

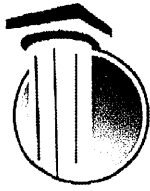
Coastal Academy

Board of Directors Meeting



**Tuesday, May 24, 2016
6:30 p.m.**

**Classical Academy Online
390 West Valley Parkway
Escondido, California 92025**



THE CLASSICAL ACADEMIES

- ESCONDIDO | VISTA | OCEANSIDE | ONLINE -

Board of Directors Meeting

Tuesday, May 24, 2016 at 6:30 pm

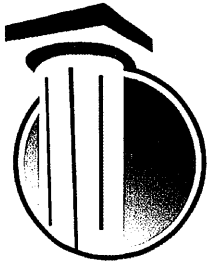
Online Café 390 West Valley Parkway, Escondido, CA 92025

AGENDA

1. Executive Session (Closed Meeting) 5:30 pm
 - o No items scheduled
2. Report from Executive Session
3. Open Public Meeting with Pledge of Allegiance 6:30 pm
4. Review and Approval of Past Minutes
 - o Meeting of March 29, 2016
5. Correspondence
 - o Written
 - o Oral – 2 minute maximum per speaker
6. Treasurer's Report
 - o March 2016 Financial Statement
 - o Budget Draft 2016/2017
 - o Education Protection Account Resolution 2015
 - o Education Protection Account Resolution 2016
7. New Business
 - o Board Calendar Draft 2016/2017
 - o Independent Study Policy Update
 - o Independent Study Agreement & Parent/Student Agreement
 - o Registrar Policy & Procedures
 - o Math Placement Policy – CAHS Only
 - o WASC Accreditation Update – CAHS Only
 - o Local Control & Accountability Plan (LCAP)
8. Old Business
 - o Enrollment
9. Adjournment - Next meeting Tuesday, August 30, 2016

"Partnering With Parents For Quality Education"

A California Public Charter School Serving North County San Diego Since 1999
Accredited by the Schools Commission of the Western Association of Schools and Colleges WASC



COASTAL ACADEMY

-A CLASSICAL ACADEMY SCHOOL-

BOARD OF DIRECTORS

Date	March 29, 2016	Call to Order	7:04 PM
Board Members Present:	Mark Reardon, Frances Overstreet, Paul Donovan, Cameron Curry		
Board Members Absent:	Patricia Huerta		
Staff Members Present:	Cameron Curry, Sandra Reeve, Sonia Ryan, Mark Kalpakgian		
Note taker:	Karen Namy		

Agenda for March 29, 2016

Report on Executive Session

No Items Scheduled

Review and Approval of Past Minutes for January 19, 2016

Per Sandra Reeve, please make the following corrections to past meeting notes for January 19, 2016:

1. For all (3) schools add the following "Approval of the 2nd Interim Reports as of 1/31/16" under Treasure's Report.
2. Remove at Coastal the sentence starting with "Goal is that each school...", and add to CAHS instead
All changes were made and submitted on March 30, 2016.

Motion	Moved	Second	Vote	Passed	Denied
Motion to approve past meeting minutes as presented with corrections.	Cameron Curry	Mark Reardon	4-0	✓	

Correspondence

Written: None
Oral: None

Treasurer's Report

Treasurer's Report: February 2016 Financial Statement
Sandra Reeve, Director of Finance, presented financial update.

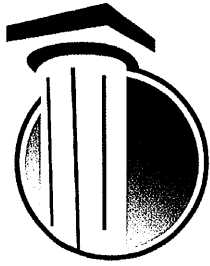
Budget Development 2016/2017
Cameron Curry reported that these budgets are on process.

New Business

Certificated Teacher Salary Scale

Cameron Curry provided a detailed report to the Board regarding the Credentialed teacher Salary Scale which included the background and report of current and proposed salary scaled for Full Time Teachers in both Elementary and High School. The Board needs to approve the new credentialed salary scaled that will be used in the creation of the 2016/2017 budget for the organization.

Motion	Moved	Second	Vote	Passed	Denied
Motion to accept Certificated Teacher Salary Scale as presented	Mark Reardon	Frances Overstreet	4-0	✓	



COASTAL ACADEMY

-A CLASSICAL ACADEMY SCHOOL-

Organizational Scorecard

Mark Kalpakgian presented the Organizational Scorecard to the Board which provided key indicators about the organization that are tracked and monitored to guide and direct decision-making.

Old Business

Enrollment

Cameron Curry provided an overview of current enrollment for March 2016; currently over budget for the year.

7:08 PM Meeting Adjourned

Next meeting is scheduled for Tuesday May 24, 2016

Coastal Academy Charter School, Inc.
Financial Statements
March 31, 2016

Coastal Academy Charter School, Inc.**Balance Sheet**

as of March 31, 2016

		<u>Mar 16</u>
ASSETS		
Current Assets		
Checking/Savings		
Cash in County Treasury	9110	2,850,752.21
PWB-Pacific Western Bank	9121	1,177,770.10
Petty Cash	9131	2,000.00
WF Bond Payments Reserve	9135-06	937,003.37
WF Revenue Bond Funds	9135-09	258,862.85
WF Capital Maintenance Fund	9135-10	<u>80,000.23</u>
Total Checking/Savings		5,306,388.76
Accounts Receivable		
Due From CAHS	9312	<u>800,000.00</u>
Total Accounts Receivable		800,000.00
Other Current Assets		
Prepaid Expenditures	9330	<u>66,111.98</u>
Total Other Current Assets		<u>66,111.98</u>
Total Current Assets		6,172,500.74
Fixed Assets		
Land - New Facilities	9410	1,953,666.00
Building Improvements-Coastal	9434	265,181.42
Accum Deprec-Coastal	9435	(570,485.00)
Building Improvements-LC	9437	76,583.14
Equipment-Coastal	9440	260,787.91
Furniture and Fixtures-Coastal	9441	51,617.43
Textbooks	9443	106,601.79
Vehicle	9444	3,623.92
Accum Deprec-Equip-Coastal	9445	(312,695.00)
Accum Deprec-F&F-Coastal	9446	(50,266.00)
Accum Deprec-LC	9449	(19,229.00)
Furniture and Fixtures-LC	9452	22,186.73
Accum Deprec-F&F-LC	9453	(18,298.00)
Building-New Facilities	9457	<u>10,185,464.88</u>
Total Fixed Assets		11,954,740.22
Other Assets		
Security Deposit (Rent)	9332	67,612.54
Bonds Issuance Costs	9345	435,005.83
Loan Costs	9346	<u>14,697.57</u>
Total Other Assets		<u>517,315.94</u>
Total ASSETS		<u><u>18,644,556.90</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accounts Payables	9500	95,317.50
Sales Use/Tax	9503	(13.78)
Accounts Payable Suspense	9504	(1.00)

