



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
September 13, 2022 – 1:00pm**

Through Teleconference

Join Zoom Meeting

<https://cabrillopointheademy-org.zoom.us/j/81878756446?pwd=K1R1OVZlM0ZlMTFhYnNlSRTJ6NDlKZz09>

Meeting ID: 818 7875 6446

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

Find your local number:

<https://cabrillopointheademy-org.zoom.us/j/kcGO5MNaH3>

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Discussion and Potential Action on the 2022-2023 Dashboard Local Indicators
5. Discussion and Potential Action on the 2021-2022 Unaudited Actuals Report
6. Discussion and Potential Action on the 2021-2022 EPA Actuals
7. 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. Regular Board Meeting Minutes from August 23, 2022
- b. 2022 Spring Consolidated Applications and Reporting

- c. 2022-2023 Compensation Policy
 - d. Promotion, Acceleration, and Promotion Policy
 - e. Employee Expense Policy
 - f. Evaluation Policy
 - g. Invoices over \$100,000
- 8. Discussion and Potential Action on Board Recruitment
 - 9. Finance Training: School Funding and Report Timeline
 - 10. Announcement of Next Regular Board Meeting
 - 11. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items either in-person or 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)).

Cabrillo Point Academy

Agenda Item Details

Meeting September 13, 2022

Subject California School Dashboard: Local Indicators

Type Action

BACKGROUND:

The academic performance of California public schools/districts is reported annually through the web-based California School Dashboard. In particular, the Dashboard reports progress on six state, and five local indicators without a single summative rating. Performance related to state indicators is reported as color score based on information collected statewide. In contrast, performance on local indicators is assessed based on data provided by a school/district. If a school/district satisfies the performance standards for each local indicator, the Dashboard will automatically assign a performance level of Met.

Below is an outline of the five local performance indicators:

- Basic Services and Conditions: The degree to which have we aligned provided instructional material, adequate facilities, and correctly assigned teachers to facilitate student learning.
- Implementation of State Academic Standards: The degree to which we have implemented state academic standards into our curriculum, including the English language development standards.
- Parent/Guardian Involvement and Family Engagement: The degree to which we have sought input from parents/guardians in decision making and promoting parental participation in programs.
- School Climate (also reported in state indicators): The degree to which we have acted upon a local climate survey that we administer at least once every other year.
- Access to a Broad Course of Study (also reported in state indicators): The degree to which all of our students have access to, and are enrolled in, the courses required to graduate, including programs/services for students with exceptional needs.

STAFF RECOMMENDATION:

Approve upload of Local Indicator results.

FISCAL IMPACT:

N/A

ATTACHMENT

Performance Standards for Local Indicators

If a district/charter satisfies the performance standards for each local indicator, the California School Dashboard (Dashboard) will automatically assign a performance level of Met. We use state-provided self-reflection tools to measure and report progress on each local performance indicator. See below for details.

Local Performance Indicator: Basic Services and Conditions (LCFF Priority 1)

Standard: Local educational agency annually measures its progress in meeting the Williams settlement requirements at 100% at all of its school sites, as applicable, and promptly addresses any complaints or other deficiencies identified throughout the academic year, as applicable; and provides information annually on progress meeting this standard to its local governing board and to stakeholders and the public through the Dashboard.

Score: Met

Tools/Evidence:

- Number/percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions: **0**
- Number/percentage of students without access to their *own* copies of standards-aligned instructional materials for use at school and at home: **0**
- Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies): **0**

Local Performance Indicator: Implementation of State Academic Standards (LCFF Priority 2)

Standard: Local educational agency annually measures its progress implementing state academic standards and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the Dashboard.

Score: Met

Tools/Evidence:

- 1. Rate the LEA's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.**

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA				X	
ELD (Aligned to ELA Standards)				X	
Mathematics – Common Core State Standards for Mathematics				X	
Next Generation Science Standards				X	
History-Social Science				X	

- 2. Rate the LEA's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.**

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA					X
ELD (Aligned to ELA Standards)					X
Mathematics – Common Core State Standards for Mathematics					X
Next Generation Science Standards					X
History-Social Science					X

- 3. Rate the LEA's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing).**

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA				X	
ELD (Aligned to ELA Standards)				X	
Mathematics – Common Core State Standards for Mathematics				X	
Next Generation Science Standards				X	
History-Social Science				X	

Other Adopted Academic Standards

4. Rate the LEA's progress implementing each of the following academic standards adopted by the state board for all students.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
Career Technical Education			X		
Health Education Content Standards				X	
Physical Education Model Content Standards				X	
Visual and Performing Arts				X	
World Language				X	

Support for Teachers and Administrators

5. Rate the LEA's success at engaging in the following activities with teachers and school administrators during the 2018-19 school year (including summer 2018).

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

	1	2	3	4	5
Identifying the professional learning needs of groups of teachers or staff as a whole				X	
Identifying the professional learning needs of individual teachers				X	
Providing support for teachers on the standards they have not yet mastered				X	

Local Performance Indicator: Parent and Family Engagement (LCFF Priority 3)

Standard: School district annually measures its progress in (1) seeking input from parents in decision making and (2) promoting parental participation in programs, and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the Dashboard.

Score: Met

Tools/Evidence:

1. Building Relationships Between School Staff and Families: Rate the LEA's progress in the areas listed below

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

	1	2	3	4	5
LEAs progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families.					X
LEAs progress in creating welcoming environments for all families in the community.					X
Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children.					X
Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families.				X	
<p>Narrative: 3,000 characters or less.</p> <ol style="list-style-type: none"> 1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Building Relationships Between School Staff and Families: We have established positive and fruitful relationships with families and staff. Our yearly family and staff engagement survey results demonstrate positive relationships with both families and staff. 2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Building Relationships Between School Staff and Families: We have a positive relationship with our non-English-speaking parents/guardians, and we continue to focus on refining our communication/support infrastructure for them. 3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve engagement of underrepresented families identified during the self-reflection process in relation to Building Relationships Between School Staff and Families: We will continue to analyze the results of family engagement surveys to identify areas of focus and discuss improvement strategies with them. Beyond that, we will continue to explore areas of needed improvement with our underrepresented families during various engagement meetings, including our Title 1 meeting and English Learner and LCAP Advisory Committees. 					

2. Building Partnerships for Student Outcomes: Rate the LEA's progress in the areas listed below.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

	1	2	3	4	5
Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.					X
Rate the LEA's progress in providing families with information and resources to support student learning and development in the home.				X	
Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes.					X
Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students.				X	
<p>Narrative: 3,000 characters or less.</p> <ol style="list-style-type: none"> 1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Building Partnerships for Student Outcomes: We assign each family an appropriately credentialed home school teacher (HST). The HST meets with families to collaboratively create an individual education that reflects a combination of optimal learning approaches. Their role is similar to that of a case manager teacher within an exceptional needs education environment. During regularly scheduled meetings, HSTs collaborate with families to provide needed support and review student performance and progress. HSTs also schedule additional appointments and support as needed. We ensure students are engaged in appropriate educational activities on instructional days and assess independent work quality and time value. 2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Building Partnerships for Student Outcomes: We have focused on communicating to families and students the importance of participating in and making an earnest effort in state assessments. 3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve engagement of underrepresented families identified during the self-reflection process in relation to Building Partnerships for Student Outcomes: We will continue to analyze the results of family engagement surveys to identify areas of focus and discuss improvement strategies with them. Also, we will continue to explore areas of needed improvement with our underrepresented families during various engagement meetings, including our Title 1 meeting and English Learner and LCAP Advisory Committees. 					

3. Seeking Input for Decision Making: Rate the LA's progress in the areas listed below.

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

	1	2	3	4	5
Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making.				X	
Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making.				X	
Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community.				X	
Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels.				X	
<p>Narrative: 3,000 characters or less.</p> <ol style="list-style-type: none"> 1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Seeking Input for Decision-Making: Appropriately credentialed home school teachers (HST) assigned to each family facilitate direct communication of opportunities to participate in LEA decision-making. Additionally, we regularly communicate input opportunities such as our LCAP Advisory Committee meetings electronically. 2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Seeking Input for Decision-Making: We are focusing on improving input from families related to participation in state assessments. 3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve engagement of underrepresented families identified during the self-reflection process in relation to Seeking Input for Decision-Making: We regularly strive to reach out to and include underrepresented families in our LEA wide-decision making. For example, we communicate opportunities to participate in decision-making in our parent communications, our Title 1 meetings, and our English Learner Advisory Committee. 					

Local Performance Indicator: School Climate (LCFF Priority 6)

Standard: The LEA administers a local climate survey at least every other year that provides a valid measure of perceptions of school safety and connectedness, such as the California Healthy Kids Survey, to students in at least one grade within the grade span(s) that the LEA serves (e.g., K–5, 6–8, 9–12), and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the Dashboard.

Score: Met

Tools/Evidence:

Provide a narrative summary of the local administration and analysis of a local climate survey that captures a valid measure of student perceptions of school safety and connectedness in at least one grade within the grade span (e.g., K–5, 6–8, 9–12) in a text box provided in the California School Dashboard. LEAs will have an opportunity to include differences among student groups, and for surveys that provide an overall score, such as the California Healthy Kids Survey, report the overall score for all students and student groups. This summary may also include an analysis of a subset of specific items on a local survey and additional data collection tools that are particularly relevant to school conditions and climate.

3,000 character limit. We administered the California Healthy Kids Survey, California School Parent Survey, and California School Staff Survey in the 2021-22 school year. The survey results demonstrate that most of our students feel high levels of connectedness to our school.

Local Performance Indicator: Access to a Broad Course of Study (LCFF Priority 7)

Standard: Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12 , as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

Score: Met

Tools/Evidence:

Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served.

Our LCAP Goal 3 is entitled Improve Access and Success in a Broad Course of Study. This goal aims to provide each student with the support they need to attain the expected learning outcomes for each class, particularly those required per state or school policy. The metrics for this goal include the percent of:

- English Learners (ELs) who make progress toward English proficiency as measured by the California Schools Dashboard English Learner Progress Indicator (ELPI)
- The percent of ELs who reclassify, the percent of students who score At Prepared on College Career Indicator (Dashboard)
- The percent of parents/guardians of ELs, those in foster care, and those living in low socio-economic conditions (priority groups) who meet with a counselor or coordinator once per school year to discuss academic progress
- The percent of English Language Development (ELD) teachers who participate in research-based professional learning

Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.

We are a single-school charter school. Per our LCAP metrics, all students have access to and are enrolled in a broad course of study.

Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.

In the 2021-22 school year, we had trouble finding and hiring qualified career technical education (CTE) teachers.

In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?

We have worked diligently to implement approaches intended to demonstrate college and career readiness on the California School Dashboard. For example, we have been incrementally implementing Career Technical Education (CTE) Pathways, Advanced Placement (AP) courses, A-G approved courses, and opportunities for our students to take college credit courses.

Cabrillo Point Academy

Unaudited Actual Report – FY 21-22

Highlights

Highlights

- P2 ADA was 4,123
- Revenue increased by \$2.2M compared with prior projection
- Expenses increased by \$930K
- YE surplus was \$4.0M, +\$1.3M to prior projection

Compliance and Reporting

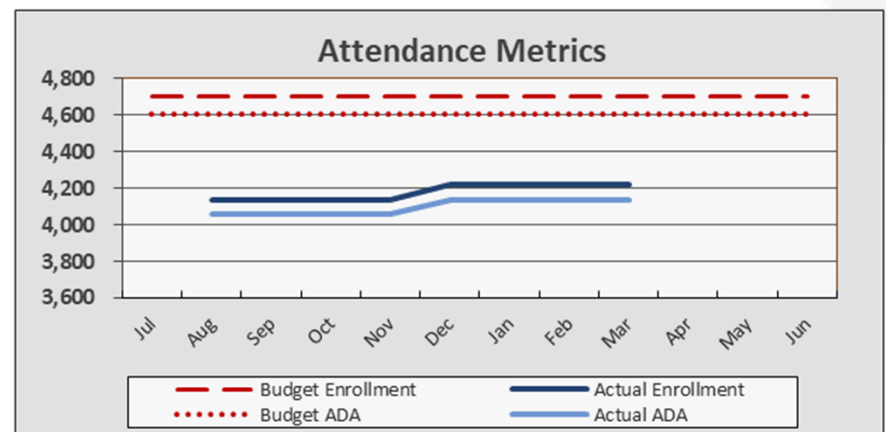
- 25:1 PTR within compliance
- 40/80 in compliance

Pupil:Teacher Ratio	
20.62	:1

Cert.	Instr.
53.5%	80.8%
6,987,175	399,347

Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Enrollment	4223	4223	4700
ADA	4123	4123	4606
Attendance Rate	97.6%	97.6%	98.0%
Unduplicated %	33.8%	33.8%	35.2%
Revenue per ADA		\$12,547	\$10,679
Expenses per ADA		\$11,588	\$10,459



- P2 ADA = 4,123

Revenue

- Revenue increased by \$2.2M compared to prior projection, driven by:
 - Recognition of STRS on behalf revenue (per WHK): +\$1.9M
 - Additional Federal SPED funding: +\$120K
 - State Lottery adjustment: +\$130K

Revenue

State Aid-Rev Limit
Federal Revenue
Other State Revenue
Other Local Revenue

Total Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
\$ 39,099,534	\$ 44,002,505	\$ (4,902,971)
6,457,295	1,099,242	5,358,053
6,160,605	4,087,963	2,072,642
14,797	-	14,797
\$ 51,732,231	\$ 49,189,710	\$ 2,542,521

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 39,099,534	\$ 44,002,505	\$ (4,902,971)
6,457,295	1,099,242	5,358,053
6,160,605	4,087,963	2,072,642
14,797	-	14,797
\$ 51,732,231	\$ 49,189,710	\$ 2,542,521

Expenses

- Expenses increased by \$930K from prior projection due to:
 - Recognition of STRS on behalf: +\$1.9M
 - Salaries -\$650K, due to timing of Summer Holdback

