Caprock Academy Board of Directors Tuesday,
January 14, 2025
Regular Business Meeting at 6:00 p.m.
Caprock Academy - 714 24 1/2 Rd, Grand Junction, CO 81505

Meeting can be viewed virtually via Zoom.
In order to attend the meeting via video conference, use the link below:
In order to attend the meeting by phone, dial the number below and follow the prompts:
Join Zoom Meeting
https://us02web.zoom.us/j/86350206719?pwd=eUJYZkZZZnpmN1pVcWh3dHE3clZaQT09
Meeting ID: 863 5020 6719
Passcode: 707033
If you are attending virtually and have a public comment, please fill out the Board Meeting Public Comment form located on the Board of Directors page on the school's website no later than one hour prior to the start of the meeting. During the public comment period, any forms submitted will be read aloud by a board member.
All virtual participants will be muted by the host.

Board Members in attendance: Jessica Derryberry, Ryan McCulley, KJ Kline, Dave Carlo, Kathy Cantu, Ryan McCulley. Board members in attendance via zoom: Ryan Schramm

Others in Attendance: Rose Obst, Nita Brammier,

Others in Attendance via Zoom:

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Mission: We help all students achieve their highest academic and character potential, using proven accelerated academic programs while providing a safe environment.

I. Pledge

II. Call to Order: Jessica Derryberry, CABD President **@6:00PM**

III. Vision

Vision: Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

IV. Presentation of Excellence Cast Penguin patch

Board President Jessica Derryberry invited Mr. Hunt to present the "Presentation of Excellence," highlighting the success of the Penguin Patch event held before the holiday break. He congratulated and thanked Natalie Clayton and the cast representatives for organizing the event, which turned the atrium into a holiday shop for students, especially elementary students, to pick out gifts for their loved ones. The event was impactful, as many students, some for the first time, were able to thoughtfully choose gifts for their

families. There was great participation, and the event was well received. Plans are already being made to expand the event for next year, including more items for middle and high school students. Mr. Hunt praised the effort and leadership of the cast, noting the positive feedback and support from the community.

V. Public Comments

Members of the public may address the Board during this portion of the agenda on any topic. **Please fill out the check-in form prior to the start of the meeting indicating your interest in addressing the board**. This comment period is not limited to items on the agenda. **Public Comments are limited to three (3) minutes and the total general public comment time is limited to twenty (20) minutes total.** The Board reserves the right to limit or end public comment that it deems to be defamatory, insulting, abusive, or does not comply with character expectations of the Caprock community. Please note that this Public Comment time is separate and distinct from a parent's opportunity to seek Board review of a matter concerning a specific student and a particular class and/or a specific circumstance of administration of a policy (see the Family Handbook, Grievance Policy SE8.5). Similarly, this opportunity is separate and distinct from a Caprock employee requesting Board review of a specific employment matter (see the Employee Handbook, Grievance Policy E 15.0).

The next agenda item was general public comment. Jessica Derryberry noted that this was the first meeting where the public was asked to submit comments virtually about an hour ahead of time. She also mentioned that, for in-person comments, attendees need to sign up ahead of time. There were no public comments at this time, and Jessica asked if anyone had questions or confusion about the new process.
Jessica Derryberry officially closed the public comment section of the meeting for the night.

VI. Consent Agenda

a. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
b. December 10, 2024, Regular Business Meeting Minutes
c. Enrollment Report
d. Treasurer's Report

Jessica Derryberry moved on to the next item, the consent agenda and preparing for a special meeting next week to review and approve the midyear budget. Jessica Derryberry announced we still are waiting on the per-pupil numbers from CSI. Once those are received, she will send an email to Board members, ensuring they have enough time to review the materials. We may need a quorum for the meeting, and we are checking if there's anything else that needs to be added to the agenda before the meeting.

Motion to approve Consent Agenda 1st Jenna Coffman, 2nd Ryan McCulley motion carried.

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VII. Financial

a. Consideration and possible approval of November 2024 Financial Reports as submitted.
b. Consideration and possible approval of mid-year budget

Jessica Derryberry asked Kathy Cantu to present the November financials, highlighting that the budget is ahead year-to-date, though some accounts are over or under budget due to natural fluctuations. Kathy explained that some amounts are skewed due to quarterly payments and lump-sum funds. KJ Kline inquired about the sales tax issue, and Kathy explained it's due to purchases made with credit cards and staff not requesting receipts or inputting exemption numbers. They are working with vendors to address this, and Kathy suggested asking the state for a refund, though it's a lengthy process.

Motion to approve Financials 1st KJ Kline, 2nd by Dave Carlo motion carried.

VIII. Old Business Discussion

a. Committee updates
    i. Strategic planning

Jessica Derryberry gave an update on strategic planning. She and Mr. Hunt will meet with Bill on the 23rd to discuss the budget for a consultant. The full committee meeting is scheduled for March 28th, from 8 AM to 4 PM, and will likely be held at the school since it's not in session that day. Jessica also mentioned scheduling a smaller committee meeting, which will need to be set for a different Friday since the school is in session next week.

IX. Old business Action

a. Policy SE 8.5 Grievance policy

Jessica Derryberry updated the board on the committee's progress, stating the impropriety policy was removed and the discrimination/harassment policy is almost ready, pending lawyer input. A special meeting may be held next week to review it and the midyear budget. CSI requests implementation by February 14, but the board can approve it with a February 28 implementation. The board discussed removing "or your student" from the policy for clarity, and Jessica clarified it applies to anyone with a grievance, even if involving students. The policy doesn't cover harassment or Title IX issues, which have separate procedures. The board agreed that if the head of school is unavailable for over five days, the Board President would handle the grievance. Jessica confirmed the Board President temporarily assumes the head of school role when needed.

Motion to approve Policy SE8.5 Grievance policy with the removal of "against themselves or the school" in the second paragraph, 1st Jenna Coffman, 2nd KJ Kline. Motion carried.

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X. New Business Discussion

a. Colorado Charter League Conference: Board attendance

The new business discussion covers the Colorado Charter League Conference, which will be held on February 27-28. Howard Butcher and Jen Benninger are attending, and there are eight tickets available, two of which are set aside for board members. Jen Neely is also planning to attend. The conference offers valuable workshops, including some on upcoming legislation, so it would be beneficial for a couple of board members to attend. The event will be at the Marriott in the DTC area. The speaker asks if any board members are interested, noting that there's no rush for an immediate answer, but it would be helpful if members could let them, or Evan know as soon as possible to arrange ticket transfers. Additionally, lodging and meals were discussed as part of the arrangements.

b. Employee Policy 3.0

The discussion is about Policy 3.0 from the employee handbook, with changes marked in blue, red, and yellow. The blue highlights were changes made by the attorneys, while the red and yellow changes were made by the committee. The main updates involve clarifying language, such as specifying "Cap Rock" instead of just "the company," and adjusting wording to better define how employees are paid overtime, specifically at one and a half times their base rate. A question arises about whether the attorney's removal of the phrase in the top paragraph, referencing both federal and state laws, was because federal law is seen as all-encompassing. There's a discussion about the Fair Labor Standards Act (FLSA) being referenced, as it covers federal wage and hourly laws. There's a suggestion to specifically include "FLSA" in the policy to clarify which laws are being referenced, instead of just saying "Federal laws." Jessica Derryberry clarifies that this isn't a votable item now and that the discussion is just for review and input. No other discussion was made.

c. Employee Policy 7.0

The conversation is about the updates to the employee compensation policy, with various clarifications and revisions being made. Some of the changes include adjusting grammar and clarifying terms like PTO (Paid Time Off) in the first paragraph for clarity. There's a discussion about the distinction between non-exempt salaried **employees and** non-exempt hourly **employees. The question arises about why some non-exempt employees are salaried while others are hourly. The answer seems to be rooted in the nature of the job and legal classifications—there are criteria for determining whether an employee is exempt or non-exempt, and sometimes non-exempt employees are salaried based on their role, even if they are entitled to overtime pay if they exceed certain hours. The group discusses the complexity of these classifications and mentions that industry standards, employer counsel, and labor laws help determine these designations. They suggest separating** exempt **and** non-exempt **employees into different bullet points in the policy to make it clearer. Further clarification is needed regarding a rest period definition, and there's also a note**

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about situations where employees may work more than 18 hours in a day (like chaperoning trips), and when they are technically off duty but available in case of emergencies. They plan to revisit the document to correct a mistake where "non-exempt" was accidentally crossed out and to finalize these updates.

d. Head of School Update

The CASAC Town Hall, scheduled for January 29th at 5:30 PM in a classroom, with the gym as a backup if needed. In-person attendance is preferred, though a Zoom option may be available if necessary. Earlier that day, the first open CASAC Town Hall focused on the legal framework for student support and special education. Evan Hunt led the session, with Kristen McCarthy, legal counsel, providing insights via Zoom, and Jen Neely, Director of Special Education, attending in person to offer additional information. The session aimed to clarify how student needs impact classroom dynamics and addressed community concerns. It was announced that Melissa Madison will step down from her role as Human Resources Manager. While her departure is bittersweet, she will remain part of the school community as a parent. Libby Sorensen will assume the role moving forward, and the Board looks forward to her contributions. Jessica Derryberry highlighted the need for two Board members to form an Election Committee, as Kathy and the current speaker are up for re-election. She will send an email with further details and instructions.