See Accountant's Compilation Report

Coastal Academy Charter School, Inc.**Balance Sheet**

as of March 31, 2016

		<u>Mar 16</u>
A/P Accruals	9505	1,614.60
Accrued Payroll	9561	0.03
Accrued STRS	9562	72,101.63
Accrued PERS	9563	20,052.97
Accrued P/R Fed-State Taxes	9564	(348.68)
Accrued H&W Med Benefits	9565	116.54
Accrued FICA/Medicare	9568	(16.58)
Accrued W/C	9570	8,687.50
Accrued American Fidelity	9572	11.45
Garnishment	9573	238.12
Accrued-Medical	9580-01	(132,142.46)
Accrued-Dental/Vision Elite	9580-02	(2,388.41)
Accrued-Dental/Vision Saver	9580-03	(905.51)
Accrued-Chiro Insurance	9580-04	(604.94)
Accrued-Life Insurance	9580-05	(6,567.67)
Accrued-Aflac	9581-01	169.60
Accrued-Flex Amer Fidelity	9581-02	1,399.17
Accrued-Amer Fidelity	9581-03	253.42
Accrued-Pre-Paid Legal	9581-04	69.80
Accrued-Unum Voluntary	9581-05	(747.90)
Accrued-SDCOE/FBC	9581-06	6,483.00
Deferred Rent	9585	29,761.00
Sales Use/Tax	9599	828.31
Total Accounts Payable		<u>93,367.71</u>
Other Current Liabilities		
Due To CAHS	9612	<u>0.11</u>
Total Other Current Liabilities		<u>0.11</u>
Total Current Liabilities		<u>93,367.82</u>
Long Term Liabilities		
Bonds Payable	9661	13,705,000.00
Bond Payable Premium	9662	<u>78,550.97</u>
Total Long Term Liabilities		<u>13,783,550.97</u>
Total LIABILITIES		<u>13,876,918.79</u>
EQUITY		
Beginning Net Assets		
Desig. Economic Uncertainties	9770	305,917.00
CA Energy Reserves	9783	48,670.50
Special Education Reserves	9797	66,819.67
Facilities Reserves	9799	<u>2,821,758.08</u>
Total Beginning Net Assets		<u>3,243,165.25</u>
Net Income		<u>1,524,472.86</u>
Total EQUITY		<u>4,767,638.11</u>
LIABILITIES & EQUITY		<u><u>18,644,556.90</u></u>

See Accountant's Compilation Report

Coastal Academy Charter School, Inc.
Statements of Income
for one month ended March 31, 2016 and year to date

		<u>Mar 16</u>	<u>Jul 15 - Mar 16</u>
Revenue			
EPA Prop 30	8012	718,155.00	1,608,850.00
EPA Prop 30 P/Y	8013	7,333.00	7,333.00
Gen Purpose Ent - State Aid	8015	524,405.00	3,850,314.00
Gen Purpose Ent-State Aid P/Y	8016	(14,370.00)	(28,740.00)
In-Lieu Property Tax	8096	416,626.56	2,350,964.16
In-Lieu Property Tax-P/Y	8097	-	64,624.00
Mandated Cost Reimbursement	8550	24,472.00	43,965.00
Mandated Granted	8550-01	-	621,257.00
State Lottery Unrestricted Revenue	8560-03	38,272.72	100,558.04
State Lottery Restricted Revenue	8560-06	10,837.08	10,837.08
State Lottery P/Y Unrestricted Revenue	8561-03	(16,204.68)	1,972.27
State Lottery P/Y Restricted Revenue	8561-06	-	2,865.85
STAR Testing Reimbursement	8590-01	15.00	15.00
Student ID Maintenance	8590-10	-	318.53
EEG-Educator Effectiveness Grant	8590-16	20,578.00	102,892.00
Special Ed	8590-90	83,621.00	525,563.00
SpEd MH II	8590-92	-	22,800.00
P/Y Special Ed	8591-90	-	9,783.00
A.S.B. Income	8699-01	855.60	9,843.59
Leadership - Student Store	8699-02	16.00	6.00
Musical Theater Income	8699-03	122.00	12,182.00
Yearbook Income	8699-04	1,450.00	4,741.00
Scrip Income	8699-05	-	414.73
Fundraising Events Income	8699-07	120.00	3,393.77
Fundraising-Lunch Program	8699-08	439.34	2,503.18
Lost Book Recovery Income	8699-09	136.98	797.22
Donation Income-Labs	8699-11	-	980.00
Donation Income	8699-12	760.00	2,796.31
Rebates	8699-18	1.15	392.45
Volunteer Hours	8699-19	1,100.00	2,190.00
Sports-All	8699-22	-	2,225.00
Donation -(Family Name)	8699-24	-	654.00
Coastal Tshirts	8699-30	62.00	2,864.00
Book Fairs	8699-31	-	2,288.45
Facility Use	8699-34	985.00	4,599.00
Clective Income	8699-36	20.00	2,597.07
Field Trip Income- 4th grade	8699-60	286.30	20,715.30
Field Trip Income- 5th grade	8699-61	825.00	14,685.00
Field Trip Income- 6th grade	8699-62	420.00	23,314.00
Field Trip Income- 7th grade	8699-63	-	12,992.50
Field Trip Income- 8th grade	8699-64	5,100.00	5,100.00
Field Trip Income- Leadership	8699-65	-	6,548.00
Field Trip Income- Biz Town	8699-67	-	4,107.00
Field trip Income- SSS	8699-68	-	690.00
Field Trip Income- General	8699-69	264.00	35,435.00

See Accountant's Compilation Report

Coastal Academy Charter School, Inc.
Statements of Income
for one month ended March 31, 2016 and year to date

