Caprock Academy Board of Directors
Tuesday, April 14, 2026
Regular Business Meeting at 6:00 p.m.
Caprock Academy - 714 24 1/2 Rd, Grand Junction, CO 81505

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

If you are attending virtually and have a public comment, please fill out the Board Meeting Public Comment form located on the Board of Directors page on the school's website no later than one hour prior to the start of the meeting. During the public comment period, any forms submitted will be read aloud by a board member.
All virtual participants will be muted by the host.

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

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I. Pledge

II. **Call to Order**: KJ Kline, CABOD President **@ 6.02pm**

Board Members present in person: KJ Kline, Ryan Schramm, Ryan McCulley, Jenna Coffman, Randy Wilkens, Joe Goodwin.

Board Members present via zoom: Dave Carlo.

Others in attendance in person: Matt Diers, Nicky Quinlan, Keith Allen, Tisha Moore, Chance Ballegeer, Kerri Schulze, Sonia Akers, Bruce Akers, Sebastian Akers, Joshua Quigley, Torin Perrett.

Others in attendance via zoom: Kim Melancon, Sergio Pineda, Brian Henson, Brook Navin, Shiloh Barefoot, Dana Thomas, Lyndon Marshall, Takara Montover, Jessica Rix, Laurie Whiteman, Christine Wesolowski, Teresa Drake, Alena Rosas, Andrea Simonds-Cummings, Ashley Oqueli, Austin Lovelace, Candice Freeman, Carolyn Nenne, Deana Orient, Brittany Sears, Darlene Rice, Shannon, Heidi Vidmar, Jen Buniger, Jen Heil, Julie Ritchey, Kim Christensen, Kia Murray, Megan Wood, Michelle, Raluca Perrett, Tim Van Schaick, Tara Barnes, Zoom User, Jewel Most, Caroline McGlade, Kim Klene, Heather Broderick, Cheala Herrera, Brian Goodbar, Lisa LaFever.

III. Agenda Adoption

A motion to adopt the agenda was made. 1st Ryan Schramm, 2nd Ryan McCulley.
7/7 board members in attendance agreed. Motion Carried.

IV. 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.

V. Presentation of Excellence: Jennifer Buniger

Mr. Diers recognized Jennifer Buniger and her willingness to learn and grow in her role as a Finance Director. She works closely with Mr. Diers, our GG accounting firm and the Finance Committee. We hired her and she went right to school, enrolled at CMU, took QuickBooks, and just really built herself into this position. She was also the human resources director for a while, carrying those two loads for the longest time. And she's been a real, solid cornerstone of the organization this whole year that I've been here and somebody that I've depended upon all year long.

VI. Volunteer of the Month: Sebastian Akers

Sebastian is a junior here at Caprock Academy. He has been spending time in the afternoon in the elementary steam (science, technology, engineering, art and math) program that comes after school twice a week. He is a great example of Caprock student stewardship and how Caprock students will behave and give back to their communities all the time. Sebastian was presented with his certificate and shook hands with all members of the board.

VII. 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 will not respond to comments during this period but may direct staff to follow up as appropriate*. The Board reserves the right to limit or end public comment that it deems to be defamatory, insulting, abusive, disruptive, 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).

There were 2 comments made.

Dress code:
Mr. Keith Allen presented regarding the dress code from last month and mentioned how much work it is to manage the dress code as well as teaching and managing the class. He invited the board members to come into the school and shadow the staff.

Head of School selection:

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Mr. Chance Ballegeer presented regarding Mr. Diers and that he is hoping that the board made a considerate choice regarding the new Head of School.

VIII. Consent Agenda

i. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
   i. March 10, 2026 Regular Board Meeting Minutes
   ii. April 03, 2026 Special Board Meeting Minutes
   iii. April 08, 2026 Special Board Meeting Minutes
   iv. PTO
   v. CASAC
   vi. Treasurer's Report

A motion to approve the consent agenda was made. **1st Ryan Schramm, 2nd Ryan McCulley. 7/7 board members in attendance agreed. Motion Carried.**

IX. Financial

i. Discussion on supplemental revision to 25/26 mid year budget

We are looking at modifying the current budget to include that second facilities grant of $111,000. This will be looked at in more detail next month.

ii. First look at 2026/2027 School Year Budget

The debt service coverage ratio for our debt covenant is 1.1 and this budget that we're reviewing this evening clears that covenant at 1.1 the for funded pupil count is 802 at a per pupil revenue of $11,034 per student making the per pupil funding $8,849,268. The enrollment value is an assumption, the per pupil revenue hasn't been firmed up or published yet. The main difference from this year's budget to last year's is the salary line item, coming from a reduction of staff of approximately 15 positions. Also this year, they're starting a new process of issuing the instructional material to students and checking in and out and returning it at the end of the year, that should save about $15,000 year over year. When looking at the budget, the first thing that happened was to have all of the line items starting balance revert back to 2024, levels. The other thing that we are looking at is proposing a $300,000 deduction for vehicles, a deduction out of the capital fund your marks for vehicles. Our authorization from the state of Colorado to run vehicles doesn't allow for us to own vehicles or run students that are over 20 years old, and one of those Suburbans turns 20 next year. There is $20,000 that is allocated for trip reimbursement that prioritizes students and families that receive federal free and Reduced Lunch funding. In an effort, to retain parents and students and families here. This budget includes the 90,000 for the school counselor grant, and it has a $60,000 contingency as well, which is what we had last year on the initial budget.

X. Old Business Discussion

i. Committees
   i. HOS Hiring committee update

Mrs. Coffman thanked all of the members who dedicated an abundance of their time and energy and their skill set with the school and their knowledge. The hiring committee has now finished their process.

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Mr. Kline has asked the hiring committee to identify some lessons learned so that we can keep those at hand to help guide that process in the future when that time arises.

ii. Election Committee update

There are two seats coming open and two candidates. The candidate forum is scheduled for tomorrow evening, at 6pm right here in this room. There will also be a zoom option for anyone who wants to attend virtually. Voting will begin April 20 through 23rd in person in the front office, from 7am to 6pm (Monday through Thursday). The results will be tallied, and will be shared with the school community on Monday, April 27. Families and staff can vote, but must sign to say they voted, it's one vote per family.

XI. Old business Action

i. Policies for review and possible vote

i. Employee Handbook

1. Policy E 1.1 Dress and Appearance

A motion was made to approve Policy E1.1 Appearance and Attire, effective next school year. 1st Ryan McCulley, 2nd Jenna Coffman.
7/7 board members in attendance agreed. Motion Carried.

a. Effective Date

ii. Family Handbook

1. Policy SE 6.0 Dress Code

A motion was made to approve Policy SE 6.0 Dress Code, effective July 01, 2026. 1st Ryan McCulley, 2nd Ryan Schramm.
7/7 board members in attendance agreed. Motion Carried.

a. Effective Date

iii. Board Governance

1. Investment Policy Statement

A motion was made to approve the Caprock Academy Investment Policy v.3/24/26 at 120 days cash in hand to reach maturity in no less than 12 months. 1st Ryan Schramm, 2nd Jenna Coffman.
7/7 board members in attendance agreed. Motion Carried.

XII. New Business Discussion

i. **Reports**

i. HOS update

Mr. Diers started off by mentioning that there were 2 Daniels Fund winners this year. Zoey Polson and Alaina Starnes. This is highly competitive out of thousands of students. Mr. Butcher did a great job in coaching them to success. Knowledge Bowl finished 3rd in the state with only 1 senior on the team. The outdoors club spent 2 days in Moab doing rock climbing, rappelling, climbing and camping. The theater department is putting on 'Night Chills' this weekend. The Italy students recently came back after having a great time. Some 8th Grade (21 or 22 students) are going to DC next week. We are 2/3rd way through

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testing. Technology-wise things seem to be working well. The charter renewal is in progress due in 2027. Hiring for next year is in progress. Some internal transfers from that too. 4th quarter midterms are due on Monday, so we are halfway through 4th quarter.

ii. Board dashboard

The data in the dashboard shows that staff time off hours are increasing, but it seems substitutes are managing to cover those with limited problems. Middle School detentions seem to be rising. They are being held more accountable. The staff leaving data show staff leaving to get new jobs, but we don't say who gets jobs internally or track staff movement.

iii. Enrollment Report
1. Intent to enroll/waitlist

The data is accurate as of today. There are just under 750 active students. The intent to return window closes on April 17th. So we should have a slightly better idea of numbers next month. Caprock is looking into bringing the half day kinder program back for this next year, but this time, including them in the full time classes. There are 120 new students that have enrolled in K-11. There are 646 students for next year from the intent to return forms plus the 120 new students.

ii. **Policies**
i. Family Handbook
1. Policy AP 10.5 Graduation Requirements

The Governance Committee made some changes to this regarding the spread of credits and how they are allocated and that the policy didn't state where a few of the elective credits came from, so it has been clarified and updated to reflect these changes and some mandated by CSI regarding holocaust and Genocide studies. The state changed the SAT math score requirements from 500 to 480, so this now reflects that. The math credits were fixed to represent economics and personal finance as their own credits, not as math credits. We have not taken away any math credits, just re-labelled them to reflect new requirements. This is ok to be presented to the board again next month.

2. Policy Family Handbook TBE State Assessment and Parental Refusal

This is a requirement from CSI that we do not currently have in our handbook. An addition the board would like to see is a possible clearer defined date for submission of the refusal prior to testing.

iii. **Resolutions**
i. Board Resolutions
1. CSI Resolution Charter Renewal Request

Mr. Kline mentioned that the charter expires June 30th 2027, and that the renewal process is lengthy, so work has started to begin the renewal process.

2. COLOTRUST Colorado Local Government Liquid Asset Trust Resolution

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Mr. Kline explained how this would work and that it is another way to earn some interest on some of the money we have. There are safety measures in place with multiple signatures needed before anything can be moved or withdrawn.

XIII. New Business Action

i. CSI Resolution Charter Renewal Request

A motion was made to approve the CSI Resolution with the updated name of Caprock Academy in the last paragraph. 1st Ryan Schramm, 2nd Ryan McCulley.
7/7 board members in attendance agreed. Motion Carried.

ii. COLOTRUST Colorado Local Government Liquid Asset Trust Resolution

A motion was made to open an account with COLOTRUST. 1st Ryan McCulley, 2nd Ryan Schramm.
7/7 board members in attendance agreed. Motion Carried.

iii. Executive Session pursuant to:

i. **C.R.S. § 24-6-402(4)(f)** to discuss personnel matters related to the hiring of the Head of School

A motion was made to enter into executive session pursuant to C.R.S. § 24-6-402(4)(f) to discuss personnel matters related to the hiring of the Head of School. 1st KJ Kline, 2nd Jenna Coffman.
7/7 board members in attendance agreed. Motion Carried.

Entered executive session at 8.13pm. All 7 board members were invited into executive session: KJ Kline, Ryan Schramm, Ryan McCulley, Jenna Coffman, Randy Wilkens, Joe Goodwin and Dave Carlo.

The board entered executive session to discuss items related to hiring a new Head of School.

ii. **Return to open session**

The board returned from executive session at 9.05pm.

iv. Action, if any, related to the hiring of the Head of School

A motion was made to authorize the board president to sign the employment contract for the new Head of School. The new Head of School will be announced pending their resignation effective later this week. 1st Ryan Schramm, 2nd Jenna Coffman.
A roll call vote was held. 7/7 board members in attendance agreed. Motion Carried.

XIV. Future Agenda Items

XV. **Adjourn @ 9.07pm**

A motion was made to adjourn. 1st Jenna Coffman, 2nd Ryan McCulley.
7/7 board members in attendance agreed. Motion Carried.

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Caprock Academy Board of Directors
Monday, April 27, 2026
Special Business Meeting at 12:00 p.m.

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

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**: KJ Kline, CABOD President **@ 12.04pm**

Board members present via Zoom: Joe Goodwin, KJ Kline, Ryan McCulley, Ryan Schramm, Jenna Coffman, Randy Wilkens. 6/6 board members present. Quorum met.

Others in attendance via zoom: Matt Diers, Nicky Quinlan, Darlene Rice, Candice Freeman, Brian Goodbar.

III. Agenda Adoption.

A motion to adopt the agenda was made. 1st **Randy Wilkens, 2nd Ryan Schramm. Motion carried.**

IV. 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.

V. New Business Discussion

i. **Director Resignation (informational)**

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Mr. Kline mentioned that Mr. Dave Carlo resigned from the board effective April 20, 2026. Mr. Kline read aloud the resignation letter that Mr. Carlo sent.

ii. **Resolution**

i. Board Resolutions

1. 2026-04-27 Approval of New Vehicle Purchase

Mr. Kline, Mr. Diers and Mr. Wilkens explained the need for the new vehicle. The 2007 Suburban is approaching 20 years old and around 200,000 miles.

2. 2026-04-27.1 Resolution Establishing the Election Committee to Fill Board Vacancy

Due to the by-laws, the vacancy needs to be filled. Mr. Carlo had more than 6 months remaining of his term. Applications will be requested until May 5, 2026. The election committee will vet applications and present them to the board for a vote at the next board meeting in May. There will be no parent or employee voting.

VI. New Business Action

i. **Resolution vote**

i. Board Resolutions

1. 2026-04-27 Approval of New Vehicle Purchase

The resolution was read aloud and all 6 members voted in favor of 2026-04-27 Approval of New Vehicle Purchase. Resolution passed.

