

**Caprock Academy Board of Directors
Tuesday, March 11, 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=eUJYZkZZZnNmN1pVcWh3dHE3clZaQT09>

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: Ryan Schramm, KJ Kline, Ryan McCulley, Dave Carlo, Kathy Cantu, Jenna Coffman, Jessica Derryberry

Others in Attendance: Evan Hunt, Samantha Kendall, Melissa Chavez, Mike Chavez, Randy Wilkens, Kerri Schulze, Nita Brammeier

Others in Attendance via Zoom: Kim Melancon, Elyssa Clifford, Joe Goodwin, Takara Montover, Torin Perrett, Sonia Akers, Raluca Liles, Chloe Brady, Kara Baysinger, Lindsey Clayton, Abby Chelle, Jennie Morris, Christina Jones, Zach Schiro, Tisha Moore, Rose Obst, CeCe Vanderwoude, Deanne Hemann, Susan Paille, Teresa Drake, Jessica Rix, Jen Neely, Victoria Spoon, Jewel Most, Deanna Orient

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: Ryan Schramm, CABD VP President @ 6:01pm

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.

Presentation of Excellence: Mr. Hunt announces we have two Daniels Fund finalists from grade 12 recently completed interviews with Mr. Butcher's support. The results are expected by the end of the month and we are looking forward to making that announcement. This scholarship is one of Colorado's most prestigious. At the same time, a recent LEAGUE conference in Denver

discussed important legislative changes affecting charter schools, including issues like meal levies and equalization, which are top of mind for Cap Rock. While there are some challenges ahead, the school is preparing for these changes. Special recognition was given to those involved in the conference, including admin and board members like Brian McCulley.

IV. General 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).

No online comments submitted

Public Comments:

1. Nita Brammeier expresses gratitude for their time at Cap Rock Academy, despite the challenges faced, including working under four different heads of school, the impact of COVID, and significant staff changes. As a parent of a child with special needs, they shared their frustration with the lack of support for their child, particularly when their child, who has epilepsy, was not accommodated properly and was sent to the hallway. They also felt powerless as an employee to make changes and were disheartened by being placed on a plan for improvement that involved avoiding conflict, which conflicted with their role in advocating for students with special needs. Nita Brammeier is moving on to a new position at another school and expressed concern about the future of Caprock Academy due to declining enrollment numbers. While they acknowledged the positive experiences their children had, especially in high school leadership, they urged the board to investigate the issues raised, including involving an independent attorney if needed. They emphasized the potential of the school and its educators but pointed out that Cap Rock is not the same as it once was, urging the board to take action to restore it to a thriving community.
2. Melissa Chavez, a parent of two students at Caprock Academy (one in middle school and one in high school), shared several concerns regarding the school's environment and recent changes. She expressed disappointment in how both students and staff are treated, citing a lack of professional support and poor communication with staff members. Specifically, she highlighted issues with her daughter's middle school experience, such as an online Latin class without adequate support and a math class disrupted by multiple substitute teachers after the teacher left mid-year, without notifying parents. Melissa emphasized the decline in the school's quality, stating that it no longer feels like the Cap Rock they enrolled in, particularly regarding the middle school experience. She praised

the high school leadership but noted that the positive atmosphere there is separated from the challenges faced in the lower grades. Melissa urged the board to address these issues, warning that if changes aren't made, the school will lose both students and staff. She stressed that the focus should be on the students' education and well-being.

Public comments closed.

V. Consent Agenda

- a. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
 - i. February 11, 2025, Regular Business Meeting Minutes- **Approved with one update to remove Josh Matteson from board member in attendance to regular member of attendance.**
 - ii. CASAC
 - iii. Enrollment Report
 - iv. Treasurer's Report

Motion to approve consent agenda, 1st by Kathy Cantu, 2nd by KJ Kline. Motion Carried

VI. Financial

- a. Consideration and possible approval of January 2025 Financial Reports as submitted.

The January financials show progress toward being on budget, although the school is still awaiting \$29,000 in capital construction fees, which will help close the gap. The state has allowed the release of deferred COVID-related revenue, positively impacting income. The Finance Committee is also preparing for a 2028 refinance and discussing potential state budget cuts that may affect funding programs like the declining enrollment boost. As for expenses, athletic services, IDEA reimbursements, salaries, and benefits are on track, though the life and disability insurance account is over budget by \$32,000 due to earlier misallocation, which should be resolved. Liability and property insurance is also over budget by \$38,000 due to a one-time payment. Advertising costs are unpredictable, but overall, the school is under budget for the year. Regarding investments, some CDs have been rolled over, and the school is considering moving funds from the money market into higher-rate CDs, as interest rates are expected to decrease later this year. The money market is currently earning 4-4.75%.

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

VII. Old Business Discussion

- a. Committee updates
 - i. Strategic planning
 - 1. Data score card- The committee is preparing a scorecard for the strategic plan, which will be reviewed at their meeting on the 28th. The scorecard consolidates data from past SWOT analyses and recent surveys, including the KSAC and CASE surveys. It identifies the school's strengths, weaknesses, and opportunities, and sets benchmarks, aiming for an 80% satisfaction rate as a standard. Some data points are still being gathered, but they aim to finalize this

during the meeting. The committee is also working on securing data related to the upcoming loan payment to aid decision-making. The full-day meeting, from 8 to 4, will focus on refining these goals and benchmarks.

- ii. Board Election Committee: The announcement for committee seat nominations went out, but no responses have been received yet. The deadline is the fourth Tuesday in March. The next step is to finalize the committee members, including parents, and ensure everyone is in place. The process is still ongoing, and further action is needed to confirm the members.

VIII. Old business Action

- a. School Calendar for 25/26 school year-
The school calendar for next year has been adjusted based on feedback, with a focus on making January more manageable and ensuring uniform quarter lengths. Graduation is still tentative, depending on whether it will be held off-campus at Asteria or back on campus, which can't be confirmed until 9 months prior. Spring and winter breaks are aligned with the district's calendar, but Caprock's four-day school week remains a difference. The calendar has been adjusted as closely as possible to the district's schedule.

Motion to approve, KJ Kline 1st Dave Carlo 2nd. Motion approved.

IX. New Business Discussion

- a. Employee Handbook Policy 2.0, 2.2, 2.4 Harassment and discrimination Policy-
- b. Family Handbook Policy XXX Harassment and Discrimination-

The employee handbook's harassment and discrimination policies are being updated. The new policy combines equal opportunity, sexual harassment (Title IX), and unlawful harassment into one comprehensive policy. It addresses both employee and student/family harassment procedures, replacing the previous policies. The update ensures legal compliance, including proper complaint procedures and a clear investigation process. Changes were made to meet current legal standards, particularly after feedback from CSI, which noted the previous policies were insufficient. A summary of these changes will be provided for clarity before final approval next month.

- c. Policy XXX Name Change-
The policy flagged by CFI is required by Colorado State law. There were two main concerns: First, the language of "both parents or guardians" was questioned, with a suggestion to change it to "all" to be more inclusive if only one parent or guardian is involved. The second concern was around the term "chosen name." This refers to a name a student picks, not necessarily a legal name change, and the policy allows staff to either use the student's chosen first name or address students by their last name to avoid mistakes. The law doesn't require proof of a legal name change, so students can choose a name without formal legal documentation. Some wondered if "chosen name" should be changed to "approved name" to reflect the process the student goes through for approval, and there's also an exemption process for staff

when using the chosen name. Further clarification on the exemption process will be sought.

- d. Policy AP 7.4 Assignment due dates, late grades and Remediation (K-12)-
The policy on assignment due dates, late grades, and remediation was brought forward by a staff committee and reviewed by the Governance Committee before being presented to the Board. One key change is that late work will be accepted until the Thursday before progress reports, with the option for students to request accommodation for special circumstances, like illness, through the Dean. The Governance Committee added that teachers must outline and communicate their remediation policies to parents. Although a formal survey wasn't conducted, the policy was discussed with the entire faculty, and passionate members were invited to join the committee. There's a suggestion to survey staff on their comfort with the policy, as they'll be the ones enforcing it. A Google survey could be an option for gathering staff feedback.
- e. Head of School Update-
The school is restructuring its leadership due to the departures of Jenny Morris and Lindsay Clayton. Starting next fall, there will be two main dean positions: one overseeing K-6 and another overseeing 7-12. While middle school will still exist on paper, with 7th and 8th grades separated from high school activities, the new structure aims to improve communication, streamline expectations, and build a stronger school culture. An assembly schedule will be developed to unify K-6 and 7-12 students around character-building and non-academic themes. The school is also focused on improving competitive salaries and healthcare packages for staff, and has launched its first annual fund to help close gaps in funding. Fundraising efforts are critical, especially with a potential state education budget shortfall, and the goal is for families to contribute an average of \$250 annually, which could significantly boost the school's resources. Mr. Hunt acknowledges the successful book fair held recently and a THANK YOU to CAST for set up for parent teacher conferences. He also announces the start of CMAS testing in April.

X. New Business Action

XI. Future Agenda Items

- a. Policy 7.4 Assignment Due Dates, Late Grades, and Remediation (K-12)
- b. CASAC Annual survey presentation

XII. Adjourn

Motion to adjourn, 1st made by KJ Kline 2nd made by Kathy Canty. Meeting adjourned @ 7:40pm.

****Minutes respectfully submitted by:**

Samantha Kendall, Executive Assistant to the Head of School**

CASAC February 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
2. Old Business:
 - a. Guest Speakers currently arranged:
 - a. February: Jennifer Heil (Literacy Specialist), Lindsay Dunkin (Math Specialist), Howard Butcher (HS Dean). March: Shane Chatfield Director of Analytics, Lindsay Clayton (5th-8th Dean)
3. New Business:
 - a. Jennifer Heil (Literacy Specialist), Lindsay Dunkin (Math Specialist), Howard Butcher (HS Dean) Jennifer and Lindsay provided details on their support efforts to onboarding new teachers, in classroom support, individual teacher support and student support across multiple levels. They reviewed some curriculum details around the spiral effect of Singapore Math, building on the curriculum at each level. They answered questions on ability grouping, supporting each level of the ability grouping, at the student level, pushing the lowest ability grouping to continue advancement, providing additional support where needed. Also providing opportunities for the highest ability group, to continue to push that student group to their abilities.
 - b. Discuss sharing survey results with Strategic Planning Committee Vote taken for sharing data with the committee: 8 voted yes, 1 voted no. Data to be shared to provide the Strategic Planning Committee with a full picture of each shareholders sentiment across the most recent 3 years. Discussions included resistance in sharing negative comments where specific individuals are named within surveys, and the objective of the committee, to use those sentiments in planning improvements over the next 3-5 years across the school community.
 - c. Survey review to develop recommendations for the HOS & BOD General discussions around survey data, full review did not take place. Discouragement shared about the most recent staff check in survey results from January 2025. The topics discussed included ideas/suggestions on how to revamp surveys to include more intentional, more frequent surveys with all shareholders. Goal: to engage more shareholders to complete surveys, to gain a more thorough perspective of the satisfaction across the school campus. Also, with more intentionality toward grade level surveys, to help with the identification of where appropriate support is being provided and better identify specific areas needing additional support. Another topic regarding parent engagement

included shared ideas on how to offer grade level communication between parents, to create more camaraderie and connection between students and parents.

1. Parent
2. Staff (original and follow-up)
3. Student

There were also discussions around more efficient CASAC meetings going forward. Reign in some of the discussions to ensure the agenda is followed, the duties & responsibilities are fulfilled.

Anna Glinko sent a follow up email to the committee on identifying the top 5 things revealed through surveys this year, to use those items for the presentation to the BOD in April and recommendations from this committee.

4. Any other items in need of discussion?
5. Adjourn

DRAFT

**Caprock Academy
Enrollment Totals
3/4/2025**

CLASS	TOTAL
HTK	12
FTK-Class A	21
FTK-Class B	21
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	23
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	26
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	24
5th Grade-Class C	26
6th Grade-Class A	25
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	24
7th Grade-Class C	22
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	835

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	14
2nd Grade	14
3rd Grade	9
4th Grade	16
5th Grade	8
6th Grade	7
7th Grade	15
8th Grade	12
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	132

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 %

Caprock Academy Board of Directors Business Meeting
Treasurer Report
Tuesday, March 11, 2025

I. REPORT

The Finance Committee met on February 25, 2025 to review and approve the January 2025 financial reports. We also met to discuss other financial matters affecting the school.

1) January 2025 Financial Reports

Caprock's net income for January was \$6,954.27. The school's fiscal YTD net income was \$52,689.37. We had budgeted income of right over \$75,000 at this point YTD, so we are over \$22,000 behind the budget. Specific Account information for January:

- Theatre/Drama (Acct 1090r1) – This account is negative for the month as expenses were reclassified to this account from the general concession account. This is a regular true-up that is done on a quarterly basis and has no effect to the bottom line.
- Miscellaneous Revenue (Acct 1030) – This account contains credit card rebates earned via points.
- CAST Fundraising (Acct 1039) – This account represents the money that was deposited in January for the penguin patch that was held in December.
- Donations/Contributions (Acct 1040) – This account represents rebates from our partnership with MJ Thomas Photography and a rebate from Grand Valley Power.
- Contributions and Donations from Private Sources (Acct 1920) – This account represents a donation for an in-trade donation for athletic services that are provided for our athletes for games held at our school.
- State Revenue ECEA (Acct 3130) – This account has been funded in full for the year.
- READ Act Funds (Acct 3259) – This account represents funds that we are able to ask for reimbursement for certain expenses once we have paid for them. This account adds directly to the bottom line since we have already incurred expenses. There are more funds that we are going to ask for reimbursement for over the next few months.
- State MLE (Acct 3951) – This account was being paid on a quarterly basis and now we have received funds in January and February so it might be back on a monthly pay schedule again.
- IDEA Part-B (Acct 4027) – This account represents funds that we are able to ask for reimbursement for certain expenses once we have paid for them. This account adds directly to the bottom line since we have already incurred expenses. There are more funds that we are going to ask for reimbursement for over the next few months.
- Salaries (Acct 0100) – This account is running over budget for the month mainly due to overtime. The end of the year is usually light for hourly wages so we are monitoring this account to see if we will remain on budget for the year or not. There are some other positions that we have lost staff in and we may not be able to replace these positions for the remainder of the year.
- Medical Services (Acct 0335) – This is the direct offset of account 1920 mentioned above for the in-kind trade.
- Repairs and Maintenance (Acct 0430) – This account includes fire alarm servicing.
- Staff Dev – Board (Acct 0511) – This account includes professional development for the HOS as well as the annual Colorado League of Charter School meeting that was held the last week of February.

- Advertising (Acct 0540) – This account includes fees for niche.com (which provides the ranking of schools in the valley), FaceBook fees and radio advertising. These are in the budget.
- Books and Periodicals (Acct 0640) – This account includes replacement fees charged for lost/damaged books that have to be replaced.
- HS Hockey (Acct 0685g2) – This account includes various fees for Hockey including the rental of the River City Complex for training and games.
- Other Supplies (Acct 0690) – This account includes more fees for the safety buckets that are in each classroom. There were specific donations that paid for these and those monies were included in the December 2025 financial statements.
- Concessions-Holding (Acct 0668) – This account represents monies that were reclassified to the appropriate buckets. This account is a catch all for regular expenses and then get reclassified as needed to specific events. These reclasses went to the Basketball, Theater and Volleyball accounts this time.
- Deferred Rev Concurrent enrollm (Acct 7481E) – The remaining monies left in this account are as of 6/30/22 and were thought to be needed to be repaid to the state. These were monies received pre-COVID for certain expenses determined by the state and could only be spent upon certain expenses. It was determined with additional discussions with the state that there were additional expenses that we paid for that could qualify for these specific expenses so we will go through the process of releasing this deferred income to help offset expenses that we have already incurred therefore reducing expenses.

2) Mid-Year 2024/2025 Budget

The mid-year budget was approved in the special January 2025 board meeting. That budget is reflected in these January 2025 financial statements. We are still awaiting on the final MLE numbers from the state so if these change then we may need to do a supplemental budget later in the year depending on the final number. We will be funded at 880 students and the PPR amount if \$10,797.

3) Cash On Hand

	<u>January 31, 2025</u>	<u>February 28, 2025</u>
Money Market/CD	\$2,983,927	\$3,156,680
General Checking	\$3,117,293	\$3,127,047
Total Cash	\$6,101,220	\$6,283,727

II. BOARD ACTION RECOMMENDED BY FINANCE COMMITTEE:

- 1) Approval of January 2025 Financial Reports
Motion to approve the January 2025 Caprock Academy Financial Reports as submitted.

[illegible]

8231I Permanent Facility	9,637.50	17,497.50	17,497.50	17,497.50	17,497.50	17,497.50	17,497.50
Total 8231 Buildings	\$ 19,782,940.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42
8232 Accumulated Depreciation - Bldg	-5,469,441.33	-5,511,315.73	-5,553,190.13	-5,595,064.53	-5,636,938.93	-5,678,813.33	-5,720,687.73
8241 Machinery and Equipment		0.00	0.00	0.00	0.00	0.00	0.00
8241A Mor Storage FY24 Shed	10,302.38	13,805.48	13,805.48	13,805.48	13,805.48	13,805.48	13,805.48
8241B PE Shed So Field	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
8241C Storage Shed	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00
8241D Capitalized Equipment	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25
8241E Security System	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00
Total 8241 Machinery and Equipment	\$ 199,995.63	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73
8242A Accumulated Depr. - Equip	-32,525.95	-33,489.45	-34,452.95	-35,416.45	-36,379.95	-37,343.45	-38,306.95
8242B Accumulated Depr - Vehicles	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46
Total Fixed Assets	\$ 16,519,877.12	\$ 16,488,402.32	\$ 16,445,564.42	\$ 16,402,726.52	\$ 16,359,888.62	\$ 16,317,050.72	\$ 16,274,212.82
Other Assets							
8800 Deferred outflow - 2010 Bond	65,364.39	65,023.42	64,682.45	64,341.48	64,000.51	63,659.54	63,318.57
Total Other Assets	\$ 65,364.39	\$ 65,023.42	\$ 64,682.45	\$ 64,341.48	\$ 64,000.51	\$ 63,659.54	\$ 63,318.57
TOTAL ASSETS	\$ 22,881,185.92	\$ 22,987,751.19	\$ 22,623,698.54	\$ 22,941,911.47	\$ 22,654,590.12	\$ 22,200,967.51	\$ 22,442,165.84
LIABILITIES AND EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
7421 Accounts Payable	243,655.99	19,090.13	64,363.77	31,720.44	20,733.83	14,470.14	6,683.98
Total Accounts Payable	\$ 243,655.99	\$ 19,090.13	\$ 64,363.77	\$ 31,720.44	\$ 20,733.83	\$ 14,470.14	\$ 6,683.98
Credit Cards							
7421A Vectra Credit Card Control Acct 7875	28,408.06	-29,633.30	21,399.46	32,974.25	8,356.13	8,592.79	11,628.96
7421B Ramp card		0.00	0.00	0.00	0.00	267.40	7,352.01
Total Credit Cards	\$ 28,408.06	-\$ 29,633.30	\$ 21,399.46	\$ 32,974.25	\$ 8,356.13	\$ 8,860.19	\$ 18,980.97
Other Current Liabilities							
7451B Sunflower Loan Interest Payabl	102,178.87	173,953.87	245,293.87	316,633.87	172,648.87	243,553.87	314,458.87
Total 7471 Payroll Liabilities	\$ 157,976.90	\$ 510,254.58	\$ 105,873.89	\$ 152,249.20	\$ 198,698.74	\$ 41,270.14	\$ 202,274.58
Total 7482 Grants - Deferred Revenue	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96
Total Other Current Liabilities	\$ 282,577.73	\$ 706,630.41	\$ 373,589.72	\$ 491,305.03	\$ 393,769.57	\$ 307,245.97	\$ 539,155.41
Total Current Liabilities	\$ 554,641.78	\$ 696,087.24	\$ 459,352.95	\$ 555,999.72	\$ 422,859.53	\$ 330,576.30	\$ 564,820.36
Long-Term Liabilities							
7451A Sunflower Loan	19,800,000.00	19,800,000.00	19,800,000.00	19,800,000.00	19,680,000.00	19,345,980.00	19,345,980.00
Total Long-Term Liabilities	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,680,000.00	\$ 19,345,980.00	\$ 19,345,980.00
Total Liabilities	\$ 20,354,641.78	\$ 20,496,087.24	\$ 20,259,352.95	\$ 20,355,999.72	\$ 20,102,859.53	\$ 19,676,556.30	\$ 19,910,800.36
Equity							
6770 Unassigned Fund Balance	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11
Net Revenue	47,868.03	12,987.84	-114,330.52	107,235.64	73,054.48	45,735.10	52,689.37
Total Equity	\$ 2,526,544.14	\$ 2,491,663.95	\$ 2,364,345.59	\$ 2,585,911.75	\$ 2,551,730.59	\$ 2,524,411.21	\$ 2,531,365.48
TOTAL LIABILITIES AND EQUITY	\$ 22,881,185.92	\$ 22,987,751.19	\$ 22,623,698.54	\$ 22,941,911.47	\$ 22,654,590.12	\$ 22,200,967.51	\$ 22,442,165.84