XI. New Business Action

XII. Future Agenda Items

a. Policy 7.4 Assignment Due Dates, Late Grades, and Remediation (K-12)
b. Harassment and Discrimination policy
c. Discipline policy

XIII. Adjourn 1st Jenna Coffman, 2nd Ryan McCulley at 7:08pm, motion carried.

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Caprock Academy
Enrollment Totals
1/7/2025

CLASS	TOTAL
HTK	15
FTK-Class A	21
FTK-Class B	22
FTK-Class C	20
1st Grade-Class A	23
1st Grade-Class B	24
1st Grade-Class C	24
2nd Grade-Class A	22
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	25
4th Grade-Class A	24
4th Grade-Class B	22
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	24
5th Grade-Class C	25
6th Grade-Class A	27
6th Grade-Class B	26
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	25
7th Grade-Class C	23
8th Grade-Class A	26
8th Grade-Class B	24
8th Grade-Class C	26
9th Grade	56
10th Grade	60
11th Grade	34
12th Grade	34
TOTAL	849

WAITING LIST	TOTAL
HTK	0
FTK	1
1st Grade	1
2nd Grade	0
3rd Grade	2
4th Grade	1
5th Grade	0
6th Grade	1
7th Grade	1
8th Grade	3
9th Grade	1
10th Grade	1
11th Grade	0
TOTAL	12

AVAILABILITY	TOTAL
HTK	3
FTK	0
1st Grade	13
2nd Grade	15
3rd Grade	7
4th Grade	16
5th Grade	9
6th Grade	4
7th Grade	13
8th Grade	8
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	119

Intent to Return	TOTAL
HTK	0
FTK-Class A	0
FTK-Class B	0
FTK-Class C	0
1st Grade-Class A	0
1st Grade-Class B	0
1st Grade-Class C	0
2nd Grade-Class A	0
2nd Grade-Class B	0
2nd Grade-Class C	0
3rd Grade-Class A	0
3rd Grade-Class B	0
3rd Grade-Class C	0
4th Grade-Class A	0
4th Grade-Class B	0
4th Grade-Class C	0
5th Grade-Class A	0
5th Grade-Class B	0
5th Grade-Class C	0
6th Grade-Class A	0
6th Grade-Class B	0
6th Grade-Class C	0
7th Grade-Class A	0
7th Grade-Class B	0
7th Grade-Class C	0
8th Grade-Class A	0
8th Grade-Class B	0
8th Grade-Class C	0
9th Grade	0
10th Grade	0
11th Grade	0
TOTAL	0

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Retention %

Class	Jun/Year			
	20-21	21-22	22-23	23-24
HTK-AM/PM	15	17	17	7
FTK CLASS A	20	22	21	21
FTK-CLASS B	20	22	21	22
FTK-CLASS C	19	21	21	22
1st Grade-Class A	27	25	24	26
1st Grade-Class B	28	24	26	23
1st Grade-Class C	27	24	26	26
2nd Grade-Class A	27	26	25	25
2nd Grade-Class B	27	27	26	27
2nd Grade-Class C	26	26	26	27
3rd Grade-Class A	21	26	25	26
3rd Grade-Class B	25	25	29	27
3rd Grade-Class C	25	24	26	25
4th Grade-Class A	28	27	25	27
4th Grade-Class B	26	24	24	26
4th Grade-Class C	25	25	23	28
5th Grade-Class A	24	25	27	27
5th Grade-Class B	25	26	27	24
5th Grade-Class C	25	27	27	25
6th Grade-Class A	27	23	26	27
6th Grade-Class B	24	22	26	28
6th Grade-Class C	26	25	26	27
7th Grade-Class A	27	27	25	25
7th Grade-Class B	27	28	24	24
7th Grade-Class C	28	28	26	25
8th Grade-Class A	27	27	28	22
8th Grade-Class B	28	28	28	21
8th Grade-Class C	24	24	27	21
9th Grade	58	61	51	65
10th Grade	52	48	52	45
11th Grade	27	42	49	40
12th Grade	42	23	35	42
Total Enroll	877	869	889	878
Total Waitlist	20	0	2	14
Total Enr+Waitlist	897	869	892	892
Final October Count	893	884	894	893

2024-2025 School Year	
August	Total
HTK	15
FTK-Class A	21
FTK-Class B	22
FTK-Class C	20
1st Grade-Class A	23
1st Grade-Class B	24
1st Grade-Class C	24
2nd Grade-Class A	22
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	25
4th Grade-Class A	24
4th Grade-Class B	22
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	24
5th Grade-Class C	25
6th Grade-Class A	27
6th Grade-Class B	26
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	25
7th Grade-Class C	23
8th Grade-Class A	26
8th Grade-Class B	24
8th Grade-Class C	26
9th Grade	56
10th Grade	60
11th Grade	34
12th Grade	34
Total Enroll	849
Total Waitlist	25
Total Enr+Waitlist	v
Final October Count	

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CAPROCK ACADEMY
CHARACTER. ACCOUNTABILITY. ACADEMICS.

Policy SE 8.5 – Grievance Policy

Overview

Caprock Academy values open, respectful, and proactive communication among and between the members of our school community, including parents, students, faculty, staff, and administration. Caprock Academy's procedures for settling conflicts are designed to support prompt and equitable resolution at the original point of conflict. These procedures guide how faculty, staff, parents, and students are expected to express grievances about other members of our school community. Accordingly, resolution of any conflict should be pursued in the order of the steps outlined below.

At any stage of the grievance process, the grievant is not required to address the issue with the person directly involved if the grievant is alleging ~~being required to report to a person you believe has engaged in discriminatory harassment against you, or otherwise created a hostile work environment~~ discrimination or harassment against themselves or the school. Thus, in those circumstances ~~you may skip that step and proceed to the next step in the process~~ please refer to the following policies.

- In the case of grievances relating to allegations of harassment or discrimination, please see the Unlawful Discrimination and Harassment Policy.
- In the case of grievances relating to allegations of sex-based harassment, please see the Sexual Harassment and Title IX Policy.

Step One/Arrange Informal Meeting:

If you ~~or your student has~~ have a grievance, please schedule a time to meet with the Caprock staff involved in the original circumstance that gave rise to the conflict. At this scheduled meeting, the parties should discuss the matter and work towards a mutually agreeable resolution. Please do not confront Caprock staff without warning or notice, particularly when students are present. If your initial concern began directly with your supervisor, you may skip this step and proceed to the next Step.

Step Two/Request Formal Consideration Meeting:

If you are not satisfied with the outcome of the first step, please complete the grievance procedure form located on the school website, or in the front office, then request a formal meeting with the next level of School Administration above the Caprock staff involved in the original issue that caused the grievance (e.g., a Director or Dean as reflected on the Caprock Academy Organizational Chart). This step is intended to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. The Director or Dean will continue to monitor the issue until

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either a resolution or impasse is reached. If your initial concern began directly with the Head of School, you may skip this step and proceed to Step Four.

Step Three/Request Review by Head of School:

If the issue is still not resolved to your satisfaction, please request further consideration by filing a written request for review to the Head of School. After reviewing your request and meeting with you and the other Caprock staff member involved, the Head of School will provide a final decision to you in writing.

- *The grievant must contact the ~~School Leader~~ Head of School within 10 school business days (please refer to the school calendar for a list of days the school is open for business) of the ~~above meeting~~ Formal Consideration Meeting described in Step Two.*
- *The complaint shall be in writing and shall detail:*
  - *the date of the incident (if applicable);*
  - *the School staff member involved;*
  - *a description of the incident, decision, or practice that gave rise to the grievance;*
  - *the conflict resolution strategies that have been attempted thus far; and*
  - *the grievant's requested resolution.*
- *Within five ~~calendar~~ school business days from the date on which the written statement was received, the ~~school leader~~ Head of School will either issue a written response to the grievant or contact the grievant to schedule a time to discuss the issue.*
  - *If you do not receive a response from the head of school within the 5 school business days, please reach out to him/her directly to ensure they have received your original grievance.*

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Step Four/Appeal to Board:

If you still are not satisfied, you may appeal the Head of School's final decision to the Board by submitting a written request for appeal to the board chair (or board chair designee), whose email address is posted on the school's Board of Directors webpage. The written request for appeal should include all information outlined in the previous step. The Board will respond to your request for appeal within 30 calendar days and will take such further action as it finds appropriate and necessary (for example, reviewing the issues of your appeal in an Executive Session*).

**Caprock Academy's legal obligation to protect the confidentiality of an individual student's information and an employee's personnel information continues throughout the dispute resolution process. Accordingly, if your appeal is granted, the Board may be required by law to consider and discuss your issue in a private meeting (an Executive Session), with only the Board's formal vote taking place in an open, public meeting. Also remember that while any member of the public is*

welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed the prior procedures. Issues of employee or student privacy may be addressed in executive session only.