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 18,278,479	\$ 17,700,907	\$ (577,572)	\$ 18,278,479	\$ 17,700,907	\$ (577,572)
Classified Salaries	3,670,195	3,851,101	180,905	3,670,195	3,851,101	180,905
Benefits	8,088,177	6,623,069	(1,465,108)	8,088,177	6,623,069	(1,465,108)
Books and Supplies	7,148,340	8,144,837	996,497	7,148,340	8,144,837	996,497
Subagreement Services	8,121,170	8,806,824	685,654	8,121,170	8,806,824	685,654
Operations	543,688	461,900	(81,788)	543,688	461,900	(81,788)
Facilities	152,024	184,100	32,076	152,024	184,100	32,076
Professional Services	1,769,006	2,398,529	629,523	1,769,006	2,398,529	629,523
Depreciation	7,857	2,900	(4,957)	7,857	2,900	(4,957)
Interest	-	-	-	-	-	-
Total Expenses	\$ 47,778,936	\$ 48,174,167	\$ 395,230	\$ 47,778,936	\$ 48,174,166	\$ 395,230

Fund Balance

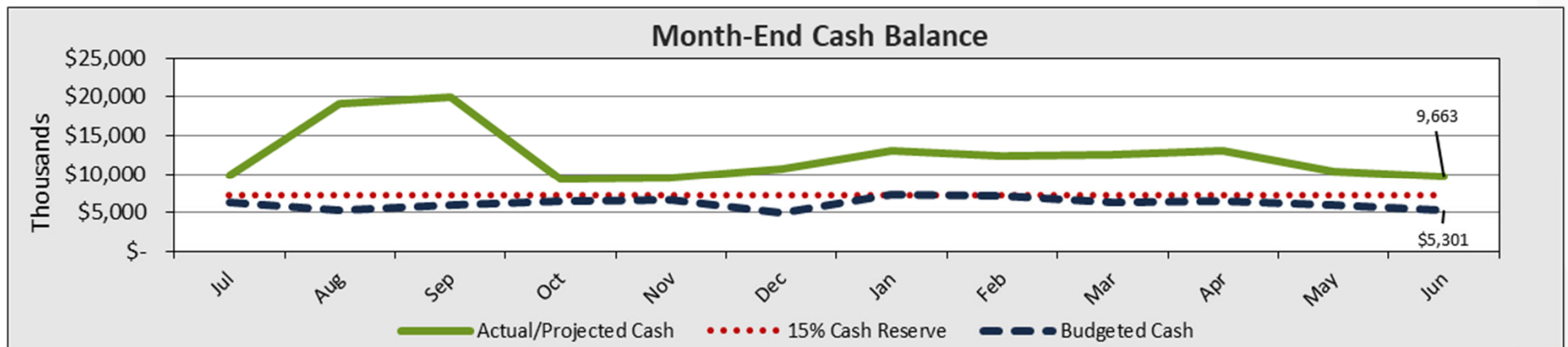
- Year-end surplus totaled **8.3%** of total expenses
- End of year fund balance exceeded State requirements.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 3,953,295	\$ 1,015,543	\$ 2,937,751
Beginning Fund Balance	<u>5,164,519</u>	<u>5,164,519</u>	
Ending Fund Balance	<u>\$ 9,117,814</u>	<u>\$ 6,180,062</u>	
<i>As a % of Annual Expenses</i>	<i>19.1%</i>	<i>12.8%</i>	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 3,953,295	\$ 1,015,544	\$ 2,937,751
Beginning Fund Balance	<u>5,164,519</u>	<u>5,164,519</u>	
Ending Fund Balance	<u>\$ 9,117,814</u>	<u>\$ 6,180,063</u>	
<i>As a % of Annual Expenses</i>	<i>19.1%</i>	<i>12.8%</i>	

Cash Balance

- End of Year cash balance: **\$9.7M**
- No borrowing/factoring needed



Appendices

- Monthly Cash Flow / Forecast 21-22
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- UAR Certification Form

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY21-22

Revised 08/24/2022

ADA = 4123.23



Revenues

State Aid - Revenue Limit

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
															ADA = 4606.00	
8011 LCFF State Aid	2,050,360	2,050,360	3,690,647	3,690,647	3,690,647	3,690,647	3,690,647	2,821,268	2,821,268	2,821,268	2,821,268	3,426,343		37,265,370	42,069,658	(4,804,288)
8012 Education Protection Account	-	-	225,087	-	-	225,086	-	-	157,713	-	-	216,760		824,646	921,200	(96,554)
8019 State Aid - Prior Year	-	1	6,617	1	-	-	-	(1,324)	(1,324)	(1,324)	(1,324)	(1,322)		1	-	1
8096 In Lieu of Property Taxes	-	-	-	-	-	-	-	-	556,424	-	-	453,094		1,009,517	1,011,646	(2,129)
	2,050,360	2,050,361	3,922,351	3,690,648	3,690,647	3,915,733	3,690,647	2,819,944	3,534,081	2,819,944	2,819,944	4,094,875	-	39,099,534	44,002,505	(4,902,971)

Federal Revenue

8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	616,381		616,381	558,478	57,904
8182 Special Education - Discretionary	-	-	-	-	-	-	-	-	-	-	-	113,703		113,703	-	113,703
8220 Federal Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
8290 Title I, Part A - Basic Low Income	-	-	-	121,981	-	-	22,009	-	-	-	-	294,295		438,285	428,988	9,297
8291 Title II, Part A - Teacher Quality	-	-	-	24,455	-	-	24,534	-	-	-	-	30,348		79,337	90,238	(10,901)
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	17,510		17,510	21,538	(4,028)
8296 Other Federal Revenue	-	-	903,068	-	-	-	4,195,173	-	-	-	-	857		5,099,098	-	5,099,098
8299 Prior Year Federal Revenue	5,301	22,847	-	73,843	-	-	1,442	3,859	(19,615)	-	-	5,303		92,980	-	92,980
	5,301	22,847	903,068	220,279	-	-	4,243,158	3,859	(19,615)	-	-	1,078,398	-	6,457,295	1,099,242	5,358,053

Other State Revenue

8311 State Special Education	155,281	155,281	279,506	279,506	279,506	279,506	279,506	264,007	170,369	217,188	217,188	264,330		2,841,174	2,653,885	187,289
8550 Mandated Cost	-	-	-	-	-	105,832	-	-	-	-	-	-		105,832	103,682	2,150
8560 State Lottery	-	-	-	-	-	-	332,614	-	-	293,021	-	441,787		1,067,422	953,442	113,980
8598 Prior Year Revenue	-	-	-	(27,503)	-	-	53,724	-	-	-	-	-		26,222	-	26,222
8599 Other State Revenue	-	-	-	405	14,172	(14,578)	473,493	-	80,020	(449,595)	-	2,016,037		2,119,955	376,954	1,743,001
	155,281	155,281	279,506	252,409	293,678	370,760	1,139,337	264,007	250,389	60,614	217,188	2,722,154	-	6,160,605	4,087,963	2,072,642

Other Local Revenue

8660 Interest Revenue	1,868	149	-	-	6,399	-	2,545	-	-	-	3,252	-		14,213	-	14,213
8980 Contributions, Unrestricted	-	237	2,566	1,666	(4,008)	-	-	-	75	-	46	-		583	-	583
	1,868	387	2,566	1,666	2,392	-	2,545	-	75	-	3,298	-	-	14,797	-	14,797

Total Revenue

	2,212,810	2,228,876	5,107,491	4,165,002	3,986,717	4,286,493	9,075,687	3,087,810	3,764,930	2,880,558	3,040,430	7,895,427	-	51,732,231	49,189,710	2,542,521
--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	---	------------	------------	-----------

Expenses

Certificated Salaries

1100 Teachers' Salaries	879,967	1,045,104	1,033,307	1,033,519	1,018,206	1,052,357	1,012,350	1,022,310	1,015,122	1,013,366	1,021,452	373,838		11,520,901	12,455,448	934,547
1175 Teachers' Extra Duty/Stipends	85,946	128,567	139,342	155,410	165,033	172,749	182,937	170,607	176,318	163,296	181,314	1,573,169		3,294,690	2,331,987	(962,702)
1200 Pupil Support Salaries	70,925	89,527	88,134	88,307	86,873	87,034	87,146	85,386	88,747	82,211	90,614	61,415		1,006,320	936,709	(69,610)
1300 Administrators' Salaries	135,026	140,722	141,562	140,872	141,455	144,305	139,755	141,555	144,955	141,755	137,602	193,392		1,742,957	1,510,212	(232,745)
1900 Other Certificated Salaries	58,286	59,115	60,250	60,306	60,139	60,256	57,263	54,935	60,765	71,992	70,715	39,589		713,612	466,550	(247,062)
	1,230,149	1,463,036	1,462,595	1,478,414	1,471,707	1,516,701	1,479,451	1,474,793	1,485,908	1,472,621	1,501,698	2,241,404	-	18,278,479	17,700,907	(577,572)

Classified Salaries

2100 Instructional Salaries	26,431	37,323	35,530	36,056	34,901	37,683	34,210	36,411	32,902	29,236	25,480	84,039		450,203	311,609	(138,593)
2200 Support Salaries	67,248	70,486	76,761	74,710	72,176	78,972	71,987	65,259	74,596	71,933	62,245	186,415		972,788	1,827,445	854,657
2300 Classified Administrators' Salaries	52,195	52,516	52,516	52,516	52,599	52,599	52,599	43,095	47,293	52,599	52,599	113,499		676,623	615,450	(61,174)
2400 Clerical and Office Staff Salaries	72,839	79,834	88,152	90,127	88,761	93,362	88,305	86,224	93,809	85,669	77,570	207,861		1,152,513	764,629	(387,884)
2900 Other Classified Salaries	22,295	24,066	28,811	28,798	27,829	30,339	27,810	26,518	30,370	29,670	38,560	103,004		418,069	331,968	(86,101)
	241,008	264,224	281,770	282,206	276,266	292,955	274,911	257,507	278,970	269,107	256,454	694,818	-	3,670,195	3,851,101	180,905

Benefits

3101 STRS	203,651	238,609	238,194	225,964	239,950	247,096	241,002	240,300	241,777	239,537	244,000	2,052,823		4,652,902	2,835,721	(1,817,181)
3301 OASDI	14,563	15,341	16,936	16,938	16,601	17,744	16,502	15,439	16,763	16,295	15,512	36,517		215,152	241,571	26,419
3311 Medicare	20,610	24,273	24,457	24,699	24,503	25,293	24,594	24,225	24,690	24,359	24,603	39,852		306,157	313,159	7,002
3401 Health and Welfare	159,290	184,894	154,170	198,741	163,376	196,807	283,611	198,129	193,150	194,738	314,403	228,887		2,470,198	2,235,000	(235,198)
3501 State Unemployment	3,003	8,503	3,143	1,386	77,367	31,552	35,512	3,787	(12,799)	485	(75,862)	45		76,123	155,330	79,207
3601 Workers' Compensation	13,698	23,457	13,698	13,698	13,698	13,698	13,697	13,697	13,697	13,696	13,698	13,698		174,129	194,374	20,245
3901 Other Benefits	-	-	-	-	193,516	-	-	-	-	-	-	-		193,516	647,914	454,398
	414,816	495,077	450,599	481,426	729,012	532,190	614,916	495,578	477,279	489,110	536,355	2,371,821	-	8,088,177	6,623,069	(1,465,108)