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
 July 2024 - January 2025

	Jan 2025				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
1000 Local Revenue			0.00		0.00	0.00	0.00	
1940 Classroom Teacher Funds	2,627.00	5,416.67	-2,789.67	48.50%	27,177.44	37,916.69	-10,739.25	71.68%
1089c 7-8 MS Activities			0.00		6,157.13	0.00	6,157.13	
1090 High School			0.00		0.00	0.00	0.00	
1090a HS Activity Fund			0.00		108.00	0.00	108.00	
1090a1 HS Student Council	0.00		0.00		2,281.62	0.00	2,281.62	
Total 1090a HS Activity Fund	\$ 0.00	\$ 0.00	\$ 0.00		\$ 2,389.62	\$ 0.00	\$ 2,389.62	
1090l Band/Marshall			0.00		18.00	0.00	18.00	
1090r HS PE	26.00		26.00		413.40	0.00	413.40	
1090r1 Theatre/Drama	-85.23		-85.23		1,651.16	0.00	1,651.16	
Total 1090 High School	-\$ 59.23	\$ 0.00	-\$ 59.23		\$ 4,472.18	\$ 0.00	\$ 4,472.18	
1099 Specials			0.00		0.00	0.00	0.00	
1099a Art - Flenard	18.00		18.00		215.71	0.00	215.71	
1099a2 Art - Henson	72.00		72.00		280.80	0.00	280.80	
1099a4 Original Works Fundraising			0.00		2,013.00	0.00	2,013.00	
1099c Instrumental Music	36.00		36.00		539.00	0.00	539.00	
1099c2 Choral Music	0.00		0.00		726.91	0.00	726.91	
1099d Science - Chemistry	18.00		18.00		401.35	0.00	401.35	
Total 1099 Specials	\$ 144.00	\$ 0.00	\$ 144.00		\$ 4,176.77	\$ 0.00	\$ 4,176.77	
1940.3C 3rd C			0.00		1,000.00	0.00	1,000.00	
1940.4A 4th A			0.00		1,000.00	0.00	1,000.00	
1940.8A 8th A			0.00		172.00	0.00	172.00	
1940.GH Goal Hour	6.00		6.00		104.41	0.00	104.41	
1940.HTK HTK			0.00		80.00	0.00	80.00	
Total 1940 Classroom Teacher Funds	\$ 2,717.77	\$ 5,416.67	-\$ 2,698.90	50.17%	\$ 44,339.93	\$ 37,916.69	\$ 6,423.24	116.94%
Total 1000 Local Revenue	\$ 2,717.77	\$ 5,416.67	-\$ 2,698.90	50.17%	\$ 44,339.93	\$ 37,916.69	\$ 6,423.24	116.94%
1030 Miscellaneous Revenue	1,413.38	833.33	580.05	169.61%	4,031.62	5,833.31	-1,801.69	69.11%
1030A HS Testing	944.50		944.50		9,620.46	0.00	9,620.46	
1030b HS parking			0.00		-0.64	0.00	-0.64	
Total 1030 Miscellaneous Revenue	\$ 2,357.88	\$ 833.33	\$ 1,524.55	282.95%	\$ 13,651.44	\$ 5,833.31	\$ 7,818.13	234.03%
1031 CA Apparel	108.00		108.00		878.67	0.00	878.67	
1039 CAST Fundraising	7,235.36	0.00	7,235.36		10,611.72	0.00	10,611.72	
1040 Donations/Contributions	2,978.95	3,166.67	-187.72	94.07%	16,203.02	22,166.69	-5,963.67	73.10%
1040r Reading Challenge/Lending Library	600.00		600.00		6,480.66	0.00	6,480.66	
1040s Donation - Security			0.00		2,796.84	0.00	2,796.84	
Total 1040 Donations/Contributions	\$ 3,578.95	\$ 3,166.67	\$ 412.28	113.02%	\$ 25,480.52	\$ 22,166.69	\$ 3,313.83	114.95%
1061 Pupil Activity - Fundraiser			0.00		766.42	0.00	766.42	
1067 Records/Transcripts Fee	6.00		6.00		76.69	0.00	76.69	
1069 Calculator Revenue			0.00		176.14	0.00	176.14	
1611 Student Lunch	6,501.90	3,750.00	2,751.90	173.38%	31,867.20	26,250.00	5,617.20	121.40%
1700 Pupil Activity Funds		22,250.00	-22,250.00	0.00%	2,617.82	155,750.00	-153,132.18	1.68%
1710 Athletic Booster	559.45		559.45		31,390.98	0.00	31,390.98	
1710bHS Booster HS Basketball	200.00		200.00		300.00	0.00	300.00	
1710xHS Booster - HS Cross Country			0.00		-200.00	0.00	-200.00	
Total 1710 Athletic Booster	\$ 759.45	\$ 0.00	\$ 759.45		\$ 31,490.98	\$ 0.00	\$ 31,490.98	
1715 Basketball	-76.00		-76.00		6,501.50	0.00	6,501.50	
1715HS Basketball - High School	1,594.00		1,594.00		14,369.30	0.00	14,369.30	
1715MS Basketball - Middle School	0.00		0.00		3,358.79	0.00	3,358.79	
Total 1715 Basketball	\$ 1,518.00	\$ 0.00	\$ 1,518.00		\$ 24,229.59	\$ 0.00	\$ 24,229.59	
1716 K - 5 Basketball	1,245.00		1,245.00		5,450.00	0.00	5,450.00	
1716a K - 5 Concessions	67.00		67.00		67.00	0.00	67.00	
Total 1716 K - 5 Basketball	\$ 1,312.00	\$ 0.00	\$ 1,312.00		\$ 5,517.00	\$ 0.00	\$ 5,517.00	
1720 Volleyball			0.00		0.00	0.00	0.00	
1720HS HS Volleyball	0.00		0.00		17,755.02	0.00	17,755.02	
1720MS MS Volleyball			0.00		3,768.90	0.00	3,768.90	
Total 1720 Volleyball	\$ 0.00	\$ 0.00	\$ 0.00		\$ 21,523.92	\$ 0.00	\$ 21,523.92	
1721 HS Hockey - registration fee	2,288.00		2,288.00		31,757.17	0.00	31,757.17	
1721a Additional fee - HS Hockey	3,257.15		3,257.15		5,869.15	0.00	5,869.15	
1721b Hockey Fundraising	2,359.60		2,359.60		17,676.09	0.00	17,676.09	
1721c HS Hockey donations			0.00		13,285.00	0.00	13,285.00	
Total 1721 HS Hockey - registration fee	\$ 7,904.75	\$ 0.00	\$ 7,904.75		\$ 68,587.41	\$ 0.00	\$ 68,587.41	
1725 HS Dance Fund	0.00		0.00		1,284.40	0.00	1,284.40	
1735 NHS	141.00		141.00		562.56	0.00	562.56	
1736 NJHS	160.00		160.00		488.56	0.00	488.56	
1740 Enhancement Fund	11.00		11.00		11.00	0.00	11.00	
1749 Ski Club			0.00		5,515.69	0.00	5,515.69	
1750 Latin Club	132.00		132.00		132.00	0.00	132.00	
1764 Knowledge Bowl			0.00		534.00	0.00	534.00	
1766 OWL income			0.00		100.00	0.00	100.00	
1770 Drama			0.00		290.00	0.00	290.00	
1771 Choir/Band Activities	18.00		18.00		129.00	0.00	129.00	
1775 Senior Fees			0.00		493.51	0.00	493.51	
1785 Soccer			0.00		0.00	0.00	0.00	
1785HS HS Soccer	0.00		0.00		5,679.60	0.00	5,679.60	
Total 1785 Soccer	\$ 0.00	\$ 0.00	\$ 0.00		\$ 5,679.60	\$ 0.00	\$ 5,679.60	
1785cHS Cross Country - High School	0.00		0.00		6,512.83	0.00	6,512.83	
1799 Uniform Deposits	72.00		72.00		575.00	0.00	575.00	
Total 1700 Pupil Activity Funds	\$ 12,028.20	\$ 22,250.00	-\$ 10,221.80	54.06%	\$ 176,274.87	\$ 155,750.00	\$ 20,524.87	113.18%
1800 Childcare Revenue	8,566.00	6,875.00	1,691.00	124.60%	72,601.39	48,125.00	24,476.39	150.86%
1910 Rentals/Leases			0.00		1,000.00	0.00	1,000.00	
1920 Contributions and Donations from Private Sources	44,300.00		44,300.00		44,300.00	0.00	44,300.00	
3000 State Revenue			0.00		0.00	0.00	0.00	

3113 Charter School Capital Const.		29,295.83	-29,295.83	0.00%	173,469.07	205,070.81	-31,601.74	84.59%						
3130 State Revenue ECEA		16,531.67	-16,531.67	0.00%	198,380.00	115,721.69	82,658.31	171.43%						
3140 ELPA		180.00	-180.00	0.00%	2,900.54	1,260.00	1,640.54	230.20%						
3150 Gifted and Talented		900.17	-900.17	0.00%	11,309.47	6,301.19	5,008.28	179.48%						
3228 GT-Universal Screening		73.42	-73.42	0.00%	0.00	513.94	-513.94	0.00%						
3235 At Risk per pupil add funding		275.92	-275.92	0.00%	0.00	1,931.44	-1,931.44	0.00%						
3259 READ Act Funds	21,757.68	1,998.33	19,759.35	1088.79%	21,757.68	13,988.31	7,769.37	155.54%						
3898 PERA On-Behalf		23,182.33	-23,182.33	0.00%	0.00	162,276.31	-162,276.31	0.00%						
3951 State MLE	53,125.39	60,603.58	-7,478.19	87.66%	462,234.03	424,225.06	38,008.97	108.96%						
3999A SSD grant		1,228.33	-1,228.33	0.00%	14,740.00	8,598.31	6,141.69	171.43%						
Total 3000 State Revenue	\$	74,883.07	\$	134,269.58	\$	59,386.51	55.77%	\$	884,790.79	\$	939,887.06	-\$	55,096.27	94.14%
4000 Revenue From CDE				0.00		0.00		0.00					0.00	
4027 IDEA Part-B	32,233.79	14,035.00	18,198.79	229.67%	70,646.54	98,245.00	-27,598.46	71.91%						
4365 Title III Revenue		65.00	-65.00	0.00%	0.00	455.00	-455.00	0.00%						
4367 Title II Revenue		593.33	-593.33	0.00%	0.00	4,153.31	-4,153.31	0.00%						
Total 4000 Revenue From CDE	\$	32,233.79	\$	14,693.33	\$	17,540.46	219.38%	\$	70,646.54	\$	102,853.31	-\$	32,206.77	68.69%
5710 PPR State Revenue		794,933.53	791,783.33	3,150.20	100.40%	5,527,072.03	5,542,483.31	-15,411.28	99.72%					
Total Revenue	\$	989,450.45	\$	983,037.91	\$	6,412.54	100.65%	\$	6,904,534.35	\$	6,881,265.37	\$	23,268.98	100.34%
Gross Profit	\$	989,450.45	\$	983,037.91	\$	6,412.54	100.65%	\$	6,904,534.35	\$	6,881,265.37	\$	23,268.98	100.34%
Expenditures														
0100 Salaries				0.00		0.00		0.00			0.00		0.00	
0110 Regular Salaries				0.00		0.00		0.00			0.00		0.00	
0110.1 Salaries - Admin		50,953.94		50,953.94		371,716.54		0.00			371,716.54			
0110.2 Salaries - Professional		248,731.27	450,721.17	-201,989.90	55.19%	1,660,529.57	3,155,048.19	-1,494,518.62	52.63%					
01105 HS Teachers - Salaries (deleted)				0.00		80,268.34		0.00			80,268.34			
Total 0110.2 Salaries - Professional	\$	248,731.27	\$	450,721.17	-\$	201,989.90	55.19%	\$	1,740,797.91	\$	3,155,048.19	-\$	1,414,250.28	55.18%
0110.4 Salaries - Paraprofessionals		75,698.03		75,698.03		485,514.08		0.00			485,514.08			
0110.5 Salaries - Clerical		89,698.19		89,698.19		596,350.47		0.00			596,350.47			
Total 0110 Regular Salaries	\$	465,081.43	\$	450,721.17	\$	14,360.26	103.19%	\$	3,194,379.00	\$	3,155,048.19	\$	39,330.81	101.25%
0120 Substitutes				0.00		0.00		0.00			0.00		0.00	
0120.2 Substitutes - Professional		7,002.17	6,592.50	409.67	106.21%	35,180.78	46,147.50	-10,966.72	76.24%					
0120.4 Substitutes - Paraprofessionals		1,115.19		1,115.19		13,686.04		0.00			13,686.04			
Total 0120 Substitutes	\$	8,117.36	\$	6,592.50	\$	1,524.86	123.13%	\$	48,866.82	\$	46,147.50	\$	2,719.32	105.89%
0190 Bonuses			6,333.33	-6,333.33	0.00%	0.00		44,333.31	-44,333.31					
0190.1 Bonuses - Admin		0.00		0.00		2,155.00		0.00			2,155.00			
0190.2 Bonuses - Professional		0.00		0.00		15,780.50		0.00			15,780.50			
0190.4 Bonuses - Paraprofessionals		0.00		0.00		6,897.50		0.00			6,897.50			
0190.5 Bonuses - Clerical		0.00		0.00		5,537.50		0.00			5,537.50			
Total 0190 Bonuses	\$	0.00	\$	6,333.33	-\$	6,333.33	0.00%	\$	30,370.50	\$	44,333.31	-\$	13,962.81	68.50%
Total 0100 Salaries	\$	473,198.79	\$	463,647.00	\$	9,551.79	102.06%	\$	3,273,616.32	\$	3,245,529.00	\$	28,087.32	100.87%
0200 Benefits			0.00	0.00		0.00		0.00			0.00		0.00	
0210 Life and Disability		0.00	625.58	-625.58	0.00%	34,295.15	4,379.06	29,916.09	783.16%					
0210.1 Life and Disability - Admin		25.04		25.04		165.89		0.00			165.89			
0210.2 Life and Disability - Professional		183.11		183.11		1,283.63		0.00			1,283.63			
0210.4 Life and Disability - Paraprofessionals		80.30		80.30		567.20		0.00			567.20			
0210.5 Life and Disability - Clerical		65.73		65.73		466.37		0.00			466.37			
Total 0210 Life and Disability	\$	354.18	\$	625.58	-\$	271.40	56.62%	\$	36,778.24	\$	4,379.06	\$	32,399.18	839.87%
0210 Teacher- Benefits (deleted)				0.00		79,655.34		0.00			79,655.34			
0221 Medicare			6,722.92	-6,722.92	0.00%	0.00		47,060.44	-47,060.44					
0221.1 Medicare - Admin		722.98		722.98		5,287.91		0.00			5,287.91			
0221.2 Medicare - Professional		3,585.78		3,585.78		14,686.24		0.00			14,686.24			
0221.4 Medicare - Paraprofessionals		1,084.84		1,084.84		7,188.86		0.00			7,188.86			
0221.5 Medicare - Clerical		1,260.52		1,260.52		8,442.00		0.00			8,442.00			
Total 0221 Medicare	\$	6,654.12	\$	6,722.92	-\$	68.80	98.98%	\$	35,605.01	\$	47,060.44	-\$	11,455.43	75.66%
0222 Social Security				0.00		0.00		0.00			0.00		0.00	
222.2 Social Security - Professional		0.00		0.00		7.38		0.00			7.38			
Total 0222 Social Security	\$	0.00	\$	0.00	\$	0.00		\$	7.38	\$	0.00	\$	7.38	
0230 PERA			103,856.92	-103,856.92	0.00%	0.00		726,998.44	-726,998.44					
0230.1 PERA - Admin		10,709.84		10,709.84		77,925.94		0.00			77,925.94			
0230.2 PERA - Professional		53,717.08		53,717.08		372,911.90		0.00			372,911.90			
0230.4 PERA - Paraprofessionals		16,287.60		16,287.60		105,745.31		0.00			105,745.31			
0230.5 PERA - Clerical		18,768.35		18,768.35		124,988.33		0.00			124,988.33			
Total 0230 PERA	\$	99,482.87	\$	103,856.92	-\$	4,374.05	95.79%	\$	681,571.48	\$	726,998.44	-\$	45,426.96	93.75%
0251 Health			63,368.42	-63,368.42	0.00%	0.00		443,578.94	-443,578.94					
0251.1 Health - Admin		4,361.95		4,361.95		32,193.75		0.00			32,193.75			
0251.2 Health - Professional		50,171.03		50,171.03		187,484.15		0.00			187,484.15			
0251.4 Health - Paraprofessionals		6,979.12		6,979.12		33,615.93		0.00			33,615.93			
0251.5 Health - Clerical		10,468.68		10,468.68		68,105.79		0.00			68,105.79			
Total 0251 Health	\$	71,980.78	\$	63,368.42	\$	8,612.36	113.59%	\$	321,399.62	\$	443,578.94	-\$	122,179.32	72.46%
0252 Dental				0.00		0.00		0.00			0.00		0.00	
0252.1 Dental - Admin		247.10		247.10		1,771.96		0.00			1,771.96			
0252.2 Dental - Professional		1,659.10		1,659.10		9,296.54		0.00			9,296.54			
0252.4 Dental - Paraprofessionals		529.50		529.50		3,284.02		0.00			3,284.02			
0252.5 Dental - Clerical		529.50		529.50		4,656.54		0.00			4,656.54			
Total 0252 Dental	\$	2,965.20	\$	0.00	\$	2,965.20		\$	19,009.06	\$	0.00	\$	19,009.06	
0253 Vision				0.00		0.00		0.00			0.00		0.00	
0253.1 Vision - Admin		43.40		43.40		331.00		0.00			331.00			
0253.2 Vision - Professional		291.40		291.40		4,504.55		0.00			4,504.55			
0253.4 Vision - Paraprofessionals		86.80		86.80		603.11		0.00			603.11			
0253.5 Vision - Clerical		99.20		99.20		994.18		0.00			994.18			
Total 0253 Vision	\$	520.80	\$	0.00	\$	520.80		\$	6,432.84	\$	0.00	\$	6,432.84	
0280 Pension Expense			23,182.33	-23,182.33	0.00%	0.00		162,276.31	-162,276.31					
Total 0200 Benefits	\$	181,957.95	\$	197,756.17	-\$	15,798.22	92.01%	\$	1,180,458.97	\$	1,384,293.19	-\$	203,834.22	85.28%
0300 Professional and Technical Svcs			2,219.58	-2,219.58	0.00%	7,112.73		15,537.06	-8,424.33					
0313 Bank Service/Charge Fees		535.31	0.00	535.31		2,351.38		0.00			2,351.38			
0313.1 Payroll Expenses		4,289.32	3,507.25	782.07	122.30%	27,001.22		24,550.75	2,450.47					
Total 0313 Bank Service/Charge Fees	\$	4,824.63	\$	3,507.25	\$	1,317.38	137.56%	\$	29,352.60	\$	24,550.75	\$	4,801.85	119.56%
0320 Counseling & Guidance Services		1,554.00	0.00	1,554.00		7,654.34		0.00			7,654.34			
0320b 0320b Contracted SpEd Services		6,842.50	11,267.33	-4,424.83	60.73%	85,907.50		78,871.31	7,036.19					
0331 Legal Svcs			704.17	-704.17	0.00%	4,620.99		4,929.19	-308.20					

0332 Accounting / Audit	20,766.67	21,583.33	-816.66	96.22%	153,669.19	151,083.31	2,585.88	101.71%
0335 Medical Services	44,300.00		44,300.00		44,300.00	0.00	44,300.00	
0340 IT agreement	3,518.20	3,518.00	0.20	100.01%	26,688.09	24,626.00	2,062.09	108.37%
0390 Other Professional Services	411.46	0.00	411.46		18,784.89	0.00	18,784.89	
0399 CDE Admin Overhead		1,333.33	-1,333.33	0.00%	15,773.80	9,333.31	6,440.49	169.01%
Total 0300 Professional and Technical Svcs	\$ 82,217.46	\$ 44,132.99	\$ 38,084.47	186.29%	\$ 393,864.13	\$ 308,930.93	\$ 84,933.20	127.49%
0400 Purchased Property Services		0.00	0.00		688.78	0.00	688.78	
0414 Water/Sewer	2,143.53	1,583.33	560.20	135.38%	12,724.17	11,083.31	1,640.86	114.80%
0421 Trash Services		842.25	-842.25	0.00%	4,855.61	5,895.75	-1,040.14	82.36%
0423 Custodial Services	19,845.97	14,166.67	5,679.30	140.09%	104,586.99	99,166.69	5,420.30	105.47%
0430 Repairs and Maintenance	7,359.76	8,203.33	-843.57	89.72%	63,576.49	57,423.31	6,153.18	110.72%
0430.1 Auto/Equip Maintenance & Repair	163.39		163.39		9,678.36	0.00	9,678.36	
Total 0430 Repairs and Maintenance	\$ 7,523.15	\$ 8,203.33	\$ 680.18	91.71%	\$ 73,254.85	\$ 57,423.31	\$ 15,831.54	127.57%
0431 Alarms & Monitoring	125.00	416.67	-291.67	30.00%	2,588.99	2,916.69	-327.70	88.76%
0442 Rental of Equip (Includes IT)	2,457.27	3,250.00	-792.73	75.61%	20,952.19	22,750.00	-1,797.81	92.10%
Total 0400 Purchased Property Services	\$ 32,094.92	\$ 28,462.25	\$ 3,632.67	112.76%	\$ 219,651.58	\$ 199,235.75	\$ 20,415.83	110.25%
0500 Other Purchased Services	2,287.50	2,166.67	120.83	105.58%	2,287.50	15,166.69	-12,879.19	15.08%
0510 Staff Dev - Prof Ed Svcs	951.73	2,666.67	-1,714.94	35.69%	14,058.17	18,666.69	-4,608.52	75.31%
0511 Staff Dev - Board	3,800.00	1,142.83	2,657.17	332.51%	9,631.46	7,999.81	1,631.65	120.40%
0513 Field Trips	894.16		894.16		1,703.76	0.00	1,703.76	
0520 Insurance Premiums			0.00		0.00	0.00	0.00	
0521 Liab/Prop Ins		7,750.00	-7,750.00	0.00%	92,964.00	54,250.00	38,714.00	171.36%
0522 Workman's Comp	3,034.89	2,583.33	451.56	117.48%	25,318.89	18,083.31	7,235.58	140.01%
0525 Unemployment	5,851.03	2,500.00	3,351.03	234.04%	22,237.82	17,500.00	4,737.82	127.07%
Total 0520 Insurance Premiums	\$ 8,885.92	\$ 12,833.33	\$ 3,947.41	69.24%	\$ 140,520.71	\$ 89,833.31	\$ 50,687.40	156.42%
0530 Communications			0.00		0.00	0.00	0.00	
0531 Telephone	1,124.59	677.08	447.51	166.09%	7,949.83	4,739.56	3,210.27	167.73%
0533 Postage	517.50	229.17	288.33	225.81%	1,142.09	1,604.19	-462.10	71.19%
0534 Online Services	1,159.12	5,232.83	-4,073.71	22.15%	23,336.86	36,629.81	-13,292.95	63.71%
Total 0530 Communications	\$ 2,801.21	\$ 6,139.08	\$ 3,337.87	45.63%	\$ 32,428.78	\$ 42,973.56	\$ -10,544.78	75.46%
0540 Advertising	10,224.09	3,816.67	6,407.42	267.88%	17,522.97	26,716.69	-9,193.72	65.59%
0541 Promotional Materials			0.00		204.19	0.00	204.19	
Total 0540 Advertising	\$ 10,224.09	\$ 3,816.67	\$ 6,407.42	267.88%	\$ 17,727.16	\$ 26,716.69	\$ -8,989.53	66.35%
0551 Office Maintenance Contracts			0.00		6,272.23	0.00	6,272.23	
0570 Fundraising Expenses	68.00		68.00		1,022.89	0.00	1,022.89	
0570b CAST - Fundraising expense			0.00		8,858.75	0.00	8,858.75	
Total 0570 Fundraising Expenses	\$ 68.00	\$ 0.00	\$ 68.00		\$ 9,881.64	\$ 0.00	\$ 9,881.64	
0580 Travel, Registration, Entrance	3,630.41	1,666.67	1,963.74	217.82%	21,506.73	11,666.69	9,840.04	184.34%
0585 Concurrent Enrollment Expenses		1,041.67	-1,041.67	0.00%	900.00	7,291.69	-6,391.69	12.34%
0590 Other Purchased Services	163.96	3,032.75	-2,868.79	5.41%	44,961.53	21,229.25	23,732.28	211.79%
0595 Admin Overhead Costs	23,848.01		23,848.01		165,812.15	0.00	165,812.15	
0596 CSI		18,221.25	-18,221.25	0.00%	0.00	127,548.75	-127,548.75	0.00%
Total 0595 Admin Overhead Costs	\$ 23,848.01	\$ 18,221.25	\$ 5,626.76	130.88%	\$ 165,812.15	\$ 127,548.75	\$ 38,263.40	130.00%
0599 Purchase Special Ed	878.00	0.00	878.00		1,503.90	0.00	1,503.90	
Total 0590 Other Purchased Services	\$ 24,889.97	\$ 21,254.00	\$ 3,635.97	117.11%	\$ 212,277.58	\$ 148,778.00	\$ 63,499.58	142.68%
Total 0500 Other Purchased Services	\$ 58,432.99	\$ 52,727.59	\$ 5,705.40	110.82%	\$ 469,195.72	\$ 369,093.13	\$ 100,102.59	127.12%
0600 Supplies	1,179.68	9,504.83	-8,325.15	12.41%	10,792.85	66,533.81	-55,740.96	16.22%
0610 Safety & PPE	0.00		0.00		3,777.90	0.00	3,777.90	
0611 Instructional Supplies	420.55		420.55		10,624.15	0.00	10,624.15	
0615A Assessment Expenses			0.00		4,264.61	0.00	4,264.61	
0615A1 HS Testing	144.05		144.05		398.53	0.00	398.53	
Total 0615A Assessment Expenses	\$ 144.05	\$ 0.00	\$ 144.05		\$ 4,663.14	\$ 0.00	\$ 4,663.14	
0615b Inst Supplies - After School			0.00		510.98	0.00	510.98	
0615c Lending Library/Reading Chall.	381.50		381.50		2,120.13	0.00	2,120.13	
0615HS HS Instructional Supplies	91.97		91.97		4,845.78	0.00	4,845.78	
0616 Software/License		435.42	-435.42	0.00%	4,295.03	3,047.94	1,247.09	140.92%
0617 Special Ed			0.00		4,125.99	0.00	4,125.99	
Total 0611 Instructional Supplies	\$ 1,038.07	\$ 435.42	\$ 602.65	238.41%	\$ 31,185.20	\$ 3,047.94	\$ 28,137.26	1023.16%
0612 Office Supplies	3,535.50	1,916.67	1,618.83	184.46%	36,605.01	13,416.69	23,188.32	272.83%
0613 Custodial Supplies	3,386.77	4,208.33	-821.56	80.48%	23,590.24	29,458.31	-5,868.07	80.08%
0622 Electric/Gas	14,591.54	14,208.33	383.21	102.70%	80,981.90	99,458.31	-18,476.41	81.42%
0626 Motor Vehicle Fuel	916.52		916.52		5,660.35	0.00	5,660.35	
0630 Food	1,032.68	625.00	407.68	165.23%	9,763.95	4,375.00	5,388.95	223.18%
0631 Caprock Apparel			0.00		4,778.00	0.00	4,778.00	
0640 Books and Periodicals	-82.12	10,416.67	-10,498.79	-0.79%	58,160.40	72,916.69	-14,756.29	79.76%
0640b HS Books	783.36		783.36		39,685.44	0.00	39,685.44	
Total 0640 Books and Periodicals	\$ 701.24	\$ 10,416.67	\$ 9,715.43	6.73%	\$ 97,845.84	\$ 72,916.69	\$ 24,929.15	134.19%
0650 Classroom Fund Expenditures			0.00		257.90	0.00	257.90	
0611.1A 1st A	191.26		191.26		247.26	0.00	247.26	
0611.1B 1st B			0.00		56.00	0.00	56.00	
0611.1C 1st C	31.98		31.98		375.78	0.00	375.78	
0611.2A 2nd A			0.00		345.39	0.00	345.39	
0611.2B 2nd B			0.00		316.36	0.00	316.36	
0611.2C 2nd C			0.00		219.30	0.00	219.30	
0611.3A 3rd A	24.96		24.96		24.96	0.00	24.96	
0611.3B 3rd B			0.00		180.87	0.00	180.87	
0611.4A 4th A			0.00		83.11	0.00	83.11	
0611.4B 4th B			0.00		201.10	0.00	201.10	
0611.4C 4th C			0.00		113.00	0.00	113.00	
0611.5A 5th A	24.68		24.68		74.84	0.00	74.84	
0611.5B 5th B	9.99		9.99		152.54	0.00	152.54	
0611.5C 5th C			0.00		409.79	0.00	409.79	
0611.6A 6th A			0.00		276.30	0.00	276.30	
0611.6B 6th B			0.00		143.10	0.00	143.10	
0611.6C 6th C			0.00		214.07	0.00	214.07	
0611.7B 7th B			0.00		77.64	0.00	77.64	
0611.HTK HTK			0.00		70.34	0.00	70.34	
0611.KA FTK A	59.98		59.98		116.51	0.00	116.51	
0611.KB FTK B			0.00		15.89	0.00	15.89	
0611.KC FTK C			0.00		151.18	0.00	151.18	

