and place for submitting a student’s assignments, for reporting the student’s academic progress, and for communicating with a student’s parent or guardian regarding a student’s academic progress.
 - b. The objectives and methods of study for the student’s work, and the methods used to evaluate that work.
 - c. The specific resources, including materials and personnel, which will be made available to the student. These resources will include confirming or providing access to all students to the connectivity and devices adequate to participate in the educational program and complete assigned work.
 - d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment, the level of satisfactory educational progress, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be

allowed to continue in independent study.

- e. The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement will 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 student upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of students 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 student's IEP or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), students in foster care or experiencing homelessness, and students 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 student may be required to participate. In the case of a student who is referred or assigned to any school, class or program pursuant to EC § 48915 or 48917, the agreement also will include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction. (EC § 51747(g).
- ~~i. Charter School will comply with the signature requirements for independent study written agreements set forth in EC § 51747(g)(9), including:~~
- j. ~~Beginning in 2022-23 School Year and Thereafter (Must Obtain Signatures Before Independent Study Instruction):~~ Each independent study agreement will be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or caregiver, if the student 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 student, as applicable—all persons who have direct responsibility for providing assistance to the student.~~ For purposes of this paragraph, "care giver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.
- k. ~~Upon the request of the parent or guardian of a student, b~~Before signing a written agreement pursuant to EC § 51747, ~~the parent or guardian of a student may request that~~ the Charter School ~~will~~ conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the student, parent or guardian, and, if requested by the student or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study, before making the decision about enrollment or disenrollment in the various options for learning. (EC § 51747(h)(2).)

10. Additional Independent Study Requirements:

- a. Charter School will not provide any funds or other thing of value to the student or his or her parent or guardian that a school district could not legally provide to a similarly situated student of the school district, or to his or her parent or guardian. (EC § 51747.3(a).)

- b. Charter School may only receive funding for the provision of independent study to students who are residents of San Diego County or who are residents of a county immediately adjacent to San Diego County. (EC § 51747.3(c).)
 - c. ~~No~~—A student with exceptional needs, as defined in EC § 56026, may participate in independent study ~~unless if~~ the student's IEP specifically provides for that participation. (EC § 51745(c).)
 - d. Charter School may claim apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher, ~~or the combined time value of student work product and student participation in synchronous instruction~~ as set forth in EC § 51747.5(b)(1).
 - e. Charter School will maintain written or computer-based evidence of student engagement that includes, but is not limited to, a grade book or summary document that, for each class, lists all assignments, assessments, and associated grades. (EC § 51747.5(d).)
 - f. Records of the independent study program will be maintained for audit purposes and shall include the following:
 - i. A copy of the independent study board policies.
 - ii. A separate listing of the students, by grade level who have participated in independent study identifying units of the curriculum attempted (also known as the "course of study") and units of the curriculum completed by students, as specified in their written agreements.
 - iii. A file of all written agreements, with representative samples of each student's work products and a signed acknowledgement by the supervising teacher indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.
 - iv. A daily attendance register, as appropriate to the program in which the students are enrolled, separate from classroom attendance records, and maintained on a current basis as time values of student work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different individuals.
 - v. Any other documents charter schools are required to maintain as required by law. (5 C.C.R. § 11703.)
 - g. Charter School will comply with all applicable law regarding independent study, including ADA-to-certificated teacher ratio requirements. (EC § ~~51745~~ 51744 et seq.; 5 C.C.R. § 11700 et seq.)
11. Average Daily Attendance: It is the policy of this Board that each student is, at a minimum, expected to accomplish the following in order for the student to be counted as present/attending for Average Daily Attendance (ADA) purposes:
- a. Students will initial "Monthly Independent Study Log" on the school days where they have completed school work Monday through Fridays that are not school holidays. Parents/guardians will sign the monthly log under the following statement: "By signing this log, I verify that my student completed school work on these days."



Waiver Request System

Confirmation

Print a copy of this confirmation page and retain it for your records.

– District Information

Waiver number: 6-7-2022

District: Dehesa Elementary

Address: 4612 Dehesa Rd.

City: El Cajon

State: CA

Zip code: 92019

Fax:

– Waiver Information

Period of request start date: 7/1/2022

Period of request end date: 6/30/2023

Is this waiver a renewal? No

Waiver topic: Special Education Program

Ed Code title: Child Specific/ NPA or NPS Certification

Ed Code section: 56366.1(a)

Ed Code authority: 56101

Education Code or California Code of Regulations section to be waived. If the request is to waive a portion of a section, type the text of the pertinent sentence of the law.
56366.1

Student population 4123

Located in a(n) Urban city

Describe briefly the circumstances that brought about the request and why the waiver is necessary to achieve improved student performance and/or streamline or facilitate local agency operations. If more space is needed, please attach additional pages. This is for a student at Cabrillo Point Academy. The student was placed in a residential facility in Utah for the 2021/2022 school year and due to escalating behavioral concerns they were no longer able to accommodate his individual needs.

– Approvals

Local board approval date: 7/14/2022

– Bargaining Unit

No bargaining units were submitted.

– Attachments

Audit penalty: No

CPM: No

Original File Name	New File Name
Placeholder File.docx	7_19_2022_1_05_05_PMPplaceholder_File.docx

– Contact Information

Title: Mr.