2. 2026-04-27.1 Resolution Establishing the Election Committee to Fill Board Vacancy

The resolution was read aloud and all 6 members voted in favor of 2026-04-27.1 Resolution Establishing the Election Committee to Fill Board Vacancy. Resolution passed.

VII. Adjourn @ 12.23pm

A motion to adjourn was made. **1st Jenna Coffman, 2nd Ryan McCulley. Motion Passed.**

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CASAC April 2026 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. New Business:

a. Matt Diers - Caprock Chronicles:

b. ~~Guest speakers – HS Dean~~ moved to May– I received confirmation from Matt Diers that Caprock Academy intends to continue K-6, 7-12 organization model. This committee is reviewing student feedback on the model, including appropriate activities for 7th-8th graders to be included in, with high school students, and which activities should remain separate.

c. The BOD is working on specific guidance for each committee going forward. I will work with the board, and new HOS if given the opportunity, update the committee calendar of events, and distribute that to the committee ahead of our July 2026 kick off to the new school year meeting.

3. Old Business:

a. Review final recommendations to BOD/HOS. Presentation is May 12th – Board meeting starts at 6pm. Please attend in person if possible. Adding a recommendation for 20th anniversary celebrations for 2026-2027. Discussed clarification in the recommendations.

b. Volunteers to help coordinate sports parents' needs at games, with Dylan Albert, Athletic Director.

4. Any other items in need of discussion?

5. Adjourn

Caprock Academy Board of Directors Business Meeting
Treasurer Report
Tuesday, May 12, 2026

I. REPORT

The Finance Committee met on April 23, 2026, to work on the following topics:

- Review and approve the February and March 2026 financial statements
- Discuss the viable candidates who submitted responses to the RFP for the year end audit
- Review of the revised 2025/2026 Budget
- Review of the 2026/2027 Budget
- Discuss deadline and scope of Charter School Authorizer requirements for the three-year forecast and financial policy due June 30th
- Discuss purchase of the AWD passenger vehicle

1) Revised 2025/2026 Budget

Revisions to the 2025/2026 Budget will require Board approval. This revision is necessary to recognize a $119,148 appropriation increase for the perimeter fence, concrete for the Kinder Playground, additional security cameras and related supplies, and security window coverings. These items have been circled in the attached budget revision.

Most all of these expenditures are covered by the second year of the Mineral Lease Security Grant. Recall that this grant operates from September through August and the school received the first-year funding in November and received the second-year funding in April.

The Mineral Lease Security Grant amount is determined by student enrollment.

2) 2026/2027 Budget

Next year's budget highlights include the following:

- $100,000 capital expenditure for the acquisition of another multi-passenger vehicle to replace a unit in the existing fleet.
- Revenue is down $645K from the prior year due to 78 fewer pupil count
- Funded pupil count is 802 and includes the three-year average declining enrollment calculation
- Funded per pupil amount is $11,034, which is the latest information available. It is expected not to decrease from this estimate.
- $57,816 Federal Title One Funding – new addition next year for supplemental assistance for low-income families.
- $425K (8%) reduction in salaries to align with enrollment needs; student to staff ratio will be slightly reduced.
- Substitute salary reduction of $46,447 (29%) to $111,000; there is one substitute
- A new initiative has been adopted where books will now be returned to the school instead of being gifted to students that will save $15K
- $60K contingency is included
- $20K transportation expense is included to be used for low income families within a defined radius to supplement their transportation expenses

- The DSCR and the days cash on hand debt covenants are being met

3) **February and March 2026 Financial Report**

The Financial Statements are again being presented in a summary report starting this month which is easier to align with the Forecast and supplement the focus toward the year end projected outcome.

The summary line items content is offered to assist in this transition.

1000 Local Revenue – Testing, Apparel, Donations, Fundraising, Childcare, and Pupil Activity Funds
3000 State Revenue – Capital Construction, ECEA, ELPA, Gifted and Talented, SCC Counselor Grant, READ Act Funds, and MLE
4000 Federal Revenue – Title II, Title III, and School Facility Assistance
5710 PPR State Revenue – as described
0100 Salaries – Administrative, Pro/Paraprofessional, Clerical, Custodial, Substitutes, and Stipends
0200 Benefits – Life and Disability, Medicare, PERA, Health, Dental, and Vision
0300 Professional and Technical Services – Payroll, CECFA, Contracted Special Education, Legal, Medical Services, Information Technology, Training and Development, and Classroom Materials/Aides
0400 Purchased Property Services – Water/Sewer, Trash, Custodial, Repair and Maintenance, Alarm Monitoring, and Equipment Rental.
0500 Other Purchased Services – Staff Development, Field Trips, Insurance Premiums (G/L, W/C, UI), Communications, Postage, Online Services, Advertising, Fundraising, Travel, and Concurrent Enrollment
0600 Supplies – Testing, Instructional, Software and Licenses, Special Education materials, School Nurse supplies, Books, Classroom Materials, and Pupil Activities Expenses
0700 Property – Tangible non-capitalized purchases, and Technology Equipment
0800 Other Objects – Childcare, Dues and Fees, Interest Expense, Redemption of Principal (interest on debt)
Other Revenue – Investment Income and Student Trip Revenue
Other Expenditures – Student Trip Expenses and associated Fundraising, and Concessions

Caprock's net loss for February and January was $16,209 and $56,739, respectively. The school's fiscal YTD net income through February was $277,128 which is $241,106 over the budgeted net gain of $36,022. The Financials reflect the revised mid-year budget.

Specific Account information for February and March:

- Received an additional $3,077 for the SCC counselor grant
- State MLE was reduced by $5,803 per month starting in February
- State PPR revenue was reduced $69K per month as expected per the second portion of the fiscal year due to declining enrollment; most of this was planned and expected in the revised budget but there will be a $15.6K shortfall for the remainder of the year
- Salaries and substitutes were in line with the budget
- One time stipends were $18.3K in February for HS Girl's and Boy's Basketball and HS hockey instructors

- Online Services included a $44K charge for and annual fee for switching from FACTS to Infinite Campas communication software; this included a duplicate charge of $12K which is being refunded.
- Account 0710 Land and Improvements included $82,400 for modular B1 and B2 window lights, nine exterior speaker strobes, and perimeter fencing
- The Vectra CD was cashed in resulting in a $322K increase in that bank account. $200K of this amount is being used to establish investments at Timberline Bank and Alpine Bank. The balance was reinvested in a 6 month CD (remaining at Vectra) earning a rate of 3.44 APR.

4) Cash On Hand (December 2025 and January 2026)

	February 28	March 31	
General Checking	$2,167,999	$2,571,255	
Money Market	$3,098,847	$3,105,540	*Current Rate – 1.982%*
CD – Sunflower	$1,079,578	$1,082,351	*Matures 6/20/2026 - Earning 3.348% APR*
CD – Vectra	$ 558,897	$250,000	*Matures 9/5/2026 - Earning 3.44% APR*
Total Bank Accounts	$6,905,320	$7,009,146	

II. BOARD ACTION RECOMMENDED BY FINANCE COMMITTEE:

1) Motion to approve the February and March 2026 Caprock Academy Financial Reports as submitted.
2) Resolution to approve the revised 2025/2026 Budget
3) Resolution to approve the 2026/2027 Budget

Caprock Academy
Statement of Financial Position
As of March 31, 2026

	Total			
	As of Mar 31, 2026	As of Feb 28, 2026 (PP)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1072 Bill.com Money Out Clearing	9,936.31	50.00	9,886.31	19772.62%
8101A Vectra General Checking 4478	584,666.06	262,436.21	322,229.85	122.78%
8101B Sunflower Insurance 3137	100,343.68	107,596.65	-7,252.97	-6.74%
8101C Sunflower Money Market 2374	3,105,539.96	3,098,847.19	6,692.77	0.22%
8101D Sunflower Operating 0034	1,876,029.40	1,795,654.75	80,374.65	4.48%
8101E Sunflower Raffle 0106	0.00	1,981.17	-1,981.17	-100.00%
8101F Sunflower CD 9546	1,082,350.85	1,079,578.14	2,772.71	0.26%
8103 Petty Cash	279.73	279.73	0.00	0.00%
8111B Vectra CD 5459	250,000.00	558,896.56	-308,896.56	-55.27%
Total Bank Accounts	**$ 7,009,145.99**	**$ 6,905,320.40**	**$ 103,825.59**	**1.50%**
Accounts Receivable				
8142 Grants Receivable	21,438.58	22,157.10	-718.52	-3.24%
8153 Accounts Receivable	0.00	64.96	-64.96	-100.00%
Total Accounts Receivable	**$ 21,438.58**	**$ 22,222.06**	**-$ 783.48**	**-3.53%**
Other Current Assets				
8105 Escrow Account - Zions	115,571.85	337,004.46	-221,432.61	-65.71%
8181 Prepaid Expenses	770.00	0.00	770.00	
8191 Deposits	76,459.00	76,459.00	0.00	0.00%
Total Other Current Assets	**$ 192,800.85**	**$ 413,463.46**	**-$ 220,662.61**	**-53.37%**
Total Current Assets	**$ 7,223,385.42**	**$ 7,341,005.92**	**-$ 117,620.50**	**-1.60%**
TOTAL ASSETS	**$ 7,223,385.42**	**$ 7,341,005.92**	**-$ 117,620.50**	**-1.60%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
7421 Accounts Payable	106,882.93	236,262.05	-129,379.12	-54.76%
Total Accounts Payable	**$ 106,882.93**	**$ 236,262.05**	**-$ 129,379.12**	**-54.76%**
Credit Cards				
7421B Ramp card	18,135.74	17,265.41	870.33	5.04%
Total Credit Cards	**$ 18,135.74**	**$ 17,265.41**	**$ 870.33**	**5.04%**
Other Current Liabilities				
7471 Payroll Liabilities	553,791.77	486,164.83	67,626.94	13.91%
Total Other Current Liabilities	**$ 553,791.77**	**$ 486,164.83**	**$ 67,626.94**	**13.91%**
Total Current Liabilities	**$ 678,810.44**	**$ 739,692.29**	**-$ 60,881.85**	**-8.23%**
Total Liabilities	**$ 678,810.44**	**$ 739,692.29**	**-$ 60,881.85**	**-8.23%**
Equity				
6720 SPED CSI Reserve	88,050.00	88,050.00	0.00	0.00%
6721 Reserve for TABOR 3%	346,300.00	346,300.00	0.00	0.00%
6760 Assigned Fund Balance	105,755.42	105,755.42	0.00	0.00%
6770 Unassigned Fund Balance	5,727,341.60	5,727,341.60	0.00	0.00%
Net Revenue	277,127.96	333,866.61	-56,738.65	-16.99%
Total Equity	**$ 6,544,574.98**	**$ 6,601,313.63**	**-$ 56,738.65**	**-0.86%**
TOTAL LIABILITIES AND EQUITY	**$ 7,223,385.42**	**$ 7,341,005.92**	**-$ 117,620.50**	**-1.60%**

CAPROCK CASH FLOW PROJECTIONS FY25	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast
	Jul 25	**Aug 25**	**Sep 25**	**Oct 25**	**Nov 25**	**Dec 25**	**Jan 26**	**Feb 26**	**Mar 26**	**Apr 26**	**May 26**
REVENUE											
Revenue											
1000 Local Revenue	19,771	40,729	27,591	92,907	90,651	38,915	34,448	27,484	28,980	33,692	33,692
3000 State Revenue	250,471	92,075	97,357	87,256	100,877	118,575	86,996	85,393	87,145	83,390	83,701
4000 Revenue From CDE	0	119,703	19,991	8,257	19,456	18,008	0	18,422	21,369	7,660	12,571
5710 PPR State Revenue	801,242	801,242	801,242	801,242	801,242	801,242	770,237	770,083	770,083	770,083	770,083
Total Revenue	1,071,484	1,053,749	946,181	989,661	1,012,226	976,740	891,681	901,383	907,577	894,826	900,048
EXPENDITURES											
0100 Salaries	453,830	453,435	468,372	452,880	433,238	428,685	446,634	457,600	436,296	451,725	457,725
0200 Benefits	219,313	155,841	156,613	159,536	153,208	153,744	168,540	171,410	165,624	172,100	171,500
0300 Professional and Technnical Svs	37,790	51,435	36,143	37,419	58,424	38,986	46,256	46,136	36,093	33,281	56,190
0400 Purchased Property Services	27,070	37,835	28,532	17,073	24,240	20,546	24,156	25,005	28,689	44,387	33,395
0500 Other Purchased Services	180,682	44,348	43,941	41,456	35,123	42,558	54,466	47,328	84,729	45,793	32,793
0600 Supplies	70,695	62,745	63,790	52,837	55,997	33,426	64,796	48,826	43,839	63,790	63,790
0710 Land and Improvements	748	106,950	18,473	39,724				13,510	68,880	43,000	0
0730 Purchase/Lease of Equipment	182	5,558		5,740	19,620		9,100	3,457	821	115,000	0
0734b Technology Equipment		4,498		2,490	26,337				0	0	0
0800 Child Care	1,141	395	740	1,005	465	351	409	477	381	749	749
0810 Dues and Fees	16,169	243	598				55	3,337	0	0	0
0830 Interest Expense	70,035	70,035	49,572	69,582	69,582	69,129	69,129	69,129	68,676	70,035	70,035
0890 Misc Expense					3,275			133	0	0	0
0900 gifts and donations		216	99					0	0	0	0
0910 Redemption of Principal (interest)	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667
Total Expenditures	1,119,320	1,035,201	908,539	921,409	921,176	829,091	925,208	928,016	975,694	1,081,527	927,844
Net Operating Revenue	(47,836)	18,549	37,642	68,252	91,050	147,649	(33,527)	(26,633)	(68,117)	(186,701)	(27,796)
Other Revenue											
1007b CD Interest	1,653	1,713	1,718	708	2,556	1,613		1,678	1,932	-	-
1008a Money Market Interest	3,006	3,219	4,527	5,582	5,837	4,688	6,871	5,375	4,712	4,500	4,500
1009 Zions Accounts Interest	630	448	855	567	445	743	544	387	611	-	-
1020b CD 1020 Interest	4,666	2,255	3,535	3,432	3,558	3,455	3,052	3,061	2,773	-	-
1088a 8th grade trip revenue		180	742	2,356	714	170	2,731	3,857	27	137	32
1090b1 Senior Trip Junior Fundraising			869	5,886	8,609	2,887	285	519	2,332	684	
Total Other Revenue	9,955	7,815	12,246	18,530	21,720	13,556	13,484	14,877	12,387	5,321	4,532
Other Expenditures											
0664a 8th grade trip expenses				1,088	2,472	2,585	3,257	3,671	189	2,680	1,546
0668 Concessions - Holding				1,879	9,327	5,379		783	40	137	32
0667a Senior Trip		944	1,117	(260)	320	619	281	-	780	-	-
Reconciliation Discrepancies-1	-	-	-	-	-	-	-	-	-	-	-
Total Other Expenditures	0	944	1,117	2,707	12,119	8,582	3,539	4,453	1,009	2,817	1,578
Net Other Revenue	**9,955**	**6,871**	**11,129**	**15,823**	**9,601**	**4,973**	**9,945**	**10,423**	**11,378**	**2,504**	**2,954**
NET REVENUE	**(37,881)**	**25,420**	**48,771**	**84,075**	**100,651**	**152,623**	**(23,582)**	**(16,210)**	**(56,739)**	**(184,197)**	**(24,842)**