0665d MS 7-8 Activities Expenses			0.00		6,747.20	0.00	6,747.20		
0666 High School			0.00		3,534.00	0.00	3,534.00		
0666a HS Activity Fund			0.00		198.39	0.00	198.39		
0666a1 HS Student Council			0.00		457.00	0.00	457.00		
Total 0666a HS Activity Fund	\$	0.00	\$	0.00	\$	0.00	\$	655.39	
0666d HS PE			0.00		4,700.00	0.00	4,700.00		
0666f HS Brady			0.00		38.58	0.00	38.58		
0666i HS Jones			0.00		16.98	0.00	16.98		
0666i HS T Van Schaick			0.00		13.98	0.00	13.98		
0666o Science - Chemistry			0.00		1,244.73	0.00	1,244.73		
0666r HS Henson			0.00		1,434.05	0.00	1,434.05		
0666s HS Berndt			0.00		99.84	0.00	99.84		
0666t HS Flenard			0.00		2,382.22	0.00	2,382.22		
Total 0666 High School	\$	0.00	\$	0.00	\$	0.00	\$	14,119.77	
0678 School Nurse		292.97		292.97		2,667.50	0.00	2,667.50	
0680 Specials Expenses			0.00		0.00	0.00	0.00		
0680a Art Department			0.00		189.24	0.00	189.24		
0680a2 Art		650.08		650.08		1,892.76	0.00	1,892.76	
0680a4 Original Works Expenses			0.00		1,468.05	0.00	1,468.05		
0680b PE Department			0.00		25.00	0.00	25.00		
0680c Instrumental Music		235.00		235.00		949.49	0.00	949.49	
0680c2 Choral Music			0.00		1,987.98	0.00	1,987.98		
0680d1 Science - Akers			0.00		1,256.93	0.00	1,256.93		
0680d2 Science - Wilson			0.00		262.04	0.00	262.04		
0680e Latin		95.00		95.00		188.72	0.00	188.72	
0680f Spanish		28.76		28.76		178.58	0.00	178.58	
0680j Theatre		-21.63		-21.63		1,602.99	0.00	1,602.99	
Total 0680 Specials Expenses	\$	987.21	\$	0.00	\$	987.21	\$	10,001.78	
Total 0650 Classroom Fund Expenditures	\$	1,623.03	\$	0.00	\$	1,623.03	\$	37,659.48	
0685 Pupil Activities Expenses		32.29	22,250.00	-22,217.71	0.15%	7,342.04	155,750.00	-148,407.96	4.71%
0685a Yearbook/Journalism		55.93		55.93		9,108.38	0.00	9,108.38	
0685b Basketball				0.00		0.00	0.00	0.00	
0685bHS Basketball - High School		1,263.15		1,263.15		13,166.34	0.00	13,166.34	
0685bMS Basketball - Middle School				0.00		130.00	0.00	130.00	
Total 0685b Basketball	\$	1,263.15	\$	0.00	\$	1,263.15	\$	13,296.34	
0685b2 K - 5 Basketball		163.97		163.97		163.97	0.00	163.97	
0685c Newspaper				0.00		2,074.53	0.00	2,074.53	
0685d NHS				0.00		385.00	0.00	385.00	
0685d2 NJHS				0.00		1,245.51	0.00	1,245.51	
0685e Volleyball				0.00		2,749.53	0.00	2,749.53	
0685eHS HS Volleyball		420.00		420.00		10,964.69	0.00	10,964.69	
0685eMS MS Volleyball				0.00		1,796.14	0.00	1,796.14	
Total 0685e Volleyball	\$	420.00	\$	0.00	\$	420.00	\$	15,510.36	
0685f HS Dance Expense				0.00		348.26	0.00	348.26	
0685g1 Athletic Booster		1,122.18		1,122.18		8,242.61	0.00	8,242.61	
0685g1b Booster - Basketball				0.00		55.92	0.00	55.92	
0685g1v Booster Volleyball				0.00		546.00	0.00	546.00	
0685g1x Booster Cross Country				0.00		537.46	0.00	537.46	
Total 0685g1 Athletic Booster	\$	1,122.18	\$	0.00	\$	1,122.18	\$	9,381.99	
0685g2 HS Hockey		23,856.28		23,856.28		37,364.60	0.00	37,364.60	
0685g2a HS Hockey fundraising expenses				0.00		792.00	0.00	792.00	
Total 0685g2 HS Hockey	\$	23,856.28	\$	0.00	\$	23,856.28	\$	38,156.60	
0685h2 Knowledge Bowl		80.00		80.00		854.19	0.00	854.19	
0685k Latin Club		75.00		75.00		75.00	0.00	75.00	
0685o Graduation Expenses		1,219.35		1,219.35		3,719.35	0.00	3,719.35	
0685p Track				0.00		0.00	0.00	0.00	
0685pHS Track - High School				0.00		215.00	0.00	215.00	
Total 0685p Track	\$	0.00	\$	0.00	\$	0.00	\$	215.00	
0685r Soccer				0.00		421.78	0.00	421.78	
0685rHS HS Soccer		92.00		92.00		5,138.24	0.00	5,138.24	
Total 0685r Soccer	\$	92.00	\$	0.00	\$	92.00	\$	5,560.02	
0685v Choir/Band Activities				0.00		756.14	0.00	756.14	
0685x Cross Country				0.00		3,820.52	0.00	3,820.52	
0686 Powderhorn Ski Club				0.00		5,526.69	0.00	5,526.69	
Total 0685 Pupil Activities Expenses	\$	28,380.15	\$	22,250.00	\$	6,130.15	127.55%	\$	117,539.89
0690 Other Supplies		5,304.91		5,304.91		17,931.30	0.00	17,931.30	
0690b Parking - HS				0.00		225.00	0.00	225.00	
Total 0690 Other Supplies	\$	5,304.91	\$	0.00	\$	5,304.91	\$	18,156.30	
Total 0600 Supplies	\$	61,690.09	\$	63,565.25	\$	1,875.16	97.05%	\$	478,336.91
0689 Lunch - Students		3,964.25		3,964.25		25,462.99	0.00	25,462.99	
0649 Scholarship Expense		456.86	3,750.00	-3,293.14	12.18%	1,408.45	26,250.00	-24,841.55	5.37%
Total 0689 Lunch - Students	\$	4,421.11	\$	3,750.00	\$	671.11	117.90%	\$	26,871.44
0710 Land and Improvements			2,458.33	-2,458.33	0.00%	13,123.12	17,208.31	-4,085.19	76.26%
0730 Purchase/Lease of Equipment			958.33	-958.33	0.00%	0.00	6,708.31	-6,708.31	0.00%
0733 Furniture and Equipment			1,800.00	-1,800.00	0.00%	24,825.66	12,600.00	12,225.66	197.03%
Total 0730 Purchase/Lease of Equipment	\$	0.00	\$	2,758.33	\$	-2,758.33	0.00%	\$	24,825.66
0734b Technology Equipment			3,781.00	-3,781.00	0.00%	40,464.13	26,467.00	13,997.13	152.89%
0740 Depreciation		41,874.40		41,874.40		293,120.80	0.00	293,120.80	
0740b Depreciation - Tractor&Equip		963.50		963.50		6,744.50	0.00	6,744.50	
Total 0740 Depreciation	\$	42,837.90	\$	0.00	\$	42,837.90	\$	299,865.30	
0800 Child Care			500.00	-500.00	0.00%	844.37	3,500.00	-2,655.63	24.12%
0810 Dues and Fees		765.00	2,083.33	-1,318.33	36.72%	22,603.15	14,583.31	8,019.84	154.99%
0830 Interest Expense		71,245.97	71,417.50	-171.53	99.76%	501,766.79	499,922.50	1,844.29	100.37%
0890 Misc Expense		58.23		58.23		1,885.58	0.00	1,885.58	
0900 gifts and donations			220.83	-220.83	0.00%	95.00	1,545.81	-1,450.81	6.15%
0910 Redemption of Principal (Interest)			40,000.00	-40,000.00	0.00%	0.00	280,000.00	-280,000.00	0.00%
Total Expenditures	\$	1,008,920.41	\$	977,260.57	\$	31,659.84	103.24%	\$	6,947,468.17
Net Operating Revenue	\$	19,469.96	\$	5,777.34	\$	25,247.30	-337.01%	\$	42,933.82
Other Revenue									
1007b CD Interest		2,712.63	833.33	1,879.30	325.52%	13,294.10	5,833.31	7,460.79	227.90%

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1008a Money Market Interest	3,236.53	2,083.33	1,153.20	155.35%	20,753.50	14,583.31	6,170.19	142.31%
1009 Zions Accounts Interest	2,122.77		2,122.77		5,504.06	0.00	5,504.06	
1020b CD 1020 Interest	3,815.70	2,083.33	1,732.37	183.15%	17,102.34	14,583.31	2,519.03	117.27%
1088a 8th grade trip revenue	12,822.71	5,833.33	6,989.38	219.82%	79,536.13	40,833.31	38,702.82	194.78%
1088a2 8th Grade Concessions Revenue	394.00		394.00		2,196.25	0.00	2,196.25	
Total 1088a 8th grade trip revenue	\$ 13,216.71	\$ 5,833.33	\$ 7,383.38	226.57%	\$ 81,732.38	\$ 40,833.31	\$ 40,899.07	200.16%
1090b1 Senior Trip Junior Fundraising		5,833.33	-5,833.33	0.00%	1,710.00	40,833.31	-39,123.31	4.19%
1090b2 Senior Trip Concessions	260.00		260.00		1,133.00	0.00	1,133.00	
1090b3 2020 Italy fundraising amounts	1,025.75		1,025.75		3,112.42	0.00	3,112.42	
Total 1090b1 Senior Trip Junior Fundraising	\$ 1,285.75	\$ 5,833.33	-\$ 4,547.58	22.04%	\$ 5,955.42	\$ 40,833.31	-\$ 34,877.89	14.58%
Total Other Revenue	\$ 26,390.09	\$ 16,666.65	\$ 9,723.44	158.34%	\$ 144,341.80	\$ 116,666.55	\$ 27,675.25	123.72%
Other Expenditures								
0664a 8th grade trip expenses		5,833.33	-5,833.33	0.00%	41,345.83	40,833.31	512.52	101.26%
0665b 8th Concession Stand Expenses	335.91		335.91		770.42	0.00	770.42	
0667A Senior Trip (Junior Fundraising		5,833.33	-5,833.33	0.00%	5,355.70	40,833.31	-35,477.61	13.12%
0667b Senior Concession Expenses	640.87		640.87		675.81	0.00	675.81	
0668 Concessions - Holding	-1,010.92		-1,010.92		570.85	0.00	570.85	
Total Other Expenditures	-\$ 34.14	\$ 11,666.66	-\$ 11,700.80	-0.29%	\$ 48,718.61	\$ 81,666.62	-\$ 32,948.01	59.66%
Net Other Revenue	\$ 26,424.23	\$ 4,999.99	\$ 21,424.24	528.49%	\$ 95,623.19	\$ 34,999.93	\$ 60,623.26	273.21%
Net Revenue	\$ 6,954.27	\$ 10,777.33	-\$ 3,823.06	64.53%	\$ 52,689.37	\$ 75,441.31	-\$ 22,751.94	69.84%

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Category	SWOT	Metric	Current	Goal	Source
Academics	Strength	Performance Framwork Score	74.1	School Performance Framework at or above 74%	School Performance Framework
Academics	Weakness	CMAS Elementary Growth in Math	30	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Weakness	CMAS Elementary Growth in English Language Arts	46	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Weakness	CMAS Middle School Growth in Math	47.5	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Weakness	CMAS Middle School Growth in English Language Arts	38	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Strength	PSAT Score	964	Combined Math and EBRW score over 1000	CARS Report (9th and 10th)
Academics	Strength	SAT Score	1063	Combined Math and EBRW score over 1100	CARS Report (11th)
Academics	Opportunity	Concuurent enrollment/VOTECH/Trades/Military		Offer on/off-campus opportunities in vocational studies (Develop a secondary track)	
Employee Experience	Weakness	Staff satisfaction		80% of staff satisfied with Caprock	CASAC Survey or New Staff Survey
Employee Experience	Weakness	Low salaries, benefits		80% of staff satisfied with employee benefits	CASAC Survey or New Staff Survey
Employee Experience	Weakness	Health insurance	0	Increase the number of staff participating in the family plan	Paylocity
Employee Experience	Opportunity	Percent of Staff Trained in ClassicalU		100% of staff trained and certified in ClassicalU	Classical U
Employee Experience	Weakness	SpEd Related, FAPE		100% of students are compliant with FAPE	
Infrastructure	Weakness	Reducing Risk (Insurance Liability)		Address all infractions on our liability assessment	Facilities, Saftey and Security Reporting
Infrastructure	Weakness	Emergency Preparedness	100%	100% compliance with all fire, shelter, lockdown drills	Facilities, Saftey and Security Reporting
Parent/Community Experience	Strength	% parents pleased with the experience at Caprock Academy		80% of parents satisfied with Caprock	CASAC Survey or New Parent Survey
Parent/Community Experience	Strength	Parent Involvement (PT conferences, portal usage)		75% of parents participate in Parent/Teacher conferences	
Student Experience	Weakness	School hot lunch, bus	N/A	Offer a school hot lunch program	
Student Experience	Weakness	Reduce the numbers of suspension		20% reduction the number of student suspensions	
Student Experience	Opportunity	Retention (High School)		75% of Caprock freshman graduate from Caprock	Student Information Sysytem (FACTS)
Student Experience	Opportunity	Student survey		80% of student are satisfied with Caprock	CASAC Survey or New Student Suyrvey
School	Opportunity	Number of enrolled students		95% of capacity	Student Information Sysytem (FACTS)
Student Experience	Opportunity	Postsecondary readiness, STEM		On hold until we gather data from the STEM team	
Finance	Opportunity	Dollars in Reserve		Finance	
Finance	Opportunity	Cash on Hand		Finance	



CAPROCK ACADEMY

CHARACTER. ACCOUNTABILITY. ACADEMICS.

2025-2026 Academic Year 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 (tentative)

First Quarter Ends: Sept 25th

(40 days)

Second Quarter Ends: Dec. 18

(40 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

Policy E 2.0 (Employee Handbook)– Harassment/Non-discrimination Policy

Caprock Academy Charter School (“Caprock Academy”) is committed to providing a safe learning and work environment where all members of Caprock Academy are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the school’s educational programs, activities, or employment can report their concerns without fear of retaliation. **Caprock Academy will adhere to all applicable federal and state definitions.**

This policy is designed to foster a climate that provides preventative measures and encourages the reporting of discrimination, harassment, and related retaliation. The school administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination, harassment, and related retaliation and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific policy governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student and complaints of bullying against a student based on membership in a protected class should be made pursuant to the school’s Harassment and Discrimination Investigation Procedures. Complaints under Title IX should be made under the school’s Sex-based Harassment Investigation Procedures Policy.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.
Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org
- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)

Supportive measures and prompt response times are required components of all policies.

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying based on a protected class are prohibited at Caprock Academy, as well as at any school-sponsored or school-sanctioned activity or event on school property (or off school property when such conduct is connected to the school) or at any school curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

School Action

Caprock Academy encourages anyone, students, parents and family members, volunteers, educators, or staff members—who witnesses bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate Board policy. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Compliance Officer or their designee (“hereafter referred to as “Compliance Officer”).

Caprock Academy will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or **make** false statements in an investigation may be subject to discipline in accordance with Board policies as well as state and federal law. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy. Upon determining that incidents of discrimination or harassment are occurring in

particular school settings or activities, Caprock Academy will implement measures designed to stop discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies as well as state and federal law. This includes the protections afforded to students with disabilities. Caprock Academy will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Compliance Officer will refer any potential criminal charges to law enforcement.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration provides notice of this policy to all Caprock Academy staff and community training materials regarding sex-based discrimination and sexual harassment are available to the public on Caprock Academy's website, **in the employee handbook and upon request.**

Students and employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Caprock Academy employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Harassment and Discrimination Investigation Procedures for Students

Caprock Academy Harassment and Discrimination Policy can be found in the employee handbook and will be distributed annually. Additional copies will be given upon request and provided in Spanish if needed. Caprock Academy prohibits discrimination against any student or staff member. It is a violation of policy for any student or staff member to harass students or staff, or to retaliate against those who report harassment and/or discrimination or those who participate in a harassment investigation. **Caprock Academy will adhere to all applicable federal and state definitions.**

Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students or staff are encouraged to report the conduct to school staff.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the Compliance Officer.

Complaints should be made through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. Hard copies are available at the front office if needed.

The complaint should be made as soon as possible after the incident.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.
Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org
- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)
- **Harassment and Discrimination Compliance Officer-** Evan Hunt; Head of School

No person can serve as the Compliance Officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in the prohibited conduct. If the Compliance Officer is alleged to have participated in the prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Board of Directors**
board@caprockacademy.org (which can be found on the Caprock Academy website)

If the Title IX Compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Head of School- Evan Hunt:**
970-243-1771 ext. 1116
e.hunt@caprockacademy.org

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Complaint Process:

Throughout the complaint process, Caprock Academy will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. Caprock Academy will make a good faith effort to complete an investigation within **sixty days** after the complaint, with an additional thirty-day extension possible for good cause. The Compliance Officer or their designee will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

A Compliance Officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the Compliance Officer.

In addition, if a student with a disability is a party, the Compliance Officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student and their parent/guardian.

Supportive measures may include, but are not limited to: counseling, modifications to class or work schedules and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the Compliance Officer. The Compliance Officer will provide regular written updates about the status of the investigation to all parties at the end of each stage of the investigation, but at least every fifteen business days.

Evaluation by Compliance Officer

The Compliance Officer will review the complaint to determine whether the alleged conduct constitutes harassment, discrimination or Title IX violation. The Compliance Officer will refer the matter back to the Head of School or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The Compliance Officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the Compliance Officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The Compliance Officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The Compliance Officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

Initial Meetings with the Parties

The following details actions to be taken by the Compliance Officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- **Initial meeting with Reporting Party (if any) and Complainant:** Within five school days following receipt of the complaint, the Compliance Officer will meet with the complainant and any reporting party and, if applicable, their parents/guardians.

The purpose of the initial meeting is for the Compliance Officer to:

- provide the complainant with the information detailed in paragraph, as outlined below; and
- collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the Compliance Officer determines there is no merit to the allegations, the Compliance Officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the Compliance Officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the Compliance Officer may elect to proceed with the investigation, if necessary, to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

- **Initial Meeting with Respondent:** As soon as possible after meeting with the complainant and any reporting party, the Compliance Officer will meet with the respondent (and parents/guardians if applicable) in order to obtain a response to the complaint. At the initial meeting, the Compliance Officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.
- **Information Provided at the Initial Meetings:** The Compliance Officer will provide to both the complainant and respondent the same basic information, including:
 - available supportive measures;
 - copies of the Board Nondiscrimination/Equal Opportunity Policy;
 - timeline for the investigation process and the school's legal obligations;
 - the possibility of resolving the complaint informally upon agreement of all parties;
 - that the information collected is confidential, so long as confidentiality does not prevent the school from responding effectively to prohibited conduct and preventing future prohibited conduct;
 - all parties have a right to have an advisor present during all stages of the investigation; and
 - parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

Informal Complaint Process

When the Compliance Officer deems it appropriate, an informal complaint process may be instituted. The informal complaint process is not appropriate in all circumstances. It may only be used if both parties are students or both parties are staff, and both parties voluntarily agree (non-coerced) and documented in writing. An informal complaint process may not be used if the underlying offense involves sexual assault or other acts of violence. No party will be forced to participate in an informal complaint and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through the informal complaint process, no further action need be taken to resolve the complaint. However, within seven school days following the conclusion of the informal complaint process, the Compliance Officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the school will take to prevent future discrimination or harassment.