Step Five/Appeal to CSI:

Submit a Written Grievance to the Colorado Charter School Institute ("the Institute") Executive Director. If the grievant is not satisfied with the School Board's determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the School Board. After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or legalandpolicy_csi@csi.state.co.us.

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Policy E 3.0 – Employee Status

~~1.~~ Employee Classifications

~~2.~~ Employees of Caprock Academy ~~the Company~~ are classified as either exempt or ~~nonexempt~~non-exempt under federal ~~and state~~ wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in Caprock Academy's ~~the Company's~~ group health plan. Eligibility for participation in Caprock Academy's ~~the Company's~~ group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in Caprock Academy's ~~the Company's~~ group health plan, please contact the Business Office Assistant – Human Resources Manager.

~~3.~~

~~4.~~ Full-Time Employee

~~1.~~ An employee normally scheduled to work at least 32 hours per week. Full-time employees are currently eligible for Caprock benefits.

~~5.~~ Part-Time Employee

~~1.~~ An employee normally scheduled to work less than a 32-hour workweek. Part-time employees are currently ineligible for Caprock benefits except as required by law.

~~6.~~ Temporary Employee

~~1.~~ An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Caprock benefits except as required by law.

~~7.~~ Exempt Employee

~~1.~~ Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) ~~and state law~~ and who are exempt from minimum wage and/or overtime pay requirements.

~~8.~~ ~~Nonexempt~~Non-exempt Employee

~~1.~~ ~~Nonexempt~~Non-exempt employees are employees whose job positions do not meet FLSA ~~or applicable state~~ exemption tests and who are not exempt from minimum wage and/or overtime pay requirements. ~~Nonexempt~~Non-exempt employees shall be paid ~~time~~ at ~~and~~ one and one-half the employees' ~~of their regular~~ base rate of pay for any work in excess of: (1) 40 hours per workweek, (2) 12 hours per workday, or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

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Policy E 7.0 – Compensation

- Overtime
  - All overtime for non-exempt employees must be approved in writing in advance by the Head of School or designee ~~Business Office Manager~~. Overtime is paid to non exempt employees at one and one-half the employee's base rate ~~will be paid to nonexempt~~non-exempt ~~employees~~ when work is performed in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday or 40 hours per work~~-~~week. For purposes of calculating overtime, the work-week begins at 12:00 a.m. midnight Sunday and ends at 11:59 p.m. Saturday. The 40-hour threshold is based on actual hours worked in the week. Therefore~~,~~ PTO, holiday, or other paid or unpaid leave time is not included in calculating the 40-hours threshold. All ~~nonexempt~~non-exempt-hourly employees must record all time worked on the payroll -platform.
- Paydays
  - Employees are paid on the fifth of every month. If the regular payday occurs on a holiday/weekend, the payday is the last working day prior to the holiday/weekend.
  - On each payday, employees receive a statement showing gross pay, deductions, and net pay that can be viewed via their account on the payroll platform~~.~~
  - All employee's paychecks will be automatically deposited to their bank account.
- Pay For Exempt Employee
  - Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. The School is committed to complying with salary basis requirements which allows properly authorized deductions.

  Pay Discrepancies

  - If you believe an improper deduction has been made to your ~~salary~~ pay, you should immediately report this information to the Business Office/ Human Resources. Reports of improper deductions will be promptly investigated. The investigation will begin within 5 school business days. If it is determined that an improper deduction has occurred, you will be reimbursed by the next payday following the completion of the investigation.~~.~~
- [1]Time Reporting
  - Non-exempt ~~-~~hourly employees are required to complete a timecard daily. At the conclusion of each pay period, near the end of the month, employees must review their time record for accuracy and submit any discrepancies by email to the Business Office/ Human Resources. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. ~~Nonexempt~~Non-exempt ~~employees must take a full 30-minute lunch period. Notify your supervisor immediately if your lunch is shorter than 30 minutes or if it is interrupted by work.~~ Exempt employees are required to report ~~to their department manager monthly only~~ time off from their regular work schedule to their supervisor on a monthly basis~~.~~

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[1] ~~Recommend adding more language.~~

- These records are the only ones used by the sSchool to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the sSchool if they find a discrepancy between the School's records and their records. Employees should contact the Business Office/Human Resources with any questions about how their pay is calculated. Employees must promptly notify the Business Office/Human Resources of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be ~~investigated~~investigated, and appropriate corrective action will be taken. The ~~School~~school will not tolerate retaliation against employees for making a report or participating in an investigation.

- [3]Meal and Break Periods: Non-Exempt Employees

  Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, non-exempt employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that make an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

  Employees should take a compensated 10-minute rest period for every four hours of work. The chart below indicates what rest periods are required. Rest periods should be as close to the middle of an employee's shift as practical.

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

  ~~There is some flexibility for the length and timing of rest breaks. It is allowed to take two five minute breaks in certain circumstances with a written waiver. Failure to authorize and permit rest breaks as required by Colorado law will be treated as if an employee was required to work an extra 10 minutes without pay.~~

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[3] ~~Do you offer lunch breaks – please revise according to your practice.~~

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify Business Office/Human Resources ~~[or insert name/contact details for appropriate company representative or department].~~

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Caprock Academy Board of Directors
Tuesday, January 28, 2025
5:30pm

Meeting can be viewed virtually via Zoom.
In order to attend the meeting via video conference, use the link below:
Join Zoom Meeting
https://us02web.zoom.us/j/86350206719?pwd=eUJYZkZZZnpmN1pVcWh3dHE3clZaQT09
Meeting ID: 863 5020 6719
Passcode: 707033

Mission: We help all students achieve their highest academic and character potential, using proven accelerated academic programs while providing a safe environment.

Board members in attendance: Jessica Derryberry, Ryan Schramm, Kathy Cantu, Jenna Coffman, KJ Kline, Ryan McCulley, David Carlo

Others in attendance via Zoom: Libby Sorensen, Becki, Rose Obst, Evan Hunt, Don Christensen, Deanna Orient, Renea Phillips, Cheala Herrera, Heidi Vidmar, Tara McClelland, Lisa LeFever, Jessica Rix, Sonia Akers.

I. **Pledge**

II. **Call to Order**: Jessica Derryberry, CABD President **@5:33pm**

III. Vision

Vision: Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

IV. Consent Agenda

a. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
   i. Review December 10, 2024 Regular Business Meeting Minutes

Reviewed the December regular business meeting minutes. Some edits have already been made, specifically noting that Jenna Coffman recused herself from the vote on grading policy AP 7.1, which was discussed with Libby. Jessica Derryberry is confirming that this edit has been made and is asking if any other board members noticed anything else that needs attention in the minutes.
No other edits were made.

Motion to approve updated minutes from Kathy Cantu, 2nd by KJ Kline. Motion carried.

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V. Financial

a. Consideration and possible approval of FY25 mid-year budget

Jessica Derryberry announced the consideration and approval for the fiscal year '25 midyear budget, and the speaker is asking Kathy Cantu to present it.

The meeting continued with the discussion of the fiscal year 25 mid-year budget. Kathy Cantu summarized the changes made, explaining the delay in finalizing the budget due to missing PPR and mill levy numbers. She emphasized that the current budget meets the debt service coverage ratio and includes the most up-to-date figures. If the mill levy number changes later, a supplemental budget may be needed.

Board members asked for clarification on several budget items. Kathy explained various adjustments, including reallocating funds for technology, travel, and contracted services. She noted that many of these changes were due to reclassifications or shifts between budget categories. The increase in bank fees was explained as a necessary cost for direct deposit, which saves on other expenses like PTO.

After discussing the midyear budget, Dave Carlo moved to approve it, KJ Kline 2nd the motion. The motion carried unanimously. Kathy assured the board that if further revisions are needed, they will be notified, and she thanked Shannon and her team for their work during a tight turnaround. The meeting then moved to the next agenda item.

b. Possible approval FY25 budget appropriation resolution

The meeting continued with the discussion of the fiscal year 25 budget operation resolution. Kathy explained that the appropriation resolution is a standard form the board needs to review, with the $11,867,127 amount reflecting the total expenses, including costs for the 8th grade and senior trips. She invited any questions and none were asked.

After no questions were raised, Kathy moved to approve the fiscal year 25 budget appropriation resolution, Jenna Coffman 2nd the motion. The motion was approved unanimously.

Kathy then reminded Jessica, as Board President, to sign the appropriation resolution via DocuSign for submission to the state.