First name: Bradley

Last name: Johnson

Position: Superintendent/CBO

E-mail: bradley.johnson@dehesasd.net

Telephone: 619-444-2161

[Waiver Request System Logon](#)

[Waiver General Information](#)

Questions: Waiver Office | 916-319-0824

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy



Cabrillo Point Academy

Compensation Policy

2022-2023

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COMPENSATION POLICY

DEDICATION TO NON-DISCRIMINATION

It is the policy of Cabrillo Point Academy not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

IMPORTANT INFORMATION

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for Cabrillo Point Academy. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

COMPENSATION PHILOSOPHY

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We Offer

- Comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein.
- A dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset.
- Unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves.
- Equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.
- A transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be affected.

We Recognize and Reward

- Exceptional performance and contributions that enable excellent student outcomes.
- Commitment of staff who contribute to the long-term success of our students and our organization.

For Teachers

- Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:
 - Exceptional teacher performance that leads to growth and excellence for students
 - Commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

MEDICAL OPT-OUT STIPEND

Employees may elect not to enroll in any of the medical plans offered by the Charter School. The employee must certify that they have medical coverage for themselves and eligible dependents elsewhere that is comparable to one of the plans offered by the Charter School. They will receive an employer contribution of \$250 per month.

CERTIFICATED COMPENSATION

Certificated Definition

For the purpose of this policy, certificated is defined as any position that requires a certificate and/or

credential as defined by the California Teaching Commission (CTC).

Teacher Definition

For purposes of this schedule, a Teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education.

Salary Placement Guidelines

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance to the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

Creditable Years of Experience

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 5 (five) years with placement on year 5 (five).
- An additional year may be granted for teachers who have school-desired experience in what the school determines to be "hard-to-staff" positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year.
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
 - California and US public, charter, and private elementary and secondary schools
 - Accredited foreign public, charter, and private elementary and secondary schools
 - California, US, and foreign accredited universities and colleges
 - Non-public special education contract schools for special education teachers
 - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- Other relevant professional experience may be considered by the Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the Salary Schedule as appropriate based on the employee's accumulated experience following the teacher's separation from the School, which may result in a higher or lower placement on the schedule than the teacher would have otherwise been placed had the teacher been continuously employed.

Credential/Certification

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher Salary Schedule (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher schedule as certificated teachers.
- A teacher is eligible to advance to the proper Pay Scale level once they meet the requirement for that specific Pay Scale level and group based on their creditable years of service and post bachelor's degree units or completion of Advanced Placement certification coursework, if applicable. Course work is creditable for row placement and advancement if it is a course taken for credit at an accredited institution, reasonably related to the employee's assignment or future assignment, and posted as semester, quarter, or trimester units on an official transcript in the institution's graduate course number series or taken from the Advanced Placement program. Points on the pay scale are the equivalent of semester units. Therefore, any eligible units not reported as semester units will be converted for proper placement on the pay scale.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to be applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Salary Schedule based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher completes graduate level coursework on January 15 and provides an official transcript on May 1, any advancement on the Salary Schedule and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher completes graduate level coursework on August 15 and provides an official transcript on October 15, any advancement on the Salary Schedule and increase in pay will be effective beginning the first pay period following October 15. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 31. The teacher would receive the advancement starting the next pay period of November 1-15.
- For teachers with less than 98 units, the maximum number of years of service that can be accumulated is 10 years. To add additional years of service, teachers must obtain 98 or more units. The year in which 98 or more units is achieved, the teacher will finish out that year as year 10. They will then advance in years of service the preceding school years as outlined on the Salary Schedule.

Advanced Degree/Certificate Stipends

- Certificated staff who hold a Doctoral degree are entitled to additional compensation of \$3,000

stipend in addition to their current annual salary on the Salary Schedule.

- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- National Board Certificate (NBC) holders are entitled to a \$3,000 stipend in addition to current annual salary on the Salary Schedule.
- Proof of National Board Certificate (NBC) and Doctoral Degrees must be submitted by October 31 in order for stipend to be paid for that year. Any submission after October 31 will result in stipend for the following year.
- The stipends will be paid as set forth in the Stipend Chart below.

Signing Bonus

If the School decides to issue signing bonuses, the following requirements shall apply.

- Signing bonuses may be offered to teachers certified in an area of critical concern as defined by the School, to promote diversity, or to address specific concerns at the school.
- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- The signing bonus must be approved by the Board.
- To qualify for a signing bonus, the teacher must:
 - Be certified in the field they are hired to teach.
 - Teach in that field of the bonus.

Supplemental Duty Stipends

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Staff who perform the Supplemental duties outlined in the chart below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the staff member by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as Student Support Coordinator, SPED Lead Teacher, etc. are assigned on a year-by-year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends.
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart

once the Supplemental duty has started.

- Student stipends are paid bi-monthly based on the teacher roster from August through June according to the teacher work calendar.
- The Executive Director has been delegated authority to change the stipend amounts and add or change stipends based on the need of the school throughout the year in line with the board adopted budget.

Voluntary Transfer to Lower Role Placement or Teaching position

Employees approved to voluntarily transfer to a position in a lower placement on the Salary Schedule will be placed in the new salary placement or teacher Salary Schedule, and the salary will be calculated as it is in the new placement or schedule.

Additional Supplement Bonus ("Supplement")

The Executive Director may recommend a Supplement for teachers as set forth in this section.