Formal Complaint Process

If the informal process is inappropriate, unavailable, or unsuccessful, the Compliance Officer will engage in the formal complaint process.

Collect Evidence:

The Compliance Officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the Compliance Officer's discretion. Evidence may include but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

Determination

No later than sixty days following the conclusion of the investigation, the Compliance Officer will prepare a written report which determines whether discrimination or harassment occurred. The Compliance Officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the Compliance Officer, including:

- the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
- the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
- the identity of and relationship between the respondent and the complainant;
- the context of the incident, including school size and location of the incident and/or other incidents at the school;
- whether the conduct was threatening;
- the use of epithets, slurs or other conduct that is humiliating or degrading;
- whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- ages and number of respondents and complainants involved;
- patterns of misconduct of the respondent;
- real or perceived power differentials between the parties;
- any other relevant circumstances.

The decision must include a written determination regarding responsibility, explain how and why the Compliance Officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

The Compliance Officer's report is advisory and must not bind the Head of School or their designee or the school to any particular course of action or remedial measure.

Disciplinary Measures and Outcome

As soon as practicable after receiving the Compliance Officer's findings and recommendations, the Head of School must determine any sanctions or other actions deemed appropriate, pursuant to Policy E 13.0 Discipline/Discharge and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the employees, parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the school within five school days following the Head of School's determination.

A copy of the Compliance Officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

Safe2Tell 1-877-542-7233 www.safe2tell.org
National Domestic Violence Hotline: 1-800-799-SAFE (7233)
National Sexual Assault Hotline: 1-800-656-4673
Violence Free Colorado: <https://www.violencefreecolorado.org/>
The Crisis Center 24/7 Hotline: 303-688-8484
Grand Junction Police Department 555 Ute Avenue, Grand Junction, CO 81501
(970)242-6707

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Colorado Charter School Institute

1525 Sherman St, B76
Denver, CO 80203
Phone: 303-866-3299
Fax: 303-866-2530
Email: csi_info@csi.state.co.us

Office for Civil Rights

United States Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 300
Denver, CO 80204
Phone 303-44-5695
Fax 303-844-4303
Email: OCR.Denver@ed.gov

Equal Employment Opportunity Commission

Denver Field Office
950 17th Street, Suite 300
Denver, CO 80202
Phone: 800-669-4000
Fax 303-866-1085
TTY 800-669-6820
ASL Video Phone 844-234-5122

Colorado Civil Rights Division

1560 Broadway, Suite 825
Denver, CO 80202
Phone 303-894-2997 (para español, oprima dos)
711 TTD - Relay

303-894-7830

General Inquiries: DORA_CCRD@State.co.us

Intake Unit: DORA_CCRDIntake@State.co.us

Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. 22-1-143 (*harassment or discrimination – policy required*)

DRAFT

Policy SE –0.0 (Family handbook)– Harassment/Non-discrimination Policy

Caprock Academy Charter School (“Caprock Academy”) is committed to providing a safe learning and work environment where all members of Caprock Academy are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the school’s educational programs, activities, or employment can report their concerns without fear of retaliation. **Caprock Academy will adhere to all applicable federal and state definitions.**

This policy is designed to foster a climate that provides preventative measures and encourages the reporting of discrimination, harassment, and related retaliation. The school administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination, harassment, and related retaliation and ensure all parties are treated fairly and impartially.

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- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.
Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org
- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)

Supportive measures and prompt response times are required components of all policies.

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying based on a protected class are prohibited at Caprock Academy, as well as at any school-sponsored or school-sanctioned activity or event on school property (or off school property when such conduct is connected to the school) or at any school curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

School Action

Caprock Academy encourages anyone, students, parents and family members, volunteers, educators, or staff members—who witnesses bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate Board policy. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Compliance Officer or their designee (“hereafter referred to as “Compliance Office”).

Caprock Academy will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or **make** false statements in an investigation may be subject to discipline in accordance with Board policies as well as state and federal law. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy. Upon determining that incidents of discrimination or harassment are occurring in

particular school settings or activities, Caprock Academy will implement measures designed to stop discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies as well as state and federal law. This includes the protections afforded to students with disabilities. Caprock Academy will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Compliance Officer will refer any potential criminal charges to law enforcement.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration provides notice of this policy to all Caprock Academy staff and community training materials regarding sex-based discrimination and sexual harassment are available to the public on Caprock Academy's website, provided via physical copy to each incoming student and their parent or guardian upon request.

Students and employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Caprock Academy employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Harassment and Discrimination Investigation Procedures for Students

Caprock Academy Harassment and Discrimination Policy can be found on the school's website and will be distributed annually to parents and guardians of all students. Physical copies will be provided to all students in sixth through twelfth grade annually. Additional copies will be given upon request and provided in Spanish if needed. Caprock Academy prohibits discrimination against any student or staff member. It is a violation of policy for any student or staff member to harass students or staff, or to retaliate against those who report harassment or discrimination or those who participate in a harassment investigation. Caprock Academy will adhere to all applicable federal and state definitions.

Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students or staff are encouraged to report the conduct to school staff.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the Compliance Officer.

Complaints should be made through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. Hard copies are available at the front office if needed.

The complaint should be made as soon as possible after the incident.

- **Title IX Compliance Officer: Karin Ranta-Curran, J.D.**

Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org

- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)
- **Harassment and Discrimination Compliance Officer-** Evan Hunt; Head of School
- **Harassment and Discrimination Form Link:**

No person can serve as the Compliance Officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in the prohibited conduct. If the Compliance Officer is alleged to have participated in the prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Board of Directors**
board@caprockacademy.org (which can be found on the Caprock Academy website)

If the Title IX Compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Head of School- Evan Hunt:**
970-243-1771 ext. 1116
e.hunt@caprockacademy.org

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Complaint Process

Throughout the complaint, Caprock Academy will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. Caprock Academy will make a good faith effort to complete an investigation within **sixty days** after the complaint, with an additional thirty-day extension possible for good cause. The Compliance Officer or their designee will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

A Compliance Officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the Compliance Officer.

In addition, if a student with a disability is a party, the Compliance Officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student and their parent/guardian.

Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; extra time for homework or tests; the opportunity to resubmit homework or retake a test; remedying an impacted grade; excused absences; the opportunity for home instruction; modifications to class or work schedules; and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the Compliance Officer. The Compliance Officer will provide regular written updates about the status of the investigation to both parties and their parents/legal guardians at the end of each stage of the investigation, but at least every fifteen business days.

Evaluation by Compliance Officer

The Compliance Officer will review the complaint to determine whether the alleged conduct constitutes harassment or discrimination. The Compliance Officer will refer the matter back to the Head of School or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The Compliance Officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the Compliance Officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The Compliance Officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The Compliance Officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

Initial Meetings with the Parties

The following details actions to be taken by the Compliance Officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- **Initial meeting with Reporting Party (if any) and Complainant:** Within **five** school days following receipt of the complaint, the Compliance Officer will meet with the complainant and any reporting party and, if applicable, their parents/guardians.

The purpose of the initial meeting is for the Compliance Officer to:

- provide the complainant with the information detailed in paragraph, as outlined below; and
- collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the Compliance Officer determines there is no merit to the allegations, the Compliance Officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the Compliance Officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the Compliance Officer may elect to proceed with the investigation, if necessary, to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

- **Initial Meeting with Respondent:** As soon as possible after meeting with the complainant and any reporting party, the Compliance Officer will meet with the respondent and, if this individual is a student, their parents/guardians, in order to obtain a response to the complaint. At the initial meeting, the Compliance Officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.
- **Information Provided at the Initial Meetings:** The Compliance Officer will provide to both the complainant and respondent the same basic information, including:
 - available supportive measures;
 - copies of the Board Nondiscrimination/Equal Opportunity Policy;
 - timeline for the investigation process and the school's legal obligations;
 - the possibility of resolving the complaint informally upon agreement of all parties;

- o that the information collected is confidential, so long as confidentiality does not prevent the school from responding effectively to prohibited conduct and preventing future prohibited conduct;
- o all parties have a right to have an advisor present during all stages of the investigation; and
- o parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

Informal Complaint Process

When the Compliance Officer deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances. It may only be used if both parties are students or both parties are staff, and both parties voluntarily agree (non-coerced) and documented in writing. Informal resolution may not be used if the underlying offense involves sexual assault or other acts of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within seven school days following the conclusion of the informal resolution process, the Compliance Officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the school will take to prevent future discrimination or harassment. **A copy of the report will be shared with the Colorado Charter School Institute.**

Formal Complaint Process

If the informal **process** is inappropriate, unavailable, or unsuccessful, the Compliance Officer will engage in the formal complaint **process**.

Collect Evidence: The Compliance Officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the Compliance Officer's discretion. Evidence may include but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

Determination

No later than sixty days following the conclusion of the investigation, the Compliance Officer will prepare a written report which determines whether discrimination or harassment occurred. The Compliance Officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the Compliance Officer, including:

- o the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
- o the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
- o the identity of and relationship between the respondent and the complainant;
- o the context of the incident, including school size and location of the incident and/or other incidents at the school;
- o whether the conduct was threatening;
- o the use of epithets, slurs or other conduct that is humiliating or degrading;
- o whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- o ages and number of respondents and complainants involved;
- o patterns of misconduct of the respondent;
- o real or perceived power differentials between the parties;
- o any other relevant circumstances.

The decision must include a written determination regarding responsibility, explain how and why the Compliance Officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

The Compliance Officer's report is advisory and must not bind the Head of School or their designee or the school to any particular course of action or remedial measure.

Disciplinary Measures and Outcome

As soon as practicable after receiving the Compliance Officer's findings and recommendations, the Head of School must determine any sanctions or other actions deemed appropriate, pursuant to Policy SE 4.0 Discipline/Discharge and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the employees, parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the school within five school days following the Head of School's determination.

A copy of the Compliance Officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

Safe2Tell 1-877-542-7233 www.safe2tell.org

National Domestic Violence Hotline: 1-800-799-SAFE (7233)

National Sexual Assault Hotline: 1-800-656-4673

Violence Free Colorado: <https://www.violencefreecolorado.org/>

The Crisis Center 24/7 Hotline: 303-688-8484

Grand Junction Police Department 555 Ute Avenue, Grand Junction, CO 81501
(970)242-6707

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Colorado Charter School Institute

1525 Sherman St, B76

Denver, CO 80203

Phone: 303-866-3299

Fax: 303-866-2530

Email: csi_info@csi.state.co.us

Office for Civil Rights

United States Department of Education

Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 300
Denver, CO 80204
Phone 30344-5695
Fax 303-844-4303
Email: OCR.Denver@ed.gov

Equal Employment Opportunity Commission

Denver Field Office
950 17th Street, Suite 300
Denver, CO 80202
Phone: 800-669-4000
Fax 303-866-1085
TTY 800-669-6820
ASL Video Phone 844-234-5122

Colorado Civil Rights Division

1560 Broadway, Suite 825
Denver, CO 80202
Phone 303-894-2997 (para español, oprima dos)
711 TTD - Relay
303-894-7830
General Inquiries: DORA_CCRD@State.co.us
Intake Unit: DORA_CCRDIntake@State.co.us

Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. 22-1-143 (*harassment or discrimination – policy required*)

POLICY XX-XXX – Name Change

A student of Caprock Academy and his or her parents or guardians may request to use a chosen name, as defined in this policy, if they follow the request procedure in this policy.

If a student requests to use a name at school that is not the name in their official school records, then all parents or guardians on file will be informed and asked for consent for their child to use another name. Students must have parental approval for non-legal name changes. If all listed parents or guardians' consent to the non-legal name change, then the change will be permitted, and staff will use the name when addressing the student. If both parents or guardians consent to the name change, the attached form must be submitted and signed by one parent or guardian and then signed by the Dean and the Head of School. A fully signed copy of the name change form will be emailed and mailed to all parents or guardians.

Students can request one non-legal name change within the current school year. They are permitted to return to their legal name at any time; however, once they do so, they will not be permitted to return to the non-legal name change for the remainder of the school year.

Once a student has properly complied with the request procedure in The Name Change Policy, school employees, educators, and contractors, unless protected by an approved exemption, shall address a student by the student's chosen name or may address all students by last name in school and during extracurricular activities.

Caprock Academy will accommodate conscience-based objections to compelled speech so long as the requested accommodation does not substantially increase costs related to the conduct of the Caprock Academy's business.

Students will not be required to provide proof of a legal name change to select a chosen or chosen name for use at school and during extracurricular activities.

Caprock Academy reserves the right to deny a chosen first name if it is vulgar, offensive, obscene, or used for misrepresentation.

Appeal procedure

Should a request for a non-legal name change be denied, the Dean will advise the parent or guardian that they may appeal the denial by contacting the Head of School.

The receiving Dean shall submit the reason for the denial of the request and the student, parent or guardian's request to the Head of School. The Head of School will review the parent or guardian request and the Dean's decision before making a determination.

If they feel this decision is discriminatory, they must follow the Harassment/Non-Discrimination policy for appeal.

Name Changes on Official Student Records

Caprock Academy is required to maintain a permanent student record ("official record"). Caprock Academy will not process a name change on a student's official record without a parent or guardian signature or a court order.

Students who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

POLICY XX-XXX – Name Change

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Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Policy AP 7.4 - Assignment Due Dates, Late Grades, and Remediation (K-12)

All assignment due dates are at the discretion of the classroom teacher. Unless otherwise noted by the classroom teacher, all assignments are required to be turned in on the date due at the beginning of the meeting time of the assigning class. When a student does not turn an assignment in on time, it will be the student's responsibility to communicate with the instructor in order to create a plan for turning the assignment in as soon as possible.

The following policy is intended to support rigor and high standards while simultaneously encouraging students to do their best, develop self-discipline, be accountable for their learning and adhere to due dates.

For the K-12, assignments turned in after the due date will be assessed a 10% penalty for every school day the assignment is late up to a maximum of 50%, beginning immediately after the assignment deadline has passed. For example, an assignment turned in 3 school days after the due date will incur a 30% penalty, meaning the assignment will only be worth 70% of the grade earned. Late assignments must be turned in by the second to last Thursday of the quarter. Late Work Policy: To ensure a developmentally appropriate grading policy the following will apply to assignments turned in after the original due date. Teachers' discretion will apply for major projects and papers that are turned in late. Grades K-6: Students can earn up to 80% of the original points possible for an assignment turned in after the due date. Grades 7-12: Students can earn up to 70% of the original points possible for an assignment turned in after the due date. All late work will be accepted until the Thursday before progress reports (end of the 5th week) or the Thursday before the final week (end of 9th week) of the quarter. Written requests for accommodations due to special circumstances can be made to the appropriate Dean.

For the K-12, one remediation will be allowed on all Summative Assessments (e.g., end of unit end of semester, etc). Teachers will ensure that end of quarter/semester assessments will be planned in such a way as to allow time for remediation on such assessments. The purpose of remediation is to encourage students to correct misunderstandings. Therefore, students may earn 50% back on the points they have missed on a summative assessment after being given a chance to remediate. Summative assessment remediations must be completed within the same quarter that the assessment was originally given. Formative assessment remediations (e.g., regular homework, recursive writing assignments, quizzes, etc) will only be allowed at the discretion of the individual classroom teacher. Remediations will not be allowed to make up points lost due to turning an assignment in late but may be used to increase scores within the points allowed after factoring in the late penalties.

Remediation Policy: Policies will be established by grade-level and subject-specific departments in conjunction with their corresponding dean to create developmentally appropriate remediation procedures.

All teachers will outline their classroom remediation policy and communicate with parents.

All grades will be posted/reported within no more than 7 calendar days (late work within 10 calendar days of receipt) from the time a teacher received the assignment, or by the end of the term, whichever is less. Gradebooks will be closed on the last scheduled Friday of the quarter unless waived by the Head of School.

[Updated August 2023]

CAST BOD Report April 2025

- Natalie Clayton and Danielle Mallott were voted in as Lead and Co-Lead in October of 2024
- Recent Events:
 - Spring Uniform Exchange- this was set up in the hallways during parent teacher conferences. An estimated 40 parents participated in the uniform exchange (either buying, trading, or donating clothing) and CAST made \$99 in donations.
 - Spring Parent-Teacher Conference Meals for teachers and staff- CAST provided enough food to feed 80 people for three separate meals during conferences using a combination of parent-provided food and CAST funds. \$490 total was spent on supplies and Chik-fil-A breakfast for Friday morning.
- Upcoming Events:
 - Wizards Basketball Fundraiser April 28th
 - End of Year Celebration on May 22nd. We are working with Ginger Obrien and Admin to plan an event on campus during the last day of school.
- Financial Update: CAST was in the red to begin the 2024-2025 school year. We had very little documentation of any kind from the previous leadership to assist us in planning and budgeting. The school reallocated \$2000 at the start of the school year to keep us afloat. We have since fundraised enough to sustain our own events as the year has gone on and currently have an estimated \$4400 balance as of 2/25. It has been challenging to accurately understand what cash is available based on G&G reports which are not intuitive to understand. We have also struggled to reconcile what is being reported and expenses verses what our own records say.
- CAST was recently approached by the Fundraising Committee and was told that in an effort to simplify and streamline the numerous fundraisers occurring at Caprock, they would like to direct teachers to ask CAST for money for classroom and educational related needs. We would love to support teachers in this way moving forward but are not in a place financially to do so now. We will stay in touch with the Fundraising Committee to clarify a vision and process for this in the future.

CASAC March 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
2. Old Business:
3. New Business:
 - a. Guest Speakers: Lindsay Clayton (5-8 Dean) – discussing MS happenings. Shane Chatfield (Director of Analytics) presenting CARS/STARS reports. Plus and update from Evan on the upcoming shift from a 3 Dean model to Dean/Assistant Dean for K-6/7-12 model for 25-26 school year. **Shane shared CARS and STARS test results. The overall report card for Caprock was 74.1/100. There is room for improvement in academic growth (would like to be above 50%). It was expressed that “high” kids have less room to grow. Within the STARS results it was shown that the covid kids have significantly caught up. Lindsay shared that ⅓ of the 5th-8th grade teachers are considered new. She expressed a desire to bring back a middle grade instructional coach and teacher mentors to have a 1 to 1 ratio instead of the current 1:2 and in one case 1:3. There was mention of the need for an academic specific interventionist. She brought attention to the program addressing bullying, OWLEUS (currently being piloted, but will be fully implemented next school year). She noted that the entire 6th grade would be doing the OWL program in the fall this year. Lindsay wanted to close her portion by posing the question “how do we stay classical and Caprock but also stay relevant?” She gave examples of music requirements in the middle grades. Currently there is an option for either band or choir. She suggested there is room for us to still encourage music education but perhaps include classes like guitar, music analysis, (music history?). She also expressed a desire to see a celebration in the middle grades of academic achievement and expectations. Lastly, she mentioned training for executive functioning for teachers to address a growing concern for students in this area.**
 - b. Prepare for CASAC presentation to the BOD April 8th. Review top 5 things from surveys this year. **Candice read her opening for the BOD meeting and expressed it would be different than in years past. She began by thanking the Board and the committees. She reviewed the history of CASAC and what this group has been doing this school year, including the open meetings with another one scheduled on April 30th.**

1. Including recommendations to the HOS/BOD.
Candice read aloud the top 5 takeaways that individual committee members had submitted.
- c. UIP (Unified Improvement Plan) will be due Oct. 2025. CASAC uses data from the school's testing data to provide input in the UIP. Open discussion on CARS/STAR report data and points to be included in the report to CSI.
4. Any other items in need of discussion? Jessica Derryberry reported that she would not return next year as board president. She then asked that CASAC consider being a more solutions-based recommendation entity. Candice mentioned she would like committee feedback on when and how to conduct surveys going forward.
5. Adjourn

Attendees: Candice Freeman, Lindsay Clayton, Shane Chatfield, Evan Hunt, Steven Kovarovics, Caroline McGlade, Marisa Barslund, Jessica Derryberry, Tracee Flenard, Florence Edeigba.

Respectfully submitted by Caroline McGlade

**Caprock Academy
Enrollment Totals
4/2/2025**

CLASS	TOTAL
HTK	12
FTK-Class A	21
FTK-Class B	21
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	23
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	22
3rd Grade-Class A	25
3rd Grade-Class B	26
3rd Grade-Class C	24
4th Grade-Class A	22
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	22
5th Grade-Class C	26
6th Grade-Class A	25
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	22
7th Grade-Class B	22
7th Grade-Class C	22
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	828

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	14
2nd Grade	15
3rd Grade	9
4th Grade	17
5th Grade	10
6th Grade	7
7th Grade	18
8th Grade	12
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	139

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	21
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	23
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	22
3rd Grade-Class A	25
3rd Grade-Class B	26
3rd Grade-Class C	24
4th Grade-Class A	22
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	22
5th Grade-Class C	26
6th Grade-Class A	25
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	22
7th Grade-Class B	22
7th Grade-Class C	22
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	828
Total Waitlist	25
Total Enr+Waitlist	v
Final October Count	

Caprock Academy Board of Directors Business Meeting
Treasurer Report
Tuesday, April 8, 2025

I. REPORT

The Finance Committee met on March 25, 2025 to review and approve the February 2025 financial reports. We also met to discuss other financial matters affecting the school.

1) February 2025 Financial Reports

Caprock's net income for February was \$80,603.70. The school's fiscal YTD net income was \$133,958.84. We had budgeted income of right over \$161,000 at this point YTD, so we are over \$27,000 behind the budget. Specific Account information for February:

- Miscellaneous Revenue (Acct 1030) – This account represents the deferred rev concurrent enrollm (acct 7481E) that we were able to release from deferred revenue. Those were monies received pre-COVID that had to be used for specific guidance. We were able to get additional information from the state that we were able to use other expenses we incurred to help offset with these funds. Since these were already incurred in a prior period this is an additional increase to the bottom line.
- Athletic Booster (Acct 1710) – This account represents funds from sponsorships for the Harlem Wizards event.
- Contributions and Donations from Private Sources (Acct 1920) – This account is negative for the month as we did not realize the amount of funds we were supposed to incur due to the contributed services for the athletic trainers from the donation that was recorded last month. This amount represents the full amount of fees for this contract for the year.
- Charter School Capital Const. (Acct 3113) – This account represents the January and February payments that were received in February.
- Health – Professional (Acct 0251.2) – This account fluctuates when we have large bills arise since we are on a self-funded plan.
- Bank Service/Charge Fees (Acct 0313) – This account represents a one-time fee incurred for the ramp card. This is a per user fee and will save a lot of time on the back-end of tracking the usage of these and getting the receipts and will aid in correct account coding.
- Medical Services (Acct 0335) – This is the direct offset of account 1920 mentioned above for the in-kind trade to help correct the presentation of the entry from last month.
- Other Professional Services (Acct 0390) – This account represents a fee for the Arbiter database which is used for the sports teams and includes payments for referees. This should be the final payment for the year.
- Auto/Equip Maintenance & Repair (Acct 0430.1) – This account represents a charge for a differential repair on one of the vehicles.
- Staff Dev – Prof Ed Svcs (Acct 0510) – This account includes expenses incurred for the annual Colorado League of Charter School meeting that was held the last week of February. Most of these expenses should be reimbursed.