CAPROCK CASH FLOW PROJECTIONS FY25	Forecast Jun 26	FY26 Revised Adopted Budget	Actuals Combined with Forecast	Variance against Adopted Budget	
REVENUE					
Revenue					
1000 Local Revenue	83,692	*592,500*	552,552	(39,948)	
3000 State Revenue	83,701	*1,563,211*	1,256,936	(306,275)	*excludes PERA on behalf
4000 Revenue From CDE	124,314	*258,009*	369,752	111,743	
5710 PPR State Revenue	770,083	*9,428,509*	9,428,106	(403)	
Total Revenue	1,061,791	***11,842,229***	11,607,346	(234,883)	
EXPENDITURES					
0100 Salaries	440,000	*5,381,971*	5,380,419	(1,552)	
0200 Benefits	171,500	*2,367,738*	2,018,927	(348,811)	*excludes PERA on behalf
0300 Professional and Technnical Svs	72,000	*595,854*	550,153	(45,701)	
0400 Purchased Property Services	27,876	*330,250*	338,805	8,555	
0500 Other Purchased Services	-29,607	*656,125*	623,611	(32,514)	
0600 Supplies	100,000	*783,936*	724,531	(59,405)	
0710 Land and Improvements	0	*172,000*	291,285	119,285	
0730 Purchase/Lease of Equipment	0	*106,896*	159,478	52,582	
0734b Technology Equipment	0	*40,000*	33,325	(6,675)	
0800 Child Care	0	*12,055*	18,917	6,862	
0810 Dues and Fees	0	*25,375*	20,402	(4,973)	
0830 Interest Expense	70,035	*830,701*	814,973	(15,728)	
0890 Misc Expense	0	-	3,408	3,408	
0900 gifts and donations	0	-	315	315	
0910 Redemption of Principal (interest)	41,667	*501,667*	500,000	(1,667)	
Total Expenditures	893,471	***11,804,568***	11,478,551	(326,017)	
Net Operating Revenue	168,320	***37,661***	128,796	91,135	
Other Revenue				-	
1007b CD Interest	-	-	13,571	13,571	
1008a Money Market Interest	4,500	-	57,318	57,318	
1009 Zions Accounts Interest			5,229	5,229	
1020b CD 1020 Interest	-	-	29,786	29,786	Sunflower renews in June
1088a 8th grade trip revenue	-	*35,000*	10,946	(24,054)	
1090b1 Senior Trip Junior Fundraising		*71,050*	22,071	(48,979)	
Total Other Revenue	4,500	106,050	138,921	32,871	
Other Expenditures			-	-	
0664a 8th grade trip expenses	-	*35,000*	17,488	(17,512)	
0668 Concessions - Holding	-	-	17,575	17,575	
0667a Senior Trip	54,965	*71,050*	58,766	(12,284)	
Reconciliation Discrepancies-1	-	-	-	-	
Total Other Expenditures	54,965	*106,050*	93,829	(12,221)	
Net Other Revenue	**(50,465)**	**-**	45,092	**45,092**	
NET REVENUE	**117,855**	***37,661***	**173,888**	**136,227**	

CAPROCK ACADEMY

Charter School Institute

Mesa County

2025-2026

SUPPLEMENTAL BUDGET

April 28, 2026

APPROPRIATION RESOLUTION

ANNUAL BUDGET

ANNUAL BUDGET IN UNIFORM BUDGET SUMMARY FORMAT

APPROPRIATION RESOLUTION

Be it resolved by the Board of Education of CAPROCK ACADEMY
located in Charter School Institute in Mesa County
that the amounts shown in the following schedule be appropriated to each fund
as specified in the SUPPLEMENTAL BUDGET for the ensuing fiscal year beginning
July 1, 2025 and ending June 30, 2026.

FUND		APPROPRIATION AMOUNT	EXPENDITURES + APPROPRIATED RESERVES
1. General Fund	1	12,029,766	12,029,766
1a. Charter Schools	1a.	-	-
1b. Insurance Reserve Fund	1b.	-	-
1c. Pre-School Fund	1c.	-	-
Special Revenue Funds:			
2. Capital Reserve Special Revenue Fund	2	-	-
3. Governmental Designated-Purpose Grants Fund	3	-	-
4. Pupil Activity Special Revenue Fund	4	-	-
5. Full Day Kindergarten Mill Levy Override Fund	5	-	-
6. Transportation Fund	6	-	-
7. Other Special Revenue Funds	7	-	-
8. Bond Redemption Fund	8	-	-
Capital Projects Funds:			
9. Building Fund	9	-	-
10. Special Building and Technology Fund	10	-	-
11. Capital Reserve Capital Projects Fund	11	-	-
Enterprise Funds:			
12. Food Service Fund	12	-	-
13. Other Enterprise Funds	13	-	-
Internal Service Funds:			
14. Risk-Related Activity Fund	14	-	-
15. Other Internal Service Funds	15	-	-
Trust/Agency Funds:			
16. Fiduciary Fund	16	-	-
17. Private Purpose Trust Funds	17	-	-
18. Agency Fund	18	-	-
19. Pupil Activity Agency Fund	19	-	-
20. Foundations	20	-	-
21. Component Units	21	-	-
TOTAL APPROPRIATION	22	12,029,766	12,029,766

Date of Adoption Signature of Board President

$119,148 Increase

CAPROCK ACADEMY
2025-2026 SUPPLEMENTAL BUDGET
BOARD SUMMARY

ANNUAL BUDGET	FY26 ADOPTED BUDGET	FY26 AMENDED BUDGET	FY26 SUPPLEMENTAL BUDGET	FY26 EST'D YE ACTUALS	FY27 WORKING BUDGET
Revenue					
Local Revenue	537,500	592,500	592,500	615,671	537,500
State Revenue	1,519,113	1,563,211	1,563,211	1,354,885	1,513,306
Federal Revenue	162,263	258,009	369,752	369,752	297,813
Per Pupil Funding	9,484,806	9,428,509	9,428,106	9,428,106	8,938,801
Total Revenue	**11,703,681**	**11,842,229**	**11,953,569**	**11,768,413**	**11,287,419**
Expenditures					
Salaries	5,320,833	5,381,972	5,381,972	5,381,972	4,951,759
Employee Benefits	2,350,711	2,367,738	2,367,738	2,198,639	2,334,810
Purchased Professional and Technical Services	563,649	595,854	595,854	616,854	602,638
Purchased Property Services	330,250	330,250	330,250	330,250	325,597
Other Purchased Services	657,691	656,125	656,125	578,649	677,565
Supplies	828,136	783,936	783,936	714,287	694,967
Property	73,597	318,897	438,045	569,158	286,123
Other Objects	924,856	868,131	868,131	845,115	903,001
Other Uses of Funds	501,667	501,667	501,667	500,000	526,667
Total Expenditures	**11,551,389**	**11,804,568**	**11,923,716**	**11,734,924**	**11,303,126**
Other Revenue	**142,100**	**106,050**	**106,050**	**106,050**	**107,641**
Other Expenditures	**142,100**	**106,050**	**106,050**	**106,050**	**107,641**
Transfers	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Change in Fund Balance	**$ 152,292**	**$ 37,660**	**$ 29,852**	**$ 33,489**	**$ (15,706)**
Beginning Fund Balance	**$ 5,794,373**	**$ 6,267,447**	**$ 6,267,447**	**$ 6,267,447**	**$ 6,305,107**
Nonspendable Fund Balance	-	-	-	-	-
TABOR Reserve	339,710	342,367	342,367	342,367	327,223
Committed Fund Balance	-	-	-	-	-
CSI SPED Reserve	83,000	85,300	85,300	85,300	76,200
Unassigned Fund Balance	5,523,955	5,877,440	5,869,632	5,873,269	5,885,978
Ending Fund Balance	**$ 5,946,665**	**$ 6,305,107**	**$ 6,297,299**	**$ 6,300,936**	**$ 6,289,401**

MAJOR ASSUMPTIONS					
Total Enrollment	830.0	780.0	780.0	780.0	762.0
Funded Pupil Count	830.0	854.5	854.5	854.5	802.1
Per Pupil Revenue (PPR)	11,051	11,034	11,034	11,034	11,144
Change in PPR	2.43%	2.28%	-0.16%	2.27%	1.00%
Staff (FTE)	131.90	130.60	130.60	130.60	116.70
OPERATING METRICS					
Debt Burden Ratio (DBR)	8.78	8.89	8.97	8.94	8.46
Operating Reserve Ratio (ORR)	0.51	0.53	0.52	0.53	0.55
Operating Margin Ratio (OMR)	0.01	0.00	0.00	0.00	(0.00)
Change in Fund Balance Ratio (CFBR)	(0.05)	0.01	0.06	0.01	(0.00)
Days of Unassigned Reserves Hand	172.42	180.11	178.09	181.04	188.28
Estimated Debt Service Coverage Ratio	1.11	1.16	1.14	1.14	1.14
Facility Payment as % of Revenue	0%	0%	0%	0%	0%
Total Facility Costs as % of Revenue	5%	5%	5%	5%	5%
Instructional Spending		52%	0%	0%	0%
Support Services Spending		48%	100%	100%	100%
Salaries & Benefits as % of Total Budget	66%	66%	65%	65%	64%
Student:Staff Ratio	6.29	5.97	5.97	5.97	6.53

$111,340 Increase
Mineral Lease Security Grant YR 2

$119,148 Increase

$7,808 Decrease

		FY26 SUPPLEMENTAL BUDGET
CAPROCK ACADEMY		**General Fund**
SUPPLEMENTAL BUDGET		
Adopted April 28, 2026		
Budgeted Pupil Count	**Object Source**	**853**
Beginning Fund Balance (Includes All Reserves)		6,267,447
Revenues		
Local Sources	1000 - 1999	698,550
FY25 PROPOSED BUDGET	2000 - 2999	-
	3000 - 3999	1,563,211
Federal Sources	4000 - 4999	369,752
Total Revenues		2,631,513
Total Beginning Fund Balance and Reserves		8,898,960
Total Allocations To/From Other Funds	5600,5700, 5800	9,428,106
Transfers To/From Other Funds	5200 - 5300	-
Other Sources	5100,5400, 5500,5900, 5990, 5991	-
Available Beginning Fund Balance & Revenues (Plus Or Minus (If Revenue) Allocations And Transfers)		18,327,066
Expenditures		
Instruction - Program 0010 to 2099		
Salaries	0100	3,986,423
Employee Benefits	0200	1,753,782
Purchased Services	0300,0400, 0500	238,813
Supplies and Materials	0600	635,228
Property	0700	50,224
Other	0800, 0900	-
Total Instruction		6,664,471
Supporting Services		
Students - Program 2100		
Salaries	0100	398,280
Employee Benefits	0200	175,219
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Students		573,499
Instructional Staff - Program 2200		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	71,400
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Instructional Staff		71,400
General Administration - Program 2300, including Program 2303 and 2304		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	478,879
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	12,055
Total School Administration		490,934
School Administration - Program 2400		
Salaries	0100	667,526
Employee Benefits	0200	293,671
Purchased Services	0300,0400, 0500	365,386
Supplies and Materials	0600	45,000
Property	0700	96,673
Other	0800, 0900	25,375
Total School Administration		1,493,630
Business Services - Program 2500, including Program 2501		