		<u>Mar 16</u>	<u>Jul 15 - Mar 16</u>
Robotics	8699-70	-	3,501.00
Dance Troope	8699-71	250.00	250.00
Misc. Income	8699-99	689.00	3,238.14
Total Revenue		1,827,643.05	9,482,215.64
Expense			
Certificated Salaries 1000			
Certificated Salaries - Teachers' Salaries	1100	252,302.20	2,046,767.08
Certificated Salaries - Sub-Teachers Salaries	1101	5,702.50	23,407.50
Certificated Salaries - Pupil Support	1200	17,298.32	141,318.89
Certificated Salaries - Certificated Administration	1300	26,133.32	275,918.92
Certificated Salaries - Cert Admin-Dir of Curriculum	1302	5,402.34	53,346.06
Certificated Salaries - Cert Admin- Dir Sp Ed	1303	2,605.00	6,773.01
Certificated Salaries - Other Certificated Salaries	1900	19,103.75	186,915.44
Certificated Salaries - Instr'l Sup C-Elec	1901	10,663.75	97,452.50
Total Certificated Salaries 1000		339,211.18	2,831,899.40
Classified Salaries 2000			
Classified Salaries - Instructional Aide	2100	45,093.48	360,984.61
Classified Salaries - Classified Support Salaries	2200	20,695.23	149,923.90
Classified Salaries - Classified Administration	2300	26,242.18	192,436.71
Classified Salaries - Clk, Tech, & Office Salaries	2400	65,086.46	545,943.46
Classified Salaries - Other Classified Salaries	2900	3,488.18	61,126.23
Total Classified Salaries 2000		160,605.53	1,310,414.91
Employee Benefits 3000			
STRS - Certificated	3101	35,199.08	294,498.15
PERS - Classified	3202	16,699.40	130,836.84
FICA/Medicare - Certificated	3301	6,063.53	46,258.25
FICA/Medicare - Classified	3302	11,762.41	97,157.88
H&W Benefits-Certificated	3401	46,116.30	322,351.29
H&W Benefits - Classified	3402	21,556.10	152,740.07
Unemployment Ins-Certificated	3501	(3,048.42)	(907.38)
Workers Comp - Certificated	3601	6,011.63	56,716.06
Workers Comp - Classified	3602	2,905.25	23,655.33
Total Employee Benefits 3000		143,265.28	1,123,306.49
Books & Supplies 4000			
Approved Curricula Material Textbooks 4100			
Math non-consumable	4100-30	266.14	176,317.18
Math consumable	4100-31	516.10	48,107.84
Science non-consumable	4100-32	-	5,686.58
Science consumable	4100-33	-	431.73
Social Studies non-consumable	4100-34	92.53	17,930.45
English/LA non-consumable	4100-36	35.47	20,166.31
English/LA consumable	4100-37	1,512.35	55,581.42
Approved Other Core	4100-38	-	835.91
Approved Electives	4100-39	-	126.08
Total Approved Curricula Material Textbooks 4100		2,422.59	325,183.50
Non-Approved Curricula Material 4200			

See Accountant's Compilation Report

Coastal Academy Charter School, Inc.

Statements of Income

for one month ended March 31, 2016 and year to date

		<u>Mar 16</u>	<u>Jul 15 - Mar 16</u>
Math non-consumable	4200-30	457.37	10,645.67
Math consumable	4200-31	1,003.00	11,233.69
Science non-consumable	4200-32	47.74	1,094.76
Science consumable	4200-33	1,129.28	4,971.35
Social Science non-consumable	4200-34	114.01	2,872.73
Social Studies consumable	4200-35	113.76	2,855.62
English/LA non-consumable	4200-36	570.85	6,303.58
English/LA consumable	4200-37	664.46	8,552.55
Non Approved Other Core	4200-38	-	50.26
Non Approved Electives	4200-39	276.08	2,219.56
Total Non-Approved Curricula Material 4200		4,376.55	50,799.77
Instr'l Material & Supplies 4300			
Instr'l Material & Supplies	4300	-	14.10
Instr'l Mat & Supplies- General	4300-01	2,139.27	39,556.23
C'lectives supplies	4300-04	51.12	9,602.14
Instr'l Mat. & Supplies - Labs	4300-06	-	104.67
Office Material & Supplies	4301	917.99	14,377.34
Janitorial & Maint Supplies	4302	3,393.55	25,493.64
Fundraising Mat. & Supplies	4304	47.49	47.49
Musical Theater Mat. & Supplies	4305	3,141.37	3,370.97
A.S.B. Supplies	4306-02	-	5,088.94
Dance Troupe Jr.	4307-19	-	189.49
Meals	4311	806.63	11,383.35
Parent Volunteer Supplies	4312	-	(421.36)
Robotics	4317	32.40	2,463.96
Fuel	4320	-	58.33
Building Improvement Supplies	4325	290.28	10,703.11
Jumpstart Supplies	4360	-	259.05
Total Instr'l Material & Supplies 4300		10,620.10	122,291.45
Total Books & Supplies 4000		17,619.24	498,274.72
NonCap F&E 4400			
Equipment - Computers	4402	-	162,582.97
Equipment - Other (IT)	4403	846.65	28,074.87
F&E Tables & Chairs	4404	-	24,270.02
F&E Other	4405	-	7,221.58
Total NonCap F&E 4400		846.65	222,149.44
Services & Other Operating Exp. 5000			
Dues & Subscriptions	5300	29.96	19,067.59
Insurance	5400	-	45,069.00
Total Services & Other Operating Exp. 5000		29.96	64,136.59
Travel Expenses 5200			
Travel & Conferences	5201	10,951.20	52,003.65
Auto Allowance	5203	1,980.00	18,912.00
Mileage	5210	340.85	2,249.62
Total Travel Expenses 5200		13,272.05	73,165.27
Operations & Housekeeping 5500			

See Accountant's Compilation Report

Coastal Academy Charter School, Inc.
Statements of Income
for one month ended March 31, 2016 and year to date

		<u>Mar 16</u>	<u>Jul 15 - Mar 16</u>
Janitorial Services	5501	3,095.92	59,029.35
Trash Disposal	5502	943.52	5,484.01
Landscaping	5503	7,815.00	26,110.00
Utilities - SDG&E	5504	5,129.75	59,506.38
Utilities - Water	5505	1,039.43	12,842.05
Pest Control	5506	524.00	2,452.00
Facilities Maint-Carpet Clean	5508	1,138.20	3,378.20
Other Maint Exp	5510	265.38	3,843.18
Total Operations & Housekeeping 5500		19,951.20	172,645.17
Rental, Leases & Housekeeping 5600			
Rentals	5601	1,579.47	15,041.70
Office Equipment Repairs	5602	-	79.94
Building Repairs	5603	-	3,230.19
Copier Usage	5605-01	2,321.41	17,447.03
Copier Lease	5605-02	1,993.34	33,813.94
Elevator Repairs	5605-03	-	545.00
Elevator Maintenance Agreement	5605-04	-	2,320.18
Building Lease	5606	50,031.60	248,777.36
Building Improvement	5607	342.00	39,521.81
Other Equipment Repair	5608	7.06	1,690.06
Other Maint Agreement/Repair	5609	-	6,120.00
Site Improvement Non Capital	5610	-	7,862.50
Total Rental, Leases & Housekeeping 5600		56,274.88	376,449.71
Consult. Serv. & Operation Exp 5800			
Field Trip Expense 5808			
Field Trip Expense	5808	1,903.20	3,139.20
Field Trip-4th	5808-04	3,002.96	29,951.07
Field Trip-5th	5808-05	-	3,620.87
Field Trip-6th	5808-06	-	19,733.47
Field Trip-7th	5808-07	-	23,008.48
Field Trip-8th/DC	5808-08	-	835.00
Field Trip-Leadership	5808-09	-	6,979.00
Field Trip- Other	5808-99	-	35,507.12
Total Field Trip Expense 5808		4,906.16	122,774.21
Consult. Serv. & Operation 5800			
Track C Electives	5801	3,926.10	18,511.20
A.S.B. Student Store-Other	5806-01	-	2,175.68
A.S.B. Other	5806-02	-	1,400.48
8th Grade Promotion	5807	-	545.12
Awards & Recognition	5810	703.31	7,121.69
Musical Theater Expense	5811	2,423.00	9,995.09
Scrip Expense	5812	-	1,779.14
Robotics	5817	-	1,450.00
Accounting Services	5825	490.00	5,460.00
Advertising/Community Marketing	5826	239.40	3,100.25
Audit	5827	-	8,497.00