2) Mid-Year 2024/2025 Budget

The mid-year budget was approved in the special January 2025 board meeting. That budget is reflected in these financial statements. The entry of the budget has been adjusted so that one time payments are aligned for easier comparison of where we are at in regards to the annual budget. The final MLE numbers came in and we approved a budget that showed MLE funds of \$723k but we were approved for \$728k so there is no need to do a supplemental budget for these funds. We will be funded at 880 students and the PPR amount if \$10,797.

3) Cash On Hand

	<u>February 28, 2025</u>	<u>March 31, 2025</u>
Money Market/CD	\$3,156,680	\$3,251,108
General Checking	\$3,127,047	\$3,133,463
Total Cash	\$6,283,727	\$6,384,571

II. BOARD ACTION RECOMMENDED BY FINANCE COMMITTEE:

- 1) Approval of February 2025 Financial Reports
Motion to approve the February 2025 Caprock Academy Financial Reports as submitted.

Caprock Academy
Statement of Financial Position
As of February 28, 2025

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
ASSETS								
Current Assets								
Bank Accounts								
1072 Bill.com Money Out Clearing	0.00	33,758.00	1,745.07	665.77	665.77	511.15	540.34	6,287.95
8101A Vectra General Checking 4478	114,257.43	20,502.30	42,455.61	47,914.85	11,318.13	108,039.08	115,946.53	122,470.62
8101B Sunflower Insurance 3137	22,713.28	20,017.25	40,417.99	113,722.38	94,768.02	28,875.04	63,187.24	72,070.99
8101C Sunflower Money Market 2374	1,027,401.28	1,549,246.16	534,694.73	537,067.50	1,538,660.96	1,542,210.25	1,545,446.78	1,548,900.79
8101D Sunflower Operating 0034	3,936,835.06	3,605,109.16	3,317,073.24	3,556,281.81	2,587,338.38	2,340,786.11	2,451,792.94	2,651,297.13
8101E Sunflower Payroll 0106	-157,548.60	257,611.58	86,640.75	21,316.04	21,316.04	21,316.04	21,316.04	2,316.04
8101F Sunflower CD 9546		0.00	1,018,838.82	1,022,491.57	1,026,279.60	1,029,959.02	1,033,774.72	1,037,604.56
8103 Petty Cash	384.58	384.58	384.58	384.58	384.58	384.58	384.58	384.58
8111A Sunflower CD 7296	516,672.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8111B Vectra CD 5459	526,677.37	526,677.37	529,597.82	531,511.18	533,431.45	535,358.66	538,071.29	540,541.61
Total Bank Accounts	\$ 5,987,392.78	\$ 6,013,306.40	\$ 5,571,848.61	\$ 5,831,355.68	\$ 5,814,162.93	\$ 5,607,439.93	\$ 5,770,460.46	\$ 5,981,874.27
Accounts Receivable								
8141 Intergovernmental accounts receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8153 Accounts Receivable	683.00	683.00	9,927.01	9,927.01	5,291.12	25,243.62	32,916.79	10,308.90
Total Accounts Receivable	\$ 683.00	\$ 683.00	\$ 9,927.01	\$ 9,927.01	\$ 5,291.12	\$ 25,243.62	\$ 32,916.79	\$ 10,308.90
Other Current Assets								
12000 Undeposited Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.00
8105 Escrow Account - Zions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8105B Zions Interest 8657A	150,961.26	223,208.60	294,548.60	359,473.69	216,563.40	72,577.82	145,355.84	216,568.79
8105C Zions Principal 8657	83,619.97	123,840.05	163,840.05	200,799.69	121,396.14	41,708.48	81,958.23	122,131.80
Total 8105 Escrow Account - Zions	\$ 234,581.23	\$ 347,048.65	\$ 458,388.65	\$ 560,273.38	\$ 337,959.54	\$ 114,286.30	\$ 227,314.07	\$ 338,700.59
8191 Deposits	73,287.40	73,287.40	73,287.40	73,287.40	73,287.40	73,287.40	73,287.40	79,102.40
Total Other Current Assets	\$ 307,868.63	\$ 420,336.05	\$ 531,676.05	\$ 633,560.78	\$ 411,246.94	\$ 187,573.70	\$ 300,601.47	\$ 418,062.99
Total Current Assets	\$ 6,295,944.41	\$ 6,434,325.45	\$ 6,113,451.67	\$ 6,474,843.47	\$ 6,230,700.99	\$ 5,820,257.25	\$ 6,103,978.72	\$ 6,410,246.16
Fixed Assets								
8211 Land and Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8211A Land Purchase - CVVC - 2010	761,083.33	761,083.33	761,083.33	761,083.33	761,083.33	761,083.33	761,083.33	761,083.33
8211B Land - South parcel 2015	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46
Total 8211 Land and Buildings	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79
8221 Parking, Drives, Hardscape	301,681.02	301,681.02	301,681.02	301,681.02	301,681.02	301,681.02	301,681.02	301,681.02
8231 Buildings	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96
8231A Buildings - original (2007)	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27
8231B Buildings - 10 rm modular	685,276.00	685,276.00	685,276.00	685,276.00	685,276.00	685,276.00	685,276.00	685,276.00
8231C 10 rm Modular (2011)	493,148.00	493,148.00	493,148.00	493,148.00	493,148.00	493,148.00	493,148.00	493,148.00

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
8231D 7 rm modular (2014)	173,402.56	173,402.56	173,402.56	173,402.56	173,402.56	173,402.56	173,402.56	173,402.56
8231E 7 rm modular (2014) Electrical	52,183.54	52,183.54	52,183.54	52,183.54	52,183.54	52,183.54	52,183.54	52,183.54
8231F Gym Additions	35,516.80	35,516.80	35,516.80	35,516.80	35,516.80	35,516.80	35,516.80	35,516.80
8231H Main Bldg Phase 2 - 2020	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79
8231I Permanent Facility	9,637.50	17,497.50	17,497.50	17,497.50	17,497.50	17,497.50	17,497.50	17,497.50
Total 8231 Buildings	\$ 19,782,940.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42
8232 Accumulated Depreciation - Bldg	-5,469,441.33	-5,511,315.73	-5,553,190.13	-5,595,064.53	-5,636,938.93	-5,678,813.33	-5,720,687.73	-5,762,562.13
8241 Machinery and Equipment		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8241A Mor Storage FY24 Shed	10,302.38	13,805.48	13,805.48	13,805.48	13,805.48	13,805.48	13,805.48	13,805.48
8241B PE Shed So Field	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
8241C Storage Shed	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00
8241D Capitalized Equipment	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25
8241E Security System	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00
Total 8241 Machinery and Equipment	\$ 199,995.63	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73
8242A Accumulated Depr. - Equip	-32,525.95	-33,489.45	-34,452.95	-35,416.45	-36,379.95	-37,343.45	-38,306.95	-39,270.45
8242B Accumulated Depr - Vehicles	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46
Total Fixed Assets	\$ 16,519,877.12	\$ 16,488,402.32	\$ 16,445,564.42	\$ 16,402,726.52	\$ 16,359,888.62	\$ 16,317,050.72	\$ 16,274,212.82	\$ 16,231,374.92
Other Assets								
8800 Deferred outflow - 2010 Bond	65,364.39	65,023.42	64,682.45	64,341.48	64,000.51	63,659.54	63,318.57	62,977.60
Total Other Assets	\$ 65,364.39	\$ 65,023.42	\$ 64,682.45	\$ 64,341.48	\$ 64,000.51	\$ 63,659.54	\$ 63,318.57	\$ 62,977.60
TOTAL ASSETS	\$ 22,881,185.92	\$ 22,987,751.19	\$ 22,623,698.54	\$ 22,941,911.47	\$ 22,654,590.12	\$ 22,200,967.51	\$ 22,441,510.11	\$ 22,704,598.68
LIABILITIES AND EQUITY								
Liabilities								
Current Liabilities								
Accounts Payable								
7421 Accounts Payable	243,655.99	19,090.13	63,698.00	31,054.67	20,068.06	13,804.37	6,018.21	29,076.51
Total Accounts Payable	\$ 243,655.99	\$ 19,090.13	\$ 63,698.00	\$ 31,054.67	\$ 20,068.06	\$ 13,804.37	\$ 6,018.21	\$ 29,076.51
Credit Cards								
7421A Vectra Credit Card Control Acct 7875	28,408.06	-29,633.30	21,399.46	32,974.25	8,356.13	8,592.79	11,628.96	0.00
7421B Ramp card		0.00	0.00	0.00	0.00	267.40	7,352.01	10,331.95
Total Credit Cards	\$ 28,408.06	-\$ 29,633.30	\$ 21,399.46	\$ 32,974.25	\$ 8,356.13	\$ 8,860.19	\$ 18,980.97	\$ 10,331.95
Other Current Liabilities								
7451B Sunflower Loan Interest Payabl	102,178.87	173,953.87	245,293.87	316,633.87	172,648.87	243,553.87	314,458.87	385,363.87
Total 7471 Payroll Liabilities	\$ 157,976.90	\$ 510,254.58	\$ 105,873.89	\$ 152,249.20	\$ 198,698.74	\$ 41,270.14	\$ 201,618.85	\$ 321,211.40
7482 Grants - Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7482A Deferred Rev Concurrent enrollm	22,421.96	22,421.96	22,421.96	22,421.96	22,421.96	22,421.96	22,421.96	0.00
Total 7482 Grants - Deferred Revenue	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 0.00
Total Other Current Liabilities	\$ 282,577.73	\$ 706,630.41	\$ 373,589.72	\$ 491,305.03	\$ 393,769.57	\$ 307,245.97	\$ 538,499.68	\$ 706,575.27
Total Current Liabilities	\$ 554,641.78	\$ 696,087.24	\$ 458,687.18	\$ 555,333.95	\$ 422,193.76	\$ 329,910.53	\$ 563,498.86	\$ 745,983.73
Long-Term Liabilities								
7451A Sunflower Loan	19,800,000.00	19,800,000.00	19,800,000.00	19,800,000.00	19,680,000.00	19,345,980.00	19,345,980.00	19,345,980.00

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
Total Long-Term Liabilities	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,680,000.00	\$ 19,345,980.00	\$ 19,345,980.00	\$ 19,345,980.00
Total Liabilities	\$ 20,354,641.78	\$ 20,496,087.24	\$ 20,258,687.18	\$ 20,355,333.95	\$ 20,102,193.76	\$ 19,675,890.53	\$ 19,909,478.86	\$ 20,091,963.73
Equity								
6770 Unassigned Fund Balance	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11
Net Revenue	47,868.03	12,987.84	-113,664.75	107,901.41	73,720.25	46,400.87	53,355.14	133,958.84
Total Equity	\$ 2,526,544.14	\$ 2,491,663.95	\$ 2,365,011.36	\$ 2,586,577.52	\$ 2,552,396.36	\$ 2,525,076.98	\$ 2,532,031.25	\$ 2,612,634.95
TOTAL LIABILITIES AND EQUITY	\$ 22,881,185.92	\$ 22,987,751.19	\$ 22,623,698.54	\$ 22,941,911.47	\$ 22,654,590.12	\$ 22,200,967.51	\$ 22,441,510.11	\$ 22,704,598.68

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CAPROCK CASH FLOW PROJECTIONS FY25

REVENUE

	Actual Jul 24	Actual Aug 24	Actual Sep 24	Actual Oct 24	Actual Nov 24	Actual Dec 24	Actual Jan 25	Actual Feb 25	Forecast Mar 25	Forecast Apr 25	Forecast May 25	Forecast Jun 25	FY25 Revised Budget	Actuals Combined with Forecast
Revenue														
1030 Miscellaneous Revenue	932	-9	300	3,149	6,813	109	2,358	24,053	1,616	206	1,494	1,176	10,000	42,197
1031 CA Apparel	0	172	346	36	180	36	0	0	34	0	68	0	-	872
1039 CAST Fundraising	0	0	692	547	742	1,395	7,235	797	0	1,595	0	0	-	13,004
1040 Donations/Contributions	117	1,884	2,422	3,274	2,577	11,627	3,579	1,018	1,200	1,200	1,200	1,200	38,000	31,299
1067 Records/Transcripts Fee	11	11	30	18	0	0	6	0	0	0	0	0	-	77
1069 Calculator Revenue	117	59	0	0	0	0	0	0	0	0	0	0	-	176
1000 Other Local Revenue	5,077	19,050	7,679	1,108	6,923	2,865	2,718	441	100	5,365	6,348	822	65,000	58,495
1611 Student Lunch	0	3,097	7,147	4,596	7,014	3,512	6,502	4,711	3,347	4,596	7,147	300	45,000	51,968
1700 Pupil Activity Funds	6,333	17,635	9,595	64,176	42,411	24,785	12,028	21,559	17,442	15,033	15,968	0	267,000	246,965
1800 Childcare Revenue	5,470	12,487	11,049	15,158	12,323	7,549	8,566	10,295	6,991	13,169	5,758	634	82,500	109,448
1920 Contributions and Donations							44,300	-7,443					-	36,857
3000 State Revenue	461,785	28,925	28,912	229,562	28,912	31,812	74,883	112,564	81,686	81,686	81,686	187,356	1,611,236	1,429,769
4000 Revenue From CDE	0	0	9,244	0	4,608	24,561	32,234	9,886	24,322	24,322	24,322	22,322	176,320	175,820
5710 PPR State Revenue	788,690	788,690	788,690	788,690	788,690	788,690	794,934	794,934	794,934	794,934	794,934	794,934	9,501,400	9,501,741
Total Revenue	1,268,531	872,001	866,106	1,110,314	901,191	896,941	989,342	972,815	931,672	942,106	938,925	1,008,744	11,796,456	11,698,687
EXPENDITURES														
0100 Salaries	443,122	477,492	472,449	473,893	489,892	443,570	473,199	464,787	450,000	470,000	490,000	420,000	5,563,764	5,568,404
0200 Benefits	224,808	144,972	162,994	99,600	183,990	182,136	181,958	165,552	182,500	182,500	182,500	288,170	2,373,074	2,181,681
0300 Professional and Technical Svcs	43,265	41,331	60,149	80,526	46,471	39,905	82,217	44,297	42,000	42,000	42,000	42,000	575,310	606,161
0400 Purchased Property Services	49,597	20,153	42,361	20,965	25,370	29,110	32,095	27,036	24,876	24,876	24,876	24,876	341,547	346,193
0500 Other Purchased Services	173,089	56,040	47,381	43,796	38,729	51,728	58,433	44,014	41,065	41,065	41,065	-24,935	587,017	611,470
0600 Supplies	128,830	55,342	84,260	55,035	51,135	42,045	61,582	40,663	80,000	52,438	52,438	52,438	762,783	756,206
0689 Lunch - Students	0	3,175	6,775	2,845	6,399	3,256	4,421	5,686	3,347	4,596	7,147	300	45,000	47,947
0710 Land and Improvements	17,498	0	0	13,123	0	0	0	0	0	0	0	0	29,500	30,621
0730 Purchase/Lease of Equipment	20,496	1,552	9,737	0	1,694	0	0	0	0	0	0	0	33,100	33,480
0734b Technology Equipment	22,186	9,373	8,787	0	70	48	0	0	0	0	0	0	45,372	40,464
0800 Child Care	-629	629	401	444	0	0	0	560	962	0	0	0	6,000	2,366
0810 Dues and Fees	15,356	155	3,696	1,512	1,119	0	765	265	0	0	0	0	25,000	22,868
0830 Interest Expense	72,116	72,116	71,681	71,681	71,681	71,246	71,246	71,246	70,942	70,942	70,942	70,534	857,010	856,372
0890 Misc Expense	250	183	605	115	503	171	58	1	605	605	605	605	-	4,307
0900 gifts and donations	0	0	0	95	0	0	0	0	76	0	17	0	2,650	188
0910 Redemption of Principal (interest)	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	480,000	480,000
Total Expenditures	1,249,984	922,514	1,011,276	903,630	957,053	903,215	1,005,975	904,108	936,373	929,022	951,590	913,988	11,727,127	11,588,728
Net Operating Revenue	18,547	(50,513)	(145,170)	206,684	(55,861)	(6,274)	(16,632)	68,708	(4,701)	13,083	(12,666)	94,755	69,329	109,960
Other Revenue														
1007b CD Interest	1,900	-	2,920	1,913	1,920	1,927	2,713	2,470	-	-	-	-	10,000	15,764
1008a Money Market Interest	2,708	3,006	4,287	2,373	1,593	3,549	3,237	3,454	2,800	2,800	2,800	2,800	20,000	35,408
1009 Zions Accounts Interest	848	619		801	1,113		2,123	482	-				5,986	
1020b CD 1020 Interest	-	2,166	-	3,653	3,788	3,679	3,816	3,830	4,000	-	-	-	30,000	24,932
1088a 8th grade trip revenue	756	13,392	18,802	8,396	15,050	12,139	13,217	7,979	-	-	-	-	70,000	89,731
1090b1 Senior Trip Junior Fundraising	-	(192)	341	1,334	2,560	626	1,286	1,276					70,000	7,231
Total Other Revenue	6,213	18,992	26,350	18,470	26,025	21,921	26,390	19,491	6,800	2,800	2,800	2,800	200,000	179,052
Other Expenditures														
0664a 8th grade trip expenses	206		5,310	-	1,953	35,040	336	1,728	-	-	-	47,000	70,000	91,573
0668 Concessions - Holding		521	352	750		374	(370)	374	-	-	-	-	-	2,000
0667a Senior Trip	-		-	-	1,200	4,155	-	2,755	-	-	-	-	70,000	8,110
Reconciliation Discrepancies-1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Expenditures	206	521	5,662	750	3,153	39,569	-34	4,857	0	0	0	47,000	140,000	101,683
Net Other Revenue	6,007	18,471	20,689	17,720	22,872	(17,648)	26,424	14,634	6,800	2,800	2,800	(44,200)	60,000	77,368

CAPROCK CASH FLOW PROJECTIONS FY25

NET REVENUE

								Forecast	Forecast	Forecast	Forecast	FY25 Revised Budget	Actuals Combined with Forecast
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Mar 25	Apr 25	May 25	Jun 25		
Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25						
24,554	(32,042)	(124,482)	224,404	(32,989)	(23,922)	9,792	83,342	2,099	15,883	(9,866)	50,555	129,329	187,328

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
 July 2024 - February 2025

	Jan 2025				Feb 2025				Total			
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	
Revenue												
1000 Local Revenue		0.00				0.00		0.00	0.00	0.00		
1940 Classroom Teacher Funds	5,416.67	-2,789.67	48.50%	398.00	5,416.67	-5,018.67	7.35%	27,575.44	43,333.36	-15,757.92	63.64%	
1089c 7-8 MS Activities		11.00		-11.00		-11.00		6,157.13	0.00	6,157.13		
1090 High School		0.00				0.00		0.00	0.00	0.00		
1090a HS Activity Fund		0.00				0.00		108.00	0.00	108.00		
1090a1 HS Student Council		0.00				0.00		2,281.62	0.00	2,281.62		
Total 1090a HS Activity Fund	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 2,389.62	\$ 0.00	\$ 2,389.62		
1090l Band/Marshall		0.00				0.00		18.00	0.00	18.00		
1090r HS PE		26.00		18.00		18.00		431.40	0.00	431.40		
1090r1 Theatre/Drama		-85.23		18.00		18.00		1,669.16	0.00	1,669.16		
Total 1090 High School	\$ 0.00	-\$ 59.23		\$ 36.00	\$ 0.00	\$ 36.00		\$ 4,508.18	\$ 0.00	\$ 4,508.18		
1099 Specials		0.00				0.00		0.00	0.00	0.00		
1099a Art - Flenard		18.00		18.00		18.00		233.71	0.00	233.71		
1099a2 Art - Henson		72.00				0.00		280.80	0.00	280.80		
1099a4 Original Works Fundraising		0.00				0.00		2,013.00	0.00	2,013.00		
1099c Instrumental Music		36.00				0.00		539.00	0.00	539.00		
1099c2 Choral Music		0.00				0.00		739.91	0.00	739.91		
1099d Science - Chemistry		18.00				0.00		401.35	0.00	401.35		
Total 1099 Specials	\$ 0.00	\$ 144.00		\$ 18.00	\$ 0.00	\$ 18.00		\$ 4,207.77	\$ 0.00	\$ 4,207.77		
1940.3C 3rd C		0.00				0.00		1,000.00	0.00	1,000.00		
1940.4A 4th A		0.00				0.00		1,000.00	0.00	1,000.00		
1940.8A 8th A		0.00				0.00		172.00	0.00	172.00		
1940.GH Goal Hour		6.00				0.00		104.41	0.00	104.41		
1940.HTK HTK		0.00				0.00		80.00	0.00	80.00		
Total 1940 Classroom Teacher Funds	\$ 5,416.67	-\$ 2,687.90	50.38%	\$ 441.00	\$ 5,416.67	-\$ 4,975.67	8.14%	\$ 44,804.93	\$ 43,333.36	\$ 1,471.57	103.40%	
Total 1000 Local Revenue	\$ 5,416.67	-\$ 2,687.90	50.38%	\$ 441.00	\$ 5,416.67	-\$ 4,975.67	8.14%	\$ 44,804.93	\$ 43,333.36	\$ 1,471.57	103.40%	
1030 Miscellaneous Revenue	833.33	580.05	169.61%	23,522.41	833.33	22,689.08	2822.70%	27,554.03	6,666.64	20,887.39	413.31%	
1030A HS Testing		944.50		531.00		531.00		10,151.46	0.00	10,151.46		
1030b HS parking		0.00				0.00		-0.64	0.00	-0.64		
Total 1030 Miscellaneous Revenue	\$ 833.33	\$ 1,524.55	282.95%	\$ 24,053.41	\$ 833.33	\$ 23,220.08	2886.42%	\$ 37,704.85	\$ 6,666.64	\$ 31,038.21	565.58%	
1031 CA Apparel		108.00				0.00		878.67	0.00	878.67		
1039 CAST Fundraising	0.00	7,235.36		797.42	0.00	797.42		11,409.14	0.00	11,409.14		
1040 Donations/Contributions	3,166.67	-187.72	94.07%	790.00	3,166.67	-2,376.67	24.95%	16,993.02	25,333.36	-8,340.34	67.08%	
1040r Reading Challenge/Lending Library		600.00		228.11		228.11		6,708.77	0.00	6,708.77		
1040s Donation - Security		0.00				0.00		2,796.84	0.00	2,796.84		
Total 1040 Donations/Contributions	\$ 3,166.67	\$ 412.28	113.02%	\$ 1,018.11	\$ 3,166.67	-\$ 2,148.56	32.15%	\$ 26,498.63	\$ 25,333.36	\$ 1,165.27	104.60%	
1061 Pupil Activity - Fundraiser		0.00				0.00		766.42	0.00	766.42		
1067 Records/Transcripts Fee		6.00				0.00		76.69	0.00	76.69		
1069 Calculator Revenue		0.00				0.00		176.14	0.00	176.14		
1611 Student Lunch	3,750.00	2,907.00	177.52%	4,810.88	3,750.00	1,060.88	128.29%	36,833.18	30,000.00	6,833.18	122.78%	
1700 Pupil Activity Funds	22,250.00	-22,250.00	0.00%	1,335.50	22,250.00	-20,914.50	6.00%	3,953.32	178,000.00	-174,046.68	2.22%	