Jessica Derryberry confirmed that the agenda was complete and asked for a motion to adjourn. Jenna Coffman made the motion, and Dave Carlo 2nd it. Motion Carrie

VI. Adjourn

Meeting adjourned at 5:53pm

Minutes respectfully submitted by Samantha Kendall, Executive Assistant to the Head of School

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CAPROCK ACADEMY
Finance Committee Meeting

AGENDA

Date: **Thursday, January 28, 2025** **Location:** Zoom Meeting
Time: **12:00-1:00 PM**

Call to Order

New Business
- December 2024 Financials
- Begin Discussions on Refinancing Options (renews June 2028)

Old Business

- None at this time

Set Next Meeting

Adjournment

Join Zoom Meeting

https://us02web.zoom.us/j/81704585902?pwd=ZVlXbHhPNW5NWG9vSFFCZ3Q0clIxdz09

DRAFT

CAPROCK ACADEMY

Charter School Institute
Mesa County
2024-2025
FY25 WORKING BUDGET

January 24, 2025

APPROPRIATION RESOLUTION
ANNUAL BUDGET
ANNUAL BUDGET IN UNIFORM BUDGET SUMMARY FORMAT

DRAFT

APPROPRIATION RESOLUTION

Be it resolved by the Board of Education of CAPROCK ACADEMY
located in Charter School Institute in Mesa County
that the amounts shown in the following schedule be appropriated to each fund
as specified in the FY25 WORKING BUDGET for the ensuing fiscal year beginning
July 1, 2024 and ending June 30, 2025.

FUND		APPROPRIATION AMOUNT	EXPENDITURES + APPROPRIATED RESERVES
1. General Fund	1	11,867,127	11,867,127
1a. Charter Schools	1a.	-	-
1b. Insurance Reserve Fund	1b.	-	-
1c. Pre-School Fund	1c.	-	-
Special Revenue Funds:			
2. Capital Reserve Special Revenue Fund	2	-	-
3. Governmental Designated-Purpose Grants Func	3	-	-
4. Pupil Activity Special Revenue Fund	4	-	-
5. Full Day Kindergarten Mill Levy Override Fund	5	-	-
6. Transportation Fund	6	-	-
7. Other Special Revenue Funds	7	-	-
8. Bond Redemption Fund	8	-	-
Capital Projects Funds:			
9. Building Fund	9	-	-
10. Special Building and Technology Fund	10	-	-
11. Capital Reserve Capital Projects Fund	11	-	-
Enterprise Funds:			
12. Food Service Fund	12	-	-
13. Other Enterprise Funds	13	-	-
Internal Service Funds:			
14. Risk-Related Activity Fund	14	-	-
15. Other Internal Service Funds	15	-	-
Trust/Agency Funds:			
16. Fiduciary Fund	16	-	-
17. Private Purpose Trust Funds	17	-	-
18. Agency Fund	18	-	-
19. Pupil Activity Agency Fund	19	-	-
20. Foundations	20	-	-
21. Component Units	21	-	-
TOTAL APPROPRIATION	22	11,867,127	11,867,127

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Date of Adoption Signature of Board President

CAPROCK ACADEMY
2024-2025 FY25 WORKING BUDGET
BOARD SUMMARY

ANNUAL BUDGET

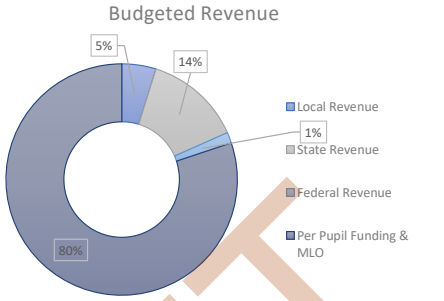
	FY24 AUDIT	FY25 ADOPTED BUDGET	FY25 WORKING BUDGET	
Revenue				
Local Revenue	641,679	593,500	567,500	-4%
State Revenue	1,401,607	1,719,206	1,611,236	-6%
Federal Revenue	147,967	175,877	176,320	0%
Per Pupil Funding & MLO	8,988,772	9,638,455	9,501,400	-1%
Total Revenue	11,180,025	12,127,038	11,856,456	-2%
Expenditures				
Salaries	5,410,807	5,589,442	5,563,764	0%
Employee Benefits	1,631,612	2,262,705	2,373,074	5%
Purchased Professional and Technical Services	248,241	523,981	575,310	10%
Purchased Property Services	289,494	299,151	341,547	14%
Other Purchased Services	578,673	679,784	587,017	-14%
Supplies	807,439	941,155	807,783	-14%
Property	195,505	72,740	107,972	48%
Other Objects	883,266	915,660	890,660	-3%
Other Uses of Funds	460,000	480,000	480,000	0%
Total Expenditures	10,505,038	11,764,618	11,727,127	0%
Other Revenue	80,579	-	140,000	
Other Expenditures	90,894	-	140,000	
Transfers	-	-	-	n/a
Loan Proceeds	-	-	-	n/a
Change in Fund Balance	$ 674,987	$ 362,420	$ 129,329	-64%
Beginning Fund Balance	$ 5,000,373	$ 4,946,941	$ 5,665,044	
Nonspendable Fund Balance	73,287	-	-	
TABOR Reserve	329,847	349,831	344,294	
Committed Fund Balance	-	-	-	
CSI SPED Reserve	-	89,464	88,044	
Unassigned Fund Balance	5,272,226	4,870,065	5,362,036	
Ending Fund Balance	$ 5,665,044	$ 5,309,360	$ 5,794,373	

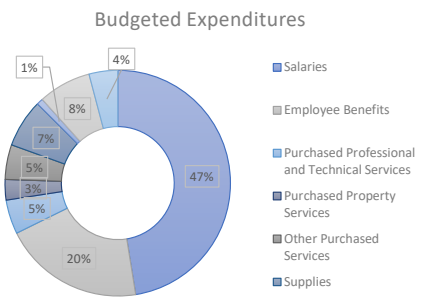
MAJOR ASSUMPTIONS

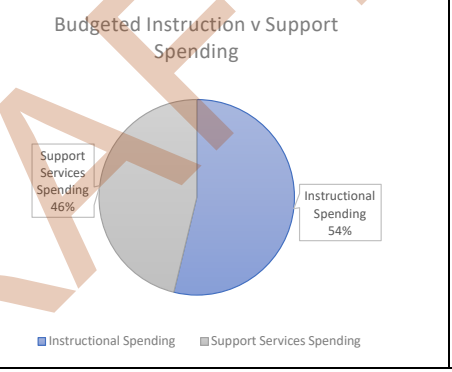
Total Enrollment	898.0	898.0	888.0
Funded Pupil Count	894.6	890.0	880.4
Per Pupil Revenue (PPR)	10,047	10,774	10,792
Change in PPR			
Staff (FTE)	164.00	155.00	162.25

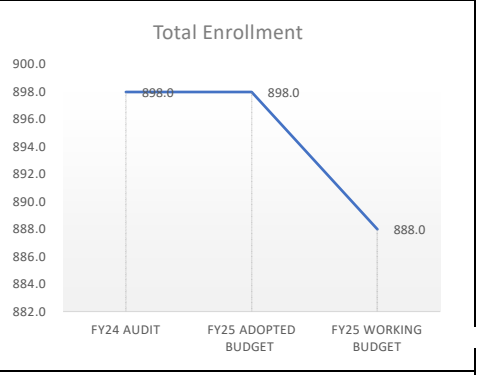
OPERATING METRICS

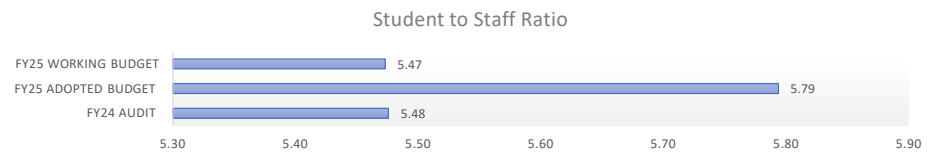
Debt Burden Ratio (DBR)	8.37	9.07	8.87
Operating Reserve Ratio (ORR)	0.53	0.45	0.49
Operating Margin Ratio (OMR)	0.06	0.03	0.01
Change in Fund Balance Ratio (CFBR)		(0.06)	0.02
Days of Unassigned Reserves Hand	181.61	151.09	164.92
Estimated Debt Service Coverage Ratio	1.51	1.27	1.10
Facility Payment as % of Revenue	0%	0%	0%
Total Facility Costs as % of Revenue	4%	4%	5%
Instructional Spending			54%
Support Services Spending			46%
Salaries & Benefits as % of Total Budget	67%	67%	68%
Student:Staff Ratio	5.48	5.79	5.47

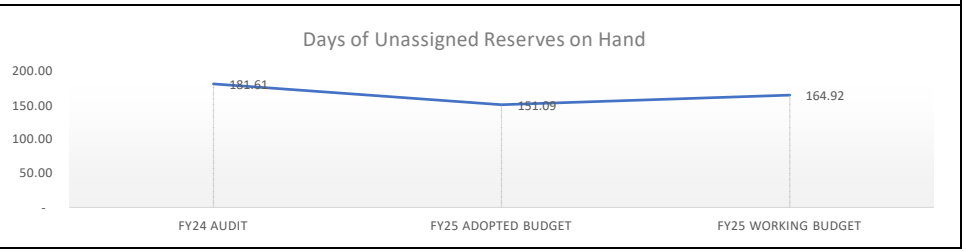












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CAPROCK ACADEMY
DETAILED BUDGET