		FY26 SUPPLEMENTAL BUDGET
CAPROCK ACADEMY		**General Fund**
SUPPLEMENTAL BUDGET		
Adopted April 28, 2026	**Object**	
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	97,500
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Business Services		97,500
Operations and Maintenance - Program 2600		
Salaries	0100	219,433
Employee Benefits	0200	96,537
Purchased Services	0300,0400, 0500	330,250
Supplies and Materials	0600	209,758
Property	0700	-
Other	0800, 0900	-
Total Operations and Maintenance		855,978
Student Transportation - Program 2700		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Student Transportation		-
Central Support - Program 2800, including Program 2801		
Salaries	0100	44,290
Employee Benefits	0200	19,485
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Central Support		63,775
Other Support - Program 2900		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Other Support		-
Food Service Operations - Program 3100		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Other Support		-
Enterprise Operations - Program 3200		
Salaries	0100	66,019
Employee Benefits	0200	29,044
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Enterprise Operations		95,063
Community Services - Program 3300		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Community Services		-

CAPROCK ACADEMY SUPPLEMENTAL BUDGET Adopted April 28, 2026	Object	FY26 SUPPLEMENTAL BUDGET General Fund
Education for Adults - Program 3400		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Education for Adults Services		-
Total Supporting Services		3,741,780
Property - Program 4000		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	291,148
Other	0800, 0900	-
Total Property		291,148
Other Uses - Program 5000s - including Transfers Out and/or Allocations Out as an expenditure		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	1,332,368
Total Other Uses		1,332,368
Total Expenditures		12,029,766
APPROPRIATED RESERVES		
Other Reserved Fund Balance (9900)	**0840**	
Other Restricted Reserves (932X)	**0840**	
Reserved Fund Balance (9100)	**0840**	
District Emergency Reserve (9315)	**0840**	
Reserve for TABOR 3% (9321)	**0840**	
Reserve for TABOR - Multi-Year Obligations (9322)	**0840**	
Total Reserves		-
Total Expenditures and Reserves		12,029,766
BUDGETED ENDING FUND BALANCE		
Non-spendable fund balance (9900)	**6710**	-
Restricted fund balance (9990)	**6720**	-
TABOR 3% emergency reserve (9321)	**6721**	342,367
TABOR multi year obligations (9322)	**6722**	-
District emergency reserve (letter of credit or real estate) (9323)	**6723**	-
Colorado Preschool Program (CPP) (9324)	**6724**	-
Full day kindergarten reserve (9325)	**6725**	-
Risk-related / restricted capital reserve (9326)	**6726**	-
BEST capital renewal reserve (9327)	**6727**	-
Committed fund balance (9900)	**0000**	-
Committed fund balance (15% limit) (9200)	**6750**	-
Assigned fund balance (9900)	**6760**	85,300
Unassigned fund balance (9900)	**6770**	5,869,632
Net investment in capital assets (9900)	**6790**	-
Restricted net position (9900)	**6791**	-
Unrestricted net position (9900)	**6792**	-
Total Ending Fund Balance		6,297,299
Total Available Beginning Fund Balance & Revenues Less Total Expenditures & Reserves Less Ending Fund Balance (Shall Equal Zero (0))		-
Use of a portion of beginning fund balance resolution required?		No

$68,880 Perimiter Fence
$35,764 Concrete for K Playground
$10,873 Camera and Supplies
$3,631 Security Window Coverings

$119,148 Increase

CAPROCK ACADEMY

Charter School Institute

Mesa County

2026-2027

WORKING BUDGET

April 6, 2026

APPROPRIATION RESOLUTION

ANNUAL BUDGET

ANNUAL BUDGET IN UNIFORM BUDGET SUMMARY FORMAT

APPROPRIATION RESOLUTION

Be it resolved by the Board of Education of CAPROCK ACADEMY
located in Charter School Institute in Mesa County
that the amounts shown in the following schedule be appropriated to each fund
as specified in the WORKING BUDGET for the ensuing fiscal year beginning
July 1, 2026 and ending June 30, 2027.

Be it further resolved, in accordance with C.R.S. 22-44-105, the Board of Education authorizes the use of
up to $300,000 of beginning fund balance to purchase new vehicles, while maintaing the required DSCR $ 159,286
Be it further resolved, that the use of this portion of the beginning fund balance for the purposes
set forth above will not lead to an ongoing deficit, provided the use of funds from fund balance is one time.

FUND		APPROPRIATION AMOUNT	EXPENDITURES + APPROPRIATED RESERVES
1. General Fund	1	11,464,123	11,464,123
1a. Charter Schools	1a.	-	-
1b. Insurance Reserve Fund	1b.	-	-
1c. Pre-School Fund	1c.	-	-
Special Revenue Funds:			
2. Capital Reserve Special Revenue Fund	2	-	-
3. Governmental Designated-Purpose Grants Fund	3	-	-
4. Pupil Activity Special Revenue Fund	4	-	-
5. Full Day Kindergarten Mill Levy Override Fund	5	-	-
6. Transportation Fund	6	-	-
7. Other Special Revenue Funds	7	-	-
8. Bond Redemption Fund	8	-	-
Capital Projects Funds:			
9. Building Fund	9	-	-
10. Special Building and Technology Fund	10	-	-
11. Capital Reserve Capital Projects Fund	11	-	-
Enterprise Funds:			
12. Food Service Fund	12	-	-
13. Other Enterprise Funds	13	-	-
Internal Service Funds:			
14. Risk-Related Activity Fund	14	-	-
15. Other Internal Service Funds	15	-	-
Trust/Agency Funds:			
16. Fiduciary Fund	16	-	-
17. Private Purpose Trust Funds	17	-	-
18. Agency Fund	18	-	-
19. Pupil Activity Agency Fund	19	-	-
20. Foundations	20	-	-
21. Component Units	21	-	-
TOTAL APPROPRIATION	22	11,464,123	11,464,123

Date of Adoption Signature of Board President

CAPROCK ACADEMY
2026-2027 WORKING BUDGET
BOARD SUMMARY

ANNUAL BUDGET

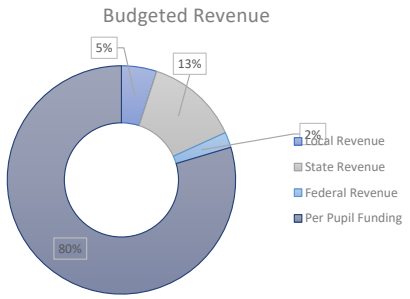
	FY25 AUDIT	FY26 ADOPTED BUDGET	FY26 AMENDED BUDGET	FY26 EST'D YE ACTUALS	FY27 WORKING BUDGET	
Revenue						
Local Revenue	718,002	537,500	592,500	615,671	537,500	-9%
State Revenue	1,428,756	1,519,113	1,563,211	1,354,885	1,511,586	-3%
Federal Revenue	180,581	162,263	258,009	258,009	297,813	15%
Per Pupil Funding	9,501,740	9,484,806	9,428,509	9,428,106	8,850,298	-6%
Total Revenue	**11,829,078**	**11,703,681**	**11,842,229**	**11,656,670**	**11,197,196**	-5%
Expenditures						
Salaries	5,531,831	5,320,833	5,381,972	5,381,972	4,917,352	-9%
Employee Benefits	1,981,431	2,350,711	2,367,738	2,198,639	2,325,227	-2%
Purchased Professional and Technical Services	649,910	563,649	595,854	616,854	602,638	1%
Purchased Property Services	340,834	330,250	330,250	330,250	325,597	-1%
Other Purchased Services	427,053	657,691	656,125	643,419	674,910	3%
Supplies	773,192	828,136	783,936	714,287	694,967	-11%
Property	138,381	73,597	318,897	387,415	386,123	21%
Other Objects	881,435	924,856	868,131	845,115	903,001	4%
Other Uses of Funds	480,000	501,667	501,667	500,000	526,667	5%
Total Expenditures	**11,204,068**	**11,551,389**	**11,804,568**	**11,617,951**	**11,356,482**	-4%
Other Revenue	**110,833**	**142,100**	**106,050**	**106,050**	**107,641**	
Other Expenditures	**133,441**	**142,100**	**106,050**	**106,050**	**107,641**	
Transfers	-	-	-	-	-	n/a
Loan Proceeds	-	-	-	-	-	n/a
Change in Fund Balance	$ 602,403	$ 152,292	$ 37,660	$ 38,719	$ (159,286)	-523%
Beginning Fund Balance	$ 5,665,044	$ 5,794,373	$ 6,267,447	$ 6,267,447	$ 6,305,107	
Nonspendable Fund Balance	71,624	-	-	-	-	
TABOR Reserve	344,294	339,710	342,367	342,367	324,516	
Committed Fund Balance	-	-	-	-	-	
CSI SPED Reserve	-	83,000	85,300	85,300	76,200	
Unassigned Fund Balance	5,851,529	5,523,955	5,877,440	5,878,499	5,745,105	
Ending Fund Balance	$ 6,267,447	$ 5,946,665	$ 6,305,107	$ 6,306,166	$ 6,145,821	

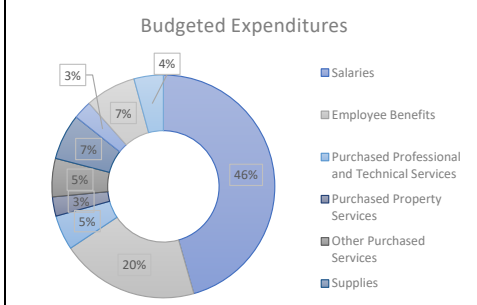
MAJOR ASSUMPTIONS

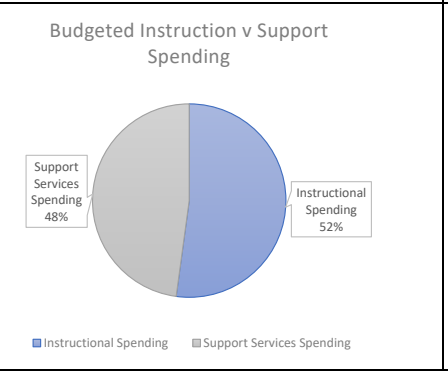
Total Enrollment	888.0	830.0	780.0	780.0	762.0
Funded Pupil Count	880.4	830.0	854.5	854.5	802.1
Per Pupil Revenue (PPR)	10,788	11,051	11,034	11,034	11,034
Change in PPR	6.89%	2.43%	2.28%	2.27%	0.00%
Staff (FTE)	162.25	131.90	130.60	130.60	116.70

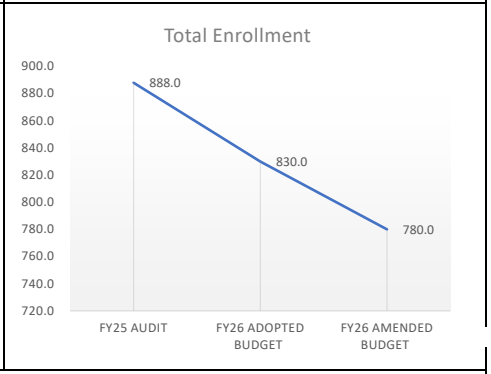
OPERATING METRICS

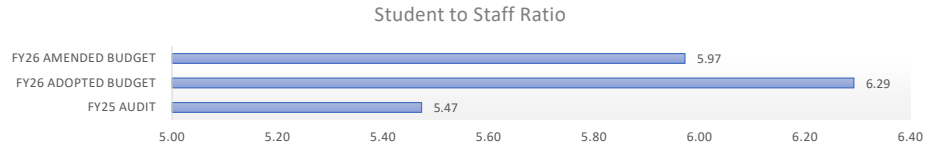
Debt Burden Ratio (DBR)	8.88	8.78	8.89	8.86	8.39
Operating Reserve Ratio (ORR)	0.55	0.51	0.53	0.54	0.54
Operating Margin Ratio (OMR)	0.05	0.01	0.00	0.00	(0.01)
Change in Fund Balance Ratio (CFBR)	0.11	(0.05)	0.01	0.01	(0.03)
Days of Unassigned Reserves Hand	188.38	172.42	180.11	183.01	182.92
Estimated Debt Service Coverage Ratio	1.45	1.11	1.16	0.88	1.11
Facility Payment as % of Revenue	0%	0%	0%	0%	0%
Total Facility Costs as % of Revenue	4%	5%	5%	5%	5%
Instructional Spending			52%	0%	0%
Support Services Spending			48%	100%	100%
Salaries & Benefits as % of Total Budget	67%	66%	66%	65%	64%
Student:Staff Ratio	5.47	6.29	5.97	5.97	6.53