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
July 2024 - February 2025

	Jan 2025			Feb 2025			Total				
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
1710 Athletic Booster		559.45		7,741.87		7,741.87		39,132.85	0.00	39,132.85	
1710bHS Booster HS Basketball		200.00		334.00		334.00		634.00	0.00	634.00	
Total 1710 Athletic Booster	\$ 0.00	\$ 759.45		\$ 8,075.87	\$ 0.00	\$ 8,075.87		\$ 39,766.85	\$ 0.00	\$ 39,766.85	
1715 Basketball		-76.00				0.00		6,501.50	0.00	6,501.50	
1715HS Basketball - High School		1,594.00		4,560.67		4,560.67		18,929.97	0.00	18,929.97	
1715MS Basketball - Middle School		0.00				0.00		3,358.79	0.00	3,358.79	
Total 1715 Basketball	\$ 0.00	\$ 1,518.00		\$ 4,560.67	\$ 0.00	\$ 4,560.67		\$ 28,790.26	\$ 0.00	\$ 28,790.26	
1716 K - 5 Basketball		1,245.00		169.50		169.50		5,619.50	0.00	5,619.50	
1716a K - 5 Concessions		67.00				0.00		67.00	0.00	67.00	
Total 1716 K - 5 Basketball	\$ 0.00	\$ 1,312.00		\$ 169.50	\$ 0.00	\$ 169.50		\$ 5,686.50	\$ 0.00	\$ 5,686.50	
1720 Volleyball		0.00				0.00		0.00	0.00	0.00	
1720HS HS Volleyball		0.00		259.00		259.00		18,014.02	0.00	18,014.02	
1720MS MS Volleyball		0.00				0.00		3,768.90	0.00	3,768.90	
Total 1720 Volleyball	\$ 0.00	\$ 0.00		\$ 259.00	\$ 0.00	\$ 259.00		\$ 21,782.92	\$ 0.00	\$ 21,782.92	
1721 HS Hockey - registration fee		2,288.00				0.00		31,757.17	0.00	31,757.17	
1721a Additional fee - HS Hockey		3,257.15		3,315.00		3,315.00		9,184.15	0.00	9,184.15	
1721b Hockey Fundraising		2,359.60		540.00		540.00		18,216.09	0.00	18,216.09	
1721c HS Hockey donations		0.00				0.00		13,285.00	0.00	13,285.00	
Total 1721 HS Hockey - registration fee	\$ 0.00	\$ 7,904.75		\$ 3,855.00	\$ 0.00	\$ 3,855.00		\$ 72,442.41	\$ 0.00	\$ 72,442.41	
1725 HS Dance Fund		0.00				0.00		1,284.40	0.00	1,284.40	
1735 NHS		141.00		444.00		444.00		1,006.56	0.00	1,006.56	
1736 NJHS		160.00		100.00		100.00		588.56	0.00	588.56	
1749 Ski Club		0.00				0.00		5,515.69	0.00	5,515.69	
1750 Latin Club		132.00				0.00		132.00	0.00	132.00	
1760 Math Counts		0.00		16.50		16.50		16.50	0.00	16.50	
1764 Knowledge Bowl		0.00		65.00		65.00		599.00	0.00	599.00	
1766 OWL income		0.00		200.00		200.00		300.00	0.00	300.00	
1770 Drama		0.00				0.00		290.00	0.00	290.00	
1771 Choir/Band Activities		18.00				0.00		129.00	0.00	129.00	
1775 Senior Fees		0.00				0.00		493.51	0.00	493.51	
1780 Track		0.00				0.00		0.00	0.00	0.00	
1780HS Track - High School		0.00		2,466.00		2,466.00		2,466.00	0.00	2,466.00	
Total 1780 Track	\$ 0.00	\$ 0.00		\$ 2,466.00	\$ 0.00	\$ 2,466.00		\$ 2,466.00	\$ 0.00	\$ 2,466.00	
1785 Soccer		0.00				0.00		0.00	0.00	0.00	
1785HS HS Soccer		0.00				0.00		5,679.60	0.00	5,679.60	
Total 1785 Soccer	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 5,679.60	\$ 0.00	\$ 5,679.60	
1785cHS Cross Country - High School		0.00		12.30		12.30		6,525.13	0.00	6,525.13	
1799 Uniform Deposits		72.00				0.00		575.00	0.00	575.00	
Total 1700 Pupil Activity Funds	\$ 22,250.00	-\$ 10,232.80	54.01%	\$ 21,559.34	\$ 22,250.00	-\$ 690.66	96.90%	\$ 198,023.21	\$ 178,000.00	\$ 20,023.21	111.25%
1800 Childcare Revenue	6,875.00	1,691.00	124.60%	10,295.00	6,875.00	3,420.00	149.75%	82,896.39	55,000.00	27,896.39	150.72%
1910 Rentals/Leases		0.00				0.00		1,000.00	0.00	1,000.00	
1920 Contributions and Donations from Private Sources		44,300.00		-7,443.16		-7,443.16		36,856.84	0.00	36,856.84	

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
July 2024 - February 2025

	Jan 2025				Feb 2025				Total		
	Budget	over Budget	% of Budget		Budget	over Budget	% of Budget		Budget	over Budget	% of Budget
3000 State Revenue		0.00				0.00			0.00	0.00	
3113 Charter School Capital Const.	29,295.83	-29,295.83	0.00%	57,433.08	29,295.83	28,137.25	196.05%	230,889.15	234,366.64	-3,477.49	98.52%
3130 State Revenue ECEA	0.00	0.00			0.00	0.00		198,380.00	198,380.00	0.00	100.00%
3140 ELPA	180.00	-180.00	0.00%		180.00	-180.00	0.00%	2,900.54	1,440.00	1,460.54	201.43%
3150 Gifted and Talented	0.00	0.00			0.00	0.00		11,309.47	10,802.00	507.47	104.70%
3228 GT-Universal Screening	73.42	-73.42	0.00%		73.42	-73.42	0.00%	0.00	587.36	-587.36	0.00%
3259 READ Act Funds	23,980.00	-2,222.32	90.73%	2,005.53	0.00	2,005.53		23,763.21	23,980.00	-216.79	99.10%
3951 State MLE	60,603.58	-7,478.19	87.66%	53,125.39	60,603.58	-7,478.19	87.66%	515,359.42	484,828.64	30,530.78	106.30%
3999A SSD grant	1,228.33	-1,228.33	0.00%		1,228.33	-1,228.33	0.00%	14,740.00	9,826.64	4,913.36	150.00%
Total 3000 State Revenue	\$ 115,361.16	-\$ 40,478.09	64.91%	\$ 112,564.00	\$ 91,381.16	\$ 21,182.84	123.18%	\$ 997,341.79	\$ 964,211.28	\$ 33,130.51	103.44%
4000 Revenue From CDE		0.00				0.00		0.00	0.00	0.00	
4027 IDEA Part-B	14,035.00	18,198.79	229.67%	9,885.90	14,035.00	-4,149.10	70.44%	80,532.44	112,280.00	-31,747.56	71.72%
4365 Title III Revenue	65.00	-65.00	0.00%		65.00	-65.00	0.00%	0.00	520.00	-520.00	0.00%
4367 Title II Revenue	593.33	-593.33	0.00%		593.33	-593.33	0.00%	0.00	4,746.64	-4,746.64	0.00%
Total 4000 Revenue From CDE	\$ 14,693.33	\$ 17,540.46	219.38%	\$ 9,885.90	\$ 14,693.33	-\$ 4,807.43	67.28%	\$ 80,532.44	\$ 117,546.64	-\$ 37,014.20	68.51%
5710 PPR State Revenue	791,783.33	3,150.20	100.40%	794,933.52	791,783.33	3,150.19	100.40%	6,322,005.55	6,334,266.64	-12,261.09	99.81%
Total Revenue	\$ 964,129.49	\$ 25,476.06	102.64%	\$ 972,915.42	\$ 940,149.49	\$ 32,765.93	103.49%	\$ 7,877,804.87	\$ 7,754,357.92	\$ 123,446.95	101.59%
Gross Profit	\$ 964,129.49	\$ 25,476.06	102.64%	\$ 972,915.42	\$ 940,149.49	\$ 32,765.93	103.49%	\$ 7,877,804.87	\$ 7,754,357.92	\$ 123,446.95	101.59%
Expenditures											
0100 Salaries		0.00				0.00		0.00	0.00	0.00	
0110 Regular Salaries		0.00				0.00		0.00	0.00	0.00	
0110.1 Salaries - Admin		50,953.94		50,175.17		50,175.17		421,891.71	0.00	421,891.71	
0110.2 Salaries - Professional	450,721.17	-201,989.90	55.19%	239,290.41	450,721.17	-211,430.76	53.09%	1,899,819.98	3,605,769.36	-1,705,949.38	52.69%
01105 HS Teachers - Salaries (deleted)		0.00				0.00		80,268.34	0.00	80,268.34	
Total 0110.2 Salaries - Professional	\$ 450,721.17	-\$ 201,989.90	55.19%	\$ 239,290.41	\$ 450,721.17	-\$ 211,430.76	53.09%	\$ 1,980,088.32	\$ 3,605,769.36	-\$ 1,625,681.04	54.91%
0110.4 Salaries - Paraprofessionals		75,698.03		79,152.69		79,152.69		564,666.77	0.00	564,666.77	
0110.5 Salaries - Clerical		89,698.19		82,637.72		82,637.72		678,988.19	0.00	678,988.19	
Total 0110 Regular Salaries	\$ 450,721.17	\$ 14,360.26	103.19%	\$ 451,255.99	\$ 450,721.17	\$ 534.82	100.12%	\$ 3,645,634.99	\$ 3,605,769.36	\$ 39,865.63	101.11%
0120 Substitutes		0.00				0.00		0.00	0.00	0.00	
0120.2 Substitutes - Professional	6,592.50	409.67	106.21%	12,803.94	6,592.50	6,211.44	194.22%	47,984.72	52,740.00	-4,755.28	90.98%
0120.4 Substitutes - Paraprofessionals		1,115.19		727.41		727.41		14,413.45	0.00	14,413.45	
Total 0120 Substitutes	\$ 6,592.50	\$ 1,524.86	123.13%	\$ 13,531.35	\$ 6,592.50	\$ 6,938.85	205.25%	\$ 62,398.17	\$ 52,740.00	\$ 9,658.17	118.31%
0190 Bonuses	6,333.33	-6,333.33	0.00%		6,333.33	-6,333.33	0.00%	0.00	50,666.64	-50,666.64	0.00%
0190.1 Bonuses - Admin		0.00		0.00		0.00		2,155.00	0.00	2,155.00	
0190.2 Bonuses - Professional		0.00		0.00		0.00		15,780.50	0.00	15,780.50	
0190.4 Bonuses - Paraprofessionals		0.00		0.00		0.00		6,897.50	0.00	6,897.50	
0190.5 Bonuses - Clerical		0.00		0.00		0.00		5,537.50	0.00	5,537.50	
Total 0190 Bonuses	\$ 6,333.33	-\$ 6,333.33	0.00%	\$ 0.00	\$ 6,333.33	-\$ 6,333.33	0.00%	\$ 30,370.50	\$ 50,666.64	-\$ 20,296.14	59.94%
Total 0100 Salaries	\$ 463,647.00	\$ 9,551.79	102.06%	\$ 464,787.34	\$ 463,647.00	\$ 1,140.34	100.25%	\$ 3,738,403.66	\$ 3,709,176.00	\$ 29,227.66	100.79%
0200 Benefits	0.00	0.00			0.00	0.00		0.00	0.00	0.00	
0210 Life and Disability	625.58	-625.58	0.00%		625.58	-625.58	0.00%	34,295.15	5,004.64	29,290.51	685.27%
0210.1 Life and Disability - Admin		25.04		25.04		25.04		190.93	0.00	190.93	

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
 July 2024 - February 2025

	Jan 2025					Feb 2025					Total			
	Budget	over Budget	% of Budget	Actual		Budget	over Budget	% of Budget	Actual		Budget	over Budget	% of Budget	
0210.2 Life and Disability - Professional		183.11		186.24			186.24		1,469.87		0.00	1,469.87		
0210.4 Life and Disability - Paraprofessionals		80.30		80.30			80.30		647.50		0.00	647.50		
0210.5 Life and Disability - Clerical		65.73		65.73			65.73		532.10		0.00	532.10		
Total 0210 Life and Disability	\$ 625.58	-\$ 271.40	56.62%	\$ 357.31	\$ 625.58	-\$ 268.27	57.12%	\$ 37,135.55	\$ 5,004.64	\$ 32,130.91	742.02%			
0210 Teacher- Benefits (deleted)		0.00					0.00		79,655.34		0.00	79,655.34		
0221 Medicare	6,722.92	-6,722.92	0.00%		6,722.92	-6,722.92	0.00%	0.00	53,783.36	-53,783.36	0.00%			
0221.1 Medicare - Admin		722.98		711.68			711.68		5,999.59		0.00	5,999.59		
0221.2 Medicare - Professional		3,585.78		3,523.73			3,523.73		18,209.97		0.00	18,209.97		
0221.4 Medicare - Paraprofessionals		1,084.84		1,126.64			1,126.64		8,315.50		0.00	8,315.50		
0221.5 Medicare - Clerical		1,260.52		1,158.17			1,158.17		9,600.17		0.00	9,600.17		
Total 0221 Medicare	\$ 6,722.92	-\$ 68.80	98.98%	\$ 6,520.22	\$ 6,722.92	-\$ 202.70	96.98%	\$ 42,125.23	\$ 53,783.36	-\$ 11,658.13	78.32%			
0222 Social Security		0.00		34.10			34.10		34.10		0.00	34.10		
222.2 Social Security - Professional		0.00		0.00			0.00		7.38		0.00	7.38		
Total 0222 Social Security	\$ 0.00	\$ 0.00		\$ 34.10	\$ 0.00	\$ 34.10		\$ 41.48	\$ 0.00	\$ 41.48				
0230 PERA	103,856.92	-103,856.92	0.00%		103,856.92	-103,856.92	0.00%	0.00	830,855.36	-830,855.36	0.00%			
0230.1 PERA - Admin		10,709.84		10,543.18			10,543.18		88,469.12		0.00	88,469.12		
0230.2 PERA - Professional		53,717.08		52,945.31			52,945.31		425,857.21		0.00	425,857.21		
0230.4 PERA - Paraprofessionals		16,287.60		16,943.89			16,943.89		122,689.20		0.00	122,689.20		
0230.5 PERA - Clerical		18,768.35		17,257.39			17,257.39		142,245.72		0.00	142,245.72		
Total 0230 PERA	\$ 103,856.92	-\$ 4,374.05	95.79%	\$ 97,689.77	\$ 103,856.92	-\$ 6,167.15	94.06%	\$ 779,261.25	\$ 830,855.36	-\$ 51,594.11	93.79%			
0251 Health	63,368.42	-63,368.42	0.00%		63,368.42	-63,368.42	0.00%	0.00	506,947.36	-506,947.36	0.00%			
0251.1 Health - Admin		4,361.95		4,361.95			4,361.95		36,555.70		0.00	36,555.70		
0251.2 Health - Professional		50,171.03		34,741.13			34,741.13		222,225.28		0.00	222,225.28		
0251.4 Health - Paraprofessionals		6,979.12		7,851.51			7,851.51		41,467.44		0.00	41,467.44		
0251.5 Health - Clerical		10,468.68		10,468.68			10,468.68		78,574.47		0.00	78,574.47		
Total 0251 Health	\$ 63,368.42	\$ 8,612.36	113.59%	\$ 57,423.27	\$ 63,368.42	-\$ 5,945.15	90.62%	\$ 378,822.89	\$ 506,947.36	-\$ 128,124.47	74.73%			
0252 Dental		0.00					0.00		0.00		0.00	0.00		
0252.1 Dental - Admin		247.10		247.10			247.10		2,019.06		0.00	2,019.06		
0252.2 Dental - Professional		1,659.10		1,659.10			1,659.10		10,955.64		0.00	10,955.64		
0252.4 Dental - Paraprofessionals		529.50		564.80			564.80		3,848.82		0.00	3,848.82		
0252.5 Dental - Clerical		529.50		529.50			529.50		5,186.04		0.00	5,186.04		
Total 0252 Dental	\$ 0.00	\$ 2,965.20		\$ 3,000.50	\$ 0.00	\$ 3,000.50		\$ 22,009.56	\$ 0.00	\$ 22,009.56				
0253 Vision		0.00					0.00		0.00		0.00	0.00		
0253.1 Vision - Admin		43.40		43.40			43.40		374.40		0.00	374.40		
0253.2 Vision - Professional		291.40		291.40			291.40		4,795.95		0.00	4,795.95		
0253.4 Vision - Paraprofessionals		86.80		93.00			93.00		696.11		0.00	696.11		
0253.5 Vision - Clerical		99.20		99.20			99.20		1,093.38		0.00	1,093.38		
Total 0253 Vision	\$ 0.00	\$ 520.80		\$ 527.00	\$ 0.00	\$ 527.00		\$ 6,959.84	\$ 0.00	\$ 6,959.84				
Total 0200 Benefits	\$ 174,573.84	\$ 7,384.11	104.23%	\$ 165,552.17	\$ 174,573.84	-\$ 9,021.67	94.83%	\$ 1,346,011.14	\$ 1,396,590.72	-\$ 50,579.58	96.38%			
0300 Professional and Technical Svs	2,219.58	-2,219.58	0.00%		2,219.58	-2,219.58	0.00%	7,112.73	17,756.64	-10,643.91	40.06%			
0313 Bank Service/Charge Fees	0.00	535.31		2,424.85	0.00	2,424.85		4,776.23	0.00	4,776.23				
0313.1 Payroll Expenses	3,507.25	782.07	122.30%	5,703.89	3,507.25	2,196.64	162.63%	32,705.11	28,058.00	4,647.11	116.56%			

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
July 2024 - February 2025

	Jan 2025				Feb 2025				Total			
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	
Total 0313 Bank Service/Charge Fees	\$ 3,507.25	\$ 1,317.38	137.56%	\$ 8,128.74	\$ 3,507.25	\$ 4,621.49	231.77%	\$ 37,481.34	\$ 28,058.00	\$ 9,423.34	133.59%	
0320 Counseling & Guidance Services	0.00	1,554.00			0.00	0.00		7,654.34	0.00	7,654.34		
0320b 0320b Contracted SpEd Services	11,267.33	-4,424.83	60.73%	10,850.50	11,267.33	-416.83	96.30%	96,758.00	90,138.64	6,619.36	107.34%	
0331 Legal Svcs	704.17	-704.17	0.00%		704.17	-704.17	0.00%	4,620.99	5,633.36	-1,012.37	82.03%	
0332 Accounting / Audit	21,583.33	-816.66	96.22%	21,361.67	21,583.33	-221.66	98.97%	175,030.86	172,666.64	2,364.22	101.37%	
0335 Medical Services		44,300.00		-7,500.00		-7,500.00		36,800.00	0.00	36,800.00		
0340 IT agreement	3,518.00	0.20	100.01%	3,486.20	3,518.00	-31.80	99.10%	30,174.29	28,144.00	2,030.29	107.21%	
0390 Other Professional Services	0.00	411.46		7,970.00	0.00	7,970.00		26,754.89	0.00	26,754.89		
0399 CDE Admin Overhead	1,333.33	-1,333.33	0.00%	0.00	1,333.33	-1,333.33	0.00%	15,773.80	10,666.64	5,107.16	147.88%	
Total 0300 Professional and Technical Svcs	\$ 44,132.99	\$ 38,084.47	186.29%	\$ 44,297.11	\$ 44,132.99	\$ 164.12	100.37%	\$ 438,161.24	\$ 353,063.92	\$ 85,097.32	124.10%	
0400 Purchased Property Services	0.00	0.00			0.00	0.00		688.78	0.00	688.78		
0411 Water/Sewer	1,583.33	560.20	135.38%	1,478.67	1,583.33	-104.66	93.39%	14,202.84	12,666.64	1,536.20	112.13%	
0421 Trash Services	842.25	-842.25	0.00%		842.25	-842.25	0.00%	4,855.61	6,738.00	-1,882.39	72.06%	
0423 Custodial Services	14,166.67	5,679.30	140.09%	16,578.47	14,166.67	2,411.80	117.02%	121,165.46	113,333.36	7,832.10	106.91%	
0430 Repairs and Maintenance	8,203.33	-843.57	89.72%	3,009.61	8,203.33	-5,193.72	36.69%	65,920.33	65,626.64	293.69	100.45%	
0430.1 Auto/Equip Maintenance & Repair		163.39		2,951.85		2,951.85		12,630.21	0.00	12,630.21		
Total 0430 Repairs and Maintenance	\$ 8,203.33	-\$ 680.18	91.71%	\$ 5,961.46	\$ 8,203.33	-\$ 2,241.87	72.67%	\$ 78,550.54	\$ 65,626.64	\$ 12,923.90	119.69%	
0431 Alarms & Monitoring	416.67	-291.67	30.00%	364.55	416.67	-52.12	87.49%	2,953.54	3,333.36	-379.82	88.61%	
0442 Rental of Equip (Includes IT)	3,250.00	-792.73	75.61%	2,653.28	3,250.00	-596.72	81.64%	23,605.47	26,000.00	-2,394.53	90.79%	
Total 0400 Purchased Property Services	\$ 28,462.25	\$ 3,632.67	112.76%	\$ 27,036.43	\$ 28,462.25	-\$ 1,425.82	94.99%	\$ 246,022.24	\$ 227,698.00	\$ 18,324.24	108.05%	
0500 Other Purchased Services	2,166.67	120.83	105.58%		2,166.67	-2,166.67	0.00%	2,287.50	17,333.36	-15,045.86	13.20%	
0510 Staff Dev - Prof Ed Svcs	2,666.67	-1,714.94	35.69%	5,716.56	2,666.67	3,049.89	214.37%	19,774.73	21,333.36	-1,558.63	92.69%	
0511 Staff Dev - Board	1,142.83	2,657.17	332.51%		1,142.83	-1,142.83	0.00%	9,631.46	9,142.64	488.82	105.35%	
0513 Field Trips		894.16				0.00		1,703.76	0.00	1,703.76		
0520 Insurance Premiums		0.00				0.00		0.00	0.00	0.00		
0521 Liab/Prop Ins	7,750.00	-7,750.00	0.00%		7,750.00	-7,750.00	0.00%	92,964.00	62,000.00	30,964.00	149.94%	
0522 Workman's Comp	2,583.33	451.56	117.48%	3,470.14	2,583.33	886.81	134.33%	28,789.03	20,666.64	8,122.39	139.30%	
0525 Unemployment	2,500.00	3,351.03	234.04%	5,672.86	2,500.00	3,172.86	226.91%	27,910.68	20,000.00	7,910.68	139.55%	
Total 0520 Insurance Premiums	\$ 12,833.33	-\$ 3,947.41	69.24%	\$ 9,143.00	\$ 12,833.33	-\$ 3,690.33	71.24%	\$ 149,663.71	\$ 102,666.64	\$ 46,997.07	145.78%	
0530 Communications		0.00				0.00		0.00	0.00	0.00		
0531 Telephone	677.08	447.51	166.09%	179.33	677.08	-497.75	26.49%	8,129.16	5,416.64	2,712.52	150.08%	
0533 Postage	229.17	288.33	225.81%	39.33	229.17	-189.84	17.16%	1,181.42	1,833.36	-651.94	64.44%	
0534 Online Services	5,232.83	-4,073.71	22.15%	1,131.84	5,232.83	-4,100.99	21.63%	33,173.87	41,862.64	-8,688.77	79.24%	
Total 0530 Communications	\$ 6,139.08	-\$ 3,337.87	45.63%	\$ 1,350.50	\$ 6,139.08	-\$ 4,788.58	22.00%	\$ 42,484.45	\$ 49,112.64	-\$ 6,628.19	86.50%	
0540 Advertising	3,816.67	6,407.42	267.88%	1,883.08	3,816.67	-1,933.59	49.34%	19,406.05	30,533.36	-11,127.31	63.56%	
0541 Promotional Materials		0.00		265.48		265.48		469.67	0.00	469.67		
Total 0540 Advertising	\$ 3,816.67	\$ 6,407.42	267.88%	\$ 2,148.56	\$ 3,816.67	-\$ 1,668.11	56.29%	\$ 19,875.72	\$ 30,533.36	-\$ 10,657.64	65.10%	
0551 Office Maintenance Contracts		0.00				0.00		6,272.23	0.00	6,272.23		
0570 Fundraising Expenses		68.00				0.00		1,022.89	0.00	1,022.89		
0570b CAST - Fundraising expense		0.00		400.86		400.86		9,259.61	0.00	9,259.61		
Total 0570 Fundraising Expenses	\$ 0.00	\$ 68.00		\$ 400.86	\$ 0.00	\$ 400.86		\$ 10,282.50	\$ 0.00	\$ 10,282.50		
0580 Travel, Registration, Entrance	1,666.67	1,963.74	217.82%	920.49	1,666.67	-746.18	55.23%	22,350.07	13,333.36	9,016.71	167.63%	