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY21-22

Revised 08/24/2022

ADA = 4123.23



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Materials	395	5,119	2,134	10	531	(95)	10	10	35	9,588	23,132	43,145		84,013	199,100	115,087
4302 School Supplies	104,809	600,517	439,682	208,282	163,894	165,418	223,304	177,466	313,392	280,514	442,989	53,450		3,173,716	5,640,302	2,466,586
4305 Software	117,155	218,890	69,904	63,596	20,375	5,786	21,729	24,411	36,635	112,227	74,385	52,634		817,727	1,037,611	219,884
4310 Office Expense	3,833	30,269	9,416	24,875	5,580	14,691	16,607	3,090	2,552	5,250	12,653	15,140		143,956	27,700	(116,256)
4311 Business Meals	-	-	29	-	-	-	-	-	-	-	-	-		29	200	171
4400 Noncapitalized Equipment	3,952	63,562	558,626	9,586	8,751	95,976	2,845	528	-	111,203	1,177,489	896,380		2,928,898	1,239,924	(1,688,975)
	230,143	918,356	1,079,792	306,349	199,131	281,776	264,495	205,506	352,615	518,782	1,730,648	1,060,748	-	7,148,340	8,144,837	996,497
Subagreement Services																
5101 Nursing	-	-	-	-	-	-	-	-	-	-	-	-		-	1,500	1,500
5102 Special Education	4,882	88,012	41,804	571,605	237,077	449,720	285,382	105,909	356,018	294,549	235,603	373,402		3,043,962	3,515,358	471,395
5105 Security	-	367	3,473	3,618	835	(934)	645	341	966	(258)	97	200		9,351	-	(9,351)
5106 Other Educational Consultants	(8,515)	42,424	310,054	577,573	370,519	426,475	294,322	673,906	529,458	585,454	677,733	587,370		5,066,775	5,289,966	223,191
	(3,633)	130,802	355,331	1,153,878	608,432	875,262	580,349	780,156	886,441	879,746	913,433	960,972	-	8,121,170	8,806,824	685,654
Operations and Housekeeping																
5201 Auto and Travel	3,249	14,790	10,982	22,566	640	17,676	1,076	11,108	2,703	1,126	7,297	15,932		109,144	6,600	(102,544)
5300 Dues & Memberships	667	12,667	-	-	2,080	3,770	-	-	-	-	-	-		19,183	10,500	(8,683)
5400 Insurance	22,156	30,064	30,123	30,123	30,123	30,123	30,123	30,124	30,125	30,125	30,064	30,064		353,338	392,000	38,662
5501 Utilities	2,782	(1,445)	2,294	122	(836)	115	1,118	410	(80)	453	437	3,827		9,194	6,300	(2,894)
5516 Miscellaneous Expense	-	-	-	9,100	-	-	-	-	-	-	-	-		9,100	-	(9,100)
5900 Communications	1,772	418	2,181	932	1,847	1,899	2,750	(567)	2,480	4,420	2,382	3,023		23,537	32,000	8,463
5901 Postage and Shipping	2,306	2,081	2,030	1,293	1,871	499	1,426	1,340	2,489	981	709	3,167		20,192	14,500	(5,692)
	32,932	58,575	47,610	64,136	35,724	54,082	36,493	42,415	37,717	37,104	40,889	56,012	-	543,688	461,900	(81,788)
Facilities, Repairs and Other Leases																
5601 Rent	46,516	(9,489)	30,678	(40,210)	37,683	(17,553)	11,848	11,848	11,848	11,848	17,530	7,404		119,949	182,000	62,051
5602 Additional Rent	-	-	-	-	-	-	-	-	-	-	-	-		-	500	500
5604 Other Leases	614	1,315	1,315	1,330	1,253	1,224	1,460	2,663	1,651	14,448	1,373	2,898		31,541	1,600	(29,941)
5610 Repairs and Maintenance	-	-	-	132	-	-	-	-	-	343	-	59		534	-	(534)
	47,130	(8,174)	31,993	(38,748)	38,935	(16,329)	13,307	14,511	13,498	26,638	18,902	10,361	-	152,024	184,100	32,076
Professional/Consulting Services																
5801 IT	2,249	(1,563)	35,604	5,446	3,004	6,340	34,080	25	18,258	(79,089)	25	25		24,403	592,840	568,437
5802 Audit & Taxes	-	-	-	-	-	-	-	8,400	-	-	1,200	2,925		12,525	7,400	(5,125)
5803 Legal	-	31,755	18,747	15,966	49,022	19,697	10,256	22,794	20,358	10,818	7,782	90,673		297,869	180,200	(117,669)
5804 Professional Development	2,060	6,425	111	1,370	302	3,682	325	10,286	799	17,687	1,895	4,466		49,408	115,738	66,330
5805 General Consulting	-	1,250	2,000	1,250	355	639	-	355	355	160	5,408	2,740		14,512	50,600	36,088
5806 Special Activities/Field Trips	303	15,651	7,521	10,898	2,279	9,247	8,997	10,715	18,432	27,406	11,457	2,458		125,364	60,906	(64,458)
5807 Bank Charges	2,141	1,145	1,246	1,117	1,212	1,223	1,085	947	1,071	1,075	1,113	1,948		15,323	34,700	19,377
5808 Printing	-	-	-	-	-	-	-	-	-	-	891	234		1,125	-	(1,125)
5809 Other taxes and fees	1,824	406	228	4,215	80	5,839	1,335	246	210	1,319	23,087	1,197		39,984	19,600	(20,384)
5810 Payroll Service Fee	1,315	2,144	2,951	2,389	2,114	5,076	3,384	3,384	5,863	6,198	3,948	3,948		42,714	33,300	(9,414)
5811 Management Fee	71,195	74,495	72,520	69,387	60,788	59,613	60,338	135,351	67,055	67,180	69,913	142,188		950,023	860,820	(89,203)
5812 District Oversight Fee	20,504	20,504	22,754	36,906	36,906	39,157	36,906	28,213	35,354	28,213	28,213	(179,883)		153,748	440,025	286,278
5813 County Fees	-	-	-	-	-	-	-	-	1,994	-	-	-		1,994	2,400	406
5899 Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-		40,014	-	(40,014)
	101,590	152,212	163,682	148,945	156,063	150,513	156,706	220,715	169,749	80,967	194,946	72,919	-	1,769,006	2,398,529	629,523
Depreciation																
6900 Depreciation Expense	655	655	655	655	655	655	655	655	655	655	655	655		7,857	2,900	(4,957)
	655	655	655	655	655	655	655	655	655	655	655	655	-	7,857	2,900	(4,957)
Total Expenses	2,294,789	3,474,763	3,874,026	3,877,260	3,515,925	3,687,804	3,421,283	3,491,835	3,702,832	3,774,729	5,193,980	7,469,711	-	47,778,936	48,174,166	395,230
Monthly Surplus (Deficit)	(81,979)	(1,245,887)	1,233,465	287,742	470,792	598,689	5,654,404	(404,025)	62,098	(894,171)	(2,153,550)	425,716	-	3,953,295	1,015,544	2,937,751

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY21-22

Revised 08/24/2022

ADA = 4123.23



Cash Flow Adjustments

Monthly Surplus (Deficit)	(81,979)	(1,245,887)	1,233,465	287,742	470,792	598,689	5,654,404	(404,025)	62,098	(894,171)	(2,153,550)	425,716	-
Cash flows from operating activities													
Depreciation/Amortization	655	655	655	655	655	655	655	655	655	655	655	655	-
Public Funding Receivables	3,617,026	10,490,853	(737,816)	859,311	-	-	877,296	(239,473)	264,007	30,353	-	(1,325,417)	-
Grants and Contributions Rec.	2,964,521	11,102	(8,917)	7,629	(14,665)	24,809	-	43,148	-	(307)	(10,443)	10,108	-
Due To/From Related Parties	-	-	-	-	(1,181)	-	-	-	-	-	40,014	-	-
Prepaid Expenses	(119,100)	(46,654)	84,475	(189,178)	29,571	97,345	(39,032)	22,316	(145,722)	106,920	(202,219)	(298,818)	-
Other Assets	-	-	-	8,899	-	43,700	-	-	-	-	-	-	-
Accounts Payable	(710,185)	83,645	390,735	(245,390)	(312,431)	305,436	(15,165)	(215,112)	8,283	346,311	(289,443)	265,436	-
Accrued Expenses	283,020	57,091	16,252	(139,036)	43,942	97,899	(32,687)	84,056	11,832	(17,167)	(29,295)	(404,429)	-
Other Liabilities	(2,960,800)	-	(135,755)	(405)	(14,172)	14,578	28,416	-	-	869,698	-	585,923	-
Cash flows from financing activities													
Payments on Factoring	-	-	-	(11,277,400)	-	-	-	-	-	-	-	-	-
Proceeds(Payments) on Debt	-	-	-	-	-	-	(4,057,608)	-	-	-	-	-	-

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals
2,993,158	9,350,805	843,093	(10,687,174)	202,509	1,183,111	2,416,279	(708,434)	201,153	442,291	(2,644,280)	(740,827)	
6,811,278	9,804,437	19,155,242	19,998,335	9,311,161	9,513,670	10,696,781	13,113,061	12,404,627	12,605,780	13,048,071	10,403,790	
9,804,437	19,155,242	19,998,335	9,311,161	9,513,670	10,696,781	13,113,061	12,404,627	12,605,780	13,048,071	10,403,790	9,662,964	

8.27%

3,953,295

7,857

13,836,140

3,026,984

38,833

(700,095)

52,600

(387,880)

(28,520)

(1,612,518)

(11,277,400)

(4,057,608)

Original Budget Total	Favorable / (Unfav.)
-----------------------	----------------------

Cert.	Instr.
53.5%	80.8%
6,987,175	399,347

Pupil:Teacher Ratio
20.62 :1

Cabrillo Point Academy

Budget vs Actual

For the period ended June 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 2,821,268	\$ 3,150,888	\$ (329,620)	\$ 33,839,027	\$ 35,767,472	\$ (1,928,445)	\$ 42,069,658
Education Protection Account	-	-	-	607,886	690,900	(83,014)	921,200
State Aid - Prior Year	(1,324)	-	(1,324)	1,323	-	1,323	-
In Lieu of Property Taxes	-	73,029	(73,029)	556,424	865,588	(309,164)	1,011,646
Total State Aid - Revenue Limit	2,819,944	3,223,917	(403,973)	35,004,660	37,323,961	(2,319,301)	44,002,505
Federal Revenue							
Special Education - Entitlement	-	51,654	(51,654)	-	455,170	(455,170)	558,478
Title I, Part A - Basic Low Income	-	-	-	143,990	428,988	(284,998)	428,988
Title II, Part A - Teacher Quality	-	-	-	48,989	90,238	(41,249)	90,238
Title III - Limited English	-	-	-	-	-	-	21,538
Other Federal Revenue	-	-	-	5,098,241	-	5,098,241	-
Prior Year Federal Revenue	-	-	-	87,677	-	87,677	-
Total Federal Revenue	-	51,654	(51,654)	5,378,897	974,396	4,404,501	1,099,242
Other State Revenue							
State Special Education	217,188	245,458	(28,270)	2,576,844	2,162,969	413,875	2,653,885
Mandated Cost	-	-	-	105,832	103,682	2,150	103,682
State Lottery	-	-	-	625,635	465,929	159,706	953,442
Prior Year Revenue	-	-	-	26,222	-	26,222	-
Other State Revenue	-	-	-	103,918	376,954	(273,036)	376,954
Total Other State Revenue	217,188	245,458	(28,270)	3,438,450	3,109,534	328,917	4,087,963
Other Local Revenue							-
Interest Revenue	3,252	-	3,252	14,213	-	14,213	-
Contributions, Unrestricted	46	-	46	583	-	583	-
Total Other Local Revenue	3,298	-	3,298	14,797	-	14,797	-
Total Revenues	\$ 3,040,430	\$ 3,521,029	\$ (480,599)	\$ 43,836,804	\$ 41,407,890	\$ 2,428,913	\$ 49,189,710
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,021,452	\$ 1,037,954	\$ 16,502	\$ 11,147,062	\$ 11,417,494	\$ 270,432	\$ 12,455,448
Teachers' Extra Duty/Stipends	181,314	194,332	13,018	1,721,520	2,137,655	416,135	2,331,987
Pupil Support Salaries	90,614	78,059	(12,555)	944,904	858,650	(86,254)	936,709
Administrators' Salaries	137,602	125,851	(11,751)	1,549,564	1,384,361	(165,203)	1,510,212
Other Certificated Salaries	70,715	38,879	(31,836)	674,023	427,671	(246,352)	466,550
Total Certificated Salaries	1,501,698	1,475,076	(26,623)	16,037,075	16,225,831	188,757	17,700,907
Classified Salaries							
Instructional Salaries	25,480	25,967	487	366,163	285,642	(80,521)	311,609
Support Salaries	62,245	152,287	90,042	786,373	1,675,158	888,785	1,827,445
Supervisors' and Administrators' Salaries	52,599	51,287	(1,311)	563,124	564,162	1,039	615,450
Clerical and Office Staff Salaries	77,570	63,719	(13,850)	944,652	700,910	(243,742)	764,629
Other Classified Salaries	38,560	27,664	(10,896)	315,065	304,304	(10,762)	331,968
Total Classified Salaries	256,454	320,925	64,471	2,975,378	3,530,176	554,798	3,851,101
Benefits							
State Teachers' Retirement System, certificated positions	244,000	236,310	(7,690)	2,600,079	2,599,411	(669)	2,835,721
OASDI/Medicare/Alternative, certificated positions	15,512	20,131	4,619	178,635	221,440	42,806	241,571
Medicare/Alternative, certificated positions	24,603	26,097	1,493	266,305	287,062	20,757	313,159
Health and Welfare Benefits, certificated positions	314,403	186,250	(128,153)	2,241,311	2,048,750	(192,561)	2,235,000
State Unemployment Insurance, certificated positions	(75,862)	7,767	83,628	76,078	147,564	71,485	155,330
Workers' Compensation Insurance, certificated positions	13,698	16,198	2,500	160,431	178,176	17,745	194,374
Other Benefits, certificated positions	-	53,993	53,993	193,516	593,921	400,405	647,914
Total Benefits	536,355	546,745	10,390	5,716,356	6,076,325	359,968	6,623,069
Books & Supplies							
Textbooks and Core Materials	23,132	16,592	(6,541)	40,869	182,508	141,640	199,100
School Supplies	442,989	436,477	(6,512)	3,120,266	5,067,891	1,947,625	5,640,302
Software	74,385	86,468	12,083	765,093	951,143	186,050	1,037,611
Office Expense	12,653	2,308	(10,344)	128,816	25,392	(103,424)	27,700
Business Meals	-	17	17	29	183	154	200
Noncapitalized Equipment	1,177,489	95,952	(1,081,537)	2,032,519	1,114,089	(918,430)	1,239,924
Total Books & Supplies	1,730,648	637,813	(1,092,834)	6,087,592	7,341,206	1,253,615	8,144,837
Subagreement Services							
Nursing	-	125	125	-	1,375	1,375	1,500
Special Education	235,603	292,946	57,344	2,670,560	3,222,411	551,851	3,515,358
Transportation	-	-	-	1,082	-	(1,082)	-
Security	97	-	(97)	9,151	-	(9,151)	-
Other Educational Consultants	677,733	409,366	(268,367)	4,479,405	4,753,109	273,704	5,289,966
Total Subagreement Services	913,433	702,438	(210,996)	7,160,198	7,976,895	816,697	8,806,824
Operations & Housekeeping							