See Accountant's Compilation Report

Coastal Academy Charter School, Inc.
Statements of Income
for one month ended March 31, 2016 and year to date

		<u>Mar 16</u>	<u>Jul 15 - Mar 16</u>
Bank Service Fees	5828	446.87	3,476.53
Board Allowance	5832	375.00	2,125.00
Consultants - IT	5835	-	465.00
Consultants - Other	5837	32,147.17	151,742.86
Staff Development	5842	2,872.41	22,972.68
Contracted Services - Other	5849	13,077.19	40,265.82
LEAD-On Contract	5849-01	2,792.00	43,960.54
Contracted Services-Maintenance	5849-02	3,540.00	20,609.24
Fingerprinting/FBI-DOJ	5851	773.00	5,570.00
Late Fees & Finance Charges	5852	-	202.62
Legal Expense	5853	-	835.50
Payroll Services	5855	46.80	1,418.55
Printing & Reproduction	5856	201.08	10,114.29
Property Tax Assessment	5857	-	4,164.92
SDCOE - Retirement Expense	5859	-	1,809.24
SDCOE - SIS Expense	5860	2,878.07	7,237.71
Security System/Service	5862	-	4,130.04
Computer Software	5863	-	2,311.58
NWEA Testing & License	5864-01	-	12,961.58
Licenses & Permits - Other	5864-02	632.52	(2,081.46)
Edgenuity License	5864-03	-	12,796.67
Brain Pop	5864-05	-	1,836.00
Discovery Ed	5864-06	-	7,992.65
Reading PLUS/Lexia	5864-08	-	9,296.00
Schoology	5864-09	-	6,393.33
Turn it in/i-Paradigms	5864-11	-	1,849.83
Bottled Water	5865	115.00	1,090.00
NP Abila Service	5873	500.00	6,334.21
NP Tech Service	5874	-	1,781.25
Shred-It Services	5875	95.36	1,139.37
Bond Cost	5879	-	3,000.00
Sp Ed Assessments	5887	-	4,738.55
Miscellaneous Expenses	5899	1,551.54	1,551.54
Total Consult. Serv. & Operation 5800		<u>69,825.82</u>	<u>454,127.29</u>
Total Consult. Serv. & Operation Exp 5800		74,731.98	576,901.50
Communications 5900			
Postage & Delivery	5901	11.55	3,087.03
Telephone Expense	5902	3,393.84	35,133.39
Cell Phone Expense	5903	3,548.04	32,886.91
Internet - Web Services	5904	1,004.54	27,695.48
Total Communications 5900		<u>7,957.97</u>	<u>98,802.81</u>
Capital Outlay 6000			
Depreciation Expense	6900	29,875.00	268,875.00
Total Capital Outlay 6000		<u>29,875.00</u>	<u>268,875.00</u>
Total Expense		863,640.92	7,617,021.01
Other Local Revenue 8600			

See Accountant's Compilation Report

Coastal Academy Charter School, Inc.
Statements of Income
for one month ended March 31, 2016 and year to date

		<u>Mar 16</u>	<u>Jul 15 - Mar 16</u>
Interest Income	8660	-	3,387.54
Total Other Local Revenue 8600		-	3,387.54
Net Ordinary Income		964,002.13	1,868,582.17
Other Financing Uses 7600			
Bond Interest Expense	7699-01	-	344,109.31
Total Other Financing Uses 7600		-	344,109.31
Net Income (Loss)		<u>964,002.13</u>	<u>1,524,472.86</u>

See Accountant's Compilation Report

Coastal Academy
Education Protection Account Resolution
Resolution #05242015COASTAL

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

Coastal Academy
Education Protection Account Resolution
Resolution #05242016COASTAL

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Coastal Academy;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Coastal Academy has determined to spend the monies received from the Education Protection Act as attached.

DATED: May 24, 2015

Board Member

Coastal Academy Charter School, Inc.
Budgeted Revenues and Expenditures Through June 30, 2015
Fund 03, Resource 1400, EPA (Education Protection Account)

DECRPTION:	OBJECT CODES	\$ AMOUNT
AMOUNT AVAILABLE FOR FISCAL YEAR 2013/14		
Adjusted Beginning Fund Balance	9791-9795	\$0.00
Education Protection Revenue	8012	\$1,529,988.00
Deferred Revenue	9650	\$0.00
TOTAL AVAILABLE		\$1,529,988.00
EXPENDITURES AND OTHER FINANCING USES:		
(Objects 1000-7999)	FUNCTION CODES	\$ AMOUNT
Instruction	1000-1999	\$1,529,988.00
Instruction-Related Services	2100-2700	\$0.00
Pupil Services	3110-3900	\$0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		\$1,529,988.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		\$0.00

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Coastal Academy;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Coastal Academy has determined to spend the monies received from the Education Protection Act as attached.

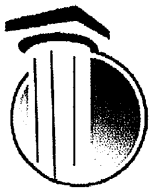
DATED: May 24, 2016

Board Member

Coastal Academy Charter School, Inc.
Budgeted Revenues and Expenditures Through June 30, 2016
Fund 03, Resource 1400, EPA (Education Protection Account)

DESCRIPTION:	OBJECT CODES	\$ AMOUNT
AMOUNT AVAILABLE FOR FISCAL YEAR 2013/14		
Adjusted Beginning Fund Balance	9791-9795	\$0.00
Education Protection Revenue	8012	\$1,680,196.00
Deferred Revenue	9650	\$0.00
TOTAL AVAILABLE		\$1,680,196.00
EXPENDITURES AND OTHER FINANCING USES:		
(Objects 1000-7999)	FUNCTION CODES	\$ AMOUNT
Instruction	1000-1999	\$1,680,196.00
Instruction-Related Services	2100-2700	\$0.00
Pupil Services	3110-3900	\$0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		\$1,680,196.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		\$0.00

Draft



THE CLASSICAL ACADEMIES

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The Role of the School Board:

- We are a policy making Board overseeing the organization of three schools – *The Classical Academy, Coastal Academy, and Classical Academy High School* – and programs under those specific schools.
- We provide leadership in reviewing and creating policy and procedures to support the charter schools and organization.
- We provide leadership in overseeing the academic and financial programs for the charter schools and organization.
- We provide leadership and feedback for the Executive Director in his role to lead the charter schools and the organization.