- The Executive Director, in his or her sole discretion, shall determine what duties shall be Supplemented based upon the operational needs of the school.
- A Supplement is not automatic and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the schedule provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the teacher on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

PART-TIME TEACHERS

For All Part-Time Teachers

- Part-time/Full-time Status: Compensation for part-time teachers will be \$31.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. Part-time teachers are pre-approved for the hours according to the chart below. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than the number of approved hours per week specified in the chart for the 5 floating days in July. If a part-time teacher anticipates exceeding the number of approved hours per week due to the attendance in the back-to-school training sessions, the teacher must obtain prior approval.
- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's Employee Handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.
- When a case load of 20 students is reached, employees may be rated in and placed on a Salary Schedule and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a caseload of less than 28 students over a course of three (3) consecutive months may result in a return to part-time status.

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the Pay Scale based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
 - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
 - Example: SPED Instructional Aide at a school district, or a company may be equivalent experience for the SPED Instructional Aide position, but SPED Center Aide will be applicable experience.
- The evaluation of prior experience and placement on the Pay Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision,

consistent with the School's approved budget.

- The following criteria will be considered in the evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total year of experience is a fraction of a whole, it will be rounded up.
 - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board.

Role/Salary Placements

All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Executive Director or designee. Some hard-to-staff positions may be compensated out of the Pay Scale as approved by the Executive Director.

Advancements on Pay Scale

An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

Lateral Transfer

A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

Partial Assignments

In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the Pay Scale (or salary placement) with the higher

salary.

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the Pay Scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or Pay Scale.
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

- A former employee who returns to a position similar to the role held prior to separation will be placed on the Pay Scale as follows:
 - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the Pay Scale.
 - All applicable work experience earned outside of Cabrillo Point Academy, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

Experience – Non-Exempt Employees

- Each non-exempt employee will be placed on the Pay Scale based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the Pay Scale.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the Pay Scale as appropriate based on the employee's accumulated relevant

experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

Additional Supplement Bonus ("Supplement")

The Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- An Executive Director, in his or her sole discretion, shall determine what duties shall be Supplemented based upon the operational needs of the school.
- A Supplement is not automatic and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the chart provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the classified staff member on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

APPENDICIES

A. STIPEND CHART

B. SALARY SCHEDULES AND PAY SCALES

C. PART-TIME TEACHER HOURLY SCHEDULE

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Academic Decathlon Coach/Advisor	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Decathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	28
Academic Pentathlon Coach/Advisor	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Pentathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	28
Career Technical Education (CTE)	\$5,000	Paid to CTE credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
CHYA	\$2,500	Assigned Position: Paid to a certificated teacher to provide office hours and instruction/support with CHYA curriculum.	Eligibility is earned after service has been completed from start date to end date.	Paid as a lump sum after completion of the work.	28
Counselor - Pupil Personnel Services (PPS) Extra Duties	\$8,500	Paid to PPS credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
Counselor Extra Section	\$450 per week for each section of counseling coverage over 3 sections.	Provided to school counselors with a PPS who serve an extra section of students as school counselor.	Eligibility starts at the beginning of the school year and once counseling services begin.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	Three (3) sections, additional pay beings on fourth (4 th) section.

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Doctoral Degree	\$3,000	Provided to certificated staff who hold a doctorate degree.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.	N/A
Elementary Explorers on Course Lead Teacher	\$23,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to coordinate Mission 2 Learn classes.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year	24
Elementary Explorers on Course Teacher	\$20,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to teach Mission 2 Learn classes.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year	24
Explorers Teacher Sub	\$31.00 with a total of 2 hours expected	Assigned Position: Paid to a designated HST who volunteered and received the position.	Eligibility starts upon covering an Explorers class as a substitute.	Paid the following paycheck after work and hours are submitted.	N/A
Extended School Year (ESY)	\$3,500	Paid to special education teachers who provide services during ESY.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of ESY.	N/A
Extra Student	\$100/month/ student over required roster limit	If the Executive Director assigns additional students to the employee's roster over the designated amount, the employee will be compensated for those students. The employee will receive \$100/ month per student.	Eligibility starts once the employee is fill-time, and students are assigned at the Executive Director's discretion.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.	Designated Amount HST: 28 RC: 16 HS RC: 10 AD & DSS: 10 HS AD: 5 Staff Dev: 18 Intervention, EL, Expl: 24

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
High School Academic Support Coordinator	\$12,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be a lead for the team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July - June. Will be not prorated. It is a set amount regardless of when hired for the position.	28 (HST) 16 (RC)
Highly Qualified Teacher Extra Course	\$450/pay period for each section of Edgenuity coverage and \$670/pay period for each section of ChoicePlus Academy coverage after 5 sections.	Provided to single subject credentialed teachers who teach additional coursework beyond a full load in ChoicePlus Academy or Edgenuity programs.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months of the student calendar.	Five (5) sections, additional pay begins on sixth (6 th) section.
Highly Qualified Teacher Summer School	\$31.00 hour	Provided to single subject credentialed teachers who teach additional coursework for high school summer school courses.	Eligibility starts at the beginning of June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.	N/A
Induction Coach	\$500/ teacher/ semester	Paid to credentialed teachers who work with teachers who are working toward clearing their credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
Lead Community Coordinator	\$12,000	Assigned Position: Paid to a certificated teacher who facilitates regular events for the Community Connections program.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.	18