QBO

Program	Object	Job	Grant	Object Summary 1	Object Summary 2	Prog + Object + Grant		FY24 ADOPTED BUDGET	FY24 SUPPLEMENTAL BUDGET	FY24 AUDIT	FY25 ADOPTED BUDGET	FY25 WORKING BUDGET
							Income					
							1000 · Local Revenue					
0000	1310	000	0000	1310	1000	0000 1310 0000	1310 · Tuition From Individuals	$ 82,500	$ 82,500	$ 100,997	$ 82,500	$ 82,500
0000	1500	000	0000	1500	1000	0000 1500 0000	1500 · Interest Income		-	72,537	-	60,000
0000	1600	000	0000	1600	1000	0000 1600 0000	1600 · Food Services	45,000	45,000	42,626	45,000	45,000
0000	1740a	000	0000	1740	1000	0000 1740a 0000	1740a · Pupil Activity Fees			286,200		267,000
0000	1740b	000	0000	1740	1000	0000 1740b 0000	1740b · Other Fees	267,000	267,000	3,645	267,000	-
0000	1750a	000	0000	1700	1000	0000 1750a 0000	1750a · Fundraising	70,000	70,000	4,805	70,000	-
0000	1760	000	0000	1700	1000	0000 1760 0000	1760 · Gifts & Contributions	38,000	38,000	54,295	38,000	38,000
0000	1910	000	0000	1910	1000	0000 1910 0000	1910 · Rent		-	1,000	-	-
0000	1920	000	0000	1920	1000	0000 1920 0000	1920 · Private Grant Contibution		-		-	-
0000	1940	000	0000	1940	1000	0000 1940 0000	1940 · Instructional Material Fees	65,000	65,000	58,280	65,000	65,000
0000	1954	000	0000	1954	1000	0000 1954 0000	1954 · 3% CSI Rebate/Assistance Grant		-		-	-
0000	1990	000	0000	1990	1000	0000 1990 0000	1990 · Miscellaneous Revenue	26,000	26,000	17,295	26,000	10,000
							Total 1000 · Local Revenue	**593,500**	**593,500**	**641,679**	**593,500**	**567,500**
							3000 · State Revenue					
0000	3954	000	3113	3954	3000	0000 3954 3113	3113 · Capital Construction	355,250	355,250	351,038	351,550	351,550
0000	3954	000	3130	3954	3000	0000 3954 3130	3130 · ST-ECEA (SPED)	155,050	155,050	155,050	198,380	198,380
0000	3954	000	3140	3954	3000	0000 3954 3140	3140 · ELPA	4,177	4,177	4,178	2,160	2,160
0000	3954	000	3150	3954	3000	0000 3954 3150	3150 · ST-G & T	9,009	9,009	9,010	10,802	10,802
0000	3954	000	3218	3954	3000	0000 3954 3218	3218 · School Health Professionals		-		-	-
0000	3954	000	3228	3954	3000	0000 3954 3228	3228 · Universal Screening	881	881	881	881	881
0000	3954	000	3235	3954	3000	0000 3954 3235	3235 · At-Risk	2,093	2,093	3,311	3,311	3,311
0000	3954	000	3259	3954	3000	0000 3954 3259	3259 · READ Act	24,013	24,013	24,013	23,980	23,980
0000	3010	000	3999	3010	3000	0000 3010 3999	3999 · School Security Grant	110,367	110,367	110,367	14,740	14,740
0000	3010	000	3898	3010	3000	0000 3010 3898	3898 · Other State Revenue		279,472	21,532	279,472	278,188
0000	3954	000	3951	3954	3000	0000 3954 3951	3951 · MLE	699,173	699,173	722,228	833,930	727,243
							Total 3000 · State Revenue	**1,360,013**	**1,639,485**	**1,401,607**	**1,719,206**	**1,611,236**
							4000 · Federal Revenue					
0000	4954	000	4010	4954	4000	0000 4954 4010	4010 · Fed-Title One		-		-	-
0000	4954	000	4027	4954	4000	0000 4954 4027	4027 · Fed-IDEA (SPED)	139,981	139,981	139,981	167,977	168,420
0000	4954	000	4365	4954	4000	0000 4954 4365	4365 · Title III		-		780	780
0000	4954	000	4367	4954	4000	0000 4954 4367	4367 · Title II	7,985	7,985	7,986	7,120	7,120
0000	4954	000	4457	4954	4000	0000 4954 4457	4457 · High-Impact Tutoring		-		-	-
0000	4954	000	6027	4954	4000	0000 4954 6027	6027 · IDEA ARP		-		-	-
0000	4954	000	9202	4954	4000	0000 4954 9202	9202 · Title I Homeless		-		-	-
0000	4954	000	9211	4954	4000	0000 4954 9211	9211 · Parent Involvement		-		-	-
							Total 4000 · Federal Revenue	**147,966**	**147,966**	**147,967**	**175,877**	**176,320**
0000	5500	000	0000	5500	5500	0000 5500 0000	**5500 · Loan Proceeds**		**-**		**-**	**-**
0000	5700	000	0000	5700	5700	0000 5700 0000	**5700 · PPR**	**8,983,732**	**8,983,732**	**8,988,772**	**9,638,455**	**9,501,400**
							Total Income	**11,085,211**	**11,364,683**	**11,180,025**	**12,127,038**	**11,856,456**
							Expense					
							0100 · Salaries					
xxxx	0110	xxx	0000	0100	0100	xxxx 0110 0000	0110 · Regular Salaries	5,569,509	5,577,628	5,170,636	5,577,274	5,396,486
xxxx	0120	xxx	0000	0100	0100	xxxx 0120 0000	0120 · Substitutes		-	119,323	-	79,110
xxxx	0150	xxx	0000	0100	0100	xxxx 0150 0000	0150 · Stipends		11,814		12,168	12,168
xxxx	0190	xxx	0000	0100	0100	xxxx 0190 0000	0190 · Bonuses		-	120,848	-	76,000
							Total 0100 · Salaries	**5,569,509**	**5,589,442**	**5,410,807**	**5,589,442**	**5,563,764**
							0200 · Benefits					
xxxx	0211	xxx	0000	0200	0200	xxxx 0211 0000	0211 · Life and STD Benefits		-		-	7,507
xxxx	0221	xxx	0000	0200	0200	xxxx 0221 0000	0221 · Medicare	90,523	90,847	112,733	81,047	80,675
xxxx	0230	xxx	0000	0200	0200	xxxx 0230 0000	0230 · PERA Benefits	1,225,292	1,229,677		1,252,035	1,246,283
xxxx	0250	xxx	0000	0200	0200	xxxx 0250 0000	0250 · Health Benefits	543,050	543,050		650,151	760,421
xxxx	0280	xxx	0000	0200	0200	xxxx 0280 0000	0280 · On Behalf		279,472	21,532	279,472	278,188
xxxx	0290	xxx	0000	0200	0200	xxxx 0290 0000	0290 · Other Employee Benefits		-	1,497,347	-	-
							Total 0200 · Benefits	**1,858,865**	**2,143,046**	**1,631,612**	**2,262,705**	**2,373,074**
							0300 · Professional Services					
2500	0313	000	0000	0300	0300	2500 0313 0000	0313 · Bank Fees	300	300	39,528	300	42,087
							0320 · Educational Prof. Services					
1700	0320a	000	0000	0300	0300	1700 0320a 0000	0320a · Contracted services - SPED	90,713	90,713		90,713	135,208
2100	0320a	000	0000	0300	0300	2100 0320a 0000	0320a · Contracted services - Student Suppo	12,000	12,000	6,893	12,000	-
0018	0320	000	0000	0300	0300	0018 0320 0000	0320 · Educational Prof. Services - Other		-		-	-
							Total 0320 · Educational Prof. Services	102,713	102,713	6,893	102,713	135,208
2400	0330	000	0000	0300	0300	2400 0330 0000	0330 · Professional Fees		-		-	-
2300	0331	000	0000	0300	0300	2300 0331 0000	0331 · Legal	6,500	6,500	56,015	8,450	8,450
2300	0332	000	0000	0300	0300	2300 0332 0000	0332 · Audit	7,000	7,000	29,448	7,000	7,000
2400	0334	000	0000	0300	0300	2400 0334 0000	0334 · Consultant		-		-	-
2500	0339	000	0000	0300	0300	2500 0339 0000	0339 · Other Professional Services		-		-	-
2400	0340	000	0000	0300	0300	2400 0340 0000	0340 · Technical Services	39,088	39,088	28,176	41,787	42,216
2200	0350	000	0000	0300	0300	2200 0350 0000	0350 · Emp Training and Devel.	61,000	61,000	40,892	61,000	45,714
2400	0390	000	0000	0300	0300	2400 0390 0000	0390 · Other Purch Prof./Tech Services	24,214	24,214	42,722	278,635	278,635
2300	0399	000	0000	0300	0300	2300 0399 0000	0399 · CDE Admin Overhead - 2300	31,443	31,443	4,568	24,096	16,000
							Total 0300 · Professional Services	**272,258**	**272,258**	**248,241**	**523,981**	**575,310**
							0400 · Property Services/Utilities					
2600	0410	000	0000	0400	0400	2600 0410 0000	0410 · Fire and Security	2,100	2,100	3,279	2,100	5,000
2600	0411	000	0000	0400	0400	2600 0411 0000	0411 · Water/Sewer	19,000	19,000	18,607	19,000	19,000
2600	0421	000	0000	0400	0400	2600 0421 0000	0421 · Trash	10,107	10,107	10,189	10,107	10,107
2600	0422	000	0000	0400	0400	2600 0422 0000	0422 · Snow Removal		-		-	-
2600	0423	000	0000	0400	0400	2600 0423 0000	0423 · Custodial Services	158,504	158,504	150,456	158,504	170,000
2600	0430	000	0000	0430	0400	2600 0430 0000	0430 · Repairs and Maintenance	98,440	98,440	97,016	98,440	98,440