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
 July 2024 - February 2025

	Jan 2025			Feb 2025				Total			
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
0585 Concurrent Enrollment Expenses	1,041.67	-1,041.67	0.00%		1,041.67	-1,041.67	0.00%	900.00	8,333.36	-7,433.36	10.80%
0590 Other Purchased Services	3,032.75	-2,868.79	5.41%	166.42	3,032.75	-2,866.33	5.49%	36,422.78	24,262.00	12,160.78	150.12%
0595 Admin Overhead Costs		23,848.01		24,128.01		24,128.01		189,940.16	0.00	189,940.16	
0596 CSI	18,221.25	-18,221.25	0.00%		18,221.25	-18,221.25	0.00%	0.00	145,770.00	-145,770.00	0.00%
Total 0595 Admin Overhead Costs	\$ 18,221.25	\$ 5,626.76	130.88%	\$ 24,128.01	\$ 18,221.25	\$ 5,906.76	132.42%	\$ 189,940.16	\$ 145,770.00	\$ 44,170.16	130.30%
0599 Purchase Special Ed	0.00	878.00		39.98	0.00	39.98		1,543.88	0.00	1,543.88	
Total 0590 Other Purchased Services	\$ 21,254.00	\$ 3,635.97	117.11%	\$ 24,334.41	\$ 21,254.00	\$ 3,080.41	114.49%	\$ 227,906.82	\$ 170,032.00	\$ 57,874.82	134.04%
Total 0500 Other Purchased Services	\$ 52,727.59	\$ 5,705.40	110.82%	\$ 44,014.38	\$ 52,727.59	-\$ 8,713.21	83.48%	\$ 513,132.95	\$ 421,820.72	\$ 91,312.23	121.65%
0600 Supplies	9,504.83	-8,325.15	12.41%	355.60	9,504.83	-9,149.23	3.74%	10,612.07	76,038.64	-65,426.57	13.96%
0610 Safety & PPE		0.00				0.00		3,777.90	0.00	3,777.90	
0611 Instructional Supplies		420.55		4.99		4.99		10,680.90	0.00	10,680.90	
0615A Assessment Expenses		0.00				0.00		4,264.61	0.00	4,264.61	
0615A1 HS Testing		144.05				0.00		398.53	0.00	398.53	
Total 0615A Assessment Expenses	\$ 0.00	\$ 144.05		\$ 0.00	\$ 0.00	\$ 0.00		\$ 4,663.14	\$ 0.00	\$ 4,663.14	
0615b Inst Supplies - After School		0.00				0.00		510.98	0.00	510.98	
0615c Lending Library/Reading Chall.		381.50		401.84		401.84		2,521.97	0.00	2,521.97	
0615HS HS Instructional Supplies		91.97		328.35		328.35		5,174.13	0.00	5,174.13	
0616 Software/License	435.42	-435.42	0.00%		435.42	-435.42	0.00%	4,295.03	3,483.36	811.67	123.30%
0617 Special Ed		0.00				0.00		4,125.99	0.00	4,125.99	
Total 0611 Instructional Supplies	\$ 435.42	\$ 602.65	238.41%	\$ 735.18	\$ 435.42	\$ 299.76	168.84%	\$ 31,972.14	\$ 3,483.36	\$ 28,488.78	917.85%
0612 Office Supplies	1,916.67	1,618.83	184.46%	2,754.56	1,916.67	837.89	143.72%	40,340.96	15,333.36	25,007.60	263.09%
0613 Custodial Supplies	4,208.33	-821.56	80.48%	1,693.81	4,208.33	-2,514.52	40.25%	25,284.05	33,666.64	-8,382.59	75.10%
0622 Electric/Gas	14,208.33	383.21	102.70%	18,656.67	14,208.33	4,448.34	131.31%	99,638.57	113,666.64	-14,028.07	87.66%
0626 Motor Vehicle Fuel		916.52		1,221.28		1,221.28		6,958.78	0.00	6,958.78	
0630 Food	625.00	407.68	165.23%	3,012.63	625.00	2,387.63	482.02%	11,316.58	5,000.00	6,316.58	226.33%
0631 Caprock Apparel		0.00				0.00		4,778.00	0.00	4,778.00	
0640 Books and Periodicals	10,416.67	-10,498.79	-0.79%	297.91	10,416.67	-10,118.76	2.86%	57,958.31	83,333.36	-25,375.05	69.55%
0640b HS Books		783.36		35.03		35.03		39,720.47	0.00	39,720.47	
Total 0640 Books and Periodicals	\$ 10,416.67	-\$ 9,715.43	6.73%	\$ 332.94	\$ 10,416.67	-\$ 10,083.73	3.20%	\$ 97,678.78	\$ 83,333.36	\$ 14,345.42	117.21%
0650 Classroom Fund Expenditures		0.00		7.50		7.50		265.40	0.00	265.40	
0611.1A 1st A		191.26				0.00		247.26	0.00	247.26	
0611.1B 1st B		0.00				0.00		56.00	0.00	56.00	
0611.1C 1st C		31.98				0.00		375.78	0.00	375.78	
0611.2A 2nd A		0.00				0.00		345.39	0.00	345.39	
0611.2B 2nd B		0.00				0.00		316.36	0.00	316.36	
0611.2C 2nd C		0.00				0.00		219.30	0.00	219.30	
0611.3A 3rd A		24.96				0.00		24.96	0.00	24.96	
0611.3B 3rd B		0.00				0.00		180.87	0.00	180.87	
0611.4A 4th A		0.00		81.05		81.05		164.16	0.00	164.16	
0611.4B 4th B		0.00		126.84		126.84		327.94	0.00	327.94	
0611.4C 4th C		0.00				0.00		113.00	0.00	113.00	
0611.5A 5th A		24.68		0.00		0.00		74.84	0.00	74.84	

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
July 2024 - February 2025

	Jan 2025			Feb 2025				Total			
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
0611.5B 5th B		9.99		0.00		0.00		152.54	0.00	152.54	
0611.5C 5th C		0.00		0.00		0.00		409.79	0.00	409.79	
0611.6A 6th A		0.00		0.00		0.00		276.30	0.00	276.30	
0611.6B 6th B		0.00		0.00		0.00		143.10	0.00	143.10	
0611.6C 6th C		0.00		0.00		0.00		214.07	0.00	214.07	
0611.7A 7th A		0.00		29.00		29.00		29.00	0.00	29.00	
0611.7B 7th B		0.00				0.00		77.64	0.00	77.64	
0611.HTK HTK		0.00				0.00		70.34	0.00	70.34	
0611.KA FTK A		59.98				0.00		116.51	0.00	116.51	
0611.KB FTK B		0.00				0.00		15.89	0.00	15.89	
0611.KC FTK C		0.00				0.00		151.18	0.00	151.18	
0665d MS 7-8 Activities Expenses		0.00				0.00		6,747.20	0.00	6,747.20	
0666 High School		0.00		2,120.40		2,120.40		5,654.40	0.00	5,654.40	
0666a HS Activity Fund		0.00				0.00		198.39	0.00	198.39	
0666a1 HS Student Council		0.00		906.75		906.75		1,363.75	0.00	1,363.75	
Total 0666a HS Activity Fund	\$	0.00	\$	0.00	\$	906.75	\$	0.00	\$	906.75	
0666d HS PE		0.00				0.00		4,700.00	0.00	4,700.00	
0666f HS Brady		0.00				0.00		38.58	0.00	38.58	
0666i HS Jones		0.00				0.00		16.98	0.00	16.98	
0666l HS T Van Schaick		0.00				0.00		13.98	0.00	13.98	
0666o Science - Chemistry		0.00		179.01		179.01		1,423.74	0.00	1,423.74	
0666r HS Henson		0.00				0.00		1,434.05	0.00	1,434.05	
0666s HS Berndt		0.00				0.00		99.84	0.00	99.84	
0666t HS Fienard		0.00				0.00		2,382.22	0.00	2,382.22	
Total 0666 High School	\$	0.00	\$	0.00	\$	3,206.16	\$	0.00	\$	3,206.16	
0678 School Nurse		292.97		101.44		101.44		2,768.94	0.00	2,768.94	
0680 Specials Expenses		0.00				0.00		0.00	0.00	0.00	
0680a Art Department		0.00				0.00		189.24	0.00	189.24	
0680a2 Art		650.08		944.13		944.13		2,836.89	0.00	2,836.89	
0680a4 Original Works Expenses		0.00				0.00		1,468.05	0.00	1,468.05	
0680b PE Department		0.00				0.00		25.00	0.00	25.00	
0680c Instrumental Music		235.00		48.96		48.96		998.45	0.00	998.45	
0680c2 Choral Music		0.00				0.00		1,987.98	0.00	1,987.98	
0680d1 Science - Akers		0.00				0.00		1,256.93	0.00	1,256.93	
0680d2 Science - Wilson		0.00				0.00		262.04	0.00	262.04	
0680e Latin		95.00				0.00		188.72	0.00	188.72	
0680f Spanish		28.76				0.00		178.58	0.00	178.58	
0680j Theatre		-21.63		291.46		291.46		1,894.45	0.00	1,894.45	
Total 0680 Specials Expenses	\$	0.00	\$	987.21	\$	1,284.55	\$	0.00	\$	1,284.55	
Total 0650 Classroom Fund Expenditures	\$	0.00	\$	1,623.03	\$	4,836.54	\$	0.00	\$	4,836.54	
0685 Pupil Activities Expenses	22,250.00	-22,217.71	0.15%	40.94	22,250.00	-22,209.06	0.18%	7,382.98	178,000.00	-170,617.02	4.15%
0685a Yearbook/Journalism		55.93				0.00		9,108.38	0.00	9,108.38	

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
July 2024 - February 2025

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0685b Basketball		0.00				0.00		0.00	0.00	0.00	
0685bHS Basketball - High School		1,263.15		3,032.71		3,032.71		16,199.05	0.00	16,199.05	
0685bMS Basketball - Middle School		0.00				0.00		130.00	0.00	130.00	
Total 0685b Basketball	\$ 0.00	\$ 1,263.15		\$ 3,032.71	\$ 0.00	\$ 3,032.71		\$ 16,329.05	\$ 0.00	\$ 16,329.05	
0685b2 K - 5 Basketball		163.97				0.00		163.97	0.00	163.97	
0685c Newspaper		0.00				0.00		2,074.53	0.00	2,074.53	
0685d NHS		0.00		883.67		883.67		1,268.67	0.00	1,268.67	
0685d2 NJHS		0.00				0.00		1,245.51	0.00	1,245.51	
0685e Volleyball		0.00				0.00		2,749.53	0.00	2,749.53	
0685eHS HS Volleyball		420.00				0.00		10,964.69	0.00	10,964.69	
0685eMS MS Volleyball		0.00				0.00		1,796.14	0.00	1,796.14	
Total 0685e Volleyball	\$ 0.00	\$ 420.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 15,510.36	\$ 0.00	\$ 15,510.36	
0685f HS Dance Expense		0.00				0.00		348.26	0.00	348.26	
0685g1 Athletic Booster		1,122.18		168.84		168.84		8,411.45	0.00	8,411.45	
0685g1b Booster - Basketball		0.00				0.00		55.92	0.00	55.92	
0685g1v Booster Volleyball		0.00				0.00		546.00	0.00	546.00	
0685g1x Booster Cross Country		0.00				0.00		737.46	0.00	737.46	
Total 0685g1 Athletic Booster	\$ 0.00	\$ 1,122.18		\$ 168.84	\$ 0.00	\$ 168.84		\$ 9,750.83	\$ 0.00	\$ 9,750.83	
0685g2 HS Hockey		23,856.28		1,174.71		1,174.71		38,539.31	0.00	38,539.31	
0685g2a HS Hockey fundraising expenses		0.00				0.00		792.00	0.00	792.00	
Total 0685g2 HS Hockey	\$ 0.00	\$ 23,856.28		\$ 1,174.71	\$ 0.00	\$ 1,174.71		\$ 39,331.31	\$ 0.00	\$ 39,331.31	
0685h2 Knowledge Bowl		80.00		228.50		228.50		1,082.69	0.00	1,082.69	
0685h3 Natl History Day Competition		0.00		1,170.00		1,170.00		1,170.00	0.00	1,170.00	
0685k Latin Club		75.00				0.00		75.00	0.00	75.00	
0685o Graduation Expenses		1,219.35		99.99		99.99		3,819.34	0.00	3,819.34	
0685p Track		0.00				0.00		0.00	0.00	0.00	
0685pHS Track - High School		0.00				0.00		215.00	0.00	215.00	
Total 0685p Track	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 215.00	\$ 0.00	\$ 215.00	
0685r Soccer		0.00				0.00		421.78	0.00	421.78	
0685rHS HS Soccer		92.00				0.00		5,138.24	0.00	5,138.24	
Total 0685r Soccer	\$ 0.00	\$ 92.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 5,560.02	\$ 0.00	\$ 5,560.02	
0685v Choir/Band Activities		0.00				0.00		756.14	0.00	756.14	
0685x Cross Country		0.00				0.00		3,820.52	0.00	3,820.52	
0686 Powderhorn Ski Club		0.00				0.00		5,526.69	0.00	5,526.69	
Total 0685 Pupil Activities Expenses	\$ 22,250.00	\$ 6,130.15	127.55%	\$ 6,799.36	\$ 22,250.00	-\$ 15,450.64	30.56%	\$ 124,539.25	\$ 178,000.00	-\$ 53,460.75	69.97%
0690 Other Supplies		5,304.91		724.03		724.03		18,658.56	0.00	18,658.56	
0690b Parking - HS		0.00				0.00		225.00	0.00	225.00	
Total 0690 Other Supplies	\$ 0.00	\$ 5,304.91		\$ 724.03	\$ 0.00	\$ 724.03		\$ 18,883.56	\$ 0.00	\$ 18,883.56	
Total 0600 Supplies	\$ 63,565.25	-\$ 1,875.16	97.05%	\$ 41,122.60	\$ 63,565.25	-\$ 22,442.65	64.69%	\$ 518,276.66	\$ 508,522.00	\$ 9,754.66	101.92%
0689 Lunch - Students		4,119.35		4,904.25		4,904.25		31,982.34	0.00	31,982.34	
0649 Scholarship Expense	3,750.00	-3,293.14	12.18%	781.79	3,750.00	-2,968.21	20.85%	2,190.24	30,000.00	-27,809.76	7.30%
Total 0689 Lunch - Students	\$ 3,750.00	\$ 826.21	122.03%	\$ 5,686.04	\$ 3,750.00	\$ 1,936.04	151.63%	\$ 34,172.58	\$ 30,000.00	\$ 4,172.58	113.91%

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
July 2024 - February 2025

	Jan 2025				Feb 2025				Total		
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
0710 Land and Improvements	2,458.33	-2,458.33	0.00%		2,458.33	-2,458.33	0.00%	13,123.12	19,666.64	-6,543.52	66.73%
0730 Purchase/Lease of Equipment	958.33	-958.33	0.00%		958.33	-958.33	0.00%	0.00	7,666.64	-7,666.64	0.00%
0733 Furniture and Equipment	1,800.00	-1,800.00	0.00%		1,800.00	-1,800.00	0.00%	24,825.66	14,400.00	10,425.66	172.40%
Total 0730 Purchase/Lease of Equipment	\$ 2,758.33	-\$ 2,758.33	0.00%	\$ 0.00	\$ 2,758.33	-\$ 2,758.33	0.00%	\$ 24,825.66	\$ 22,066.64	\$ 2,759.02	112.50%
0734b Technology Equipment	3,781.00	-3,781.00	0.00%		3,781.00	-3,781.00	0.00%	40,464.13	30,248.00	10,216.13	133.77%
0740 Depreciation		41,874.40		41,874.40		41,874.40		334,995.20	0.00	334,995.20	
0740b Depreciation - Tractor&Equip		963.50		963.50		963.50		7,708.00	0.00	7,708.00	
Total 0740 Depreciation	\$ 0.00	\$ 42,837.90		\$ 42,837.90	\$ 0.00	\$ 42,837.90		\$ 342,703.20	\$ 0.00	\$ 342,703.20	
0800 Child Care	500.00	-500.00	0.00%	99.95	500.00	-400.05	19.99%	944.32	4,000.00	-3,055.68	23.61%
0810 Dues and Fees	2,083.33	-1,318.33	36.72%	265.00	2,083.33	-1,818.33	12.72%	22,868.15	16,666.64	6,201.51	137.21%
0830 Interest Expense	71,417.50	-171.53	99.76%	71,245.97	71,417.50	-171.53	99.76%	573,012.76	571,340.00	1,672.76	100.29%
0890 Misc Expense		58.23		0.65		0.65		1,886.23	0.00	1,886.23	
0900 gifts and donations	220.83	-220.83	0.00%		220.83	-220.83	0.00%	95.00	1,766.64	-1,671.64	5.38%
0910 Redemption of Principal (interest)	40,000.00	-40,000.00	0.00%		40,000.00	-40,000.00	0.00%	0.00	320,000.00	-320,000.00	0.00%
Total Expenditures	\$ 954,078.24	\$ 54,997.27	105.76%	\$ 906,945.54	\$ 954,078.24	-\$ 47,132.70	95.06%	\$ 7,854,103.04	\$ 7,632,625.92	\$ 221,477.12	102.90%
Net Operating Revenue	\$ 10,051.25	-\$ 29,521.21	-193.71%	\$ 65,969.88	-\$ 13,928.75	\$ 79,898.63	-473.62%	\$ 23,701.83	\$ 121,732.00	-\$ 98,030.17	19.47%
Other Revenue											
1007b CD Interest	833.33	1,879.30	325.52%	2,470.32	833.33	1,636.99	296.44%	15,764.42	6,666.64	9,097.78	236.47%
1008a Money Market Interest	2,083.33	1,153.20	155.35%	3,454.01	2,083.33	1,370.68	165.79%	24,207.51	16,666.64	7,540.87	145.25%
1009 Zions Accounts interest		2,122.77		481.52		481.52		5,985.58	0.00	5,985.58	
1020b CD 1020 Interest	2,083.33	1,732.37	183.15%	3,829.84	2,083.33	1,746.51	183.83%	20,932.18	16,666.64	4,265.54	125.59%
1088a 8th grade trip revenue	5,833.33	6,989.38	219.82%	5,848.56	5,833.33	15.23	100.26%	84,819.69	46,666.64	38,153.05	181.76%
1088a2 8th Grade Concessions Revenue		394.00		242.00		242.00		2,438.25	0.00	2,438.25	
1088b 2020 DC trip fundraising amts		0.00		380.00		380.00		380.00	0.00	380.00	
1088b2 2021 DC trip fundraising amount		0.00		1,508.50		1,508.50		1,508.50	0.00	1,508.50	
Total 1088a 8th grade trip revenue	\$ 5,833.33	\$ 7,383.38	226.57%	\$ 7,979.06	\$ 5,833.33	\$ 2,145.73	136.78%	\$ 89,146.44	\$ 46,666.64	\$ 42,479.80	191.03%
1090b1 Senior Trip Junior Fundraising	5,833.33	-5,833.33	0.00%		5,833.33	-5,833.33	0.00%	1,710.00	46,666.64	-44,956.64	3.66%
1090b2 Senior Trip Concessions		260.00		1,276.07		1,276.07		2,411.07	0.00	2,411.07	
1090b3 2020 Italy fundraising amounts		1,025.75				0.00		3,112.42	0.00	3,112.42	
Total 1090b1 Senior Trip Junior Fundraising	\$ 5,833.33	-\$ 4,547.58	22.04%	\$ 1,276.07	\$ 5,833.33	-\$ 4,557.26	21.88%	\$ 7,233.49	\$ 46,666.64	-\$ 39,433.15	15.50%
Total Other Revenue	\$ 16,666.65	\$ 9,723.44	158.34%	\$ 19,490.82	\$ 16,666.65	\$ 2,824.17	116.95%	\$ 163,269.62	\$ 133,333.20	\$ 29,936.42	122.45%
Other Expenditures											
0664a 8th grade trip expenses	5,833.33	-5,833.33	0.00%	1,728.00	5,833.33	-4,105.33	29.62%	42,508.83	46,666.64	-4,157.81	91.09%
0665b 8th Concession Stand Expenses		335.91				0.00		770.42	0.00	770.42	
0667A Senior Trip (Junior Fundraising	5,833.33	-5,833.33	0.00%	2,755.26	5,833.33	-3,078.07	47.23%	8,110.96	46,666.64	-38,555.68	17.38%
0667b Senior Concession Expenses		640.87				0.00		675.81	0.00	675.81	
0668 Concessions - Holding		-1,010.92		373.74		373.74		946.59	0.00	946.59	
Total Other Expenditures	\$ 11,666.66	-\$ 11,700.80	-0.29%	\$ 4,857.00	\$ 11,666.66	-\$ 6,809.66	41.63%	\$ 53,012.61	\$ 93,333.28	-\$ 40,320.67	56.80%
Net Other Revenue	\$ 4,999.99	\$ 21,424.24	528.49%	\$ 14,633.82	\$ 4,999.99	\$ 9,633.83	292.68%	\$ 110,257.01	\$ 39,999.92	\$ 70,257.09	275.64%
Net Revenue	\$ 15,051.24	-\$ 8,096.97	46.20%	\$ 80,603.70	-\$ 8,928.76	\$ 89,532.46	-902.74%	\$ 133,958.84	\$ 161,731.92	-\$ 27,773.08	82.83%

Caprock Academy

Budget vs. Actuals: FY25 Budget by month - FY25 P&L

July 2024 - February 2025

Jan 2025				Feb 2025				Total		
Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget

Policy E 2.0 – ~~Equal Employment Opportunity/Unlawful Harassment~~

~~Caprock Academy (School) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age (40 and over), race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.~~

Policy E 2.1 – ADA and Religious Accommodation

The School will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the School or cause a direct threat to health or safety. The School will make reasonable accommodations for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the School. Employees needing such accommodations are instructed to contact their supervisor or Head of School immediately.