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Library Team Lead	\$650 per month (\$7,800 for 12 months)	This position is open to current CPA Library Specialists.	Eligibility begins immediately.	Paid \$325 bimonthly over 12 months; July - June.	N/A
Math Adventures Teacher	\$5,000	Assigned Position: Paid to a designated HST who applied and received the position to facilitate online instruction and regular events for the Math Adventures program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28
Medical Benefit Opt-Out	\$3,000	Provided to staff who opt out of medical benefit coverage.	Eligibility starts at the beginning of the school year.	\$125 paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.	N/A
Mileage	\$1,250 per semester/ \$2,500 per year	Certificated employees who carry a roster and must travel to student monthly meetings.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
MOU Coordinator	\$8,400	Assigned Position: Paid to designated director to provide support for all employees that are on the shared staff MOU.	Eligibility starts at the beginning of the school year paid July-June.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.	N/A
National Board Certification (NBC)	\$3,000	Provided to teachers who have been awarded the National Board Certification.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.	N/A

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
National Honor Society Advisor	\$2,500	Assigned Position: Paid to a certificated teacher who serves as an advisor to NHS students and oversees the functions of the honor society.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28
National Junior Honor Society Advisor	\$2,500	Assigned Position: Paid to a certificated teacher who serves as an advisor to NJHS students and oversees the functions of the honor society.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28
Phone/ Internet/ Utilities	\$956.16	Provided to all employees for work expense, including phone, internet, and utilities costs.	For all current employees. Eligibility starts at the beginning of the school year paid bimonthly July - June.	\$39.84 paid bimonthly over July - June. Will be prorated based on period of service during the school year. Payments will align with the employee's work calendar.	N/A
Professional Development Presenter	\$500	Assigned Position: Paid to a credentialed teacher who develops and delivers an approved professional development topic.	Eligibility is earned after service has been completed from start date to end date.	Paid in lump sum after the completion of the work.	N/A
Special Programs Lead	\$6,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	28
SPED Extra Student	Mild/Moderate \$150/month per extra student. Moderate/Severe or Moderate/Severe Transition \$400/month per extra student	If the Special Education Director assigns additional students to the employee's full-time caseload, the employee will receive \$150/month per student in the Mild/Moderate program, \$400/month per student in the Moderate/Severe program or M/S transition program.	Eligibility starts once rosters surpass required roster limits (which may be retroactive to the start of the 2021-2022 school year).	Paid bimonthly over 10 months; August - May.	Designated Amount MM: 22, 7hr MML: 10 MS: 9 MSL: 6 MS Transition: 9

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
SPED In-Person Provider	Up to 25% - \$1500 Up to 50% - \$3000 Up to 75% - \$4500 Up to 100% - \$6000	Assigned position for SPED Providers. Must provide services to identified student(s) in-person.	Stipend to begin first full pay period following start of in-person services.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED Lead Teacher	\$1,000	Assigned Position: Must be in a leadership role and an authority in compliance, training, and support in the field of special education.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	N/A
SPED Lead Program Specialist	\$3,000	Assigned Position: Serves as an administrative designee, authority in compliance, and supports teachers and other Program Specialists in the field of special education.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.	N/A
Testing Team Lead	\$6,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	28

**Cabrillo Point Academy
Administrator and Director
July 1, 2022 – Salary Schedule**

Year	Administrator	Director Level 1	Director Level 2	Director Level 3	Assistant Director
1	\$67,000	\$95,800	\$118,500	\$154,500	\$113,300
2	\$69,000	\$98,400	\$121,500	\$158,100	\$116,100
3	\$71,100	\$100,900	\$124,600	\$162,200	\$119,000
4	\$73,100	\$103,000	\$127,700	\$165,800	\$122,100
5	\$75,200	\$105,600	\$130,800	\$170,000	\$125,100
6	\$77,300	\$108,200	\$133,900	\$174,100	\$128,200
7	\$79,800	\$111,200	\$137,000	\$178,700	\$131,300
8	\$82,400	\$113,800	\$141,100	\$182,300	\$134,400
9	\$85,000	\$115,400	\$144,200	\$185,900	\$139,100
10	\$87,600	\$118,500	\$147,800	\$189,500	\$141,100
11	\$90,100	\$121,000	\$151,400	\$193,100	---
12	\$92,700	\$124,600	\$155,500	\$196,700	---
13	\$95,300	\$127,700	\$159,100	\$200,300	---
14	\$98,400	\$130,800	\$163,300	\$203,900	---
15	\$100,900	\$133,900	\$167,400	\$206,000	---

Director Level 1	Director Level 2	Director Level 3
Director of School Support	Director of HR Development	Director of Special Education
Director of Testing	Director of IT	Assistant Senior Director
Director of Accounting	Director of Technology Systems	
Director of Student Support	Director of High School	
Director of Compliance	Director of Accountability	
Director of Achievement & Accr.		
Director of Enrichment		
Director of ChoicePlus Academy		
Director of Edgenuity		
Director of Vendors		

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 228 work days. The 228 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Certificated Support
July 1, 2022 – Salary Schedule

PROGRAM SPECIALIST

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000	\$108,700	\$111,400	\$114,200	\$117,100	\$120,000	\$123,000

SCHOOL PSYCHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$85,200	\$88,300	\$92,800	\$97,400	\$102,300	\$107,400