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2600	0441	000	0000	0400	0400	2600 0441 0000	0441 · Rental of Land and Buildings		-	-	-	-
2600	0442	000	0000	0400	0400	2600 0442 0000	0442 · Rental of Equipment	11,000	11,000	9,946	11,000	39,000
							Total 0400 · Property Services/Utilities	**299,151**	**299,151**	**289,494**	**299,151**	**341,547**
							0500 · Other Purchased Services					
2700	0511	000	0000	0511	0500	2700 0511 0000	0511 · Transportation		-	-	-	-
0018	0513	000	0000	0513	0500	0018 0513 0000	0513 · Contracted Field Trips		-	-	-	-
2300	0521	000	0000	0520	0500	2300 0521 0000	0521 · Liability Insurance	76,551	76,551	70,107	76,551	93,000
2300	0525	000	0000	0520	0500	2300 0525 0000	0525 · Unemployment		-	10,399	-	30,000
2300	0526	000	0000	0520	0500	2300 0526 0000	0526 · Workmans Comp	31,000	31,000	26,904	31,000	31,000
2400	0531	000	0000	0500	0500	2400 0531 0000	0531 · Telephone	8,125	8,125	7,757	8,125	8,125
2400	0533	000	0000	0500	0500	2400 0533 0000	0533 · Postage	2,750	2,750	3,819	2,750	2,750
0018	0534	000	0000	0500	0500	0018 0534 0000	0534 · Online Services	79,900	79,900	58,662	105,010	62,794
2400	0540	000	0000	0500	0500	2400 0540 0000	0540 · Advertising	48,000	48,000	41,856	48,800	45,800
0018	0550	000	0000	0500	0500	0018 0550 0000	0550 · Printing and Binding	29,000	29,000	67,766	29,000	-
0018	0560	000	0000	0500	0500	0018 0560 0000	0560 · Tuition	12,500	12,500	-	12,500	12,500
2200	0580	000	0000	0580	0500	2200 0580 0000	0580 · Travel, Registration, & Entranc	160,000	160,000	22,967	20,000	20,000
2400	0590	000	0000	0500	0500	2400 0590 0000	0590 · Other Purchased Services	35,163	35,163	116,666	36,393	36,393
1700	0592	000	0000	0592	0500	1700 0592 0000	0592 · BOCES Frontline	16,000	16,000	-	16,000	26,000
2300	0595	000	0000	0595	0500	2300 0595 0000	0595 · CSI Withholding - 3% - 2300	274,012	274,012	151,770	293,655	218,655
							Total 0500 · Other Purchased Services	**773,001**	**773,001**	**578,673**	**679,784**	**587,017**
							0600 · Supplies					
0018	0610a	000	0000	0600	0600	0018 0610a 0000	0610a · Instructional Supplies	339,550	339,550	201,572	564,430	52,058
0018	0610b	000	0000	0600	0600	0018 0610b 0000	0610b · Pupil Activity Supplies			250,298		267,000
0018	0610e	000	0000	0600	0600	0018 0610e 0000	0610e · Classrom Funds	-	-	-	-	62,000
2400	0612	000	0000	0600	0600	2400 0612 0000	0612 · Office Supplies	23,000	23,000	25,357	23,000	23,000
2600	0613	000	0000	0600	0600	2600 0613 0000	0613 · Custodial/Building Supplies	500	500	29,121	500	50,500
2600	0621	000	0000	0600	0600	2600 0621 0000	0621 · Gas	170,500	170,500	138,465	170,500	170,500
2600	0622	000	0000	0600	0600	2600 0622 0000	0622 · Electric		-		-	-
3100	0630	000	0000	0630	0600	3100 0630 0000	0630 · Food	52,500	52,500	47,320	52,500	52,500
0018	0640	000	0000	0640	0600	0018 0640 0000	0640 · Books Periodicals	125,000	125,000	115,307	125,000	125,000
0018	0650	000	0000	0600	0600	0018 0650 0000	0650 · Software	5,225	5,225		5,225	5,225
0018	0690	000	0000	0600	0600	0018 0690 0000	0690 · Uniforms		-		-	-
							Total 0600 · Supplies	**716,275**	**716,275**	**807,439**	**941,155**	**807,783**
							0700 · Property					
4000	0710	000	0000	0710	0700	4000 0710 0000	0710 · Land and Improvements	110,000	110,000	165,388	41,240	29,500
4000	0721	000	0000	0721	0700	4000 0721 0000	0721 · Leasehold Improvements		-		-	-
2400	0730	000	0000	0730	0700	2400 0730 0000	0730 · Equipment	59,000	59,000	30,117	11,500	11,500
0018	0733	000	0000	0700	0700	0018 0733 0000	0733 · Furniture	24,000	24,000		20,000	21,600
0018	0734	000	0000	0730	0700	0018 0734 0000	0734 · Technology		-		-	45,372
0018	0735	000	0000	0735	0700	0018 0735 0000	0735 · Non-Capital Equipment	42,000	42,000		-	-
2600	0740	000	0000	0740	0700	2600 0740 0000	0740 · Depreciation	505,363	505,363		-	-
							Total 0700 · Property	**740,363**	**740,363**	**195,505**	**72,740**	**107,972**
							0800 · Other Objects					
2400	0810	000	0000	0800	0800	2400 0810 0000	0810 · Dues and Memb. fees		-		-	25,000
5100	0830	000	0000	0830	0800	5100 0830 0000	0830 · Interest	875,929	875,929	876,230	857,010	857,010
0018	0840	000	0000	0840	0800	0018 0840 0000	0840 · Contingency		-		50,000	-
2300	0890	000	0000	0800	0800	2300 0890 0000	0890 · Miscellaneous Expense	8,650	8,650	7,036	8,650	8,650
							Total 0800 · Other Objects	**884,579**	**884,579**	**883,266**	**915,660**	**890,660**
							0900 · Other Sources					
5100	0910	000	0000	0910	0900	5100 0910 0000	0910 · Principal		-	460,000	480,000	480,000
							Total 0900 · Other Sources	**-**	**-**	**460,000**	**480,000**	**480,000**
							Total Expense	**11,114,001**	**11,418,115**	**10,505,038**	**11,764,618**	**11,727,127**
							Other Revenue					
0000	1750b	000	0000	1700	1000	0000 1750b 0000	1750b · 8th Grade Trip			71,273		70,000
0000	1750c	000	0000	1700	1000	0000 1750c 0000	1750c · Senior Trip			9,305		70,000
							Total Other Revenue	-	-	80,579	-	140,000
							Other Expenditures					
0018	0610c	000	0000	0600	0600	0018 0610c 0000	0610c · 8th Grade Field Trip			73,761		70,000
0018	0610d	000	0000	0600	0600	0018 0610d 0000	0610d · Senior Trip			17,133		70,000
							Total Other Expenditures	-	-	90,894	-	140,000
							Change in Fund Balance	**$ (28,790)**	**$ (53,432)**	**$ 664,671**	**$ 362,420**	**$ 129,329**
0000	6700a	000	0000	6700a	6700a	0000 6700a 0000	**Beginning Fund Balance**	**$ 4,371,303**	**$ 5,000,373**	**$ 5,000,373**	**$ 4,946,941**	**$ 5,665,044**
0000	6710	000	0000	6710	6710	0000 6710 0000	**Nonspendable Fund Balance**			73,287		
0000	6720	000	0000	6720	6720	0000 6720 0000	**Restricted Fund Balance**			168,384		
0000	6721	000	0000	6721	6721	0000 6721 0000	**TABOR Reserve**	329,847	326,960	329,847	349,831	344,294
0000	6722	000	0000	6722	6722	0000 6722 0000	**TABOR Multi Year Obligations**					
0000	6750	000	0000	6750	6750	0000 6750 0000	**Committed Fund Balance (15% rule)**					
0000	6760	000	0000	6760	6760	0000 6760 0000	**CSI SPED Reserve**	90,000	89,464	-	89,464	88,044
0000	6770	000	0000	6770	6770	0000 6770 0000	**Unassigned Fund Balance**	3,922,666	4,530,516	5,093,526	4,870,065	5,362,036
0000	6700b	000	0000	6700b	6700b	0000 6700b 0000	**Ending Fund Balance**	**$ 4,342,513**	**$ 4,946,941**	**$ 5,665,044**	**$ 5,309,360**	**$ 5,794,373**