Policy E 2.2 – Diversity

~~The School values and promotes diversity as a strategic advantage. Diversity refers to human differences, including those based on culture, ethnicity, gender, and age. Some of the benefits the School derives from the diversity of its workforce are: Different viewpoints and perspectives in decision making, greater innovation and creativity and a broad pool of qualified employees.~~

~~At Caprock, we value the richness that diversity brings to our workforce—it makes our School better and the community we serve stronger. We are proud of our efforts to maintain a workforce that represents many backgrounds, and are deeply committed to cultivating an environment where the contributions of every employee and citizen are respected.~~

~~At Caprock, we believe that diversity enriches our performance and services, the community in which we live and work, and the lives of our employees. As our workforce evolves to reflect the growing diversity of our communities and global marketplace, our efforts to understand, value, and incorporate differences become increasingly important.~~

Policy E 2.3 – Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the School will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to

perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the School's business operations.

The School may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Business Office - Human Resources representative.

The School will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Policy E 2.4 — Sexual Harassment

~~The School strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:~~

- ~~• Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.~~
- ~~• Submission to, objection to, or rejection of such conduct or communication is used as the basis for decisions affecting an individual's employment. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.~~

~~All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:~~

- ~~• Written form, such as cartoons, posters, calendars, notes, letters, e-mails. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.~~
- ~~• Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.~~

Policy E 2.5 — Complaint Procedure

~~If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The School expects employees to make a timely complaint to enable the School to investigate and correct any behavior that may be in violation of this policy.~~

~~Report the incident to the Head of School who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to this individual with your complaint, you should report the incident to the Board of Directors~~

The School prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the School determines an employee's behavior is in violation of this policy, disciplinary action will be taken, up to, and including termination of employment.

Policy E 2.0 (Employee Handbook)– Harassment/Non-discrimination Policy

Caprock Academy Charter School ("Caprock Academy") is committed to providing a safe learning and work environment where all members of Caprock Academy are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the school's educational programs, activities, or employment can report their concerns without fear of retaliation. Caprock Academy will adhere to all applicable federal and state definitions.

This policy is designed to foster a climate that provides preventative measures and encourages the reporting of discrimination, harassment, and related retaliation. The school administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination, harassment, and related retaliation and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific policy governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student and complaints of bullying against a student based on membership in a protected class should be made pursuant to the school's Harassment and Discrimination Investigation Procedures. Complaints under Title IX should be made under the school's Sex-based Harassment Investigation Procedures Policy.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.

Employment Matters LLC

Phone: 970-243-1771 Ext. 1198

Email: titleix@caprockacademy.org

- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)

Supportive measures and prompt response times are required components of all policies.

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying based on a protected class are prohibited at Caprock Academy, as well as at any school-sponsored or school-sanctioned activity or event on school property (or off school property when such conduct is connected to the school) or at any school curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

School Action

Caprock Academy encourages anyone, students, parents and family members, volunteers, educators, or staff members—who witnesses bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate Board policy. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Compliance Officer or their designee ("hereafter referred to as "Compliance Officer").

Caprock Academy will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or make false statements in an investigation may be subject to discipline in accordance with Board policies as well as state and federal law. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy. Upon determining that incidents of discrimination or harassment are occurring in particular school settings or activities, Caprock Academy will implement measures designed to stop discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies as well as state and federal law. This includes the protections afforded to students with disabilities. Caprock Academy will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Compliance Officer will refer any potential criminal charges to law enforcement.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration provides notice of this policy to all Caprock Academy staff in the employee handbook and upon request. Community training materials regarding sex-based discrimination and sexual harassment (Title IX) are available to the public on Caprock Academy's website. Students and employees will receive periodic training annually and as needed for intervention related to recognizing and preventing unlawful discrimination and harassment. Caprock Academy employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Harassment and Discrimination Investigation Procedures for Students

Caprock Academy Harassment and Discrimination Policy can be found in the employee handbook and will be distributed annually. Additional copies will be given upon request and provided in Spanish if needed. Caprock Academy prohibits discrimination against any student or staff member. It is a violation of policy for any student or staff member to harass students or staff, or to retaliate against those who report harassment and/or discrimination or those who participate in a harassment investigation. Caprock Academy will adhere to all applicable federal and state definitions.

Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students or staff are encouraged to report the conduct to school staff.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the Compliance Officer.

Complaints should be made through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. Hard copies are available at the front office if needed.

The complaint should be made as soon as possible after the incident.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.

Employment Matters LLC

Phone: 970-243-1771 Ext. 1198

Email: titleix@caprockacademy.org

- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)

- **Harassment and Discrimination Compliance Officer-** Evan Hunt; Head of School

No person can serve as the Compliance Officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in the prohibited conduct. If the Compliance Officer is alleged to have participated in the prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Board of Directors**

board@caprockacademy.org (which can be found on the Caprock Academy website)

If the Title IX Compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Head of School- Evan Hunt:**

970-243-1771 ext. 1116

e.hunt@caprockacademy.org

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Complaint Process:

Throughout the complaint process, Caprock Academy will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. Caprock Academy will make a good faith effort to complete an investigation within sixty days after the complaint, with an additional thirty-day extension possible for good cause. The Compliance Officer or their designee will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

A Compliance Officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the Compliance Officer.

In addition, if a student with a disability is a party, the Compliance Officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student and their parent/guardian.

Supportive measures may include, but are not limited to: counseling, modifications to class or work schedules and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the Compliance Officer. The Compliance Officer will provide regular written updates about the status of the investigation to all parties at the end of each stage of the investigation, but at least every fifteen business days.

Evaluation by Compliance Officer

The Compliance Officer will review the complaint to determine whether the alleged conduct constitutes harassment, discrimination or Title IX violation. The Compliance Officer will refer the matter back to the Head of

School or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The Compliance Officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the Compliance Officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The Compliance Officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The Compliance Officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

Initial Meetings with the Parties

The following details actions to be taken by the Compliance Officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- **Initial meeting with Reporting Party (if any) and Complainant:** Within five school days following receipt of the complaint, the Compliance Officer will meet with the complainant and any reporting party and, if applicable, their parents/guardians.

The purpose of the initial meeting is for the Compliance Officer to:

- provide the complainant with the information detailed in paragraph, as outlined below; and
- collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the Compliance Officer determines there is no merit to the allegations, the Compliance Officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the Compliance Officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the Compliance Officer may elect to proceed with the investigation, if necessary, to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

- **Initial Meeting with Respondent:** As soon as possible after meeting with the complainant and any reporting party, the Compliance Officer will meet with the respondent (and parents/guardians if applicable) in order to obtain a response to the complaint. At the initial meeting, the Compliance Officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.

- **Information Provided at the Initial Meetings:** The Compliance Officer will provide to both the complainant and respondent the same basic information, including:

- available supportive measures;
- copies of the Board Nondiscrimination/Harrassment Policy;
- timeline for the investigation process and the school's legal obligations;
- the possibility of resolving the complaint informally upon agreement of all parties;
- that the information collected is confidential, so long as confidentiality does not prevent the school from responding effectively to prohibited conduct and preventing future prohibited conduct;
- all parties have a right to have an advisor present during all stages of the investigation; and
- parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

Informal Complaint Process

When the Compliance Officer deems it appropriate, an informal complaint process may be instituted. The informal complaint process is not appropriate in all circumstances. It may only be used if both parties are ~~students or both~~ parties are staff, and both parties voluntarily agree (non-coerced) and documented in writing. An informal complaint process may not be used if the underlying offense involves sexual assault or other acts of violence. No party will be forced to participate in an informal complaint and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through the informal complaint process, no further action need be taken to resolve the complaint. However, within seven school days following the conclusion of the informal complaint process, the Compliance Officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the school will take to prevent future discrimination or harassment.

Formal Complaint Process

If the informal process is inappropriate, unavailable, or unsuccessful, the Compliance Officer will engage in the formal complaint process.

Collect Evidence:

The Compliance Officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the Compliance Officer's discretion. Evidence may include but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

Determination

No later than sixty days following the conclusion of the investigation, the Compliance Officer will prepare a written report which determines whether discrimination or harassment occurred. The Compliance Officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the Compliance Officer, including:

- the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
- the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
- the identity of and relationship between the respondent and the complainant;
- the context of the incident, including school size and location of the incident and/or other incidents at the school;
- whether the conduct was threatening;
- the use of epithets, slurs or other conduct that is humiliating or degrading;
- whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- ages and number of respondents and complainants involved;
- patterns of misconduct of the respondent;
- real or perceived power differentials between the parties;
- any other relevant circumstances.

The decision must include a written determination regarding responsibility, explain how and why the Compliance Officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

The Compliance Officer's report is advisory and must not bind the Head of School or their designee or the school to any particular course of action or remedial measure.

Disciplinary Measures and Outcome

As soon as practicable after receiving the Compliance Officer's findings and recommendations, the Head of School must determine any sanctions or other actions deemed appropriate, pursuant to Policy E 13.0 Discipline/Discharge and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the employees, parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the school within five school days following the Head of School's determination.

A copy of the Compliance Officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

Safe2Tell 1-877-542-7233 www.safe2tell.org

National Domestic Violence Hotline: 1-800-799-SAFE (7233)

National Sexual Assault Hotline: 1-800-656-4673

Violence Free Colorado: <https://www.violencefreecolorado.org/>

The Crisis Center 24/7 Hotline: 303-688-8484

Grand Junction Police Department 555 Ute Avenue, Grand Junction, CO 81501
(970)242-6707

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Colorado Charter School Institute

1525 Sherman St, B76

Denver, CO 80203

Phone: 303-866-3299

Fax: 303-866-2530

Email: csi_info@csi.state.co.us

Office for Civil Rights

United States Department of Education

Cesar E. Chavez Memorial Building

1244 Speer Blvd., Suite 300

Denver, CO 80204

Phone 303-44-5695

Fax 303-844-4303

Email: OCR.Denver@ed.gov

Equal Employment Opportunity Commission

Denver Field Office

950 17th Street, Suite 300
Denver, CO 80202
Phone: 800-669-4000
Fax 303-866-1085
TTY 800-669-6820
ASL Video Phone 844-234-5122

Colorado Civil Rights Division

1560 Broadway, Suite 825
Denver, CO 80202
Phone 303-894-2997 (para español, oprima dos)
711 TTD - Relay
303-894-7830
General Inquiries: DORA_CCRD@State.co.us
Intake Unit: DORA_CCRDIntake@State.co.us

Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. 22-1-143 (*harassment or discrimination – policy required*)

Policy SE –0.0 (Family handbook)– Harassment/Non-discrimination Policy

Caprock Academy Charter School (“Caprock Academy”) is committed to providing a safe learning and work environment where all members of Caprock Academy are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the school’s educational programs, activities, or employment can report their concerns without fear of retaliation. Caprock Academy will adhere to all applicable federal and state definitions.

This policy is designed to foster a climate that provides preventative measures and encourages the reporting of discrimination, harassment, and related retaliation. The school administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination, harassment, and related retaliation and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific policy governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student and complaints of bullying against a student based on membership in a protected class should be made pursuant to the school’s Harassment and Discrimination Investigation Procedures. Complaints under Title IX should be made under the school’s Sex-based Harassment Investigation Procedures Policy.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.
Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org
- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)

Supportive measures and prompt response times are required components of all policies.

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying based on a protected class are prohibited at Caprock Academy, as well as at any school-sponsored or school-sanctioned activity or event on school property (or off school property when such conduct is connected to the school) or at any school curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

School Action

Caprock Academy encourages anyone, students, parents and family members, volunteers, educators, or staff members—who witnesses bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate Board policy. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Compliance Officer or their designee (“hereafter referred to as “Compliance Office”).

Caprock Academy will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or make false statements in an investigation may be subject to discipline in accordance with Board policies as well as state and federal law. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy. Upon determining that incidents of discrimination or harassment are occurring in

particular school settings or activities, Caprock Academy will implement measures designed to stop discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies as well as state and federal law. This includes the protections afforded to students with disabilities. Caprock Academy will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Compliance Officer will refer any potential criminal charges to law enforcement.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration provides notice of this policy to all Caprock Academy staff and students provided via physical copy to each incoming staff member, student and their parent or guardian upon request. Community training materials regarding sex-based discrimination and sexual harassment (Title IX) are available to the public on Caprock Academy's website. Developmentally appropriate instruction related to harassment, discrimination, and bullying will be delivered to all Caprock Academy students as part of the anti-bullying program.

Students and employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Caprock Academy employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Harassment and Discrimination Investigation Procedures

Caprock Academy Harassment and Discrimination Policy can be found on the school's website and will be distributed annually to parents and guardians of all students. Physical copies will be provided to all students in sixth through twelfth grade annually. Additional copies will be given upon request and provided in Spanish if needed. Caprock Academy prohibits discrimination against any student or staff member. It is a violation of policy for any student or staff member to harass students or staff, or to retaliate against those who report harassment and/or discrimination or those who participate in a harassment investigation. Caprock Academy will adhere to all applicable federal and state definitions.

Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students or staff are encouraged to report the conduct to school staff.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the Compliance Officer.

Complaints should be made through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. Hard copies are available at the front office if needed.

The complaint should be made as soon as possible after the incident.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.

Employment Matters LLC

Phone: 970-243-1771 Ext. 1198

Email: titleix@caprockacademy.org

- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)
- **Harassment and Discrimination Compliance Officer-** Evan Hunt; Head of School
- **Harassment and Discrimination Form Link:**

No person can serve as the Compliance Officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in the prohibited conduct. If the Compliance Officer is alleged to have participated in the prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Board of Directors**

board@caprockacademy.org (which can be found on the Caprock Academy website)

If the Title IX Compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Head of School- Evan Hunt:**

970-243-1771 ext. 1116

e.hunt@caprockacademy.org

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Complaint Process

Throughout the complaint, Caprock Academy will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. Caprock Academy will make a good faith effort to complete an investigation within sixty days after the complaint, with an additional thirty-day extension possible for good cause. The Compliance Officer or their designee will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

A Compliance Officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the Compliance Officer.

In addition, if a student with a disability is a party, the Compliance Officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student and their parent/guardian.

Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; extra time for homework or tests; the opportunity to resubmit homework or retake a test; remedying an impacted grade; excused absences; the opportunity for home instruction; modifications to class or work schedules; and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the Compliance Officer. The Compliance Officer will provide regular written updates about the status of the investigation to both parties and their parents/legal guardians at the end of each stage of the investigation, but at least every fifteen business days.

Evaluation by Compliance Officer

The Compliance Officer will review the complaint to determine whether the alleged conduct constitutes harassment, discrimination, or Title IX violation. The Compliance Officer will refer the matter back to the Head of School or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The Compliance Officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the Compliance Officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The Compliance Officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The Compliance Officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

Initial Meetings with the Parties

The following details are actions to be taken by the Compliance Officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- **Initial meeting with Reporting Party (if any) and Complainant:** Within five school days following receipt of the complaint, the Compliance Officer will meet with the complainant and any reporting party and, if applicable, their parents/guardians.

The purpose of the initial meeting is for the Compliance Officer to:

- o provide the complainant with the information detailed in paragraph, as outlined below; and
- o collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the Compliance Officer determines there is no merit to the allegations, the Compliance Officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the Compliance Officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the Compliance Officer may elect to proceed with the investigation, if necessary, to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

- **Initial Meeting with Respondent:** As soon as possible after meeting with the complainant and any reporting party, the Compliance Officer will meet with the respondent and, if this individual is a student, their parents/guardians, in order to obtain a response to the complaint. At the initial meeting, the Compliance Officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.
- **Information Provided at the Initial Meetings:** The Compliance Officer will provide to both the complainant and respondent the same basic information, including:
 - o available supportive measures;
 - o copies of the Board Nondiscrimination/Harassment Policy;
 - o timeline for the investigation process and the school's legal obligations;
 - o the possibility of resolving the complaint informally upon agreement of all parties;

- o that the information collected is confidential, so long as confidentiality does not prevent the school from responding effectively to prohibited conduct and preventing future prohibited conduct;
- o all parties have a right to have an advisor present during all stages of the investigation; and
- o parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

Informal Complaint Process

When the Compliance Officer deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances. It may only be used if both parties are students or both parties are staff, and both parties voluntarily agree (non-coerced) and documented in writing. Informal resolution may not be used if the underlying offense involves sexual assault or other acts of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within seven school days following the conclusion of the informal resolution process, the Compliance Officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the school will take to prevent future discrimination or harassment. A copy of the report will be shared with the Colorado Charter School Institute.

Formal Complaint Process

If the informal process is inappropriate, unavailable, or unsuccessful, the Compliance Officer will engage in the formal complaint process.

Collect Evidence: The Compliance Officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the Compliance Officer's discretion. Evidence may include but is not limited to evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

Determination

No later than sixty days following the conclusion of the investigation, the Compliance Officer will prepare a written report which determines whether discrimination or harassment occurred. The Compliance Officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the Compliance Officer, including:

- o the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
- o the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
- o the identity of and relationship between the respondent and the complainant;
- o the context of the incident, including school size and location of the incident and/or other incidents at the school;
- o whether the conduct was threatening;
- o the use of epithets, slurs or other conduct that is humiliating or degrading;
- o whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- o ages and number of respondents and complainants involved;
- o patterns of misconduct of the respondent;
- o real or perceived power differentials between the parties;
- o any other relevant circumstances.

The decision must include a written determination regarding responsibility, explain how and why the Compliance Officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

The Compliance Officer's report is advisory and must not bind the Head of School or their designee or the school to any particular course of action or remedial measure.

Disciplinary Measures and Outcome

As soon as practicable after receiving the Compliance Officer's findings and recommendations, the Head of School must determine any sanctions or other actions deemed appropriate, pursuant to Policy SE 4.0 Discipline/~~Discharge~~ and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the employees, parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the school within five school days following the Head of School's determination.

A copy of the Compliance Officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

Safe2Tell 1-877-542-7233 www.safe2tell.org

National Domestic Violence Hotline: 1-800-799-SAFE (7233)

National Sexual Assault Hotline: 1-800-656-4673

Violence Free Colorado: <https://www.violencefreecolorado.org/>

The Crisis Center 24/7 Hotline: 303-688-8484

Grand Junction Police Department 555 Ute Avenue, Grand Junction, CO 81501
(970)242-6707

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

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Email: csi_info@csi.state.co.us

Office for Civil Rights

United States Department of Education

Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 300
Denver, CO 80204
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Email: OCR.Denver@ed.gov

Equal Employment Opportunity Commission

Denver Field Office
950 17th Street, Suite 300
Denver, CO 80202
Phone: 800-669-4000
Fax 303-866-1085
TTY 800-669-6820
ASL Video Phone 844-234-5122

Colorado Civil Rights Division

1560 Broadway, Suite 825
Denver, CO 80202
Phone 303-894-2997 (para español, oprima dos)
711 TTD - Relay
303-894-7830
General Inquiries: DORA_CCRD@State.co.us
Intake Unit: DORA_CCRDIntake@State.co.us

Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. 22-1-143 (*harassment or discrimination – policy required*)

POLICY XX-XXX – Name Change

A student of Caprock Academy and his or her parents or guardians may request to use a chosen name, as defined in this policy, if they follow the request procedure in this policy.

If a student requests to use a name at school that is not the name in their official school records, then all parents or guardians on file will be informed and asked for consent for their child to use another name. Students must have parental approval for non-legal name changes. If all listed parents or guardians' consent to the non-legal name change, then the change will be permitted, and staff will use the name when addressing the student. If both parents or guardians' consent to the name change, the attached form must be submitted and signed by one parent or guardian and then signed by the Dean and the Head of School. A fully signed copy of the name change form will be emailed and mailed to all parents or guardians.

Students can request one non-legal name change within the current school year. ~~They~~ **Students** are permitted to return to their legal name at any time **by written notice**; however, once they do so, they will not be permitted to return to the non-legal name change for the remainder of the school year. **The written notice to return to legal name will be emailed and mailed to all parents or guardians and school staff.**

Once a student has properly complied with the request procedure in The Name Change Policy, school employees, educators, and contractors, unless protected by an approved exemption, shall address a student by the student's chosen name or may address all students by last name in school and during extracurricular activities.

Caprock Academy will accommodate conscience-based objections to compelled speech so long as the requested accommodation does not substantially increase costs related to the conduct of the Caprock Academy's business.

Students will not be required to provide proof of a legal name change to select a ~~chosen or~~ chosen name for use at school and during extracurricular activities.

Caprock Academy reserves the right to deny a chosen first name if it is vulgar, offensive, obscene, or used for misrepresentation.

Appeal procedure

Should a request for a non-legal name change be denied, the Dean will advise the parent or guardian that they may appeal the denial by contacting the Head of School.

The receiving Dean shall submit the reason for the denial of the request and the student, parent or guardian's request to the Head of School. The Head of School will review the parent or guardian request and the Dean's decision before making a determination.

If they feel this decision is discriminatory, they must follow the Harassment/Non-Discrimination Policy **[S.E. 0.0]** for appeal.

Name Changes on Official Student Records

Caprock Academy is required to maintain a permanent student record ("official record"). Caprock Academy will not process a name change on a student's official record without a parent or guardian signature or a court order.

Students who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Policy AP 7.4 - Assignment Due Dates, Late Grades, and Remediation (K-12)

All assignment due dates are at the discretion of the classroom teacher. Unless otherwise noted by the classroom teacher, all assignments are required to be turned in on the date due at the beginning of the meeting time of the assigning class. When a student does not turn an assignment in on time, it will be the student's responsibility to communicate with the instructor in order to create a plan for turning the assignment in as soon as possible.

The following policy is intended to support rigor and high standards while simultaneously encouraging students to do their best, develop self-discipline, be accountable for their learning and adhere to due dates.

For the K-12, assignments turned in after the due date will be assessed a 10% penalty for every school day the assignment is late up to a maximum of 50%, beginning immediately after the assignment deadline has passed. For example, an assignment turned in 3 school days after the due date will incur a 30% penalty, meaning the assignment will only be worth 70% of the grade earned. Late assignments must be turned in by the second to last Thursday of the quarter. Late Work Policy: To ensure a developmentally appropriate grading policy the following will apply to assignments turned in after the original due date. Teachers' discretion will apply for major projects and papers that are turned in late. Grades K-6: Students can earn up to 80% of the original points possible for an assignment turned in after the due date. Grades 7-12: Students can earn up to 70% of the original points possible for an assignment turned in after the due date. All late work will be accepted until the Thursday before progress reports (end of the 5th week) or the Thursday before the final week (end of 9th week) of the quarter. Written requests for accommodations due to special circumstances can be made to the appropriate Dean.

For the K-12, one remediation will be allowed on all Summative Assessments (e.g., end of unit end of semester, etc). Teachers will ensure that end of quarter/semester assessments will be planned in such a way as to allow time for remediation on such assessments. The purpose of remediation is to encourage students to correct misunderstandings. Therefore, students may earn 50% back on the points they have missed on a summative assessment after being given a chance to remediate. Summative assessment remediations must be completed within the same quarter that the assessment was originally given. Formative assessment remediations (e.g., regular homework, recursive writing assignments, quizzes, etc) will only be allowed at the discretion of the individual classroom teacher. Remediations will not be allowed to make up points lost due to turning an assignment in late but may be used to increase scores within the points allowed after factoring in the late penalties.

Remediation Policy: Policies will be established by grade-level and subject-specific departments in conjunction with their corresponding dean to create developmentally appropriate remediation procedures.

All teachers will outline their classroom remediation policy and communicate with parents.

All grades will be posted/reported within no more than 7 calendar days (late work within 10 calendar days of receipt) from the time a teacher received the assignment, or by the end of the term, whichever is less. Gradebooks will be closed on the last scheduled Friday of the quarter unless waived by the Head of School.

[Updated August 2023]