Cabrillo Point Academy

Budget vs Actual

For the period ended June 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Auto and Travel	7,297	550	(6,747)	93,213	6,050	(87,163)	6,600
Dues & Memberships	-	875	875	19,183	9,625	(9,558)	10,500
Insurance	30,064	32,667	2,602	323,274	359,333	36,060	392,000
Utilities	437	525	88	5,367	5,775	408	6,300
Miscellaneous Expense	-	-	-	9,100	-	(9,100)	-
Communications	2,382	2,667	285	20,514	29,333	8,820	32,000
Postage and Shipping	709	1,208	499	17,025	13,292	(3,733)	14,500
Total Operations & Housekeeping	40,889	38,492	(2,398)	487,676	423,408	(64,267)	461,900
Facilities, Repairs & Other Leases							
Rent	17,530	15,167	(2,363)	112,545	166,833	54,289	182,000
Additional Rent	-	42	42	-	458	458	500
Other Leases	1,373	133	(1,239)	28,644	1,467	(27,177)	1,600
Repairs and Maintenance	-	-	-	474	-	(474)	-
Total Facilities, Repairs & Other Leases	18,902	15,342	(3,561)	141,663	168,758	27,096	184,100
Professional/Consulting Services							
IT	25	49,403	49,378	24,378	543,437	519,058	592,840
Audit & Taxes	1,200	-	(1,200)	9,600	7,400	(2,200)	7,400
Legal	7,782	15,017	7,235	207,196	165,183	(42,013)	180,200
Professional Development	1,895	9,645	7,750	44,942	106,093	61,151	115,738
General Consulting	5,408	4,217	(1,191)	11,772	46,383	34,611	50,600
Special Activities/Field Trips	11,457	4,713	(6,744)	122,906	54,725	(68,181)	60,906
Bank Charges	1,113	2,892	1,779	13,375	31,808	18,433	34,700
Printing	891	-	(891)	891	-	(891)	-
Other Taxes and Fees	23,087	1,633	(21,454)	38,788	17,967	(20,821)	19,600
Payroll Service Fee	3,948	2,775	(1,173)	38,766	30,525	(8,241)	33,300
Management Fee	69,913	71,735	1,822	807,835	789,085	(18,750)	860,820
District Oversight Fee	28,213	32,239	4,026	333,631	373,240	39,609	440,025
County Fees	-	-	-	1,994	1,800	(194)	2,400
Bad Debt Expense	40,014	-	(40,014)	40,014	-	(40,014)	-
Total Professional/Consulting Services	194,946	194,269	(677)	1,696,087	2,167,646	471,559	2,398,529
Depreciation							
Depreciation Expense	655	242	(413)	7,202	2,658	(4,544)	2,900
Total Depreciation	655	242	(413)	7,202	2,658	(4,544)	2,900
Total Expenses	\$ 5,193,980	\$ 3,931,340	\$ (1,262,640)	\$ 40,309,225	\$ 43,912,904	\$ 3,603,678	\$ 48,174,166
Change in Net Assets	(2,153,550)	(410,311)	(1,743,238)	3,527,578	(2,505,013)	6,032,592	1,015,544
Net Assets, Beginning of Period	10,845,647			5,164,519			
Net Assets, End of Period	\$ 8,692,097			\$ 8,692,097			

Cabrillo Point Academy

Statement of Financial Position

June 30, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	\$ 9,475,712	\$ 6,811,278	\$ 2,664,434	39%
Restricted Cash	928,078	-	928,078	0%
Total Cash & Cash Equivalents	10,403,790	6,811,278	3,592,512	39%
Current Assets				
Accounts Receivable	29,874	85,950	(56,076)	-65%
Public Funding Receivables	594,121	15,755,677	(15,161,556)	-96%
Factored Receivables	-	(8,316,600)	8,316,600	-100%
Due To/From Related Parties	-	38,833	(38,833)	-100%
Prepaid Expenses	728,229	326,952	401,277	123%
Total Current Assets	11,756,014	14,702,091	(2,946,077)	-200%
Long-Term Assets				
Property & Equipment, Net	66,281	73,483	(7,202)	-10%
Deposits	58,034	110,634	(52,600)	-48%
Total Long Term Assets	124,315	184,117	(59,801)	-32%
Total Assets	\$ 11,880,330	\$ 14,886,208	\$ (3,005,878)	-20%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 635,020	\$ 1,288,336	\$ (653,316)	-51%
Accrued Liabilities	1,625,134	1,249,226	375,909	30%
Deferred Revenue	928,078	3,126,519	(2,198,441)	-70%
Notes Payable, Current Portion	-	4,057,608	(4,057,608)	-100%
Total Current Liabilities	3,188,232	9,721,689	(6,533,457)	-67%
Total Liabilities	3,188,232	9,721,689	(6,533,457)	-67%
Total Net Assets	8,692,097	5,164,519	3,527,578	68%
Total Liabilities and Net Assets	\$ 11,880,330	\$ 14,886,208	\$ (3,005,878)	-20%

Cabrillo Point Academy

Statement of Cash Flows

For the period ended June 30, 2022

	Month Ended 06/30/22	YTD Ended 06/30/22
Cash Flows from Operating Activities		
Change in Net Assets	\$ (2,153,550)	\$ 3,527,578
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	655	7,202
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	-	15,161,556
Grants, Contributions & Pledges Receivable	(10,443)	(8,260,524)
Due from Related Parties	40,014	38,833
Prepaid Expenses	(202,219)	(401,277)
Other Assets	-	52,600
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(289,443)	(653,316)
Accrued Expenses	(29,295)	375,909
Deferred Revenue	-	(2,198,441)
Total Cash Flows from Operating Activities	(2,644,280)	7,650,120
 Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	-	(4,057,608)
Total Cash Flows from Financing Activities	-	(4,057,608)
 Change in Cash & Cash Equivalents	(2,644,280)	3,592,512
Cash & Cash Equivalents, Beginning of Period	13,048,071	6,811,278
 Cash and Cash Equivalents, End of Period	\$ 10,403,790	\$ 10,403,790

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**
July 1, 2021 to June 30, 2022

CHARTER SCHOOL CERTIFICATION

Charter School Name: Cabrillo Point Academy
CDS #: 37680490132506
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1748

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

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
<u>Roxy Travers</u> Name	<u>Bradley Johnson</u> Name	<u>Spencer Styles</u> Name
<u>Financial Accounting and Data Support Ma</u> Title	<u>Chief Business Officer</u> Title	<u>Charter Impact, Inc.</u> Title
<u>858-295-6700</u> Telephone	<u>619-444-2161</u> Telephone	<u>888-474-0322</u> Telephone
<u>Rroxanna.travers@sdcoe.net</u> Email address	<u>bradley.johnson@dehesasd.net</u> Email address	<u>sstyles@charterimpact.com</u> Email address

To the entity that approved the charter school:

(X) 2021-22 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____ Date: _____
Charter School Official
(Original signature required)

Printed Name: Jenna Lorge Title: Senior Director

To the County Superintendent of Schools:

(X) 2021-22 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

(X) 2021-22 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022

Charter School Name: Cabrillo Point Academy
CDS #: 37680490132506
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1748

This charter school uses the following basis of accounting:

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

- ☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)
- ☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	37,265,370.00		37,265,370.00
Education Protection Account State Aid - Current Year	8012	824,646.00		824,646.00
State Aid - Prior Years	8019	0.70		0.70
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,009,517.49		1,009,517.49
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00
Total, LCFF Sources		39,099,534.19	0.00	39,099,534.19
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		535,133.01	535,133.01
Special Education - Federal	8181, 8182		730,084.00	730,084.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	4,057,608.00	1,134,470.13	5,192,078.13
Total, Federal Revenues		4,057,608.00	2,399,687.14	6,457,295.14
3. Other State Revenues				
Special Education - State	StateRevSE		2,841,174.00	2,841,174.00
All Other State Revenues	StateRevAO	2,740,755.97	578,674.78	3,319,430.75
Total, Other State Revenues		2,740,755.97	3,419,848.78	6,160,604.75
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	14,796.62	0.00	14,796.62
Total, Local Revenues		14,796.62	0.00	14,796.62
5. TOTAL REVENUES		45,912,694.78	5,819,535.92	51,732,230.70
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	12,064,864.14	2,750,726.36	14,815,590.50
Certificated Pupil Support Salaries	1200	534,313.84	472,005.73	1,006,319.57
Certificated Supervisors' and Administrators' Salaries	1300	1,415,289.45	327,667.05	1,742,956.50
Other Certificated Salaries	1900	221,868.00	491,744.27	713,612.27
Total, Certificated Salaries		14,236,335.43	4,042,143.41	18,278,478.84
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	355,501.38	94,701.14	450,202.52
Noncertificated Support Salaries	2200	859,424.42	113,363.44	972,787.86
Noncertificated Supervisors' and Administrators' Salaries	2300	676,623.10	0.00	676,623.10
Clerical, Technical and Office Salaries	2400	1,152,513.12	0.00	1,152,513.12
Other Noncertificated Salaries	2900	366,660.43	51,408.43	418,068.86
Total, Noncertificated Salaries		3,410,722.45	259,473.01	3,670,195.46

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2021 to June 30, 2022

Charter School Name: Cabrillo Point Academy

CDS #: 37680490132506

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	4,042,717.23	610,184.88	4,652,902.11
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	446,036.71	75,272.21	521,308.92
Health and Welfare Benefits	3401-3402	2,467,550.64	2,647.28	2,470,197.92
Unemployment Insurance	3501-3502	58,931.05	17,191.93	76,122.98
Workers' Compensation Insurance	3601-3602	173,883.82	245.14	174,128.96
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	193,516.45	0.00	193,516.45
Total, Employee Benefits		7,382,635.90	705,541.44	8,088,177.34
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	81,135.33	2,878.13	84,013.46
Books and Other Reference Materials	4200	0.00	0.00	0.00
Materials and Supplies	4300	3,558,017.98	577,410.03	4,135,428.01
Noncapitalized Equipment	4400	2,191,508.54	737,389.87	2,928,898.41
Food	4700	0.00	0.00	0.00
Total, Books and Supplies		5,830,661.85	1,317,678.03	7,148,339.88
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	5,025,463.45	3,095,706.48	8,121,169.93
Travel and Conferences	5200	88,798.27	20,345.82	109,144.09
Dues and Memberships	5300	19,183.47	0.00	19,183.47
Insurance	5400	353,337.87	0.00	353,337.87
Operations and Housekeeping Services	5500	18,294.06	0.00	18,294.06
Rentals, Leases, Repairs, and Noncap. Improvements	5600	136,856.42	15,167.50	152,023.92
Transfers of Direct Costs	5700-5799	3,459,222.00	(3,459,222.00)	0.00
Professional/Consulting Services and Operating Expend.	5800	1,587,639.29	181,366.76	1,769,006.05
Communications	5900	28,541.42	15,187.22	43,728.64
Total, Services and Other Operating Expenditures		10,717,336.25	(131,448.22)	10,585,888.03
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900	7,856.64	0.00	7,856.64
Amortization Expense - Lease Assets	6910	0.00	0.00	0.00
Total, Capital Outlay		7,856.64	0.00	7,856.64
7. Other Outgo				
Tuition to Other Schools	7110-7143	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00
Debt Service:				
Interest	7438	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		41,585,548.52	6,193,387.67	47,778,936.19

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022

Charter School Name: Cabrillo Point Academy

CDS #: 37680490132506

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		4,327,146.26	(373,851.75)	3,953,294.51
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		4,327,146.26	(373,851.75)	3,953,294.51
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	7,039,152.75	0.00	7,039,152.75
b. Adjustments/Restatements	9793, 9795	(3,470,199.75)	1,595,563.00	(1,874,636.75)
c. Adjusted Beginning Fund Balance /Net Position		3,568,953.00	1,595,563.00	5,164,516.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		7,896,099.26	1,221,711.25	9,117,810.51
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	65,626.41		65,626.41
b. Restricted Net Position	9797		1,221,711.25	1,221,711.25
c. Unrestricted Net Position	9790A	7,830,472.85	0.00	7,830,472.85

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022

Charter School Name: Cabrillo Point Academy

CDS #: 37680490132506

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110	4,543,298.21	0.00	4,543,298.21
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	3,897,954.16	1,221,711.25	5,119,665.41
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	19,766.46	0.00	19,766.46
4. Due from Grantor Governments	9290	1,919,537.77	0.00	1,919,537.77
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	1,027,047.00	0.00	1,027,047.00
7. Other Current Assets	9340	58,034.35	0.00	58,034.35
8. Lease Receivable	9380	0.00	0.00	0.00
9. Capital Assets (accrual basis only)	9400-9489	65,626.41	0.00	65,626.41
10. TOTAL ASSETS		11,531,264.36	1,221,711.25	12,752,975.61
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	2,121,163.98	0.00	2,121,163.98
2. Due to Grantor Governments	9590	0.00	0.00	0.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	1,514,001.12	0.00	1,514,001.12
5. Long-Term Liabilities (accrual basis only)	9660-9669	0.00	0.00	0.00
6. TOTAL LIABILITIES		3,635,165.10	0.00	3,635,165.10
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2) (must agree with Line F2)		7,896,099.26	1,221,711.25	9,117,810.51

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022**

Charter School Name: Cabrillo Point Academy
CDS #: 37680490132506

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

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

1. Federal Revenue Used for Capital Outlay and Debt Service

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

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

2. Community Services Expenditures

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

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

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022**

Charter School Name: Cabrillo Point Academy
CDS #: 37680490132506

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

Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. <u>None</u>	<u>0.00</u>
b. _____	_____
c. _____	_____
d. _____	_____
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	<u>0.00</u>

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

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	<u>47,778,936.19</u>
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	<u>6,457,295.14</u>
c. Subtotal of State & Local Expenditures [a minus b]	<u>41,321,641.05</u>
d. Less Community Services [L2 Total]	<u>0.00</u>
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	<u>7,856.64</u>
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	<u>0.00</u>
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ <u>41,313,784.41</u>

Cabrillo Point Academy
Expenditures through: June 30, 2022
Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Local Control Funding Formula Sources	8010-8099	824,646.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
TOTAL AVAILABLE		824,646.00
EXPENDITURES AND OTHER FINANCING USES		
Certificated Salaries	1000-1999	588,499.92
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	236,146.08
Books and Supplies	4000-4999	0.00
Services, Other Operating Expenses	5000-5999	0.00
Capital Outlay	6000-6599	0.00
Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299	
	7400-7499	0.00
Direct Support/Indirect Costs	7300-7399	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		824,646.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00



CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064

Phone (619) 404-3190 * Fax (619) 749-1792

Regularly Scheduled Board Meeting – Cabrillo Point Academy

August 23, 2022 – 1:00 pm

3152 Red Hill Ave., #150, Costa Mesa, CA 92626

Attendance: Caroline Moon, Natasha Brunstetter, Devon Roseli
Through Teleconference

Also Present: Jenna Lorge, Dr. Erika Vanderspek
Through Teleconference

Call to Order

Caroline Moon called the meeting to order at 1:01pm.