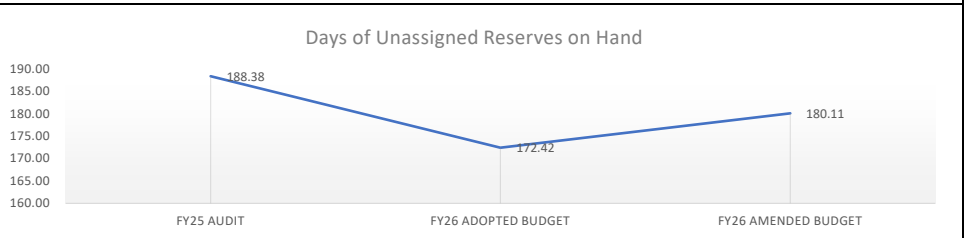












		FY27 WORKING BUDGET
CAPROCK ACADEMY		**General Fund**
WORKING BUDGET		
Adopted April 6, 2026		
Budgeted Pupil Count	**Object Source**	**762**
Beginning Fund Balance (Includes All Reserves)		6,305,107
Revenues		
Local Sources	1000 - 1999	645,141
FY25 PROPOSED BUDGET	2000 - 2999	-
Be it further resolved, that the use of this portion of the beginning fund balance for the purposes	3000 - 3999	1,511,586
Federal Sources	4000 - 4999	297,813
Total Revenues		2,454,539
Total Beginning Fund Balance and Reserves		8,759,646
Total Allocations To/From Other Funds	5600,5700, 5800	8,850,298
Transfers To/From Other Funds	5200 - 5300	-
Other Sources	5100,5400, 5500,5900, 5990, 5991	-
Available Beginning Fund Balance & Revenues (Plus Or Minus (If Revenue) Allocations And Transfers)		17,609,944
Expenditures		
Instruction - Program 0010 to 2099		
Salaries	0100	3,579,169
Employee Benefits	0200	1,692,452
Purchased Services	0300,0400, 0500	243,043
Supplies and Materials	0600	544,029
Property	0700	38,000
Other	0800, 0900	60,000
Total Instruction		6,156,693
Supporting Services		
Students - Program 2100		
Salaries	0100	391,259
Employee Benefits	0200	185,011
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Students		576,270
Instructional Staff - Program 2200		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	60,096
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Instructional Staff		60,096
General Administration - Program 2300, including Program 2303 and 2304		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	490,496
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	8,961
Total School Administration		499,456
School Administration - Program 2400		
Salaries	0100	617,182
Employee Benefits	0200	291,842
Purchased Services	0300,0400, 0500	343,029
Supplies and Materials	0600	45,675
Property	0700	48,123
Other	0800, 0900	25,756
Total School Administration		1,371,605
Business Services - Program 2500, including Program 2501		

		FY27 WORKING BUDGET
CAPROCK ACADEMY		**General Fund**
WORKING BUDGET		
Adopted April 6, 2026	**Object**	
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	120,885
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Business Services		120,885
Operations and Maintenance - Program 2600		
Salaries	0100	219,433
Employee Benefits	0200	103,762
Purchased Services	0300,0400, 0500	325,597
Supplies and Materials	0600	212,904
Property	0700	-
Other	0800, 0900	-
Total Operations and Maintenance		861,696
Student Transportation - Program 2700		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	20,000
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Student Transportation		20,000
Central Support - Program 2800, including Program 2801		
Salaries	0100	44,290
Employee Benefits	0200	20,943
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Central Support		65,233
Other Support - Program 2900		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Other Support		-
Food Service Operations - Program 3100		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Other Support		-
Enterprise Operations - Program 3200		
Salaries	0100	66,019
Employee Benefits	0200	31,218
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Enterprise Operations		97,237
Community Services - Program 3300		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Community Services		-

CAPROCK ACADEMY WORKING BUDGET Adopted April 6, 2026	Object	FY27 WORKING BUDGET General Fund
Education for Adults - Program 3400		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Education for Adults Services		-
Total Supporting Services		3,672,479
Property - Program 4000		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	300,000
Other	0800, 0900	-
Total Property		300,000
Other Uses - Program 5000s - including Transfers Out and/or Allocations Out as an expenditure		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	1,334,951
Total Other Uses		1,334,951
Total Expenditures		11,464,123
APPROPRIATED RESERVES		
Other Reserved Fund Balance (9900)	**0840**	
Other Restricted Reserves (932X)	**0840**	
Reserved Fund Balance (9100)	**0840**	
District Emergency Reserve (9315)	**0840**	
Reserve for TABOR 3% (9321)	**0840**	
Reserve for TABOR - Multi-Year Obligations (9322)	**0840**	
Total Reserves		-
Total Expenditures and Reserves		11,464,123
BUDGETED ENDING FUND BALANCE		
Non-spendable fund balance (9900)	**6710**	-
Restricted fund balance (9990)	**6720**	-
TABOR 3% emergency reserve (9321)	**6721**	324,516
TABOR multi year obligations (9322)	**6722**	-
District emergency reserve (letter of credit or real estate) (9323)	**6723**	-
Colorado Preschool Program (CPP) (9324)	**6724**	-
Full day kindergarten reserve (9325)	**6725**	-
Risk-related / restricted capital reserve (9326)	**6726**	-
BEST capital renewal reserve (9327)	**6727**	-
Committed fund balance (9900)	**0000**	-
Committed fund balance (15% limit) (9200)	**6750**	-
Assigned fund balance (9900)	**6760**	76,200
Unassigned fund balance (9900)	**6770**	5,745,105
Net investment in capital assets (9900)	**6790**	-
Restricted net position (9900)	**6791**	-
Unrestricted net position (9900)	**6792**	-
Total Ending Fund Balance		6,145,821
Total Available Beginning Fund Balance & Revenues Less Total Expenditures & Reserves Less Ending Fund Balance (Shall Equal Zero (0))		-
Use of a portion of beginning fund balance resolution required?		**Yes**

Policy AP 10.5 – Graduation Requirements

Caprock Academy will award students their diplomas. Students must earn at least 28 credits to graduate but may have the opportunity to earn 32 credits.

To graduate from Caprock, students must take at least:

- 6 English Credits
- 3 ~~4~~ Math Credits
- 4 Social Science/History Credits
    - At least one Social Science/History credit must be American Government or an equivalent class with a Civics component.
    - The following classes comply with the requirements listed in CRS § 22-1-104.7. Teaching of Holocaust and Genocide Studies
        - American History
        - AP US History
        - European History
        - AP European History
        - Modern History
- 3 Science Credits
- 2 Foreign Language Credits (At least 1 credit of Latin)
    - Note: you must have two consecutive foreign languages to meet the requirement.
- 2 Fine Arts Credits
- 1 Philosophy Credit
- 1 PE Credit
    - Each season of competitive sports will count as .5 PE credits. Additionally, students may earn PE credits for participation in activities such as sports, cheerleading, dance, or marching band at another school or organized club. Participation must meet the requirements of 2 hours per week for 8 consecutive weeks for each .5 credits earned, not to exceed a total of 1 credit hour. Participation with organized clubs must be documented on the organized club's letterhead and signed by the individual in charge of the activity. Participation at other high schools is documented by the Caprock Academy Athletic and Activities Office.
- ½ Technology Credit
- ½ Economics Credit
- ½ Personal Finance
- 4½ Elective Credits

Note: HS students ~~must~~ are encouraged to perform 20 hours of ~~community~~ service to the community per school year (15 hours for community and 5 hours on the school campus). Total ~~volunteer~~ service hours ~~It~~ will be noted on the official transcript ~~that the student has completed XX of 20 hours per school year~~. ~~The Head of School may make a notation that this requirement has been waived due to extenuating circumstances.~~

Graduating high school students will also complete an Individual Career and Academic Plan (ICAP), and they will demonstrate College and Career Readiness through one of the following:

- Meet or exceed the cut score or criteria on a state-approved measure of College and Career Readiness in English and Math by completing one of the options in the table below, OR

- Complete the requirements and goals as listed on a student's Individual Education Plan (IEP), English Language Development Plan (ELDP), or Advanced Learning Plan (ALP), which may include modified content standards.

College and Career Readiness Demonstrations

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in each of the content areas: English and Math.

Measure (Assessment Tool)	**English Cut Score/Criteria**	**Math Cut Score/Criteria**
ACT National college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36.	Score of at least 18 on ACT English	Score of at least 19 on ACT Math
Advanced Placement (AP) AP exams test students' ability to perform at a college level. AP exams which will fulfill this menu option are identified on the accompanying exhibit. Scores range from 1 to 5 (highest).	Score of at least 2	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB) Comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards	Score of at least 31	Score of at least 31

that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.		
SAT College entrance exam that is accepted or required at nearly all four year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.	470 on Evidence-Based Reading and Writing	~~500~~ 480 on Math
District Capstone Project Multifaceted body of work that serves as a culminating academic and intellectual experience for students.	Students will complete a Senior Thesis paper on "What is the Good Life," taking into account learning from English Literature classes from throughout their high school career. Requirements for obtaining a passing grade on the senior Thesis paper will be held by the Caprock Academy English Department and approved by the Head of School.	Students will complete a portfolio in Senior Personal Finance and Economics class incorporating both life skills and mathematical concepts in order to show high school graduate competency in the area of mathematics. Requirements for obtaining a passing grade on the Senior Portfolio will be held by the Caprock Academy Math Department and approved by the Head of School.

[Updated ~~February 2023~~]

State Assessment Administration and Parent Refusal

Purpose

Caprock Academy is committed to academic excellence through the use of high-quality assessments aligned with the Colorado Academic Standards. State-mandated assessments serve as one measure of student learning and provide data that informs instruction, supports continuous improvement, and ensures accountability. This policy outlines procedures for the administration of state assessments and the rights of parents/guardians to refuse participation on behalf of their student, in accordance with C.R.S. § 22-7-1013.

State Assessments and Administration Format

In alignment with Colorado Department of Education (CDE) requirements, all state assessments at Caprock Academy are administered in an online format unless a paper-based format is required as part of a student's Individualized Education Program (IEP), Section 504 Plan, or through other approved accommodations.

The following state assessments are administered at Caprock Academy

- Colorado Measures of Academic Success (CMAS): Grades 3–8 and 11
- Preliminary SAT (PSAT): Grades 9–10
- SAT: Grade 11
- ACCESS for ELLs: Grades K–12 (for Multilingual Learners)
- Alternate ACCESS for ELLs: Grades K–12 (for eligible Multilingual Learners with significant cognitive disabilities)
- Colorado Alternate Assessment (CoAlt): Grades 3–11 (for eligible students with significant cognitive disabilities)

Annual Assessment Calendar Distribution

Caprock Academy shall provide an annual assessment calendar to all parents/guardians. The calendar shall include:

1. A description of all scheduled state and local assessments
2. An indication of whether each assessment is required by federal law, required by state law, or selected by the school
3. The administration dates or testing windows for each assessment

4. A brief explanation of the purpose of each assessment and how results are used by CDE and the school to support student learning and school improvement

The assessment calendar shall also be posted on the school's website at the beginning of the academic year for ongoing public access.

Parent/Guardian Refusal of State Assessments

Parents/guardians have the legal right to refuse participation in one or more of the following state assessments:

- Colorado Measures of Academic Success (CMAS)
- Preliminary SAT (PSAT)
- SAT
- Colorado Alternate Assessment (CoAlt)

There shall be no negative consequences for any student or family who elects to opt out. Specifically:

- Students will not face academic penalties
- Students will not be excluded from classroom instruction, school events, or extracurricular activities
- Students will not be required to stay home on testing days

Caprock Academy shall not engage in any practice that discourages participation in state assessments or encourages families to refuse them.

The refusal process does not apply to the following assessments:

- ACCESS for ELLs/Alternate ACCESS for ELLs
- READ Act early literacy assessments
- Classroom assessments

Refusal Process

To opt their student out of eligible state assessments, parents/guardians must:

1. Submit a signed written notice of refusal (e.g., letter or school-provided refusal form) to the Assessment Coordinator or Head of School.
2. It is recommended that the notice be submitted at least one week prior to the start of the applicable assessment window, when feasible.

Refusal notices shall be:

- Valid for one academic year. A new request must be submitted each year
- Collected and securely maintained by the Assessment Coordinator
- Filed in the student's official school record

Students with a documented refusal shall be supervised during the testing period and may participate in quiet or alternative educational activities as appropriate.

Policy Review and Transparency

This policy was developed in consultation with parents/guardians and shall be reviewed and updated as needed to ensure continued alignment with CDE guidance and applicable state law.

The policy shall be posted on the school's website and made available in hard copy upon request.

Questions regarding this policy may be directed to the Assessment Coordinator or Head of School.

Adopted: April, 2026

LEGAL REFERENCE:

C.R.S. § 22-7-1013 – Assessment Administration and Parent Refusal

CAPROCK ACADEMY
CHARACTER. ACCOUNTABILITY. ACADEMICS.