Governing Board Calendar 2016-2017

Escondido K-12

2950 S. Bear Valley Parkway
Escondido, CA 92025
760-546-0101

Tuesday, August 30, 2016
Tuesday, December 6, 2016
Tuesday, January 24, 2017
Tuesday, March 28, 2017
Tuesday, May 23, 2017

Oceanside K-8

4096 Calle Platino
Oceanside, CA 92056
760-631-4020

Tuesday, August 30, 2016
Tuesday, December 6, 2016
Tuesday, January 24, 2017
Tuesday, March 28, 2017
Tuesday, May 23, 2017

The meeting dates are subject to change, but prior notice will be given to the Board and to the public in the event that this happens. Meetings start at 6:30 p.m. unless otherwise noted in a school communication.

All meetings are hosted at the Academies Online Café located at 355 West Grand Avenue, Escondido, California 92025.

If you should have any questions or require additional information, please contact the school and ask to speak with Cameron Curry, the Executive Director.

Escondido, Vista, & Oceanside 760-546-0101
www.ClassicalAcademy.com



COASTAL ACADEMY

A Classical Academy Charter School

Board Report – May 2016 Independent Study Board Policy

Background:

Annually the board must review and approve the Independent Study Board Policy as required by **EC Section 51747**.

Report:

Changes to the Board Policy include:

- Change from Online to Enriched Virtual (inclusive of Cyber Cafes and classes)
- Change for OCC MS from two days on campus to two to four days on campus
- Changed the year
- Updated locations
- Added Action Plans and Alerts

Action Required by the Board:

The board needs to approve the Independent Study Board Policy for the 2016-2017 school year.

Lesley Clifton
Director of Online Learning
May 9, 2016

Cameron Curry
Executive Director
May 9, 2016



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Board Policy 2016-2017 Independent Study

Sejal Majitha 4/13/2016 1:14 PM

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Coastal Academy offers students a Personalized Learning Education through a unique 5-day independent study program. The school offers families seven options.

Option 1: Two-Day Workshops – Grades K-6 - Coastal

Enrollment in this program incorporates attendance at two workshops each week in addition to three days of home study assignments, taught by the parent/designee at home for students in Kindergarten through 6th grade.

This option includes two full workshop days each week. Workshops include: English Language Arts, Social Studies, Mathematics, and Science. Class sizes are limited to a 20 student maximum and are taught by credentialed teachers.

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Option 2: Three-Day Workshops – Grades 7-8 - Coastal

Enrollment in this program incorporates attendance at three workshops days each week, in addition to two days of home study assignments, taught by the parent/designee at home for students in 7th and 8th grade.

Workshops include: English Language Arts, Social Studies, Mathematics, Science, and Electives. Class sizes are limited to a 25 student maximum and are taught by credentialed teachers.

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Option 3: Two-Four Day Workshops and Online – Grades 7-8 - OCC

Enrollment in this program incorporates attendance at two to four workshop days each week, in addition to one to three days of online assignments. Parents/designee and students will be supplied with online curriculum that is equal to or exceeds the content and curriculum being used in the Workshop and 5-Day Independent Study options for the home days.

Lesley Clifton 5/9/2016 12:26 PM

Comment [1]: Added Four

Lesley Clifton 5/9/2016 12:27 PM

Comment [2]: Add to four

Lesley Clifton 5/9/2016 12:27 PM

Comment [3]: One to

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Workshops include: English Language Arts, Social Studies, Mathematics, Science, and Electives. Class sizes are limited to a 20 student maximum and are taught by credentialed teachers.

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Optional lab time in the Cyber Café is available Tuesday-Friday, to supplement the Online independent study program learning experience. Students in this program enjoy its freedom and flexibility, while parents appreciate the accountability that the school provides them.

Students have access to a Cyber Café where credentialed teachers are available to tutor and provide hands-on instruction.

Option 4: Five-Day Online Program – Grades 7-8 - OCC

This is a full-time independent study program where all instruction is provided online through Edgenuity and Schoology. This program is for students in 7th and 8th grade.

Parents/designee and students will be supplied with online curriculum that is equal to or exceeds the content and curriculum being used in the Workshop and 5-Day Independent Study options.

Optional lab time in the Cyber Café is available Monday-Friday, to supplement the Online independent study program learning experience. Students in this program enjoy its freedom and flexibility, while parents appreciate the accountability that the school provides them.

Students have access to a Cyber Café where credentialed teachers are available to tutor and provide hands-on instruction.

Option 5: Five-Day Independent Study – Grades K-8 – Coastal/TCA-Vista

This is a full-time independent study program where all instruction is provided at home with the parent/designee working in partnership with a credentialed teacher. This program is for students in Kindergarten through 8th grade.

Parents/designee will be supplied with the same lesson plans and curriculum that is provided for the workshop courses, or parents, working with a credentialed

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teacher, may select non-sectarian materials of their choice to support the home education of their child.

Optional weekly labs are offered on various dates and times, to supplement the 5-Day independent study program learning experience. Students in this program enjoy the freedom and flexibility, while parents appreciate the accountability that the school provides them as the primary educator of their student.

Option 6: Five-Day Online Program – Grades 3-6 – TCA-Vista

This is a full-time independent study program where all instruction is provided online through Odysseyware. This program is for students in 3rd through 6th grade.

Parents/designee and students will be supplied with online curriculum that is equal to or exceeds the content and curriculum being used in the Workshop and 5-Day Independent Study options.

Optional labs are offered Tuesdays-Thursdays, to supplement the Online independent study program learning experience. Students in this program enjoy its freedom and flexibility, while parents appreciate the accountability that the school provides them.

Students have access to a lab where credentialed teachers are available to tutor and provide hands-on instruction.

Option 7: Two-Day Workshops – Grades K-8 – TCA-Vista

Enrollment in this program incorporates attendance at two workshops each week in addition to three days of home study assignments, taught by the parent/designee at home for students in Kindergarten through 8th grade.

This option includes two full workshop days each week. Workshops include: English Language Arts, Social Studies, Mathematics, and Science. Class sizes are limited to a 20 student maximum and are taught by credentialed teachers.