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		FY25 WORKING BUDGET
CAPROCK ACADEMY		**General Fund**
FY25 WORKING BUDGET		
Adopted January 24, 2025		
Budgeted Pupil Count	**Object Source**	**880**
Beginning Fund Balance (Includes All Reserves)		5,665,044
Revenues		
Local Sources	1000 - 1999	707,500
FY25 PROPOSED BUDGET	2000 - 2999	-
	3000 - 3999	1,611,236
Federal Sources	4000 - 4999	176,320
Total Revenues		2,495,056
Total Beginning Fund Balance and Reserves		8,160,100
Total Allocations To/From Other Funds	5600,5700, 5800	9,501,400
Transfers To/From Other Funds	5200 - 5300	-
Other Sources	5100,5400, 5500,5900, 5990, 5991	-
Available Beginning Fund Balance & Revenues (Plus Or Minus (If Revenue) Allocations And Transfers)		17,661,500
Expenditures		
Instruction - Program 0010 to 2099		
Salaries	0100	3,750,847
Employee Benefits	0200	1,599,823
Purchased Services	0300,0400, 0500	236,502
Supplies and Materials	0600	651,283
Property	0700	66,972
Other	0800, 0900	-
Total Instruction		6,305,427
Supporting Services		
Students - Program 2100		
Salaries	0100	201,233
Employee Benefits	0200	85,830
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Students		287,063
Instructional Staff - Program 2200		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	65,714
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Instructional Staff		65,714
General Administration - Program 2300, including Program 2303 and 2304		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	404,105
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	8,650
Total School Administration		412,755
School Administration - Program 2400		
Salaries	0100	1,518,129
Employee Benefits	0200	647,517
Purchased Services	0300,0400, 0500	413,919
Supplies and Materials	0600	23,000
Property	0700	11,500
Other	0800, 0900	25,000
Total School Administration		2,639,066
Business Services - Program 2500, including Program 2501		
Salaries	0100	-

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		FY25 WORKING BUDGET
CAPROCK ACADEMY		**General Fund**
FY25 WORKING BUDGET		
Adopted January 24, 2025	**Object**	
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	42,087
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Business Services		42,087
Operations and Maintenance - Program 2600		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	341,547
Supplies and Materials	0600	221,000
Property	0700	-
Other	0800, 0900	-
Total Operations and Maintenance		562,547
Student Transportation - Program 2700		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Student Transportation		-
Central Support - Program 2800, including Program 2801		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Central Support		-
Other Support - Program 2900		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Other Support		-
Food Service Operations - Program 3100		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	52,500
Property	0700	-
Other	0800, 0900	-
Total Other Support		52,500
Enterprise Operations - Program 3200		
Salaries	0100	93,555
Employee Benefits	0200	39,903
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Enterprise Operations		133,458
Community Services - Program 3300		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Community Services		-

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		FY25 WORKING BUDGET
CAPROCK ACADEMY		**General Fund**
FY25 WORKING BUDGET		
Adopted January 24, 2025	**Object**	
Education for Adults - Program 3400		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Education for Adults Services		-
Total Supporting Services		4,195,190
Property - Program 4000		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	29,500
Other	0800, 0900	-
Total Property		29,500
Other Uses - Program 5000s - including Transfers Out and/or Allocations Out as an expenditure		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	1,337,010
Total Other Uses		1,337,010
Total Expenditures		11,867,127
APPROPRIATED RESERVES		
Other Reserved Fund Balance (9900)	**0840**	
Other Restricted Reserves (932X)	**0840**	
Reserved Fund Balance (9100)	**0840**	
District Emergency Reserve (9315)	**0840**	
Reserve for TABOR 3% (9321)	**0840**	
Reserve for TABOR - Multi-Year Obligations (9322)	**0840**	
Total Reserves		-
Total Expenditures and Reserves		11,867,127
BUDGETED ENDING FUND BALANCE		
Non-spendable fund balance (9900)	**6710**	-
Restricted fund balance (9990)	**6720**	-
TABOR 3% emergency reserve (9321)	**6721**	344,294
TABOR multi year obligations (9322)	**6722**	-
District emergency reserve (letter of credit or real estate) (9323)	**6723**	-
Colorado Preschool Program (CPP) (9324)	**6724**	-
Full day kindergarten reserve (9325)	**6725**	-
Risk-related / restricted capital reserve (9326)	**6726**	-
BEST capital renewal reserve (9327)	**6727**	-
Committed fund balance (9900)	**0000**	-
Committed fund balance (15% limit) (9200)	**6750**	-
Assigned fund balance (9900)	**6760**	88,044
Unassigned fund balance (9900)	**6770**	5,362,036
Net investment in capital assets (9900)	**6790**	-
Restricted net position (9900)	**6791**	-
Unrestricted net position (9900)	**6792**	-
Total Ending Fund Balance		5,794,373
Total Available Beginning Fund Balance & Revenues Less Total Expenditures & Reserves Less Ending Fund Balance (Shall Equal Zero (0))		-
Use of a portion of beginning fund balance resolution required?		No

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Caprock Academy
Enrollment Totals
2/4/2025

CLASS	TOTAL
HTK	12
FTK-Class A	21
FTK-Class B	22
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	24
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	24
4th Grade-Class A	23
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	23
5th Grade-Class C	27
6th Grade-Class A	26
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	24
7th Grade-Class C	23
8th Grade-Class A	23
8th Grade-Class B	24
8th Grade-Class C	25
9th Grade	56
10th Grade	59
11th Grade	34
12th Grade	34
TOTAL	840

WAITING LIST	TOTAL
HTK	0
FTK	1
1st Grade	1
2nd Grade	0
3rd Grade	2
4th Grade	1
5th Grade	0
6th Grade	1
7th Grade	1
8th Grade	3
9th Grade	1
10th Grade	1
11th Grade	0
TOTAL	12

AVAILABILITY	TOTAL
HTK	6
FTK	0
1st Grade	13
2nd Grade	14
3rd Grade	8
4th Grade	16
5th Grade	8
6th Grade	6
7th Grade	14
8th Grade	12
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	128

Intent to Return	TOTAL
HTK	0
FTK-Class A	0
FTK-Class B	0
FTK-Class C	0
1st Grade-Class A	0
1st Grade-Class B	0
1st Grade-Class C	0
2nd Grade-Class A	0
2nd Grade-Class B	0
2nd Grade-Class C	0
3rd Grade-Class A	0
3rd Grade-Class B	0
3rd Grade-Class C	0
4th Grade-Class A	0
4th Grade-Class B	0
4th Grade-Class C	0
5th Grade-Class A	0
5th Grade-Class B	0
5th Grade-Class C	0
6th Grade-Class A	0
6th Grade-Class B	0
6th Grade-Class C	0
7th Grade-Class A	0
7th Grade-Class B	0
7th Grade-Class C	0
8th Grade-Class A	0
8th Grade-Class B	0
8th Grade-Class C	0
9th Grade	0
10th Grade	0
11th Grade	0
TOTAL	0

Retention %

Class	Jun/Year			
	20-21	21-22	22-23	23-24
HTK-AM/PM	15	17	17	7
FTK CLASS A	20	22	21	21
FTK-CLASS B	20	22	21	22
FTK-CLASS C	19	21	21	22
1st Grade-Class A	27	25	24	26
1st Grade-Class B	28	24	26	23
1st Grade-Class C	27	24	26	26
2nd Grade-Class A	27	26	25	25
2nd Grade-Class B	27	27	26	27
2nd Grade-Class C	26	26	26	27
3rd Grade-Class A	21	26	25	26
3rd Grade-Class B	25	25	29	27
3rd Grade-Class C	25	24	26	25
4th Grade-Class A	28	27	25	27
4th Grade-Class B	26	24	24	26
4th Grade-Class C	25	25	23	28
5th Grade-Class A	24	25	27	27
5th Grade-Class B	25	26	27	24
5th Grade-Class C	25	27	27	25
6th Grade-Class A	27	23	26	27
6th Grade-Class B	24	22	26	28
6th Grade-Class C	26	25	26	27
7th Grade-Class A	27	27	25	25
7th Grade-Class B	27	28	24	24
7th Grade-Class C	28	28	26	25
8th Grade-Class A	27	27	28	22
8th Grade-Class B	28	28	28	21
8th Grade-Class C	24	24	27	21
9th Grade	58	61	51	65
10th Grade	52	48	52	45
11th Grade	27	42	49	40
12th Grade	42	23	35	42
Total Enroll	877	869	889	878
Total Waitlist	20	0	2	14
Total Enr+Waitlist	897	869	892	892
Final October Count	**893**	**884**	**894**	**893**

2024-2025 School Year	
August	Total
HTK	12
FTK-Class A	21
FTK-Class B	22
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	24
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	24
4th Grade-Class A	23
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class C	23
5th Grade-Class B	27
6th Grade-Class A	26
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	24
7th Grade-Class C	23
8th Grade-Class A	23
8th Grade-Class B	24
8th Grade-Class C	25
9th Grade	56
10th Grade	59
11th Grade	34
12th Grade	34
Total Enroll	**840**
Total Waitlist	**25**
Total Enr+Waitlist	**v**
Final October Count	

CASAC January 2025 Agenda

Caprock Academy School Accountability Committee:

Meets the responsibilities and duties set forth in the Education Accountability Act of 2009 (S.B. 09-163), which includes making recommendations to the Board and the Head of School, on school budget and finance matters, Head of School evaluations, the school's improvement plan, and family engagement. This committee reviews and evaluates the school's testing data, parent surveys, staff surveys, student surveys, and the Unified Improvement Plan. In addition to the statutory requirements, this committee also makes recommendations to the Board and Head of School regarding curriculum, instructional delivery, and staff professional development.