CAPROCK ACADEMY FEE SCHEDULE 2026-2027

Fee Type	Fee $	Fee Purpose	Activity or item from which student will be excluded to student, if fee is not paid	
STUDENT/CLASS FEES				
Annual Student Fee Kindergarten through 6th Grade	$ 100.00	Fees are due upon enrollment or re-enrollment for each school year. Fees provide additional learning opportunities to classrooms, including Fine Arts.	This fee is voluntary; however, if paid, it is non-refundable should the student withdraw prior to the end of the school year.	
Annual Student Fee 7th - 12th Grade	$ 125.00	Fees are due upon enrollment or re-enrollment for each school year. Fees provide additional learning opportunities to classrooms, including Fine Arts.	This fee is voluntary; however, if paid, it is non-refundable should the student withdraw prior to the end of the school year.	
Annual Student Fee - Senior Fee High School Graduation Attire	$ 65.00	For High School Seniors, an additional fee is collected for graduation items (cap, gown, tassel, cord(s), diploma, etc.)	This fee is required in order for the student to be provided with their graduation items.	Increased fee based on actual cost of items provided to seniors.
~~Class Fee - High School Choir Uniform~~	~~Varies~~	~~This fee covers the expense of the uniform that is required for performing and at competitions.~~	~~The uniform is required in order to participate in performances and competitions.~~	Removed fee, as it is no longer used and has not been utilized for many years.
Class Fee - Science Lab Fee 5th - 12th Grade	$ 15.00	This fee applies to students in grades 5–12 enrolled in science course(s) and covers required lab supplies for the school year.	This fee is required to provide students with necessary classroom lab supplies.	Added and approved by Matt, for the 26-27 school year.
Class Fee - High School PE Uniform Fee	$ 28.00	This fee applies to students enrolled in PE and covers the required uniform items for the class.	Students enrolled in high school PE are required to wear the approved PE uniform daily in order to participate in class.	Increased Fee from $26 to $28 based on actual cost
Class Fee - High School PE Uniform Shorts Replacement Fee/Additional Uniform Fee	Shirts $12.00 Shorts $16.00	This fee applies to PE students who lose their uniform or wish to purchase an additional uniform. The fee is charged per uniform item (top and bottom sold separately).	Students enrolled in high school PE are required to wear the approved PE uniform daily in order to participate in class.	Updated language and fees based on actual cost
EXTRACURRICULARS				
Extracurricular - Academic Team Travel Competition Travel Fees	Varies	To cover a portion of the cost of providing academic team travel to state or national competitions based on travel costs at the time of qualifying.	In order to participate in academic team travel students are required to pay fee.	
Extracurricular - High School Knowledge Bowl Fee	$ 110.00	This fee helps cover a portion of providing extracurricular academic opportunities to students. It also covers a portion of regular season travel opportunities (including overnight lodging, food, and other travel expenses).	In order to participate in Knowledge Bowl, students are required to pay the fee. Students will not be able to participate if the fee is not paid.	Added the fee to participate back per J. Savoya and D. Albert. This fee is very similar to an athletic particiation fee. We are still leaving the line item on the fee schedule about the competition travel fees as "Varies" as that will cover any additional fees for competitions that go beyond the state level.
Extracurricular - High School Latin National Latin Honor Society Fee	$ 3.00	Yearly membership fee if the student is nominated to the National Latin Honor Society.	Student will not be able to register for membership if the fee is unpaid.	
~~Extracurricular - Math Counts~~	~~$ 15.00~~	~~Yearly Fee~~	~~Student will not be able to participate.~~	Removed Club Specific line item, and will make it more broad.
Extracurricular - Clubs	Varies	Participation in certain clubs may require a student fee. Fees are used to support club activities and may cover expenses such as supplies, dues, snacks, and other related costs.	Student will not be able to participate if club fee is unpaid.	Reworded this so it is more broad and can cover all possible extracurricular clubs.
Extracurricular - National History Day Local Competition Submittal Fee	$ 10.00	~~To cover a portion of the cost of providing National History Day competition opportunities to middle school students.~~	~~In order to participate in National History Day local competition, students are required to pay fee.~~	Update Column C to: "This fee covers student registration for the National History Day Regional Competition. Caprock Academy will register qualifying students and submit payment on their behalf." Update Column D to: "Participation in the National History Day local competition is contingent upon payment of the required fee."

Fee Type	Fee $	Fee Purpose	Activity or item from which student will be excluded to student, if fee is not paid
Extracurricular - National History Day Local Competition Submittal Fee	$ 10.00	This fee covers student registration for the National History Day Regional Competition. Caprock Academy will register qualifying students and submit payment on their behalf.	Participation in the National History Day local competition is contingent upon payment of the required fee.
Extracurricular - National Honor Society	$ 20.00	Yearly Fee	Required to participate, must be paid by October 1st, or student will be placed on probation and unable to attend meeting or events.
Extracurricular - National Junior Honor Society	$ 20.00	Yearly Fee	Required to participate, must be paid by October 1st, or student will be placed on probation and unable to attend meeting or events.
MISCELLANEOUS			
Miscellaneous - Lock Replacement Fee 4th - 8th Grade	$ 10.00	To cover the cost of replacement.	
Miscellaneous - Locker Damage Fee	$ 200.00	To cover the cost of repairing or replacing the locker if needed.	
Miscellaneous - Locker Combination Change Fee 9th - 12th Grade	$ 25.00	To cover the cost of changing the combination	
Miscellaneous - Lock Replacement Fee 9th - 12th Grade	$ 30.00	To cover the cost of replacement.	
Miscellaneous - Lost/Damaged Book or Item Fee	Varies	To cover book or item replacement. Fee varies based on the cost of book or item.	Fee will remain on family account until the lost item is returned or paid. If the item is damaged, the fee will remain on the account until it is paid.
Miscellaneous - Returned Check Fee and/or Declined ACH Fee	Varies	This fee will cover the cost assessed to Caprock Academy for any returned check or declined ACH.	
Miscellaneous - Student ID Replacement Fee	$ 5.00	The fee will cover the cost of student ID card replacement.	Replacement ID will not be provided.
~~Miscellaneous - Student Planner Replacement Fee~~	~~$ 5.00~~	~~This fee will cover the cost of replacement.~~	~~Planner will not be provided.~~
Miscellaneous - Student Planner Replacement Fee (Grades 1-6)	$ 5.00	This fee will cover the cost of replacement.	Planner will not be provided.
Records - Cumulative File	$ 32.00	Fee of $32.00 per cumulative file copy.	Cumulative file will not be provided.
Records - CORA Records Requests	$ 41.37	Hourly Rate for a request that requires more than 1 hour.	Please see Colorado Open Records Act (CORA) fees as posted at www.caprockacademy.org and in the school office. Caprock Academy will provide an estimate of costs for large requests and may require prepayment before any action on the request begins, including the release of documents.
	$ 0.25	Cost per page for all documents copied	
	Actual Cost	Actual costs for USB drives, postage, or specialized staff time to produce the records may apply.	
Records - Transcripts for Alumni	$ 5.00	Fee of $5.00 per transcript copy will be applied to alumni after June 30th of their graduating year.	Transcript will not be provided.
TECHNOLOGY			
Technology - Calculator Rental	$ 30.00	To cover a portion of the cost of providing calculator rentals to students.	Calculator will not be provided.
Technology - Calculator Replacement Fee	$ 130.00	This fee will be charged if the assigned calculator is not returned or if damaged.	If calculator replacement fee is not paid, student will not be able to rent a calculator in the future.
Technology - IPod Rental	$ 30.00	To cover a portion of the cost of providing iPod rentals to students.	iPod will not be provided.

Updated language so it is more clear and concise.

Needs to be reworded. No longer providing school issued planners to all students, only those in grades 1-6

Reworded to include grade 1-6 only.

Maximum Hourly Fee was updated to reflect CO Department of Labor & Employment fee increase effective July 1, 2024. Also updated the per page copy fee as well as the acutal cost for USB drives, postage, or specialized staff time to produce records.

Fee Type	Fee $	Fee Purpose	Activity or item from which student will be excluded to student, if fee is not paid	
Technology - iPod Replacement Fee	$ 79.00	This fee will be charged if the assigned iPod is not returned or if damaged.	If iPod replacement fee is not paid, student will not be able to rent an iPod in the future.	
Technology - Student Computer Replacement Fee	Varies	To cover the replacement cost of the computer, plus expenses incurred for setting up the device.		
Technology - Student Wireless Hot Spot Replacement Fee	Varies	To cover the replacement cost of the wireless hot spot.		
ATHLETICS				
Athletics - Elementary School Basketball Program Kindergarten - 6th Grade	Varies	This fee helps cover a portion of providing athletic opportunities to students as well as providing a team shirt to each participant.	In order to participate in this program, students are required to pay the fee. Students will not be able to participate fee is not paid.	
~~Athletics - Middle School Boys Basketball~~	~~$ 100.00~~	~~This fee helps cover a portion of providing athletic opportunities to students. It also covers a portion of travel opportunities and refereeing expenses.~~	~~In order to participate in athletic programs, students are required to pay the fee. Students will not be able to participate in future athletic programs if current fee is not paid.~~	**Combined all middle school athletics into one to consolodate space.**
~~Athletics - Middle School Girls Basketball~~	~~$ 100.00~~			
~~Athletics - Middle School Track & Field~~	~~$ 100.00~~			
~~Athletics - Middle School Volleyball~~	~~$ 100.00~~			
Athletics - Middle School	$ 100.00	This fee helps cover a portion of providing athletic opportunities to students. It also covers a portion of travel opportunities and refereeing expenses.	In order to participate in athletic programs, students are required to pay the fee. Students will not be able to participate in future athletic programs if current fee is not paid.	**Combined all middle school athletics into one to consolodate space.**
Athletics - Middle School Non-Caprock Academy enrolled students	$ 150.00	This fee helps cover a portion of providing athletic opportunities to students. It also covers a portion of travel opportunities and refereeing expenses.	In order to participate in athletic programs, students are required to pay the fee. Students will not be able to participate in future athletic programs if current fee is not paid.	**Added per Dylan and Jessica so we are in allignment with D51 charging more for non-enrolled students**
Athletics - Middle School Uniform Replacement Fee	$ 53.00	This fee will be charged if the assigned uniform(s) is not returned or if damaged. This fee is per uniform. Students may be issued two, or more uniforms. The fee applies to each uniform that is not returned or damaged.	If uniform replacement fee is not paid, student will not be able to participate in future athletic programs.	
Athletics - Athletic Team Travel National Competition Travel Fees	Varies	To cover a portion of the cost of providing athletic team travel to national competitions based on travel costs at the time of qualifying.	In order to participate in athletic team travel students are required to pay fee.	
~~Athletics - High School Boys Basketball~~	~~$ 200.00~~	~~This fee helps cover a portion of providing athletic opportunities to students. It also covers a portion of travel opportunities (including overnight lodging, food, and other travel expenses) and refereeing expenses.~~	~~In order to participate in athletic programs, students are required to pay the fee. Students will not be able to participate in future athletic programs if current fee is not paid.~~	**Combined all high school athletics into one to consolodate space, with the exception of Ice Hockey.**
~~Athletics - High School Boys Soccer~~	~~$ 200.00~~			
~~Athletics - High School Cross Country~~	~~$ 200.00~~			
~~Athletics - High School Girls Basketball~~	~~$ 200.00~~			
~~Athletics - High School Hockey~~	~~$ 1,200.00~~			
~~Athletics - High School Track & Field~~	~~$ 200.00~~			
~~Athletics - High School Volleyball~~	~~$ 200.00~~			
~~Athletics - High School Volleyball~~	~~$ 200.00~~			
Athletics - High School **Ice Hockey is excluded, as they have their own fee*	$ 200.00	This fee helps cover a portion of providing athletic opportunities to students. It also covers a portion of travel opportunities (including overnight lodging, food, and other travel expenses) and refereeing expenses.	In order to participate in athletic programs, students are required to pay the fee. Students will not be able to participate in future athletic programs if current fee is not paid.	**Combined all high school athletics into one to consolodate space, with the exception of Ice Hockey.**
Athletics - High School Ice Hockey *Fee is for Caprock Academy enrolled students and non-Caprock Academy students	$ 1,200.00	This fee helps cover a portion of providing athletic opportunities to students. It also covers a portion of travel opportunities (including overnight lodging, food, and other travel expenses) and refereeing expenses	In order to participate in athletic programs, students are required to pay the fee. Students will not be able to participate in future athletic programs if current fee is not paid.	**Seperated Ice Hockey out from the rest of HS Athletics because fee is higher.**

Fee Type	Fee $	Fee Purpose	Activity or item from which student will be excluded to student, if fee is not paid	
Athletics - High School Non-Caprock Academy enrolled students **Ice Hockey is excluded, as they have their own fee*	$ 250.00	This fee helps cover a portion of providing athletic opportunities to students. It also covers a portion of travel opportunities (including overnight lodging, food, and other travel expenses) and refereeing expenses	In order to participate in athletic programs, students are required to pay the fee. Students will not be able to participate in future athletic programs if current fee is not paid.	**Combined all high school athletics into one to consolodate space, with the exception of Ice Hockey.**
~~Athletics - High School Uniform Replacement Fee~~	~~$ 106.00~~	~~This fee will be charged if the assigned uniform(s) is not returned or if it is damaged. This fee is per uniform. Students may be issued two, or more uniforms. The fee applies to each uniform that is not returned or damaged.~~	~~If uniform replacement fee is not paid, student will not be able to participate in future athletic programs.~~	**If Ice Hockey Sweater & Breezers are the same cost to replace, we can eliminate the individual one and combine to save space.**
~~Athletics - High School Hockey Uniform Replacement Fee Sweater & Breezers~~	~~$ 106.00~~			
Athletics - High School Uniform Replacement Fee	$ 106.00	This fee will be charged if the assigned uniform(s) is not returned or if it is damaged. This fee is per uniform. Students may be issued two, or more uniforms. The fee applies to each uniform that is not returned or damaged.	If uniform replacement fee is not paid, student will not be able to participate in future athletic programs.	**Combined to consolodate space.**

Additional Extracurricular Activities/Clubs

If a new extracurricular club or activity is started after this fee schedule is approved, please note that associated fees will be determined at that time.