SPEECH/LANGUAGE PATHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$77,900	\$82,000	\$86,300	\$90,900	\$95,600	\$100,400

NURSE

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,100	\$77,800	\$81,200	\$85,300	\$89,600	\$94,100

OCCUPATIONAL THERAPIST & MENTAL HEALTH THERAPIST/SOCIAL WORKER

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,300	\$78,100	\$82,300	\$86,600	\$91,200	\$95,900

*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

**Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
July 1, 2022 – Classified Pay Scales

Classified Pay Scale – 191

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$30.26	\$25.76

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Classified Pay Scale – 228

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$25.00	\$25.76
Spec L3	\$20.20	\$20.84	\$21.47	\$22.10	\$22.73	\$23.42	\$24.12	\$24.88	\$25.63	\$26.39	\$27.05	\$27.58
Spec L4/Executive Assistant	\$25.25	\$26.01	\$26.77	\$27.65	\$28.41	\$29.30	\$30.18	\$31.06	\$31.95	\$32.83	\$33.46	\$34.14

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Counselor
July 1, 2022 – Salary Schedule

PAY SCALE GROUP	PAY SCALE LEVEL									
Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$ 61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

**Cabrillo Point Academy
Highly Qualified Teacher (HQT)
July 1, 2022 – Salary Schedule**

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Homeschool Teacher (HST) – Middle and High School
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900
B (+ 14 points)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$74,300
C (+ 28 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$73,600	\$76,900
D (+ 42 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,100	\$79,600
E (+ 56 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,300	\$78,600	\$82,200
F (+ 70 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$77,600	\$81,100	\$84,900
G (+ 84 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,500	\$80,000	\$83,600	\$87,500
H (+ 98 points)	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,300	\$78,800	\$82,400	\$86,200	\$90,100

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$92,800	\$95,400	\$98,100	\$100,700

H15	H20	H25	H30
\$103,400	\$106,000	\$108,700	\$110,800

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

****Must maintain 28 students.

**Cabrillo Point Academy
Homeschool Teacher (HST)
July 1, 2022 – Salary Schedule**

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600
B (+ 14 points)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$64,000
C (+ 28 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$63,300	\$66,600
D (+ 42 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$65,800	\$69,300
E (+ 56 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$66,000	\$68,300	\$71,900
F (+ 70 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$67,300	\$70,800	\$74,600
G (+ 84 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,200	\$69,700	\$73,300	\$77,200
H (+ 98 points)	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,000	\$68,500	\$72,100	\$75,900	\$79,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$82,500	\$85,100	\$87,800	\$90,400

H15	H20	H25	H30
\$93,100	\$95,700	\$98,400	\$100,500

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Intervention Support Teacher/English Language Development Teacher
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$81,600**	\$81,600**	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600
B (+ 14 points)	\$81,600**	\$81,600**	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$84,000
C (+ 28 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$83,300	\$86,600
D (+ 42 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$82,500	\$85,800	\$89,300
E (+ 56 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$82,500	\$86,000	\$88,300	\$91,900
F (+ 70 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$87,300	\$90,800	\$94,600
G (+ 84 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$86,200	\$89,700	\$93,300	\$97,200
H (+ 98 points)	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$86,000	\$88,500	\$92,100	\$95,900	\$99,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$102,500	\$105,100	\$107,800	\$110,400

H15	H20	H25	H30
\$113,100	\$115,700	\$118,400	\$120,500

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.
 **Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.
 ***Must maintain a roster of 24 students.
 ***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Regional Coordinator – Middle and High School
July 1, 2022 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$97,300	\$99,500	\$101,700	\$104,000	\$106,400	\$108,800	\$111,200	\$113,800	\$116,300

Regional Coordinators must hold a minimum of 10 students.

*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Regional Coordinator
July 1, 2022 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000

Regional Coordinators must hold a minimum of 16 students.

*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

**Cabrillo Point Academy
Special Education (SPED) Teacher
July 1, 2022 – Salary Schedule**

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$63,400**	\$63,400**	\$63,400	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200
B (+ 14 points)	\$63,400**	\$64,000**	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,700
C (+ 28 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,000	\$74,700
D (+ 42 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$70,100	\$73,800	\$77,700
E (+ 56 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$69,100	\$74,000	\$76,600	\$80,600
F (+ 70 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$68,100	\$71,700	\$75,500	\$79,400	\$83,600
G (+ 84 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$67,000	\$70,500	\$74,200	\$78,100	\$82,200	\$86,600
H (+ 98 points)	\$65,200	\$65,200	\$65,200	\$65,800	\$69,200	\$72,900	\$76,800	\$80,800	\$85,100	\$89,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,500	\$95,500	\$98,400	\$101,400

H15	H20	H25	H30
\$104,300	\$107,300	\$110,300	\$112,600

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Staff Development Coordinator
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$71,600**	\$71,600**	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600
B (+ 14 points)	\$71,600**	\$71,600**	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$74,000
C (+ 28 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$73,300	\$76,600
D (+ 42 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$72,500	\$75,800	\$79,300
E (+ 56 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$72,500	\$76,000	\$78,300	\$81,900
F (+ 70 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,700	\$73,900	\$77,300	\$80,800	\$84,600
G (+ 84 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,700	\$73,900	\$76,200	\$79,700	\$83,300	\$87,200
H (+ 98 points)	\$71,600	\$71,600	\$71,600	\$71,700	\$73,900	\$76,000	\$78,500	\$82,100	\$85,900	\$89,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,500	\$95,100	\$97,800	\$100,400

H15	H20	H25	H30
\$103,100	\$105,700	\$108,400	\$110,500

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 198 work days. The 198 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Must maintain a roster of 18 students.

****Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Student Support Coordinator and 504 Coordinator
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000
B (+ 14 points)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$79,400
C (+ 28 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,800	\$82,100
D (+ 42 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,300	\$84,700
E (+ 56 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,400	\$83,800	\$87,400
F (+ 70 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$82,800	\$86,300	\$90,000
G (+ 84 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,700	\$85,100	\$88,800	\$92,700
H (+ 98 points)	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,400	\$83,900	\$87,500	\$91,300	\$95,300

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$97,900	\$100,600	\$103,200	\$105,900

H15	H20	H25	H30
\$108,500	\$111,200	\$113,800	\$115,900

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Technology Department
July 1, 2022 – Classified Pay Scales

Job Title		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
IT Tech (ITT) or Order Fulfillment Specialist (OFS)	Hourly	\$20.60	\$21.22	\$21.86	\$22.51	\$23.19	\$23.81	\$24.46	\$25.10	\$25.75	\$26.40	\$27.05	\$27.69	\$28.34	\$28.98	\$29.63	\$30.27
	Annual																
IT Tech II or Order Fulfillment Specialist 2 or IT Administrative Assistant (ITAA)	Hourly	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.19	\$26.90	\$27.61	\$28.33	\$29.04	\$29.75	\$30.46	\$31.17	\$31.88	\$32.59	\$33.30
	Annual																
IT Support Specialist (ITSS)	Hourly	\$24.72	\$25.46	\$26.22	\$27.02	\$27.82	\$28.57	\$29.36	\$30.13	\$30.90	\$31.67	\$32.46	\$33.23	\$34.00	\$34.78	\$35.56	\$36.33
	Annual																
IT Support Specialist II or Tech Coordinator (TC) or IT Provisioning Manager	Hourly	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$30.95	\$31.80	\$32.64	\$33.48	\$34.32	\$35.15	\$36.00	\$36.83	\$37.69	\$38.51	\$39.38
	Annual																
IT Support Specialist III or Data Analyst Tech Coordinator 2 or DevOps Engineer 1 (DO1)	Hourly	\$28.84	\$29.71	\$30.60	\$31.52	\$32.46	\$33.34	\$34.25	\$35.14	\$36.05	\$36.96	\$37.88	\$38.75	\$39.66	\$40.58	\$41.49	\$42.40
	Annual																
IT Administrator (ITA) or DevOps Engineer 2 (DO2)	Hourly	\$32.96	\$33.95	\$34.97	\$36.02	\$37.10	\$38.08	\$39.13	\$40.19	\$41.20	\$42.26	\$43.26	\$44.28	\$45.33	\$46.39	\$47.40	\$48.46
	Annual																
IT Manager (ITM)	Hourly	\$39.23	\$40.29	\$41.35	\$42.36	\$43.41	\$44.47	\$45.53	\$46.59	\$47.64	\$48.65	\$49.71					
	Annual												\$105,600.00	\$108,200.00	\$111,200.00	\$113,800.00	\$115,400.00

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school’s operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Part-Time Homeschool Teacher (HST)
July 1, 2022 – Hourly Schedule

Number of Regularly Enrolled Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Number of Approved Hours Per Week	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Part-Time Highly Qualified Teacher (HQT)
July 1, 2022 – Hourly Schedule

Number of Sections Covered	1	2	3	4
Number of Approved Hours Per Week	15	20	25	30

Please Note:

- No more than your max approved hours should be worked in one calendar week without prior approval.
- No more than 8 hours can be worked in one day.
- Any time over 5 hours in a day must include scheduled lunch.
- No hours may be worked on Holidays.
- No hours are approved over school breaks: (ex. Thanksgiving Break, Winter Break, Presidents' Break, Spring Break)



Cabrillo Point Academy

Time and Effort Policy & Procedures

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TIME AND EFFORT POLICY AND PROCEDURES - ~~TITLE~~ FEDERAL FUNDS

Federal law requires employees funded with Restricted programs to complete timesheets to support Time Accounting documentation. Recipients of federal grants are required to implement internal controls that safeguard the integrity of their programs to achieve intended results. Time documentation is required to ensure that the school is properly charging salaries and wages that are reasonable, necessary, and allowable in accordance with applicable program requirements. The Federal Education Department General Administrative Regulations (EDGAR) requires all employees who are fully or partially funded by federal programs to prepare and maintain time documentation.

PROGRAM/SITE MANAGER RESPONSIBILITIES

Each program/site manager must ensure that all federally funded employees and their supervisors are familiar with the time documentation guidelines and are complying with these requirements. This includes training school staff who are paid all or in part with federal funds on the basic purpose and intent of each federal program and why they are being paid, all or in part, with federal funds. Please review the Employee Guidelines outlined below.

EMPLOYEE GUIDELINES

All employees who are fully or partially funded by federal categorical funds must complete their time documentation on the approved forms. The type of documentation required depends on how the employee is funded and how many different grant activities (cost objectives) are assigned. Semi-annual or monthly reports are completed after the work period. Examples of categorically funded employees include instructional aides; teachers, resource teachers; counselors; parent liaisons, and many other classified and certificated employees.