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To provide families the option of participating in the educational program that is offered at Coastal Academy, the governing board has adopted the following policy and procedures for independent study.

Board Policy – Independent Study

Coastal Academy shall not be eligible to receive apportionments for independent study by pupils, regardless of age, unless it has adopted written policies, pursuant to rules and regulations adopted by the Superintendent of Public Instruction for the state of California, that include, but are not limited to, all of the following listed in Education Code 51747:

- (a) The maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work.
- (b) The number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study, or whether he or she should return to the regular school program. A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record.
- (c) A requirement that a current written agreement for each independent study pupil shall be maintained on file including, but not limited to, all of the following:
 - (1) The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
 - (2) The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
 - (3) The specific resources, including materials and personnel, which will be made available to the pupil.

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- (4) A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
- (5) The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- (6) A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- (7) The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- (8) (A) Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.

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(B) A signed written agreement may be maintained on file electronically.

Summary and Implementation

It is the expressed written policy of The Classical Academy in compliance with Education Code 51747 (page two of this policy), to set the appropriate guidelines for students assigned to Independent Study and the number of allowable missed assignments.

Maximum Length of Time & Number of Missed Assignments

- The maximum length of time, for grades Kindergarten through 8th grade serving in Track A (Tuesday, Thursday), Track B (Wednesday, Friday), Track M (Tuesday – Thursday), Middle School Online and Enriched Virtual Online (Tuesday - Friday), Track C (fulltime independent study), Track A TCA-Vista (Tuesday-Wednesday), Track B TCA-Vista (Thursday-Friday), and Track C-Vista (fulltime online) that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work is six weeks.
- Students must complete work assigned in all core subject areas to continue in the program. If the student does not complete 80% or (4) or more assignments in a core subject area an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in independent study. A written record (Action Plan/Alert) of the findings will be prepared by the teacher and reviewed by the Principal of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record.

Sejal Majitha 4/13/2016 1:14 PM

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Implementation Timelines and Forms

Coastal Academy has an Independent Study Agreement that is filled out every school year for each student enrolled in the program. Our practice is to meet with students every 6 weeks to review outcomes and to collect work samples.

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The Independent Study Agreement stipulates the manner, time, frequency and place for submitting a student's assignments. (The objectives and methods of study, the specific resources available, the assignments due dates, and the dates that the agreement is valid are included in the subsidiary agreement, the Assignment Work Record).

- o The supervising teacher fills out this form with the student and parent prior to enrollment. No ADA credit is given until this form is filled out and signed.

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Coastal Academy has a Parent and Student Responsibilities Agreement that outlines the school's expectations for parents and students in the completion of the school program.

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- o The supervising teacher fills out this form with the parent and student prior to enrollment.

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Coastal Academy has an Assignment and Work Record form (subsidiary agreement) that provides the objectives and methods of study, the specific resources available, the assignment due dates, and the dates that the agreement is valid

- o The supervising teachers use this form, in conjunction with the TCA wiki, Schoology, Odysseyware, Edgenuity, and School Pathways online gradebook, to outline the assignments for each reporting period. Parents have access to the assignments and online gradebook through the TCA wiki, Schoology, Odysseyware, Edgenuity, and School Pathways gradebook.

The Independent Study Agreement and sample Student Assignment and Work Record are attached to this policy for review.

The school will make the appropriate adjustments annually to all forms to ensure that we are in compliance with all state laws that govern Coastal Academy in offering independent study.

This policy regarding Independent Study was discussed and adopted at the Tuesday, May 24, 2016 governing board meeting for Coastal Academy.

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Motion to accept:

Second to the motion:

Vote: Ayes
 Nyes
 Absent

Motion Passes: Yes No

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COASTAL ACADEMY

A Classical Academy Charter School

Board Report – May 2016

Independent Study Agreement (ISA) and
Parent Student Responsibilities Agreement (PSRA)

Background:

Annually the school updates the Independent Study Agreement and Parent and Student Responsibilities Agreements to reflect changes in legislation and updated programs and policies according to **EC Section 51747(c)(1-8)**.

Report:

Changes to the ISA and PSRA include:

- Change from 2015-2016 to 2016-2017
- Change of address for TCA Vista
- Additional Signers Page – to reflect additional employees working with students in academic areas (SpEd, Reading Specialist, Math Specialist, etc.)

Action Required by the Board:

While the Board is not required by law to approve the Independent Study Board Policy for the 2016-2017 school year, it is a best practice that we have enjoyed annually for the past decade.

Lesley Clifton
Director of Online Learning
May 9, 2016

Cameron Curry
Executive Director
May 9, 2016



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Independent Study Agreement 2016-2017

Student:				Grade:	
Address:				Birth Date:	
Start Date:	8/29/16	End Date:	6/9/17	Workshop:	
*Start Date: *if different		*End Date: *if different		Workshop changed on:	To:

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Objective:

- The major objective for the duration of this agreement is to enable the student to progress at their ability level with assigned work in order to meet Coastal Academy's grade level standards and advance to the following grade level.

Methods of Study:

- Student Assignment and Work Record* Forms and online resources will include additional descriptions of the major objectives and activities of the course of study covered by the agreement and the methods for evaluating student work.

Methods of Evaluation:

- Academic evaluations of the work will be made on the same basis as is utilized in the regular classroom for similar work.
- Academic evaluations of the work will be made by student conferences, work samples and/or tests. The Classical Academies do not teach sectarian or denominational doctrine directly or indirectly to students attending the charter school.

Resources:

- Coastal Academy will provide a credentialed teacher, instructional materials, and other necessary items and resources as specified for each assignment in the *Student Assignment and Work Record* Form and online resources.
- The school shall ensure the same access to all existing services and resources in the school in which the pupil is enrolled pursuant to Section 51748 as is available to all other pupils in the school.

Assignments:

- The supervising teacher will employ best practices to evaluate and review student work. No more than 6 weeks may elapse between the date an assignment is made by the supervising teacher and the completion of the pupil's work, unless prior arrangements have been made in accordance with Coastal Academy policy. If the student's meeting date changes, temporarily or permanently, the new day will be recorded on the *Student Assignment and Work Record* Form.
- All work assigned in relation to this independent study agreement is detailed online as a subsidiary agreement to the *Student Assignment and Work Record* Form and will be available one week prior to beginning instruction. It is the parents' responsibility to obtain the work assignments either online or by arranging with the supervising teacher prior to the start date of assignments.
- Failure to complete all work assigned may lead to an action alert/plan in order to personalize learning for each student to meet their educational ability and/or needs.
- Failure to complete 80% or (4) assignments (a day's work) in a core subject area will result in an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. A written record (Action Alert/Plan) of the findings will be prepared by the teacher and reviewed by the Principal.
- The student is to complete the subjects listed below. Subject objectives reflect the curriculum adopted by Coastal Academy Board and are consistent with the school standards as outlined online. The specific objectives, methods of study, methods of evaluation, and resources for each assignment covered by this agreement will be described in the online course management system, which is part of this agreement. Any subsidiary agreement(s) are also part of this contract (ie. *Student Assignment and Work Record* Form).