Open Records Request

We recognize the importance of the public's right to access and procure copies of public records, with certain exceptions subject to law under the Colorado Open Records Act (CORA). Fees and charges applicable to records research are posted in the front office and www.caprockacademy.org.

Financial Assistance/Scholarships

Families in need of financial assistance must complete a Family Economic Survey prior to their request. All financial assistance requests must be completed on our website and must be requested prior to the start of each activity or fee. For additional information on financial assistance, or to submit your request, please submit the Scholarship Request Form that can be found on our website.

www.caprockacademy.org
714 24 1/2 Road Grand Junction, CO 81505 970-243-1771

Proposed 2026/2027 BOD Meeting dates

July 14, 2026

August 11, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026

January 12, 2027

February 9, 2027

March 9, 2027

April 13, 2027

May 11, 2027

June 8, 2027

Caprock Academy
Enrollment Advertising Strategy & Implementation

Presented to the Board of Directors
May 2026

Prepared by: Tisha Moore, Director of Communications

This year, we developed and implemented a clear Unique Value Proposition (UVP) to intentionally strengthen awareness, engagement, and retention by communicating who we are and what we offer as a school. Our efforts have focused on helping prospective families understand why Caprock Academy is a strong choice, while also reinforcing that value for our current families.

> *"Caprock Academy provides a tuition-free, classical education where students are seen, challenged, and prepared for what comes next through strong academics, character development, and meaningful teacher attention."*

The work you will see below reflects a coordinated strategy to build trust, increase visibility, and support both enrollment growth and long-term family commitment.

Monthly Open Houses

- Reestablished monthly Open Houses in September 2025 to create consistent, reliable enrollment touchpoints after a gap in the prior year
- Redesigned presentation to clearly communicate our value using updated visuals and simplified, parent-focused messaging
- Implemented multi-channel promotion across website, social media, and the weekly Communique to maximize awareness
- Conducted proactive community outreach, including distribution of 500 flyers and enrollment brochures in targeted local neighborhoods and parks
- Established an RSVP and tracking system to capture prospective family information, monitor attendance, and guide follow-up efforts
- Developed a strategic follow-up process to re-engage non-attendees and guide attendees through next steps using a dedicated enrollment landing page
- Created comprehensive take-home materials to reinforce messaging and support family decision-making
- Enhanced the on-campus experience to reflect a welcoming, organized, and professional environment aligned with our school culture
- Developed year-long Open House marketing materials (May 2026–June 2027) to support ongoing recruitment and community outreach

Enrollment Banners

- Installed new "Now Enrolling" banners in high-visibility locations on 24 ½ Road and G Road to increase community awareness
- Integrated Unique Value Proposition (UVP) messaging to clearly communicate our value to prospective families at first impression
- Placed banners on newly installed fencing to enhance visibility, professionalism, and long-term durability

JW Impact Marketing

- Contracted with JW Impact Marketing for a 90-day engagement to strengthen enrollment strategy and clarify brand positioning
- Developed a clear and compelling Unique Value Proposition (UVP) centered on what families want most—students who are confident, capable, and prepared—and how Caprock Academy uniquely delivers through a classical, character-based education
- Established the UVP as a foundational message across all communications, ensuring consistency from marketing campaigns to internal messaging
- Launched targeted paid social media advertising focused specifically on prospective families, intentionally excluding current families and staff to maximize cost efficiency and reach new audiences
- Conducted a comprehensive messaging audit of the website, print materials, and communications, with immediate implementation of improvements to ensure clarity and alignment
- Developed a direct address video script aligned with both the UVP and the Head of School's authentic voice to strengthen connection and trust with prospective families

14k Media

- Entered into a one-year partnership with 14k Media to elevate visual storytelling through professional photography and videography
- Produced and launched a Direct Address video featured on the homepage, enrollment page, and YouTube to strengthen connection and clearly communicate our value to prospective families
- Built flexibility into the contract to update the Direct Address video with new Head of School leadership, ensuring continued alignment and authenticity
- Secured a library of over 300 professional images to enhance website, advertising, and print materials with consistent, high-quality visuals
- Planned development of a comprehensive brand film featuring staff interviews to further communicate school culture and mission
- Scheduled production of a 30-second commercial to support expanded advertising efforts across television and streaming platforms

Townsquare Media

- Executed multi-phase advertising campaigns to increase community awareness and support enrollment efforts
- Launched Fall campaign with radio and social media advertising to build early awareness during peak decision-making season
- Implemented targeted Holiday radio advertising campaign with high-frequency placements to maintain visibility during a competitive time
- Expanded Spring campaign with an aggressive radio presence on multiple stations to maximize reach and frequency
- Integrated sponsored social media advertising to reinforce messaging across platforms
- Added programmatic audio (streaming) advertising to reach families through modern listening channels and broaden audience exposure

8th Grade Parent Nights

- Parents of current 8th graders and non-caprock 8th graders were invited to attend a special meeting where they could learn more about high school at Caprock Academy.
- Mrs. Arledge created a presentation that focused on what makes Caprock Academy special, discussed the benefits of staying at Caprock both socially and academically.
- Meetings were held in December and in January. January was a very well attended meeting.

Community Outreach & Events

- Expanded presence at local farmers markets, festivals, and community events to increase visibility and direct engagement with prospective families
- Participated in Fruita and Downtown Grand Junction Farmers Markets across multiple seasons to maintain consistent community presence
- Engaged with families at high-traffic events including Fruita Fall Festival, Kids Fest, and the Stand for the Constitution – Choices in Education Fair
- Attended regional employment fairs to support recruitment efforts and increase awareness among potential staff and community members
- Leveraged in-person outreach to build trust, answer questions, and connect directly with families who may not otherwise be aware of Caprock Academy

Intent to Enroll Form & Communication Strategy

- Enhanced Intent to Enroll form to capture more detailed data, including referral sources and how families learned about Caprock Academy
- Implemented structured follow-up system to track and better understand enrollment trends and marketing effectiveness
- Developed a weekly email nurture campaign aligned with our UVP to guide prospective families through the decision-making process
- Reinforced messaging through coordinated weekly social media posts to create consistent, multi-channel engagement
- Established ongoing communication strategy to maintain interest, build confidence, and support enrollment through the first day of school

Blue Outdoor Advertising

- Secured a 12-month directory advertisement at Mesa Mall (Target Wing) to maintain consistent visibility in a high-traffic retail location
- Positioned messaging to promote enrollment and increase awareness among local families
- Planned creative updates to refresh messaging and maintain engagement

GJ Media & Community Partnerships

- Strengthened community presence through Chamber of Commerce partnership
- Secured placements in key Daily Sentinel publications, including Back-to-School and Veterans Day editions
- Leveraged local media channels to increase credibility, awareness, and community connection

Targeted Community Advertising

- Placed full-page advertisement in local dance recital program, reaching over 2,500 families with school-aged children
- Identified and utilized targeted opportunities to connect directly with highly relevant family audiences

Enrollment Yard Signs

- Implemented seasonal yard sign campaign for Spring/Summer 2026 to increase neighborhood-level awareness
- Designed signage to capture attention and reinforce enrollment messaging in targeted areas

Niche Platform Strategy

- Leveraged Niche as a key enrollment platform where families actively research and compare schools
- Recognized as the second leading source of new family awareness, following current family referrals
- Maintained a premium profile to ensure accurate, compelling representation of Caprock Academy
- Protected brand presence by preventing competitor ads on our profile while placing our ads on competitor pages to increase visibility during the decision-making process

Website Strategy & Enhancements

- Refreshed homepage with clear, family-focused messaging aligned to our UVP
- Integrated direct address video to build trust and create a personal connection with prospective families
- Added high-quality professional photography to strengthen visual storytelling and brand perception
- Aligned UVP messaging across key pages, including Enrollment, Who We Are, and Discover Caprock Academy
- Developed new pages to support both prospective and current families, building trust and clearly communicating how we deliver on family expectations

Family Referral Program

- Implemented a structured referral program to leverage current families as trusted ambassadors within the community
- Simplified the referral process to remove barriers and encourage greater participation
- Integrated referral tracking into the Intent to Enroll form to better measure impact and identify trends
- Reinforced the program through consistent communication with current families to maintain awareness and participation
- Aligned referral efforts with overall enrollment strategy, recognizing word-of-mouth as the leading source of new family enrollment
- Designed the program to increase awareness, strengthen community engagement, and support sustainable enrollment growth

Enrollment Source Data (Intent to Enroll Form)

Data collected through the Intent to Enroll form shows how prospective families are finding Caprock Academy and which outreach efforts are most effective. This information helps guide our enrollment strategy and future marketing investments.

Referrals remain the strongest driver of enrollment, underscoring the important role of current families, staff, Board members, and alumni as trusted ambassadors. When combined with existing families, they represent the majority of enrolled students, reinforcing the strength of our community and word-of-mouth connections.

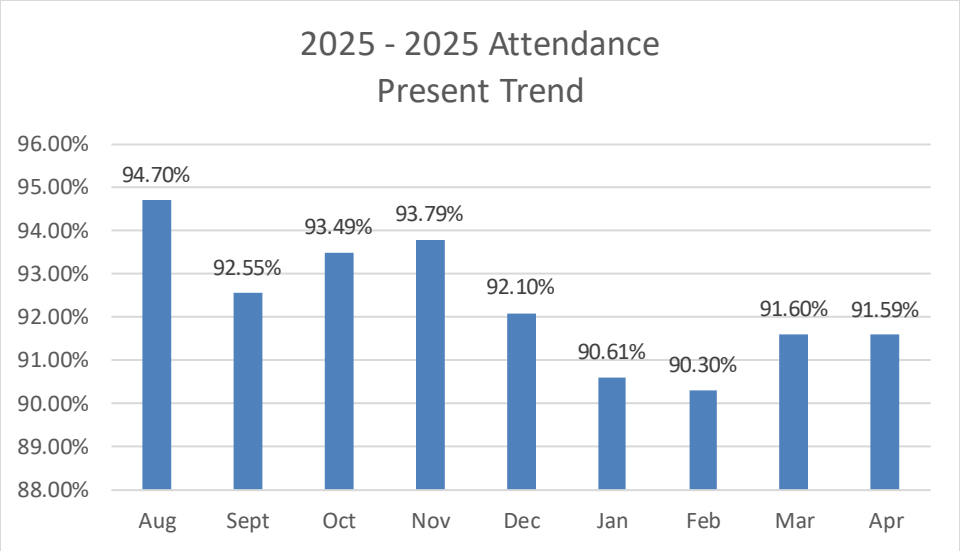
Niche continues to show strong impact, demonstrating high-quality enrollment conversion relative to its volume and reinforcing the importance of a strategic digital presence.

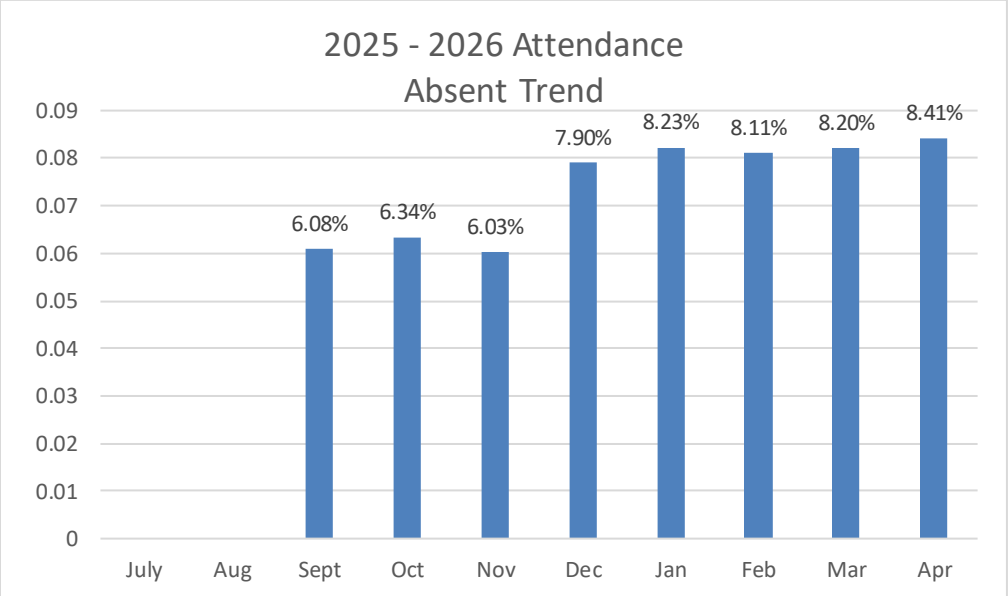
Search engines provide moderate reach but lower conversion, indicating an opportunity for optimization, while social media continues to serve primarily as a brand awareness tool rather than a direct enrollment driver. It is also important to note that conversion tracking can be limited when families do not clearly indicate how they heard about Caprock Academy