There are three time-accounting forms used, depending on funding sources, work activities, and schedule.

Semi-Annual Certification and Personnel Activity Report (PAR)

- Employees Funded 100% with One Resource - Exhibit A
- Multi-Funded Employees - Exhibit B
- Multi-Funded Employees with Fixed Schedules - Exhibit C
- Accompanying Work Schedule - Exhibit D
- Calendar for Multiple Funding and Multiple Cost Objectives - Exhibit E

Employees must fill out only one form that fits their position. The time accounting form must be certified by the proper designees (i.e., employee and/or supervisor). The employee's supervisor must have direct knowledge of the employee's activities.

TIME ACCOUNTING FORMS

SEMI-ANNUAL CERTIFICATION AND PERSONNEL ACTIVITY REPORT (PAR)

SEMI-ANNUAL CERTIFICATION for EMPLOYEES FUNDED 100% WITH ONE RESOURCE ([Exhibit A](#)):

If an employee works 100% on one activity and is paid through one federal funding source only, (for example an instructional aide or resource teacher that is working at one school site and working on one goal on a set schedule), they will sign this form ([exhibit A](#)) twice a year, which is submitted after each six month work period. These will be completed in January for the July-December work period, and again in June for the January-June work period.

SEMI-ANNUAL CERTIFICATION for MULTI-FUNDED EMPLOYEES ([Exhibit B](#)):

If an employee works a percentage of time on one activity and is paid through one federal funding source and one unrestricted resource, they will sign this form ([exhibit B](#)) twice a year, which is submitted after each six-month work period. These will be completed in January for the July-December work period, and again in June for the January-June work period.

SEMI-ANNUAL CERTIFICATION for MULTI-FUNDED EMPLOYEES WITH FIXED SCHEDULES FOR ([Exhibit C](#) & [Exhibit D](#)):

Under the school's *Substitute Time Accounting System* certified in the *Consolidated Application Reporting System* (CARS), if a multi-funded employee works on a single cost objective, their schedule does not change, and they stay in one location, they may complete the **SEMI-ANNUAL MULTI-FUNDED CERTIFICATION** ([exhibit C](#)) twice a year.

The multi-funded certification must list funding sources and the respective percentage of each. In order to use this form (~~exhibit B~~) ([exhibit C](#)), the employee **must submit one accurate work schedule** ([exhibit D](#)) with each Semi-Annual Certification form. The schedule must include information such as time periods, grades, and subjects (see [exhibit D.1](#) for an example).

REQUIRED REVIEW AND APPROVAL CYCLE:

Semi-Annual Certification

The following form(s) must be submitted in January (covering the July- December work period) and June (covering the January - June work period). In June, Semi-annual reports can be signed on the last day of work for the employee's school year.

CALENDAR FOR MULTIPLE FUNDING AND MULTIPLE COST OBJECTIVES ([Exhibit E](#)):

If an employee's work schedule varies daily or throughout the month, and/or the employee works at multiple sites, the employee should document their daily work schedule through a personnel activity report (PAR). The PAR ([exhibit E](#)) should identify each program for which work was performed and the daily time dedicated to each program. The total documented time should account for the total activity for which each employee is compensated.

All multi-funded, multiple-cost objective employees must complete PARs on a monthly basis.

REQUIRED REVIEW AND APPROVAL CYCLE:

Personnel Activity Report (PAR):

After the last day of each month, the employee signs and submits their completed PAR, to their supervisor for review. The supervisor must date and sign the PAR after the end of the month and submit it by the 10th of the following month. PARs should be signed or submitted by the last day of the following month.

RECONCILIATION PROCESS

Semi-Annual Certification:

- Program managers will collect the Semi-Annual Certification form from all employees that are required to complete it and ensure that all forms are received are complete, verify the single cost objective, and provide copies to the Accounting Department.
- The Accounting department reviews each semi-annual and compares it to the actual payroll expenditure ledger to confirm semi-annual certification agrees with the budgeted funding distribution. Managers are notified of discrepancies between resource allocation and time on semi-annual forms.
- Any differences between the payroll distribution and actual duties performed must be adjusted unless the difference is within the de minimis benefit rule.

Personnel Activity Report (PAR):

- Program managers will collect the PAR form from all employees that are required to complete it and ensure that all forms are received are complete, and provide copies to the Accounting department.
- The Accounting department reviews each PAR and compares it to the actual payroll expenditure ledger to confirm reported time activity agrees with the budgeted funding distribution. Managers are notified of discrepancies between resource allocation and time on calendars.
- Any differences between the payroll distribution and actual duties performed must be adjusted unless the difference is within the de minimis benefit rule.
- Reconciliation occurs quarterly in July, October, January, and April, to coincide with each budget or actual reporting period.

RECORD RETENTION

All semi-annual certifications and PARs are filed by Fiscal Year and are retained in the school for a period of 5 years

APPENDICES

Exhibit A

**Cabrillo Point Academy
Semi-Annual Certification Personnel with
Single Cost Objective and One Resource**

Employee Name:	Position:
----------------	-----------

Job Description:

Single Cost Objective: YES

This individual is budgeted and worked solely in the following program for the preceding six-month period.
--

Work Period	Program Name	Resource Code

CERTIFICATION: I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100 percent of these activities.

Employee Signature:	Date:
Supervisor's Name:	Supervisor's Title:
Supervisor's Signature:	Date:

Director of Accountability is required to maintain these timesheets for a period of five years.