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SUBJECTS ENROLLED:

- All students are enrolled in English Language Arts, Social Studies, Mathematics, and Science. Additional classes: If the student satisfactorily completes all of the above subjects before the ending date of the agreement, one or more subjects may be added to the agreement if the contract is re-signed and re-dated by the student and the teacher.

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Independent Study Agreement Meeting Dates for submitting a student's assignments and reporting student progress.

Frequency and Manner: Supervising teacher will employ best practices to evaluate and review student work submitted.

☐ **2-Day A or B track**

- 2-day attendance at school site
- Submission of assigned work every 6 weeks unless otherwise noted.
- 6-week evaluation conference unless prior arrangements have been made in accordance with Coastal Academy's policy. Evaluation will include but is not limited to: projects, written work, oral quizzes, and written assessments depending on the assignment. Paper and electronic documents may be presented. The conference will take place on the school campus unless otherwise noted.

Time: _____**Place:** 4096 Calle Platino, Oceanside, CA 92056, or 4000 Mystra Way, Oceanside, CA 92056, unless otherwise noted.

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☐ **3-Day Middle School or M track**

- 3-day attendance at school site
- Weekly submission of assigned work unless otherwise noted.
- 6-week evaluation conference unless prior arrangements have been made in accordance with Coastal Academy's policy. Evaluation will include but is not limited to: projects, written work, oral quizzes, and written assessments depending on the assignment. Paper and electronic documents may be presented. The conference will take place on the school campus unless otherwise noted.

Time: _____**Place:** 4096 Calle Platino, Oceanside, CA 92056, unless otherwise noted.☐ **5-Day Independent Study C track or Online**

- Unit meetings with teachers and optional labs or classes.
- Submission of assigned work every 6 weeks unless otherwise noted.
- 6-week evaluation conference unless prior arrangements have been made in accordance with Coastal Academy's policy. Evaluation will include but is not limited to: projects, written work, oral quizzes, and written assessments depending on the assignment. Paper and electronic documents may be presented. The conference will take place on the school campus unless otherwise noted.

Time: _____**Place:** 4096 Calle Platino, Oceanside, CA 92056, 4000 Mystra Way, Oceanside, CA 92056, or 4183 Avenida de la Plata, Oceanside, CA 92056, unless otherwise noted.

Sejal Majitha 4/13/2016 11:47 AM

Deleted: teacher

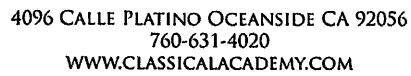
Independent Study is an optional educational alternative in which no pupil may be required to participate. Instruction may be provided for Section 48915 (expelled) or 48917 (suspended expulsion) students through independent study only if the student has the alternative of classroom instruction. Our signatures below indicate that we voluntarily participated in the establishment of this agreement and that we understand and accept our responsibilities in relation to this agreement as detailed above.

Student: _____ Date: _____

Parent/Legal Guardian: _____ Date: _____

Supervising Teacher: _____ Date: _____

Other: _____ Date: _____



Award Winning, Certified California Public Charter Schools
-Partnering with Parents For Quality Education Since 1999-



The Classical Academy/Coastal Academy

Parent and Student Responsibilities Agreement

2016-2017

Sejal Majitha 4/13/2016 12:13 PM

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Student Name: _____

Grade: _____

Objective:

- This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the Assignment and Work Record Form. With the support of the parent, the student will complete assignments on or before the due date.
- No more than 6 weeks may elapse between the date an assignment is made by the teacher and the completion of the student's work, unless prior arrangements have been made in accordance with The Classical Academy/Coastal Academy's policy.

Commitments:

Student:

I understand that:

- I must follow the rules and abide by the policies in the Parent and Student Handbook.

I agree to:

- Be supervised by and meet regularly with my teacher.
- Complete my assigned work by its due date, as explained by my teacher and described in my written assignments.

Parent/Guardian:

I agree to the above conditions listed under "Student." I also understand that:

- If my child has an individualized education program (IEP), the IEP must specifically provide for his or her enrollment in Independent Study.
- Cancellations of appointments will be made at least 24 hours in advance.
- It is my responsibility to provide any needed transportation for my child's scheduled meetings, field trips and any other travel covered by this agreement.
- My student must be actively engaged in assigned work or reading every school day.
- It is my responsibility to obtain work assignments by arranging for pick up with the supervising teacher prior to the start date of assignments.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring submission of all completed assignments necessary for evaluation.
- The Classical Academy/Coastal Academy does not endorse or support the sectarian teaching of students as part of the charter school program.
- I am liable for the cost of replacement or repair for lost, damaged, incomplete kits or unusable books and other school property checked out to my child.
- I acknowledge that I have read The Classical Academy/Coastal Academy Parent/ and Student Handbook, either online or in the school office, and agree to and abide by all Classical Academy/Coastal Academy school-wide expectations, policies, and procedures.
- I have read the TCA Acceptable Use Policy for Computers and the Bring Your Own Device Policy included in the online handbook and I agree to follow the rules and regulations of these policies to ensure the safe and appropriate use of computers, the Internet, and school technology.
- I agree that all The Classical Academy/Coastal Academy's curriculum materials, including digital content, are to be used in our school lessons only and shall not be sold, re-distributed in any way, or posted in any other digital venue. I understand that all Teacher Edition materials are property of The Classical Academy/Coastal Academy and I agree to return all Teacher Edition materials to The Classical Academy/Coastal Academy at the completion of the academic year.

Sejal Majitha 4/13/2016 12:13 PM

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Sejal Majitha 4/13/2016 12:13 PM

Deleted: It is my understanding that

Sejal Majitha 4/13/2016 12:13 PM

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Agreement: We have read this agreement and hereby agree to all the conditions set forth within.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____



COASTAL ACADEMY

A Classical Academy Charter School

Board Report

TCA Registrar Policy and Procedures

May 2016

Background:

With the growth of TCA, it is important to have standardized policies and procedures for all site registrars. These policies reflect best practice and where applicable legal requirements. These policies and procedures are being added to a Schoology course where front office staff, registrars, and site leaders can access the policies and procedures as needed and for annual review.

Report:

The current policies and procedures include:

1. TCA Audit File Procedures – 3 files to be maintained.
2. TCA Household Information Update Policy – maintaining Proof of Residency
3. TCA EL Update Policy – Accurately report EL students in the SIS and reporting CELDT/EL scores

Action Required by the Board:

This is an information only item and the Board requires no action.