Approval of the Agenda

- Natasha Brunstetter made a motion to approve the agenda with the removal of item 12.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on Resolution for Continuing School Board Authority to Hold Virtual Meetings

Pursuant to AB 361

- Caroline Moon made a motion to approve the Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361
- Devon Roseli seconded.
- Unanimous

Public Comments

No public comments.

Closed Session – Conference with Legal Counsel – Anticipated Litigation (Two Cases) § 54956.9

- Caroline Moon made a motion to enter closed session at 1:05pm.
- Natasha Brunstetter seconded.
- Unanimous
- Caroline Moon made a motion to leave closed session at 1:21pm.
- Natasha Brunstetter seconded.
- Unanimous
- Report Out:

Case 1804790 was approved. Case 2102777 was approved.

Discussion and Potential Action on the July Financials

Jason Sitomer presented the July Financials. Caroline Moon asked what is the state requirement for maintaining a surplus? Devon Roseli asked can we be out of compliance if the surplus is too high? Jason Sitomer explained that the minimum reserve amount depends on the age of the school which would be 5%. Cabrillo Point Academy exceeds the minimum reserve amount. Jason Sitomer also explained that when schools reach a high fund balance, there is a requirement to use fund balance for investments in property. There is a cap on the fund balance, but Cabrillo Point Academy is at least 5 years away from that. Caroline Moon asked isn't it a measurement year for the funding determination. Jason Sitomer confirmed that 2022-23 is a measurement year. The school will spend 80% of its budget on programmatic costs which limits the ability for a high surplus.

- Natasha Brunstetter motioned to approve the July Financials.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on the Assumption of Lease and Consent of Lessor

This document assigns and transfers the lease for suites 101, 103, and 200 to Pacific Coast Academy for their sole use and responsibility. The document was reviewed by the school's property lawyer.

- Natasha Brunstetter made a motion to approve.
- Devon Roseli seconded.
- Unanimous

Discussion and Potential Action on the Sublease and Shared Use Agreement

This document demonstrates how Cabrillo Point Academy, Mission Vista Academy, and Pacific Coast Academy share the suites at the property on Danielson Street in Poway. The document has been updated to reflect that Cabrillo Point Academy holds the lease on suites 100 and 102, which are used for technology, and was renewed in June 2022. CPA, MVA, and PCA share the cost of suites 100 and 102 evenly. This shows the lease for suites 101, 103, and 200 will be transferred from Cabrillo Point Academy to Pacific Coast Academy and the cost fully assumed by PCA. The document was reviewed by the school's property lawyer.

- Caroline Moon made a motion to approve.
- Natasha Brunstetter seconded.
- Unanimous

Discussion and Potential Action on the Conflict of Interest Code

- Per the Political Reform Act, all public agencies are required to review their code every even numbered year and amend their conflict of interest code in the event of changed circumstances such as position title changes, position additions, or position removals. Changes in titles have occurred in the list of filers in the code, so a revised code is being presented to the board. Upon approval by this board, the code goes to the County Clerk's office for review. Once approved by the San Diego County Board of Supervisors, the code becomes effective.

- Caroline Moon made a motion to approve the proposed amended conflict of interest code and authorize staff to make any additional changes to the code as directed by the County Clerk's office.

- Devon Roseli seconded.

- Unanimous

Executive Director's Report

Jenna Lorge presented updates on enrollment (4311 students), parent engagement opportunities for the 22-23 school year, and the new Cabrillo Connected synchronous instruction program.

Board Recruitment Ad-hoc Committee Report

The ad-hoc committee will be holding interviews with 4 candidates on August 26, 2022, and hopes to bring to the next meeting recommendations for candidates who can fill the board vacancies. Ron Morrisette, who was to begin a new term effective July 1, 2022, resigned from the board effective July 19, 2022.

Discussion and Potential Action on Board Recruitment

Tabled.

Discussion and Potential Action on the 2022-2023 Board Calendar

The due date for the Unaudited Actuals Report is September 15th. The next regularly scheduled meeting is September 20th. Would the board like to move the September 20th meeting to September 13th, or hold a special meeting on September 13th and keep the September 20th meeting on schedule?

- Natasha Brunstetter made a motion to keep the September 20th meeting on the schedule and schedule an additional special board meeting on September 13th.

- Caroline Moon seconded.

- Unanimous

Consent Agenda

- a. **Regular Board Meeting Minutes from June 14, 2022**

- b. **Special Board Meeting Minutes from June 28, 2022**

- c. **Special Board Meeting Minutes from July 14, 2022**

- d. **Special Board Meeting Minutes from August 9, 2022**

- e. **2022-2023 Compensation Policy**

- f. **2022-2023 English Learner (EL) Master Plan**

- Caroline Moon made a motion to approve the consent agenda.

- Devon Roseli seconded.

- Unanimous

Announcement of Next Regularly Scheduled Board Meeting

The next regularly scheduled board meeting will be held September 20, 2022 at 1:00pm. A special board meeting will be held September 13, 2022 at 1:00pm.

Adjournment

- Caroline Moon made a motion to adjourn at 2:08pm.
- Natasha Brunstetter seconded.
- Unanimous

Prepared by:

Dr. Erika Vanderspek

Noted by:

Board Secretary

2022–23 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

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

District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	No
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	No

*****Warning*****

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

2020–21 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2020 through June 30, 2022.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2020–21 Title II, Part A allocation	\$91,389
Transferred-in amount	\$0
Transferred-out amount	\$0
2020–21 Total allocation	\$91,389

Professional Development Expenditures

Professional development for teachers	\$91,389
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$91,389
2020–21 Unspent funds	\$0

*****Warning*****

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

2020–21 Title III English Learner YTD Expenditure Report, 24 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2020 through June 30, 2022.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Required and authorized Title III English Learner (EL) student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students.

2020–21 Title III EL student program allocation	\$15,437
Transferred-in amount	\$0
2020–21 Total allocation	\$15,437
Object Code - Activity	
1000–1999 Certificated personnel salaries	\$11,734
2000–2999 Classified personnel salaries	\$0
3000–3999 Employee benefits	\$3,703
4000–4999 Books and supplies	\$0
5000–5999 Services and other operating expenditures	\$0
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$15,437
2020–21 Unspent funds	\$0

*****Warning*****

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

2020–21 Title III Immigrant YTD Expenditure Report, 24 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2020 through June 30, 2022.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Authorized Title III Immigrant student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3114(d)(1) shall use the funds to pay for supplemental activities that provide enhanced instructional opportunities for immigrant children and youth.

2020–21 Title III immigrant student program allocation	\$5,769
Transferred-in amount	\$0
2020–21 Total allocation	\$5,769
Object Code - Activity	
1000–1999 Certificated personnel salaries	\$0
2000–2999 Classified personnel salaries	\$0
3000–3999 Employee benefits	\$0
4000–4999 Books and supplies	\$1,585
5000–5999 Services and other operating expenditures	\$4,184
Direct administrative costs (amount should not exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$5,769
2020–21 Unspent funds	\$0

*****Warning*****

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

2021-22 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2021 through June 30, 2022.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2021-22 Title II, Part A allocation	\$98,967
Transferred-in amount	\$0
Transferred-out amount	\$0
2021-22 Total allocation	\$98,967

Professional Development Expenditures

Professional development for teachers	\$79,337
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$79,337
2021-22 Unspent funds	\$19,630

*****Warning*****

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

2021–22 Title III English Learner YTD Expenditure Report, 12 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2021 through June 30, 2022.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Required and authorized Title III English Learner (EL) student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students.

2021–22 Title III EL student program allocation	\$17,889
Transferred-in amount	\$0
2021–22 Total allocation	\$17,889
Object Code - Activity	
1000–1999 Certificated personnel salaries	\$13,723
2000–2999 Classified personnel salaries	\$0
3000–3999 Employee benefits	\$3,703
4000–4999 Books and supplies	\$0
5000–5999 Services and other operating expenditures	\$85
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$17,511
2021–22 Unspent funds	\$378

*****Warning*****

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

2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Deanna
Homeless liaison last name	Zamiska
Homeless liaison title	Assistant Director
Homeless liaison email address (Format: abc@xyz.zyx)	deanna.zamiska@cabrillopoincademy.org
Homeless liaison telephone number (Format: 999-999-9999)	714-317-0921
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	0.25

Homeless Liaison Training Information

Warning

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

2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	Yes

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	02/18/2020
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	
Does your LEA use a housing questionnaire to assist with the identification of homeless children and youth	Yes
Does the housing questionnaire include best practices, rights, and protections afforded to homeless children and youth	Yes
Is the housing questionnaire made available in paper form	Yes
Did your LEA administer the housing questionnaire to all student body during the school year	Yes

Title I, Part A Homeless Expenditures

2021–22 Title I, Part A LEA allocation	\$483,386
2021–22 Title I, Part A direct or indirect services to homeless children reservation	\$100
Amount of 2021–22 Title I, Part A funds expended or encumbered for direct or indirect services for homeless children	\$0

*****Warning*****

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

2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless services provided (Maximum 500 characters)	
No expenditures or encumbrances comment Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	We are addressing the needs of homeless students with other appropriate funding sources to purchase computers, Wifi hot spots, instructional supplies, social emotional/counseling support, academic interventions, and enrichment.

*****Warning*****

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

2022–23 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancestoc.asp>.

CDE Program Contact:

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

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Jennifer Lorge
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	09/12/2022

*****Warning*****

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

2022–23 Protected Prayer Certification

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

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Jennifer Lorge
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	09/12/2022
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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

2022–23 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

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

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

Returning Application

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

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	05/19/2022
Authorized Representative's Full Name	Jennifer Lorge
Authorized Representative's Title	Executive Director

*****Warning*****

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

2022–23 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

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

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

District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	No
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	No

*****Warning*****

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

2022–23 Title III English Learner Student Program Subgrant Budget

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

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	\$125.10
Estimated English learner student count	93
Estimated English learner student program allocation	\$11,634

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$0
Program and other authorized activities	\$11,634
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$11,634

*****Warning*****

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

2022–23 Title III Immigrant Student Program Subgrant Budget

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

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated immigrant per student allocation	\$150.85
Estimated immigrant student count	23
Estimated immigrant student program allocation	\$3,470

Note: Eligibility criteria

A local educational agency which has 5 or more eligible immigrant students and has experienced a significant increase of one half of 1 percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	\$3,470
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$3,470

*****Warning*****

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

2022–23 Substitute System for Time Accounting

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

CDE Program Contact:

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

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

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

2022–23 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

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



Cabrillo Point Academy

Compensation Policy

2022-2023

COMPENSATION POLICY	3
Dedication to Non-Discrimination	3
Important Information	3
Compensation Philosophy	3
Medical Opt-Out Stipend	4
CERTIFICATED COMPENSATION	4
Certificated Definition	4
Teacher Definition	5
Salary Placement Guidelines	5
Creditable Years of Experience	5
Credential/Certification	6
Advanced Degree/Certificate Stipends	6
Signing Bonus	7
Supplemental Duty Stipends	7
Voluntary Transfer to Lower Role Placement or Teaching position	8
Additional Supplement Bonus (“Supplement”)	8
PART-TIME TEACHERS	9
For All Part-Time Teachers	9
CLASSIFIED COMPENSATION	9
Experience and Placement	9
Role/Salary Placements	10
Advancements on Pay Scale	10
Lateral Transfer	10
Partial Assignments	10
Reassignments	11
Rehires	11
Experience – Non-Exempt Employees	11
Additional Supplement Bonus (“Supplement”)	12
APPENDICIES	13
A. Stipend Chart	13
B. Salary Schedules and Pay Scales	13
C. Part-Time Teacher Hourly Schedule	13

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 full-time, and students are assigned at the Executive Director's discretion. Extra pay starts on or after 7/15 with a fully executed Master Agreement.	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
SPED Lead School Psychologist	\$2,000	Assigned Position: Paid to a credentialed school psychologist who supports the other school psychologists in the field of special education assessment.	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.	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
High School Program 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

*High School Program Coordinators must teach a minimum of 2 class sections.

*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
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
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
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

Promotion, Acceleration & Retention Policy

~~2021-2022~~ 2022-2023

Promotion, Acceleration and Retention Policy	3
1. Promotion Policy	3
K-8	3
High School	3
Four-Year Plan for High School Students	4
2. Acceleration Policy	4
Mid-Year Grade Level Acceleration Requests	4
Procedure	5
Parent	5
Teacher	5
Student Assessment Records	5
3. Retention Policy	6
Kindergarten Retention Continuance Criteria	6
Grades 9-12 Retention Criteria	6
Grades 1-8 Retention Criteria	6
Grades 1-8 Retention Timeline	6
4. Appeals and Parent Rights	8
5. IDEA/504 Students	8
6. The Charter School Rights	8
Grade Level Placement Chart 2022-2023	9
Minimum age requirement for Kindergarten	9

Promotion, Acceleration and Retention Policy

Cabrillo Point Academy is committed to making individual decisions on grade-level acceleration **or retention** based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, when high academic achievement is evident, staff may request a student for acceleration into **the next higher** grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student. **Staff may consider grade-level retention in situations of extreme academic need.**

The purpose of the Cabrillo Point Academy Governing Board approving this Promotion, Acceleration and Retention Policy is to accomplish the following:

1. Outline the Promotion Policy
2. Outline the Acceleration Policy
3. Outline the Retention Policy
4. Outline the Appeals Process for Parents
5. Establish the Process for IDEA/504 Students
6. Outline the Charter School Rights

1. Promotion Policy

K-8

Each K-8 student will be enrolled in four core subjects: Language Arts, Mathematics, Science, Social Studies, and include enrichment opportunities like art, music, athletics, world languages, technology, field trips, and virtual and in-person community and social experiences, providing a well- rounded education. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards.

High School

High school students can select courses from a variety of learning programs. Students will be enrolled in a minimum of 20 credits per semester (4 classes) unless considered a fifth-year senior. If the student is taking courses at a community college, he/she must meet with his/her counselor to obtain approval prior to enrolling in the community college courses.

Required Courses for All High School Grade Levels*:

- English-Language Arts
- Mathematics
- Science
- Social Studies/History

*This depends on the student's individual graduation plan and course progression.