Caprock Academy Vision:

VISION: Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

1. Call to order: Candice Freeman, Co-Chair CASAC * This portion of the meeting was an pen public forum. No attendance taken.
2. Old Business:
    a. Guest Speakers currently arranged:
        a. January: Kristen McCarthy (legal counsel), Jennifer Neely (Dir Supp Services), February: Lindsay Clayton (5th-8th Dean) and Shane Chatfield Director of Analytics. March: Jennifer Heil/Lindsay Dunkin (Literacy/Math coaches).
3. New Business:
    a. Special Education presentation with Kristen McCarthy/Jennifer Neely. Open community discussion to follow.

Kristen McCarthy - Serves as general council for school, provided required legal statement. Speaking on the intersection of student discipline & students who are qualified for special education.

MDR – Manifestation Determination Review – if behavior is a 'manifestation' of their disability they CAN NOT be disciplined to the same standards of behavior for the school. There is a ten day limit on removal of students with an IEP . 504 plan. These do not need to be consecutive days.

When and MDR has occurred and the behavior is NOT a manifestation of disability, they CAN be disciplined according to the policy of the school.

3 categories when MDR does not need to occur

- Carries a weapon to school
- Brings or sells illicit drugs
- Inflicted serious bodily injury to another student *Terminology of 'serious bodily injury' carries a very high threshold. *Currently there is no allowance for anticipated bodily injury or threat of bodily injury.

Threat of violence is not enough… MDR must still take place.

If there is a Title IX investigation – MDR is put on pause until the investigation is complete.

Due to these factors, time frames may be extended for 504 / IEP students, for a discipline process. Failing to follow all policies can result in difficult, lengthy and litigious court cases.

Jennifer Neely – Explained that due to the structure of Caprock as a public charter school we MUST take all students. All students have the legal right to get their 'free and public education' here.

Q &A Time was held

It was noted that at times the rights of the "One" do override the rights of the 'many'. The courts (federal & state) are clear on what is clear. Teachers are to provide the most appropriate education at the time.

CASAC members debriefed open public forum. In attendance for CASAC – Evan Hunt, Jessica Derryberry, Traci Flenard, Heather Thom, Candice Freeman, Lori Muhr, Sydney Swaim, Howard Butcher, Steve Kovarovics, Marisa Barslune, Caroline McGlade, Laura Kligora,
The more we disseminate the understanding of the constraints of the law, and now have a clear understanding of the law we as a school must follow.
Are there parent resources for parents to have conversations with their students.
Could we place something in the communique or see about providing a link to the recording of the meeting or other legal matters surrounding this issue.

b. High School student surveys have been distributed. Please review and track trends. Middle School student survey has been extended to 1/27.
c. Discuss a staff follow-up survey. (Due to a number of changes) A check point to see if staff is more, less, or equally satisfied from the 1st survey, Oct 2024.

d. Executive session to complete HOS evaluation. Vote for Wed. 2/5 or Friday 2/7 We agreed for 5:30 on 2/7 at Four Winds Coffee. One evaluation form is to be completed by committee.

4. Any other items in need of discussion?

Do we have a topic for another Town Hall Meeting? Classic vs Classical and reiteration of what is being covered in literature. Other ideas? Encouraging Caprock community to read the charter. Inviting teachers from inception to now speaking to the school & history, or alumni to speak to how their CA education has impacted them.

5. Adjourn

Caprock Academy is dedicated to fostering a secure and inclusive learning and working environment for all members of its community. Sexual harassment is explicitly forbidden in all educational programs and activities conducted by the school. The ensuing policy and procedure are formulated to guarantee a thorough and suitable response to any allegations of sexual harassment within the school's educational programs and activities, as outlined herein.

The complete policy can be found at www.caprockacademy.org/apps/pages/TitleiXPolicy.

Title IX Documents

- Title IX Policy - Full Policy with all Forms and Notices
- Title IX Complaint Form
- Title IX Notice of Appeal Form

Policy E 3.0 – Employee Status

Employee Classifications

Employees of Caprock Academy are classified as either exempt or non-exempt under ~~federal wage and hour laws~~ Fair Labor Standards Act (FLSA), and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in Caprock Academy's group health plan. Eligibility for participation in Caprock Academy's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in Caprock Academy's group health plan, please contact the Business Office Assistant – Human Resources Manager.

Full-Time Employee -An employee normally scheduled to work at least 32 hours per week. Full-time employees are currently eligible for Caprock benefits.

Part-Time Employee- An employee normally scheduled to work less than a 32-hour workweek. Part-time employees are currently ineligible for Caprock benefits except as required by law.

Temporary Employee- An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Caprock benefits except as required by law.

Exempt Employee- Exempt employees are employees whose job assignments meet specific tests established by the ~~federal Fair Labor Standards Act (~~FLSA and who are exempt from minimum wage and/or overtime pay requirements.

Non-exempt Employee- Non-exempt employees are employees whose job positions do not meet FLSA exemption tests and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid at one and one-half the employees' base rate of pay for any work in excess of: (1) 40 hours per workweek, (2) 12 hours per workday, or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

Policy E 4.0 – Employee Benefits

As part of its compensation strategy, Caprock Academy offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain

- Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for not more than 30 days.

Policy E 6.7 – Voting

- Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.
- Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their Head of School no later than the day prior to Election Day.

Policy E 7.0 – Compensation

- Overtime
  - All overtime for non-exempt employees must be approved in writing in advance by the Head of School or designee . Overtime is paid to non exempt employees at one and one-half the employee's base rate non-exempt when work is performed in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday or 40 hours per workweek. For purposes of calculating overtime, the work-week begins at 12:00 a.m. midnight Sunday and ends at 11:59 p.m. Saturday. The 40-hour threshold is based on actual hours worked in the week. Therefore; paid time off (PTO), holiday, or other paid or unpaid leave time is not included in calculating the 40-hours threshold. All non-exempt-hourly employees must record all time worked on the payroll platform.
- Paydays
  - Employees are paid on the fifth of every month. If the regular payday occurs on a holiday/weekend, the payday is the last working day prior to the holiday/weekend.
  - On each payday, employees receive a statement showing gross pay, deductions, and net pay that can be viewed via their account on the payroll platform
  - All employee's paychecks will be automatically deposited to their bank account.
- Pay For Exempt Employee
  - Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. The School is committed to complying with salary basis requirements which allows properly authorized deductions.

  Pay Discrepancies

  - If you believe an improper deduction has been made to your pay, you should immediately report this information to the Business Office/ Human Resources. Reports of improper deductions will be promptly investigated. The investigation will begin within 5 school business days. If it is determined that an improper deduction has occurred, you will be reimbursed by the next payday following the completion of the investigation.
- Time Reporting
  - Non-exempt hourly employees are required to complete a timecard daily. At the conclusion of each pay period, near the end of the month, employees must review their time record for accuracy and submit any discrepancies by email to the Business Office/ Human Resources. It is

necessary for employees to indicate whether the recorded hours are for time worked, or for time off. ~~Non-exempt~~

- Exempt employees are required to report time off from their regular work schedule to their supervisor on a monthly basis
- These records are the only ones used by the school to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the school if they find a discrepancy between the School's records and their records. Employees should contact the Business Office/Human Resources with any questions about how their pay is calculated. Employees must promptly notify the Business Office/Human Resources of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The school will not tolerate retaliation against employees for making a report or participating in an investigation.

- Meal and Break Periods: Non-Exempt Employees

Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, non-exempt employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that make an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees should take a compensated 10-minute rest period for every four hours of work. The chart below indicates what rest periods are required. Rest periods should be as close to the middle of an employee's shift as practical.

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify Business Office/Human Resources

CAPROCK ACADEMY

CHARACTER. ACCOUNTABILITY. ACADEMICS.

2025-2026 Academic Year Calendar

Current 160 Day Calendar

July 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 26 (tentative)

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Important Dates

Fall Break: 10/6-10/10

Fall History Day: 10/30

Thksgvng Brk: 11/24-11/28

Winter Break: 12/22-1/2

Spring Break: 3/16-3/20

Spring History Day: 4/30

Notes

Instructional Days: 160

Holidays:

Labor Day

Presidents' Day

Martin Luther King Jr. Day

First Day of School: July 21

Last Day of School: May 21

Graduation: May 20

First Quarter Ends: Oct 2nd

(44 days)

Second Quarter Ends: Dec. 18

(36 days)

Third Quarter Ends: March 12

(41 days)

Fourth Quarter Ends: May 21

(39 days)

Parent/Teacher Conferences:

Oct. 1-3 and March 4-6

Legend:

- School In Session
- Teacher Work Day
- Holiday/Break- School Closed
- New Teacher Training
- All Staff Training/Work Day
- Summer Break