Lesley Clifton
Director of Online Learning
May 9, 2016

Cameron Curry
Executive Director
May 9, 2016

TCA Audit File Procedures

As a best practice schools should keep a minimum of two files per student and sometimes three.

File 1 (Student CUM):

The Student Cum file should be rarely touched and accessed. This file is cumulative for the entirety of the student's K-12 education. This file goes with the student when they leave the school. This file must contain everything required by law of all schools and programs and in addition:

- Copy of ISA
- Copy of all Action/Accountability Plans and Alerts
- Copy of any letters of correspondence regarding Evaluation of Continued Enrollment

File 2 (Student Audit File):

The Student Audit File is kept for three years not including the current school year. (If an exception is found during the audit, the files must be retained until the matter is closed). The Student Audit File is accessed at least each unit/quarter and contains the following;

- ISA and additional signers page if necessary
- Action/Accountability Plans and Alerts
- AWRs with samples attached
- Reading Logs
- List of credits/courses attempted for ADA (high school)
- Copy of transcript (not required, but best practice at year end)

File 3 (Teacher's Working File):

This file is kept by the teacher and is where they keep extra samples, correspondence, and personal records.

- Samples
- Letters from students/parents
- Medical notes

The Classical Acadamies
-Escondido, Vista, Oceanside & Online-

HOUSEHOLD INFORMATION UPDATE FORM

If you have recently moved or have made changes to your
current contact information, Please fill out this form and
turn in to the front office.

* New Proof of Residency documentation must be provided for change of address.
i.e. Mortgage/Lease, Military Orders, Utilities: Gas/Electric, Waste, Internet

Change in:

- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> HomeAddress | <input type="checkbox"/> Name Change (legal document required) | |
| <input type="checkbox"/> Home Phone # | <input type="checkbox"/> Work Phone # | <input type="checkbox"/> Cell Phone # |

Date		Grade & Track	
------	--	---------------	--

Last Name	
-----------	--

First Name	
------------	--

Address	
---------	--

City		State		Zip Code	
------	--	-------	--	----------	--

Phone Number	
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Email	
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Print Name:

Signature:

TCA Household Information Update Policy

- When a family has a change in address they must complete the Household Information Update Form and include a copy of their NEW Proof of Residency.
- The registrar will make the updated change in Pathways.
- The registrar will make a copy of the NEW Proof of Residency and staple to the Household Information Update Form.
- The Household Update Information Form will be filed by the registrar and kept for the annual audit.
- The registrar will file the new Proof of Residency in the student CUM.

TCA EL Update Policy

Student enrolling prior to the start of school:

- When a student enrolls prior to the start of school in the fall, if the parent has selected “Other than English” for the student’s primary language:
 - Registrar or CELDT/EL Coordinator will add the EL Special Programs to the student’s enrollment in Pathways. (Pathways/CalPads link).
 - At least one month prior to the school year starting, registrar or CELDT/EL Coordinator will pull the list of EL students and create a test schedule.
 - All testing is to be done prior to the 30th day of the start of the school year.
- If the parent does not designate the student as “Other than English,” but it is discovered that the student had been designated an English Learner at the previous school when the CUM arrives:
 - Registrar or CELDT/EL coordinator will confirm in CalPads that the student was an EL in prior school.
 - Registrar or CELDT/EL Coordinator will add the EL Special Programs to the student’s enrollment in Pathways. (Pathways/CalPads link).
 - Schedule a CELDT testing schedule within two weeks of discovering the student is EL, or within the 30-day window, of receiving the CUM file.

Student enrolling during the school year:

- When a student enrolls during the school year:
 - The registrar will designate EL in the Special Programs/Accommodations section of Pathways if the parent has selected “Other than English” for the student’s primary language.
 - Registrar will request student CUM from previous school, including the CELDT Score Request Form, from the current year, if applicable.
 - Registrar or CELDT/EL Coordinator will add the EL Special Programs to the student’s enrollment in Pathways. (Pathways/CalPads link).
 - Within 30 days of enrollment date, the registrar or CELDT/EL Coordinator will CELDT test the student.
- If the parent does not designate the student as “Other than English,” but it is discovered that the student had been designated an English Learner at the previous school when the CUM arrives:
 - The registrar or CELDT/EL Coordinator will confirm in CalPads that the student was an EL in prior school and will send the prior school the CELDT Score Request Form.
 - Registrar or CELDT/EL Coordinator will add the EL Special Programs to the student’s enrollment in Pathways. (Pathways/CalPads link).
 - Registrar or CELDT/EL Coordinator will schedule a CELDT test within two weeks of receiving the CUM file or learning of the EL designation.

When CELDT Scores are received:

- When CELDT scores are received by the registrar or CELDT/EL Coordinator, the EL folder will be created for the student's CUM (purple or lavender folder). Folder contents:
 - The paper copy of the test scores goes into the folder.
 - A copy of the parent letter reporting test scores.
 - RFEP or IFEP letter.
 - Copy of the CELDT Score Request Form.
- The scores will be input to the Special Programs/Accommodations EL tab.
- The date and test scores will be input into the notes section of the EL record.

If a student is redesignated as other than EL (IFEP or RFEP):

- When a student is IFEPed:
 - If a student is found, after testing, to be initially fluent (IFEP), then the registrar or CELDT/EL Coordinator will send the IFEP letter to the parent and put a copy in the CUM file.
 - Pathways will be updated. The EL Acquisition status will be changed to Initial Fluent English Proficient.
- When a student is RFEPed:
 - If a student is found eligible for reclassification as Fluent English Proficient (RFEP), the form to reclassify will be given to the student's teacher to be signed by the teacher and parent.
 - Once the form is returned, Pathways will be updated. The EL Acquisition status will be changed to Reclassified Fluent English Proficient.
 - RFEP form is to be filed in the CUM.

Additionally:

- The student's Home Language never changes. The Language Acquisition status is the only status that changes via testing in Pathways.
- The CELDT/EL Coordinator should quarterly audit the EL student list for any anomalies.
- If the auditor requests EL information, print the Special Programs/Accommodations EL page.
- For Home Language Survey, screen shot the information, including the student's name, from the Ed Level and Language Survey page of the Student Registration.

Coastal Academy

May 2016 Enrollment

Coastal	Coastal Online	TCA Vista
33	0	12
116	0	38
124	0	42
127	0	44
138	0	48
127	0	57
149	0	54
146	0	47
129	35	36
124	29	35
0	0	0
0	0	0
0	0	0
0	0	0
1,213	64	413
1,150	0	335
63	64	78