Four-Year Plan for High School Students

Supervising Teachers develop a four-year individual graduation plan (IGP) for each high school student. The IGP will be reviewed by the Guidance Counselor and/or Regional Administrator and revisited annually (unless necessary due to mid-year course changes). The four-year individual graduation plan will include:

- Learning Program
- Student's intended courses
- Courses completed
- Course of Study
- College and/or Career path

2. Acceleration Policy

When high academic achievement is evident, a teacher and/or parent may recommend a student for acceleration of courses. The student's social and emotional growth shall be taken into consideration in deciding to accelerate a student.

Mid-Year Grade Level Acceleration Requests

The decision to promote a student mid-year will be made only after careful consideration has been given with regards to serving the academic best interests of the student. Mid-year promotions are approved or denied during the first semester. If a student is promoted during the first semester, he/she should be on target to complete all courses at his/her promoted grade level by the end of the school year. 8th to 9th grade acceleration requests are only considered in the fall semester before the high school add/drop date.

A child who was *not age-eligible* for kindergarten (that is, the child turned five after September 1 in the 2014-15 school year or thereafter) and who attended a California private school kindergarten for a year is viewed by the CDE as *not legally enrolled* in kindergarten, pursuant to EC Section 48000 requirements. Therefore, this child, upon enrollment in public school, is enrolled in kindergarten, assessed, and may (but is not required to) be immediately promoted to first grade if the child meets the following State Board of Education criteria, pursuant to Title 5, Section 200:

- The child is at least five years of age.
- The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate the child's ability.
- The child is in the upper 5 percent of the child's age group in terms of general mental ability.
- The physical development and social maturity of the child are consistent with the child's advanced mental ability.
- The parent or guardian has filed a written statement with the district that approves placement in first grade.

A statement, signed by the district and parent/guardian, is placed in the official school records for these five-year-olds who have been advanced to first grade (EC Section 48011). This action prevents a subsequent audit exception for first-grade placement of an *age-ineligible* student.

Procedure

In order for the school to make sound academic decisions regarding mid-year grade-level promotions, the following process will be followed:

Parent

Parent Request: Parents may request that the teacher promote their child one grade level **during the first fall semester. The parent must make this request in writing by contacting their HST.**

Teacher

If the student's teacher agrees that a review for mid-year grade-level promotion is appropriate, the teacher will complete a request for acceleration into a **higher the subsequent** grade level and take the student's maturity level into consideration. The request should be sent to gradelevelhelp@cabrillopointacademy.org. ~~Requests must be received by email prior to Winter Break.~~

Accelerated promotion requests for students in grades KN-7 are due by December 9, 2022.

Accelerated promotion requests for students in grade 8 are due by August 31, 2022.

- If the student's assessment results are not above grade level, the teacher needs to provide documentation with a written request regarding why promotion is in the student's best interest.
- If the student is not on track to complete all courses at the grade level he/she would be promoted to, the teacher will need to explain in the written request why a promotion would be in the student's best interest.
- Information regarding prior grade retention and the circumstances of such **will be considered as part of the accelerated promotion request process.**

Student Assessment Records

(A combination of the following ~~may~~**will** be used to assess the student's readiness to promote):

- **Teachers must meet and evaluate student in person.**
 - *Under no circumstance shall the parent or Learning Coach assist student with assessments when the assessment is being used to promote a student mid-year.*
- Bader Reading Assessment ~~indicates~~ **indicating the** student is performing above current grade level.
- Writing Sample showing proficiency above grade-level standards.
- Benchmark Data (**AWR reports**) ~~indicates~~ **indicating** the student has mastered current grade-level content/state standards.
- Benchmark results (**STAR 360**) in Mathematics and ELA ~~indicates~~ **indicating** the student is advanced at current grade-level content/state standards.
- SBAC results (if available) ~~indicates~~ **indicating the** student has met or exceeded standards.
- Student work samples, demonstrating proficiency above current grade-level standards.

3. Retention Policy

Cabrillo Point Academy is committed to making individual decisions on grade retention based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, including remediation for students that are experiencing difficulty. To that end, retention may be appropriate for a student experiencing extreme academic difficulty or serious health or family emergencies. ~~Typically, retention~~ Retention is considered ~~only~~ after various other remediation steps have been employed by student's teacher(s) and ~~academic team~~ SST Team with insufficient success. ~~After careful analysis of evidence-based instruction and intervention, retention is considered for the next school year.~~ Special consideration will be given to students with limited English proficiency and those with a special education IEP. Students may be retained only once in their K-8 school career. ~~After careful analysis of evidenced based instruction and intervention, retention is considered for the next school year.~~

Kindergarten ~~Retention~~ Continuance Criteria

Students can also ~~be retained~~ continue in grade KN based upon current law. Kindergarten students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district agree that the student shall continue in kindergarten for not more than one additional school year based on student progress on the Individualized Learning Plan. (Ed Code 48011). Whenever a student continues in kindergarten for an additional year, the School Staff shall secure an agreement, signed by the parent/guardian stating that the student shall continue in kindergarten for not more than one additional school year. (Ed Code 46300.)

Grades 9-12 Retention Criteria

The state does not require school districts to have student retention criteria beyond the last year of middle school to the first year of high school. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

Grades 1-8 Retention Criteria

If a student is identified as performing ~~far~~ below the minimum standard for promotion based on their progress on the Individualized Learning Plan, the student may be ~~retained~~ considered for retention in his/her current grade level. ~~Both the parent and teacher must determine, in writing, Following the parent's written request, the Retention Committee will determine, based on a careful review of achievement data, if retention is the appropriate intervention for the student's academic deficiencies. The Retention Committee's This~~ determination shall specify the reasons that retention is appropriate for the student and shall include recommendations for interventions necessary to assist the student in attaining acceptable levels of academic achievement. If the teacher and parent are not in agreement with the recommendation of retention, please see below for the appeal process. The burden of proof for the appeal rests with the appealing party. (Ed Code 48070.5)

Grades 1-8 Retention Timeline

Parents will request student retention in writing following the timeline explained below.

Step		Timeline
1	Teacher and or parent recommends requests retention consideration for student.	<p>Teacher – by the last day of fall semester Complete the Retention Request Survey by January 13, 2023.</p> <p>Parent – by the last day of fall semester Request grade-level retention in writing no later than the last day of the fall 2022 semester (January 6, 2023).</p>
2	<p>Remediation steps occur, including, but not limited to:</p> <ul style="list-style-type: none"> • SST meetings & SST cycle • Academic screenings • Multi-tiered Systems of Supports, includes Tier, 1, Tier 2, and Tier 3 intervention • Curriculum intervention 	Teacher – September 2022 - April 2023.
3	<p>The teacher and a Cabrillo Point Academy administrator will invite the parent and student for a retention consultation meeting, during which the teacher, administrator, and parent/student will discuss the following available learning recovery options:</p> <ul style="list-style-type: none"> • Available academic intervention and support programs and the benefits of such programs. • Research on the effects of grade-level retention. • The student's academic achievement data and any other information relevant to whether retention is in the student's best interest, academically and socially. 	Administrator – Within 30 calendar days of the parent's written request.
4	<p>Team Retention Committee meets to make recommendations regarding grade-level placement of student for the next school year.</p> <p>Factors:</p> <ul style="list-style-type: none"> • Teacher Recommendation • Parent analysis • Grades • Test Data – Benchmark, SBAC, assessments • Cumulative Record 	Teacher/Academic Team Retention Committee – May 2023
5	School Administrator makes decision and informs parent or guardian.	School Administrator – before the school year has ended By the last day of school (May 31, 2023).

4. Appeals and Parent Rights

Parents have the right to appeal a decision made by the ~~Academic Team~~ Retention Committee. If a parent wishes to appeal, they would complete the following steps:

- The burden of proof to provide evidence related to the appeal rests on the appealing party.
- Appeals are not available for parents of students who are not planning to reenroll with Cabrillo Point Academy the following school year.
- Appeal to the ~~School Administrator~~ Retention Committee in writing within two (2) weeks of receiving the school's decision.
- The ~~School Administrator~~ Retention Committee will review the retention-related data and respond within two (2) weeks.
- If not resolved, parents may appeal to ~~the School Board at the next regularly scheduled board meeting~~ Cabrillo Point Academy's Executive Director in writing within two (2) weeks of the Retention Committee's decision. ~~Appeals are not available for parents of students who are not planning to reenroll with Cabrillo Point Academy the following school year.~~
- ~~The School Board meets in a closed session~~ The Executive Director will review the student's academic achievement data and will send the parent or guardian a response in writing.
- ~~The School Board~~ The Executive Director will make all final decisions on retention appeals by ~~the May meeting of the Governing Board~~ the last day of school each academic year.
- The ~~School Board's~~ Executive Director's decision is final.

5. IDEA/504 Students

Students who participate in special education/504 plans have their education program and decision-making process affected by state and federal regulations; therefore, decision-making in the area of grade promotion/retention is first governed by state and federal requirements.

6. The Charter School Rights

The policy adopted pursuant to this section shall be adopted at a public meeting of the Governing Board of Cabrillo Point Academy. Nothing in this section shall be construed to prohibit the retention, promotion or acceleration of a pupil not included in grade levels identified in this policy, or for reasons other than those specified for pupils at risk for retention, if such retention is determined to be appropriate for that pupil. Nothing in this section shall be construed to prohibit the Governing Board from adopting promotion, acceleration and retention policies that exceed the criteria established in the California Ed. Code 48070.5, Promotion or Retention of Pupils.

Grade Level Placement Chart 2022-2023

Minimum age requirement for Kindergarten

As a result of legislation passed in September of 2010, children will be admitted into a Kindergarten program at the beginning of the school year, or whenever upon moving into the district, if they will have their 5th birthday on or before September 1st.

*Students who will have their 5th birthday between September 2nd and June 30th can be admitted to Transitional Kindergarten at the beginning of the school year.

Grade Level Placement Chart – 2022-2023	
Birth Date Criteria	Grade Level
09/02/17 - 02/02/18	TK - Transitional Kindergarten
09/02/16 - 09/01/17	KN - Kindergarten
09/02/15 - 09/01/16	1st
09/02/14 - 09/01/15	2nd
09/02/13 - 09/01/14	3rd
09/02/12 - 09/01/13	4th
09/02/11 - 09/01/12	5th
09/02/10 - 09/01/11	6th
09/02/09 - 09/01/10	7th
09/02/08 - 09/01/09	8th
09/02/07 - 09/01/08	9th
12/03/06 - 09/01/07	10th
12/03/05 - 12/03/06	11th
12/03/04 - 12/02/05	12th



Cabrillo Point Academy

Employee Expense Policy

TABLE OF CONTENTS

EMPLOYEE EXPENSE POLICY	3
Travel	3
Mileage	3
Hotels, Meals, and Gratuity	4
Hotels	4
Meals	4
Gratuity	5
Monthly Stipend for Personal Cell Phones, Internet and Utilities Expenses	5
Other Expenses	6
Office Supplies	6
Reporting	6

EMPLOYEE EXPENSE POLICY

The School's policy is to reimburse its employees for all reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties.

TRAVEL

MILEAGE

While COVID-19 related restrictions and the virtual instruction platforms in place, most employees are not expected or required to travel in order to discharge any duties on behalf of the School. Accordingly, such employees are not eligible for travel reimbursements at this time (including, but not limited to, in-person attendance at conferences, mileage, etc.).

Homeschool Teachers and other certificated staff members whose positions include Homeschool Teacher duties are expected to use their personal vehicles during the course and scope of their employment. As such, the School provides a \$2500 per year prorated stipend based on the period of service during the school year to cover costs related to the use of personal vehicles. These stipends are intended to reimburse those employees for all vehicle-related expenses, including gasoline, wear and tear, and personal auto insurance for all travel required in direct consequence of the discharge of their job duties. The School does not pay for local travel to and from the office (regular commute) and will not be responsible for traffic or parking violations.

If Homeschool Teachers and other certificated staff members whose positions include Homeschool Teacher duties believe the stipend amount is insufficient, the employee must provide the School with a copy of valid documentation that the employee has incurred an expense higher than the normal stipend. Employees are responsible for maintaining an accounting of their mileage. Employees who believe they will exceed the standard stipend should submit for pre-approval from the Assistant Director. The School may periodically request follow-up documentation to verify that the employee is incurring the expense.

The School will pay the per semester stipend in a prorated manner once per month over the length of the semester. If an employee's employment terminates before the end of any month, the stipend will be prorated to reflect the employee's dates of employment.

If the School requires any other employee to drive their personal vehicles in the course and scope of their employment, the employee will be reimbursed for the reasonable and necessary expense of using their personal vehicle on behalf of the School. Such employees will receive a reimbursement payment from the School for mileage expenses incurred after submitting an expense reimbursement form as set forth below. For those employees that are assigned to a worksite, the employee will receive a reimbursement payment for mileage expenses incurred beyond the employee's normal commute to their assigned worksite.

Employees will be paid for mileage reimbursement at the per mile rate amount designated by the Federal Internal Revenue Service at the time the miles are driven on behalf of the School. Employees are required to accurately submit a report of miles driven on behalf of the School within 30 days of incurring the

mileage.

If any employee believes that the mileage reimbursement that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal vehicle on behalf of the School, the employee must immediately report this expense issue to their Direct Supervisor for review and approval then submit to the Accounting Department. Employees will be required to submit documentation to support any request for additional mileage reimbursement.

HOTELS, MEALS, AND GRATUITY

The Executive Director or designee must pre-approve all out-of-town travel which requires overnight stays.

Hotels

Employees will be reimbursed for overnight stays at hotels/motels when the event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Executive Director or designee.

- ~~● Hotel rates should be negotiated at the lowest rate available at the time.~~
- Staff may stay at the rate of up to two-times the federal per diem rate with the Executive Director or the Deputy Director's pre-approval.
- Lodging in excess of double the per diem rate (excluding room tax and mandatory additional charges) must have the Executive Director or their Deputy's advance approval and accompanied with the use of Advance Approval for Lodging form.
- The Executive Director needs approval from the Board President and Board Treasurer or Board Secretary for anything above double the federal per diem rate. (using the Advance Approval for Lodging form)
- If any employee exceeds the lodging allowance without prior approval, CPA will only reimburse up to double the federal per diem rate.