Exhibit B

**Cabrillo Point Academy
Semi-Annual Certification Personnel with
Single Cost Objective and One Resource**

Employee Name:	Position:
----------------	-----------

Job Description:

Single Cost Objective: YES

This individual is budgeted and worked in the following program for the preceding six-month period.

Work Period	Percentage of Time	Program Name	Resource Code

CERTIFICATION: I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100 percent of these activities.

Employee Signature:	Date:
Supervisor's Name:	Supervisor's Title:
Supervisor's Signature:	Date:

Director of Accountability is required to maintain these timesheets for a period of five years.

Exhibit C

**Cabrillo Point Academy
Semi-Annual Certification for Multi-Funded Personnel
Single Cost Objective and Fixed Schedules**

Employee Name:	Position:
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Job Description:

Single Cost Objective: ☒ YES

This individual is budgeted and worked in the following program for the preceding six-month period.

Work Period	Percentage of Time	Program Name	Resource Code

CERTIFICATION: I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100 percent of these activities.

Employee Signature:	Date:
Supervisor's Name:	Supervisor's Title:
Supervisor's Signature:	Date:

Director of Accountability is required to maintain these timesheets for a period of five years.

Exhibit D

WORK SCHEDULE

Employee Name:	Period Covered:
Position:	Department:

[illegible]

[illegible]

Example Work Schedule

Employee Name: Susie Smith Period Covered: 8/2/21 - 12/31/21

Position: EL Teacher Department: Student Support Services

Monday	Tuesday	Wednesday	Thursday	Friday
8:00–8:30 Consult w/ staff re: Title I students & curriculum	8:00–8:30 Consult w/ staff re: Title I students & curriculum	8:00–8:30 Consult w/ staff re: Title I students & curriculum	8:00–8:30 Consult w/ staff re: Title I students & curriculum	8:00–8:30 Consult w/ staff re: Title I students & curriculum
8:30–8:45 Break	8:30–8:45 Break	8:30–8:45 Break	8:30–8:45 Break	8:30–8:45 Break
8:45–9:15 Special ed. support	8:45–9:15 Special ed. support	8:45–9:15 Special ed. support	8:45–9:15 Special ed. support	8:45–9:15 Special ed. support
9:15–10:00 Small group reading	9:15–10:00 Small group reading	9:15–10:00 Small group reading	9:15–10:00 Small group reading	9:15–10:00 Small group reading
10:00–10:30 Small-group math	10:00–11:00 Second-grade Title I reading/math	10:00–10:30 Small-group math	10:00–11:00 Second-grade Title I reading/math	10:00–10:30 Small-group math
10:30–11:00 Second-grade Title I reading/math		10:30–11:00 Second-grade Title I reading/math		10:30–11:00 Second-grade Title I reading/math
11:00–11:30 Lunch break	11:00–11:30 Lunch break	11:00–11:30 Lunch break	11:00–11:30 Lunch break	11:00–11:30 Lunch break
11:30–11:45 Individual special ed. student catch-up	11:30–11:45 Individual special ed. student catch-up	11:30–11:45 Individual special ed. student catch-up	11:30–11:45 Individual special ed. student catch-up	11:30–11:45 Individual special ed. student catch-up
11:45–12:35 Small-group math	11:45–12:35 Small-group math	11:45–12:35 Small-group math	11:45–12:35 Small-group math	11:45–12:35 Small-group math
12:35–1:05 Small-group writing	12:35–1:05 Small-group writing	12:35–1:05 Small-group writing	12:35–1:05 Small-group writing	12:35–1:05 Small-group writing
1:05–1:20 Break	1:05–1:20 Break	1:05–1:20 Break	1:05–1:20 Break	1:05–1:20 Break
1:20–1:40 Title I prep	1:20–1:40 Title I prep	1:20–1:40 Title I prep	1:20–1:40 Title I prep	1:20–1:40 Title I prep
1:40–2:30 First grade Title I reading/math	1:40–2:30 First grade Title I reading/math	1:40–2:30 First grade Title I reading/math	1:40–2:30 First grade Title I reading/math	1:40–2:30 First grade Title I reading/math
2:30–3:30 Title I lesson planning and student learning plan follow-up	2:30–3:00 Title I lesson planning	2:30–3:30 Title I lesson planning and student learning plan follow-up	2:30–3:00 Title I lesson planning	2:30–3:30 Title I lesson planning and student learning plan follow-up
	3:00–3:30 Bus duty		3:00–3:30 Bus duty	

**Cabrillo Point Academy
Personnel Activity Report (PAR)**

Employee Name:	Position:
----------------	-----------

Job Description:

This individual is budgeted and worked in the following program for the preceding six-month period.

Month	Program Name	Resource Code

**DAYS OF THE MONTH --
SHOW HOURS WORKED**

ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	%
																															0	#DIV/0!	
																															0	#DIV/0!	
																															0	#DIV/0!	
TOTAL HOURS WORKED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	

LEGEND

- Sat/SunSS
- HolidayH
- School BreakSB
- Personal LeavePL
- Sick LeaveSL

CERTIFICATION: I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and that I have full knowledge of 100 percent of these activities.

Employee Signature:	Date:
Supervisor's Name:	Supervisor's Title:
Supervisor's Signature:	Date:

Director of Accountability is required to maintain these timesheets for a period of five years.