Meals

Employees will be reimbursed for any breakfast, lunch, or dinner that is not included as part of the related event. Meal reimbursements cannot exceed the established federal per diem rate and will require receipts for documentation purposes.

- Employees cannot be reimbursed for alcoholic beverages.
- Employees will not be reimbursed for any hotel expenses of a personal nature (i.e., in-room

movies or mini bar expenses).

Gratuities

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.

In order to be eligible for reimbursement employees must follow the procedures noted below:

- Fill out, print, and sign the official School reimbursement or expense form within 30 days of the expense.
- Attach backup documentation (i.e., receipts, maps for mileage, **agenda of meeting or conference**) to the form and make a copy of both the form and documentation for your personal records.
- Submit the signed form with all documentation (i.e., receipts, maps to support mileage, **agenda of meeting or conference**) to the employee's Direct Supervisor for review and approval then submit to the Accounting Department.
- Employees will be reimbursed within fifteen (15) business days of the approval of the reimbursement or expense request.

MONTHLY STIPEND FOR PERSONAL CELL PHONES, INTERNET AND UTILITIES EXPENSES

Employees who are required to use their personal cell phones, internet and utilities to perform work on behalf of the School will be provided a monthly stipend in the amount of \$79.68 to fully reimburse employees for such use, which includes a \$10 monthly stipend for personal cell phones, a \$25 monthly stipend for internet/personal internet access (Wi-Fi), a \$15 monthly stipend for utilities expenses and an additional amount for taxes associated therewith. The School has established this monthly stipend based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expenses incurred in using their personal cell phones, internet/Wi-Fi and utilities to perform work on behalf of the School. If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal cell phone, internet/Wi-Fi or utilities expenses on behalf of the School, the employee must immediately report this expense issue to their Direct Supervisor for review and approval then submit to the Accounting Department. Employees will be required to submit documentation to support any request for additional reimbursement in excess of the monthly stipend. Employees that are eligible for this monthly stipend are required to submit a Request for Monthly Stipend form affirming that the employee uses their personal cell phone, internet/Wi-Fi and utilities to perform work on behalf of the School and that the employee will immediately notify the School if the employee no longer incurs an expense related to the personal use of their cell phone, internet/Wi-Fi and/or utilities in the discharge of their duties. The School reserves the right to request supporting documentation from employees at any time to support the employees request for the monthly stipend. Failure to provide such documentation as requested may delay or cease further payments of the monthly stipend to the

employee.

****Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses and utilities based on multiple factors such as workload, part-time or full-time status of the employee and other relevant factors.**

OTHER EXPENSES

With the exception of those certain employees who are required to use their personal vehicles, cell phones, internet access and utilities during the course and scope of their employment for the School, it is the School's policy to provide its employees with all necessary equipment to perform their duties on behalf of the School including laptops. The School does not require employees to purchase any additional equipment in order to perform work for the School. If any employee believes that additional equipment is reasonable and necessary to perform his or her duties on behalf of the School, the employee must immediately notify their Direct Supervisor. Employees will be required to submit documentation to support any request for additional mileage reimbursement.

Office Supplies

The purchase of printer ink, paper, miscellaneous desk supplies (e.g. staplers, paper clips, writing utensils and file folders) and/or stamps/ mailing charges for School related correspondence must be pre-approved by the employee's supervisor before an employee purchases office supplies. Employees must submit receipts for all purchases directly to the Accounting Department at the end of each quarter.

If employees choose to purchase additional equipment or supplies without written authorization from the School, such expenses would not be reasonable or necessarily incurred in connection with work for the School. Those expenses would be optional expenses that employees voluntarily elect to incur and not reasonably necessary expenditures incurred by employees in direct consequence of the discharge of their duties for the School.

If, however, an employee believes that he or she has been required to incur any unexpected necessary and reasonable expense in order to perform his or her duties on behalf of the School, the employee should immediately report that expense to their Direct Supervisor. ~~Employees will be required to submit documentation to support any request for reimbursement of such expenses.~~

REPORTING

If any employee believes that he or she has not been fully reimbursed for all reasonable and necessary expenses he or she has been required to incur while working for the School, the employee should immediately inform their Direct Supervisor. All reports of possible inadequate reimbursement will be promptly reviewed, including a review of all of the employee's expense related records and receipts. If, as a result of the review, it is determined that the employee has been inadequately reimbursed for actual and necessary business expenses, the School will promptly reimburse the employee, in full, for all actual, reasonable, and necessary business-related expenses incurred. It is every employee's responsibility to

keep accurate records and receipts of all business-related expenses for the purpose of requesting reimbursement.

There will be no retaliation against any employee who reports an expense reimbursement issue in good faith or who honestly assists in reviewing such an issue, even if the review produces insufficient evidence that there has been a violation.



Evaluation Policy

Cabrillo Point Academy is committed to providing evaluation and assessment of all staff members on a continuing basis.

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

1. Outline the Purpose of the Evaluation
2. Establish the Frequency of Evaluations and the Evaluation Timeline
3. Establish Who Conducts the Employee Evaluations
4. Outline the Evaluation Sequence of Events
5. Establish the Use of Professional Growth and Improvement Plans
6. Outline the Record Keeping Process for All Evaluations

1. Purpose of Evaluations: The purpose of a staff evaluation is to safeguard and improve the quality of educational support and service received by students and families by the Charter School Employees.

2. Frequency of Evaluations and Evaluation Timeline: Some returning staff will be evaluated. All new staff will be evaluated. Certificated and classified staff who receive an average score from their evaluator of 3.0 or higher on a 5-point scale and continue to perform in good standing will be expected to complete a performance evaluation every-other year. **In addition, all positions designated by the Executive Director as leadership positions will be evaluated annually.**

Certificated and classified staff who receive an average score from their evaluator of 2.9 or lower on a 5-point scale will be evaluated on an annual basis. Certificated and classified staff who demonstrate poor performance of job expectations will be evaluated on an annual basis, placed on a mandatory Performance Improvement Plan, and a second review will be scheduled before one will receive a contract for the following year. One may be on a trajectory for their contract to not be renewed for the next school year.

Evaluations will be conducted in the spring of each school year and will be completed no later than thirty (30) calendar days before the end of the employee's scheduled work year.

3. Who Conducts the Employee Evaluations: The employee's immediate supervisor(s) will be responsible for evaluating the employees. The supervisor may delegate portions of the evaluation process to a designee, but the supervisor shall retain overall responsibility.

4. Sequence of Events:

- Self-Assessment and Form 700: the employee will complete their self-assessment of the evaluation (if applicable) and their Form 700 prior to their meeting with their supervisors.
- Meeting with Supervisor: the employee and the employee's supervisor or designee will meet with the employee and conduct their evaluation.
- Employee's Time to Respond: the employee will be given the opportunity to respond to their supervisor's evaluation.
- Final Evaluation Report and Summary Conference: the evaluator shall prepare, complete and issue the Final Evaluation Report and give a copy to the employee during the final evaluation conference.

5. Professional Growth and Improvement Plans: Employees who receive an unsatisfactory evaluation (scoring below a score of 3 on the 5-point scale or a score of 2 on the 4-point scale) shall be placed on a Professional Growth and Improvement Plan. The employee's supervisor will confer with the employee making specific recommendations as to areas of improvement in the employee's performance and endeavor to assist the employee in his or her performance.

6. Record Keeping: A signed copy of the Final Evaluation and any supporting documents shall be kept on file with the HR Director.

INVOICE

Dehesa School District

Attn: Business Office
 4612 Dehesa Road
 El Cajon, CA 92019

Number: FY21-22CPA

Date: 6/30/2022

To: Cabrillo Point Academy

DESCRIPTION	AMOUNT	PREVIOUS PAYMENT	TOTAL
2021-22 Oversight Charges	\$153,747.52	\$0.00	\$153,747.52
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Oversight charges include all labor and benefits, consultant costs, legal expenses, indirect costs and other related expenses.	\$153,747.52	\$0.00	\$153,747.52
	Tax		\$0.00
	Total		153,747.52

CMS

Please contact Bradley Johnson at (619) 444-2161 or bradley.johnson@dehesasd.net with questions concerning this invoice.


APPROVED**By Nina Saucedo at 10:27 am, Sep 06, 2022**



Charter Finance for Board Members

September 2022

Agenda

- 
- I. Reading the Financial Package
 - II. Funding Basics
 - III. Funding Determination

I. READING THE FINANCIAL PACKAGE

Financial Package Elements

The financial statement package provided on a monthly basis is intended to give both a retrospective and prospective view of the organizations financial condition. The main elements included in the monthly package include:

- *Monthly Cash Flow/Forecast*
- *Budget vs. Actual*
- *Statement of Financial Position*
- *AP Aging*
- *Monthly Check Register*

Monthly Cash Flow/Forecast

The monthly forecast is main management tool and intended to answer the following questions:

How do future costs compare to what we have been spending?

Are we on track to end the year with a surplus?

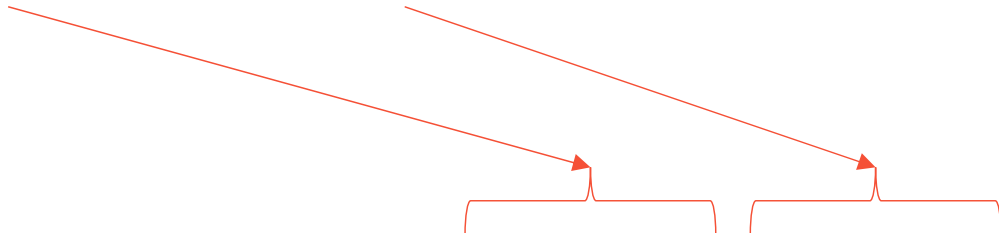
ADA = 1578.78	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Depreciation	76,984	104,569	99,604	93,035	67,201	43,735	106,766	88,245	90,674	78,245	86,286	86,286	-	1,021,628	960,008	(61,619)
6900 Depreciation Expense	37,955	41,137	47,671	44,539	44,539	44,690	44,886	45,000	45,000	45,000	45,000	45,000	-	530,418	354,670	(175,748)
	37,955	41,137	47,671	44,539	44,539	44,690	44,886	45,000	45,000	45,000	45,000	45,000	-	530,418	354,670	(175,748)
Total Expenses	1,500,660	1,909,297	2,014,388	1,875,316	1,658,537	1,653,239	1,694,242	1,850,740	1,843,307	1,843,913	1,841,288	1,877,714	102,146	21,664,788	21,905,024	240,236
Monthly Surplus (Deficit)	(1,447,103)	(1,051,483)	(485,893)	(274,326)	(148,437)	1,061,124	1,017,151	(211,210)	(289,516)	551,945	164,428	(188,977)	2,327,367	1,025,070	1,139,041	(113,972)
Cash Flow Adjustments														5%		
Monthly Surplus (Deficit)	(1,447,103)	(1,051,483)	(485,893)	(274,326)	(148,437)	1,061,124	1,017,151	(211,210)	(289,516)	551,945	164,428	(188,977)	2,327,367	1,025,070		
Cash flows from operating activities																
Depreciation/Amortization	37,955	41,137	44,047	44,539	44,539	44,690	44,886	45,000	45,000	45,000	45,000	45,000	-	526,794		
Accounts Payable	(296,060)	(181,902)	(1,132)	128,374	(120,863)	(7,868)	25,333	-	(330,000)	-	-	-	102,146	(681,971)		
Accrued Expenses	33,079	234,299	(105,587)	234,973	(37,688)	136,686	(92,196)	-	-	-	-	-	-	403,565		
Deferred Revenue	-	-	-	-	-	(11,800)	-	-	-	-	-	-	-	(11,800)		
Other Liabilities	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	(16,701)	-	(200,412)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	(203,383)	(398,686)	(327,916)	2,365,659	(10,755)	(12,386)	(580)	(176,500)	(300,000)	-	(1,066,000)	-	-	(130,547)		
Total Change in Cash	(604,293)	(1,443,920)	(1,578,299)	2,944,584	(211,981)	34,830	1,202,066	(290,001)	286,354	1,546,399	(873,273)	(37,386)				
Cash, Beginning of Month	3,865,584	3,261,291	1,817,371	239,073	3,183,657	2,971,676	3,006,506	4,208,571	3,918,570	4,204,925	5,751,323	4,878,050				
Cash, End of Month	3,261,291	1,817,371	239,073	3,183,657	2,971,676	3,006,506	4,208,571	3,918,570	4,204,925	5,751,323	4,878,050	4,840,665	112.33	ADCOH-45		

Will we have enough cash to meet our spending needs?

How do our current expectations compare to the original budget?

Budget vs. Actual

The Budget vs. Actual is a historical review of what the school spent in the current month and year-to-date as compared to what was originally budgeted.



	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Books & Supplies							
Textbooks and Core Curricula Materials	2,666	-	(2,666)	128,627	300,000	171,373	300,000
Books and Other Reference Materials	4,293	-	(4,293)	133,737	135,000	1,263	135,000
School Supplies	7,316	17,500	10,184	51,515	122,500	70,985	210,000
Special Activities/Field Trips	(8,054)	45,000	53,054	9,478	90,000	80,522	135,000
Uniforms	-	5,417	5,417	21,964	37,917	15,953	65,000
Software	11,931	8,750	(3,181)	95,449	61,250	(34,199)	105,000
Noncapitalized Equipment	7,962	-	(7,962)	97,412	350,000	252,589	350,000
Food Services	27,607	70,802	43,195	335,409	424,813	89,404	778,823
Food Non-Program Breakfast Expense (for Non Students)	51	-	(51)	301	-	(301)	-
Food Non-Program Lunch Expense (for Non Students)	216	-	(216)	2,322	-	(2,322)	-
Total Books & Supplies	53,989	147,469	93,480	876,213	1,521,479	645,267	2,078,823
Subagreement Services							
Nursing	4,507	833	(3,674)	4,978	5,833	856	10,000
Special Education	39,355	15,909	(23,446)	134,923	95,455	(39,468)	175,000
Transportation	4,709	6,364	1,654	47,838	38,182	(9,656)	70,000
Security	8,848	2,727	(6,121)	35,906	16,364	(19,542)	30,000
Other Educational Consultants	-	200	200	-	1,000	1,000	2,000
Total Subagreement Services	57,419	26,033	(31,386)	223,644	156,833	(66,811)	287,000
Professional & Consulting Services							
IT	-	833	833	2,213	5,833	3,620	10,000
Audit and Tax	1,975	7,333	5,358	17,189	22,000	4,811	22,000
Legal	(1,449)	3,750	5,199	59,265	26,250	(33,015)	45,000
Professional Development	3,420	5,833	2,413	131,526	40,833	(90,692)	70,000
General Consulting	4,651	6,667	2,016	43,600	46,667	3,067	80,000

NOTE: This report does not take mid-year revisions or changing estimates into account. For estimates based on current information, refer to the forecast.

Statement of Financial Position

The Statement of Financial Position (or “Balance Sheet” in the for-profit environment) shows the school’s assets, liabilities and net assets as of a single point in time.

	Current Balance	Beginning Year Balance
Assets		
Current Assets		
Cash & Cash Equivalents	\$ 4,208,571	\$ 3,865,585
Accounts Receivable	123,293	4,468
Public Funding Receivables	2,213,137	2,733,703
Prepaid Expenses	690,135	426,359
Total Current Assets	7,235,135	7,030,116
Long Term Assets		
Property & Equipment, Net	2,251,809	3,965,556
Deposits	10,500	10,000
Total Long Term Assets	2,262,309	3,975,556
Total Assets	\$ 9,497,445	\$ 11,005,672
Liabilities		
Current Liabilities		
Accounts Payable	\$ 22,008	\$ 476,126
Accrued Liabilities	785,971	382,406
Deferred Revenue	-	11,800
Deferred Rent, Current Portion	0	0
Total Current Liabilities	807,979	870,332
Long Term Liabilities		
Deferred Rent, Net of Current Portion	682,578	799,485
Total Long Term Liabilities	682,578	799,485
Total Liabilities	1,490,557	1,669,817
Total Net Assets	8,006,888	9,335,855
Total Liabilities and Net Assets	\$ 9,497,445	\$ 11,005,672

This is what you own and what others owe you

This is what you owe to others

This is your net worth or “fund balance”

**Cash Balance
≠
Fund Balance**

AP Aging & Check Register

These two schedules are provided to the Board for oversight purposes. They are intended to be used for transparency purposes rather than analysis.

Check Register

This shows all checks written during the reporting period (typically the prior month).

Check Register

For the period ended January 31, 2019

Check Number	Vendor Name	Description	Check Date	Check Amount
106378	CA Assoc. of Public Information Officials	Membership Dues through 02/01/20	1/25/2019	225.00
106379	Charter Impact, Inc.	Student Data Svcs 12/18	1/25/2019	292.50
106380	Athy Cruz	Referee Girls Varsity Soccer 01/09/19	1/25/2019	77.00
106381	CSM Consulting, Inc.	E-rate Svcs 10/18-12/18	1/25/2019	1,000.00
106382	FedEx	Shipping	1/25/2019	38.79
106383	LaTanya Fowler	Notary Svcs	1/25/2019	40.00
106384	Marvin Jordan	Referee Boys & girls Basketball 01/11/19	1/25/2019	147.00
106385	Angel Leon	Official's Fee for Boy's & girls Soccer 01/12/19	1/25/2019	207.00
106386	Moran Lock & Key	Key Copies	1/25/2019	65.70
106387	Kim Morris	Reimb 01/19	1/25/2019	62.07
106388	Palmdale Chamber of Commerce	Luncheon Admission	1/25/2019	25.00
106389	Palmdale Water District	Water Svcs 7/03/18-01/02/19	1/25/2019	0.00
106390	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/25/2019	VOID
106391	Proactive Work Health	Escreen Test & TB Test	1/25/2019	62.00
106392	Project Lead The Way	PLTW Engineering & Gateway Participation	1/25/2019	3,750.00
106393	Joseph Quintos	Umpire JV Boys Basketball 01/11/19	1/25/2019	68.00
106394	Jose Sandoval	Official's Fee for Girls & boys Soccer 01/12/19	1/25/2019	130.00
106395	Scenario Learning, LLC	SafeSchools Training	1/25/2019	2,705.00
106396	Shell	CC Payment 11/12/18-12/12/18	1/25/2019	66.96
106397	SHI International Corp	Wireless Microphone (2)	1/25/2019	1,100.85
106398	Kris Theus	Referee Girls Varsity Basketball 01/11/19	1/25/2019	79.00
106399	Vex Robotics, Inc.	Robot Battery Pack (30)	1/25/2019	615.86
106400	VIP Car Care Center	Car Maintenance	1/25/2019	111.68
106401	Rudy Barrow	Official's Fee for Girls Soccer 01/12/19	1/28/2019	142.00
106402	Palmdale Water District	Water Svcs 07/03/18-01/02/19	1/28/2019	0.00
106403	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/28/2019	220.00
106404	Palmdale Water District	Water Svcs 12/04/18-01/02/19	1/28/2019	351.98
EFT	CALSTRS	STRS Buyback & PRA 12/18	1/2/2019	143,484.95
EFT	VOYA Financial	VOYA Financial 403B PPE 01/10/19	1/10/2019	3,124.89
EFT	Internal Revenue Service	FED Tax Payment for PE 01/10/19	1/11/2019	27,363.56
EFT	EDO	State Tax Payment CA PPT for PPE 01/10/19	1/11/2019	2,528.02
EFT	EDO	State Tax Payment SCS for PPE 01/10/19	1/11/2019	1,260.52
EFT	EDO	SUI Q4 2018	1/17/2019	1,237.27
EFT	Internal Revenue Service	Federal Tax Payment for PPE 01/25/19	1/28/2019	91,062.75
EFT	EDO	State Tax Payment PPT PPE 01/25/19	1/28/2019	19,222.93
EFT	EDO	State Tax Payment SCS for PPE 01/25/19	1/28/2019	6,332.50
EFT	VOYA Financial	VOYA Financial 403B PPE 01/25/19	1/28/2019	9,063.05
EFT	CALSTRS	STRS 01/19	1/31/2019	132,365.48
EFT	Verizon Wireless	Verizon Wireless 01/05/19-02/04/19	1/28/2019	1,074.24
Total Disbursements Issued in January				\$ 887,315.77

Vendor Name	Invoice/Credit Number	Invoice/Credit Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
All City Transportation	315	1/11/2019	\$ 175.00	\$ -	\$ -	\$ -	\$ -	\$ 175.00
All City Transportation	317	1/17/2019	1,200.00	-	-	-	-	1,200.00
American Business Machines	431286	1/16/2019	8.00	-	-	-	-	8.00
Antelope Valley Board of Trade	083800	1/2/2019	116.06	-	-	-	-	116.06
Avid Center	00035940	1/11/2019	520.00	-	-	-	-	520.00
Cintas Corporation #684	684763980	1/22/2019	196.89	-	-	-	-	196.89
Dell Marketing LP	10250408265	6/25/2018	168.32	-	-	-	-	168.32
Dynamic Therapy Solutions	01-2019	1/28/2019	16,300.00	-	-	-	-	16,300.00
Effectual Educational Consulting Services	2665	12/31/2018	195.00	-	-	-	-	195.00
LegalShield	LEGA012519	1/25/2019	220.35	-	-	-	-	220.35
Marzano Research	M202673	1/16/2019	179.31	-	-	-	-	179.31
Palmdale School District	190412	1/15/2019	45.00	-	-	-	-	45.00
Palmdale Water District	PALM080918-1084	8/9/2018	(2,453.59)	-	-	-	-	(2,453.59)
Partners in Special Education, Inc	CINV-00012678	12/9/2018	235.00	-	-	-	-	235.00
Partners in Special Education, Inc	CINV-00012704	12/31/2018	591.50	-	-	-	-	591.50
School Check IN.	00037455	1/22/2019	187.00	-	-	-	-	187.00
School Master Safety	630362	1/16/2019	418.53	-	-	-	-	418.53
Shell	0000000096436308901	1/13/2019	74.54	-	-	-	-	74.54
SHI International Corp	B09420789	1/23/2019	1,525.65	-	-	-	-	1,525.65
Shreds Unlimited	7951	11/9/2018	70.00	-	-	-	-	70.00
UNUM Life Insurance Company of America	0880231-001 3-01/18	1/23/2019	232.59	-	-	-	-	232.59
UNUM Life Insurance Company of America	0880232-001 0 01/19	1/23/2019	1,267.46	-	-	-	-	1,267.46
UNUM Life Insurance Company of America	0880233-001 7-01/18	1/23/2019	535.68	-	-	-	-	535.68

Total Outstanding Invoices \$ 22,008.29 \$ - \$ - \$ - \$ - \$ 22,008.29

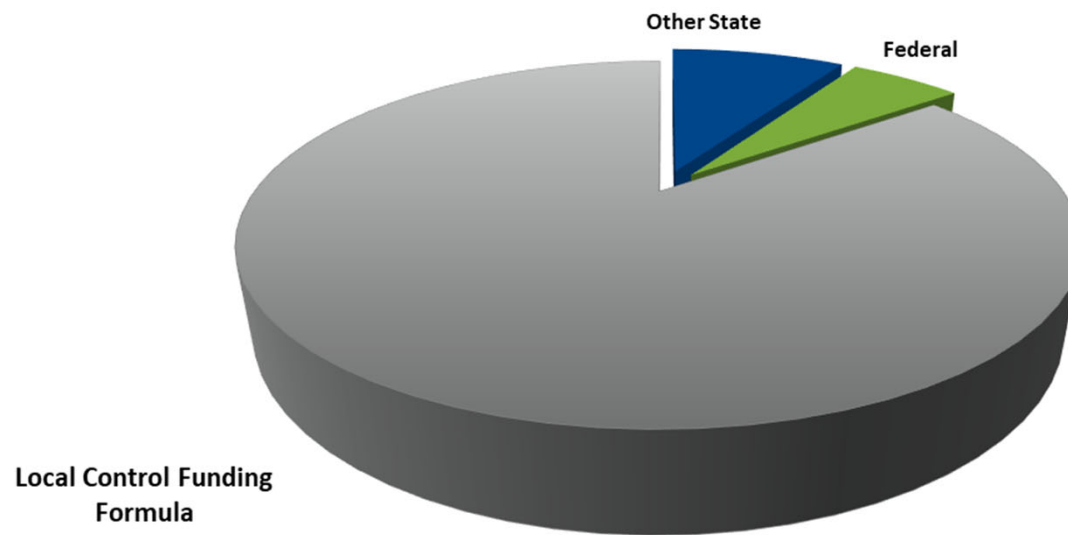
AP Aging

This shows all outstanding invoices due to vendors and how old they are as of a point in time.

II. FUNDING BASICS

Revenue Sources

- **85.3%** Local Control Funding Formula (“LCFF”)
- **9.0%** Other State Revenue
- **5.7%** Federal Revenue
- **0%** Fundraising and Grants



Local Control Funding Formula



- Main source of school funding
- Provides additional funding for “high need” students
 - Low Income (or Free/Reduced Price Meal Eligible or Title I)
 - English Learner
 - Foster Youth

The “UNDUPLICATED” count of above groups has significant impact

- School spending accountable to stakeholders through the Local Control Accountability Plan or “LCAP”

Local Control Funding Formula

Segments of LCFF:

**BASE GRANT +
ADD-ONS**



Grade	Base Grant	Add-On	Total
TK-3	\$ 9,132	\$ 950	\$ 10,082
4-6	\$ 9,270	\$ -	\$ 9,270
7-8	\$ 9,544	\$ -	\$ 9,544
9-12	\$ 11,061	\$ 288	\$ 11,349



SUPPLEMENTAL



20% Bonus for all Unduplicated Students



CONCENTRATION



50% Bonus Unduplicated Students Over 55%



Other State Revenue



Funding Source	Amount per Student
Special Education (AB602)	\$ 820
Lottery	\$ 228
Mandate Cost Block	\$ 18 - \$ 50
Other State Revenue	<i>varies</i>

- Other revenue from the State often provides funding for specific purposes and can vary widely based on program participation.
- While these funds supplement the core LCFF funding, many have required applications, restrictions on spending, and may vary from year to year.

Federal Revenue



Funding Source	Amount per Student
Special Education	\$ 125
Title Funds	<i>varies</i>
ESSER II & III	<i>varies</i>

- Federal revenue almost always comes with significant restrictions and non-financial programmatic requirements.
- Many of the grants are less predictable in both award amounts and timing of payments.
- Federal revenue can be a great supplement but schools should be fully aware of all requirements prior to applying for or accepting funds.

III. FUNDING DETERMINATION

SB740 Spending Requirements

- At least **40** percent of total public revenues must be spent on Instructional Certificated Salaries and Benefits, *AND*
- At least **80** percent of total revenues must be spent on Instruction and Instruction-Related Services, *AND*
- The Pupil to Teacher Ratio (PTR) cannot exceed:
 - 25 to 1 or
 - Equivalent PTR of the largest unified school district in county or counties in which the charter school operates

SB740 Funding Levels

Funding Level	Certificated Salary and Benefits	Instructional Spending <i>(incl. cert. salaries and benefits)</i>	Pupil : Teacher Ratio
100%	= or > 40% AND	= or > 80% AND	25:1
85%	= or > 40% AND	= or > 80%	N/A
70%	= or > 35% AND	= or > 80%	N/A
Zero	< 35% OR	< 60%	N/A



Empowering charter schools and non-profits with
financial management and operational support.

OFFICE:
888.474.0322

8500 BALBOA BLVD., SUITE 140
NORTHRIDGE, CA 91325

WWW.CHARTERIMPACT.COM