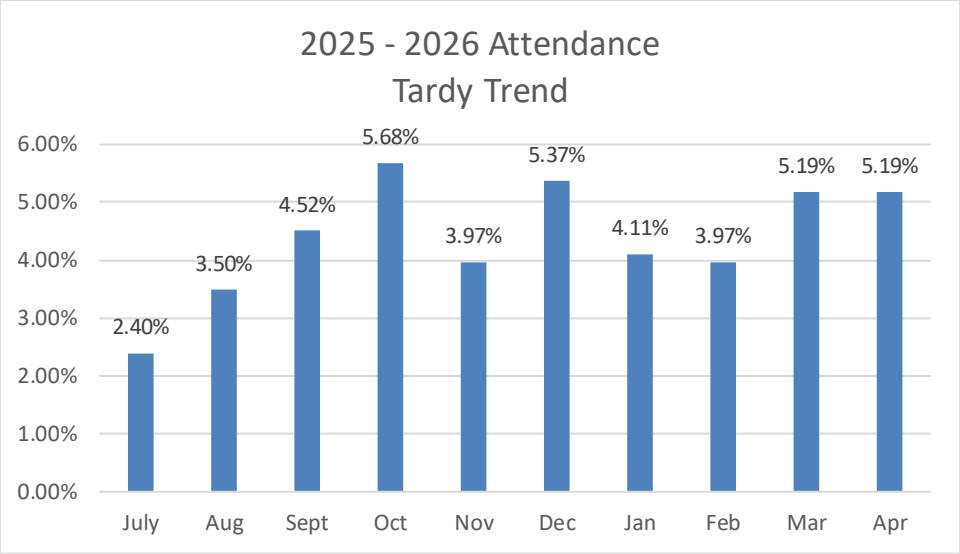
Current Data Snapshot (as of May 5, 2026):

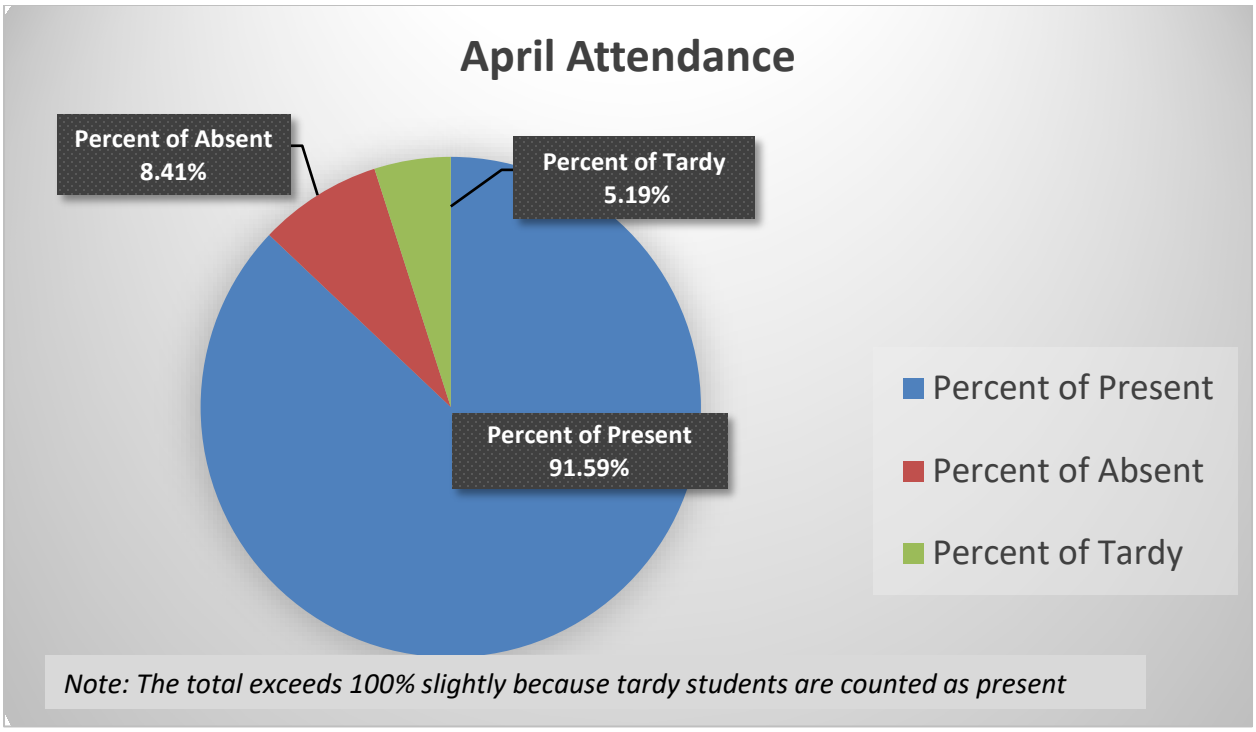
Referral Source	Families Total	Families Enrolled	Students Enrolled	Students Pending	Declined
Existing Families	31	25	25	8	0
Referrals (current families, staff, Board, alumni)	49	29	41	19	12
Niche	6	3	6	1	2
Search Engine	16	6	6	7	5
Other	20	7	8	6	8
Social Media	2	1	1	0	1
No Referral Listed	3	0	0	5	0

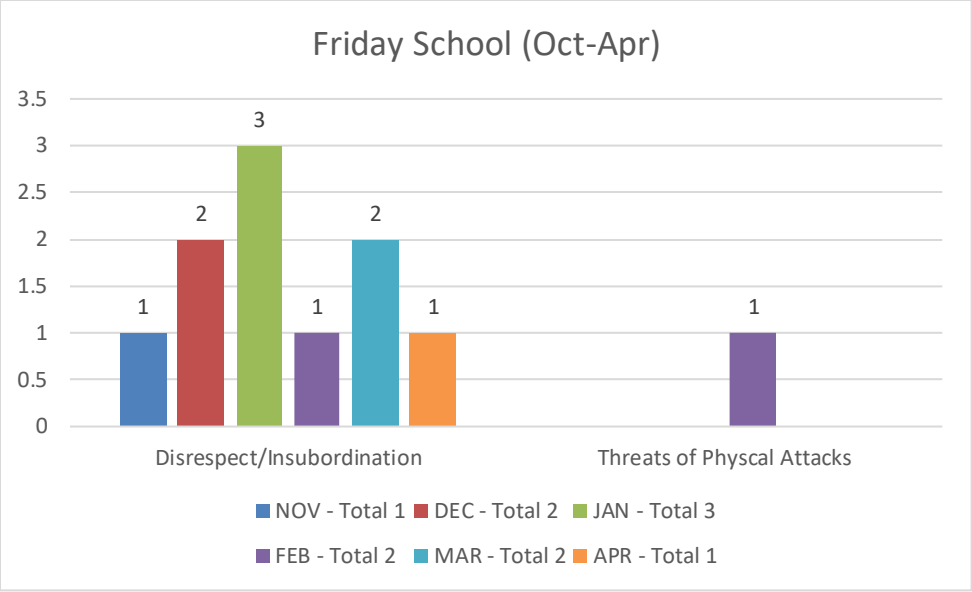
This data will continue to be monitored to refine our approach and ensure we are focusing on the most effective channels.

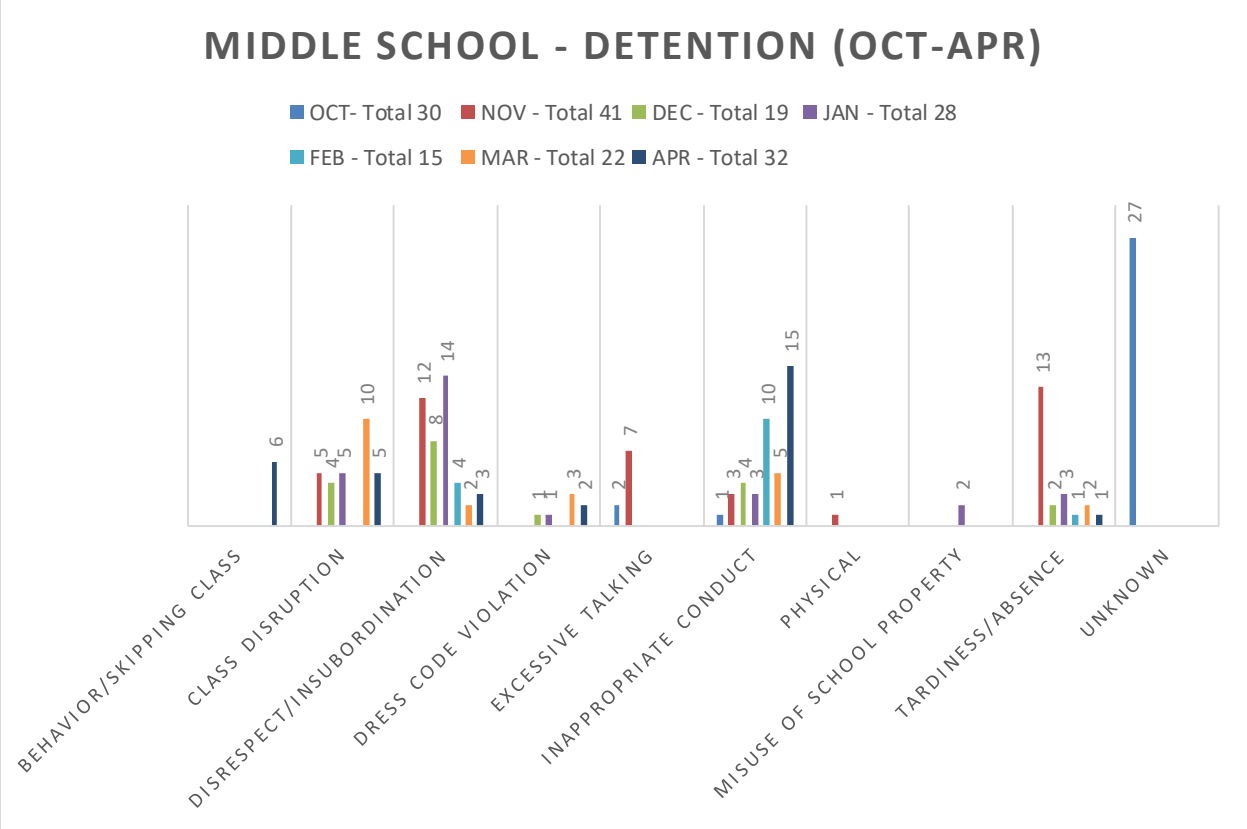

2025 - 2025 Attendance
Present Trend
96.00%
95.00%
94.00%
93.00%
92.00%
91.00%
90.00%
89.00%
88.00%
94.70%
92.55%
93.49%
93.79%
92.10%
90.61%
90.30%
91.60%
91.59%
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr

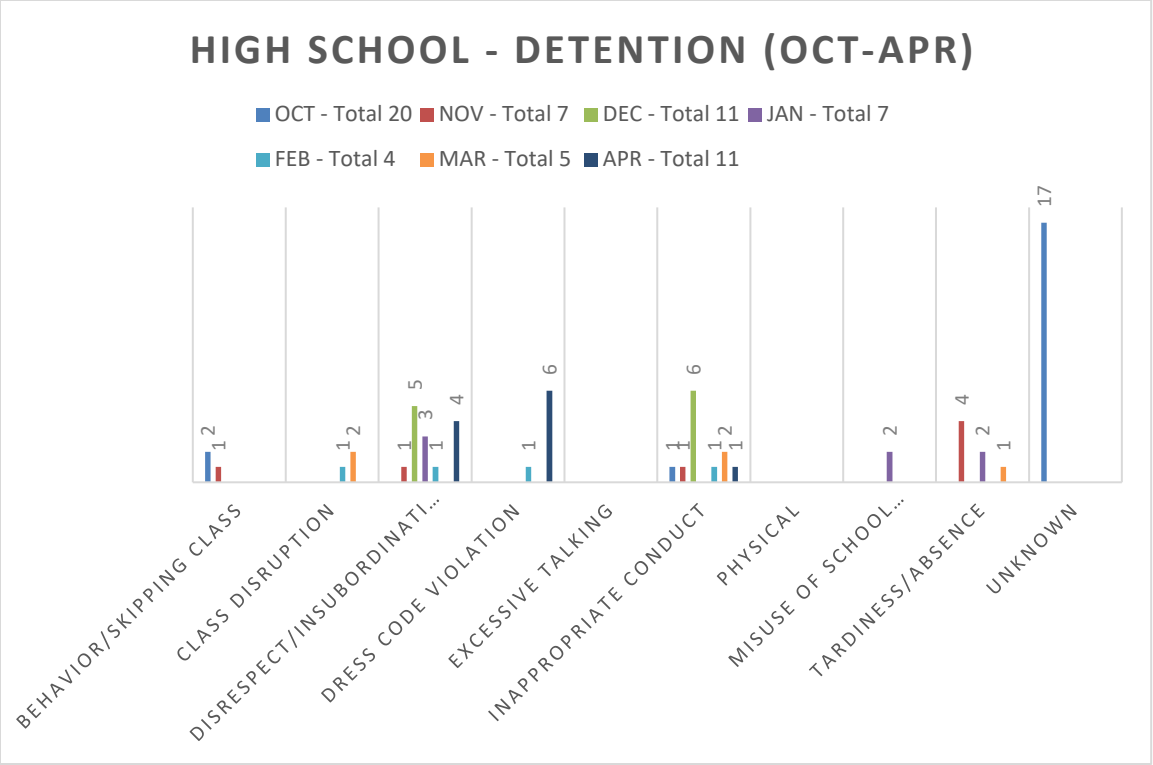

2025 - 2026 Attendance
Absent Trend
0.09
0.08
0.07
0.06
0.05
0.04
0.03
0.02
0.01
0
6.08%
6.34%
6.03%
7.90%
8.23%
8.11%
8.20%
8.41%
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr

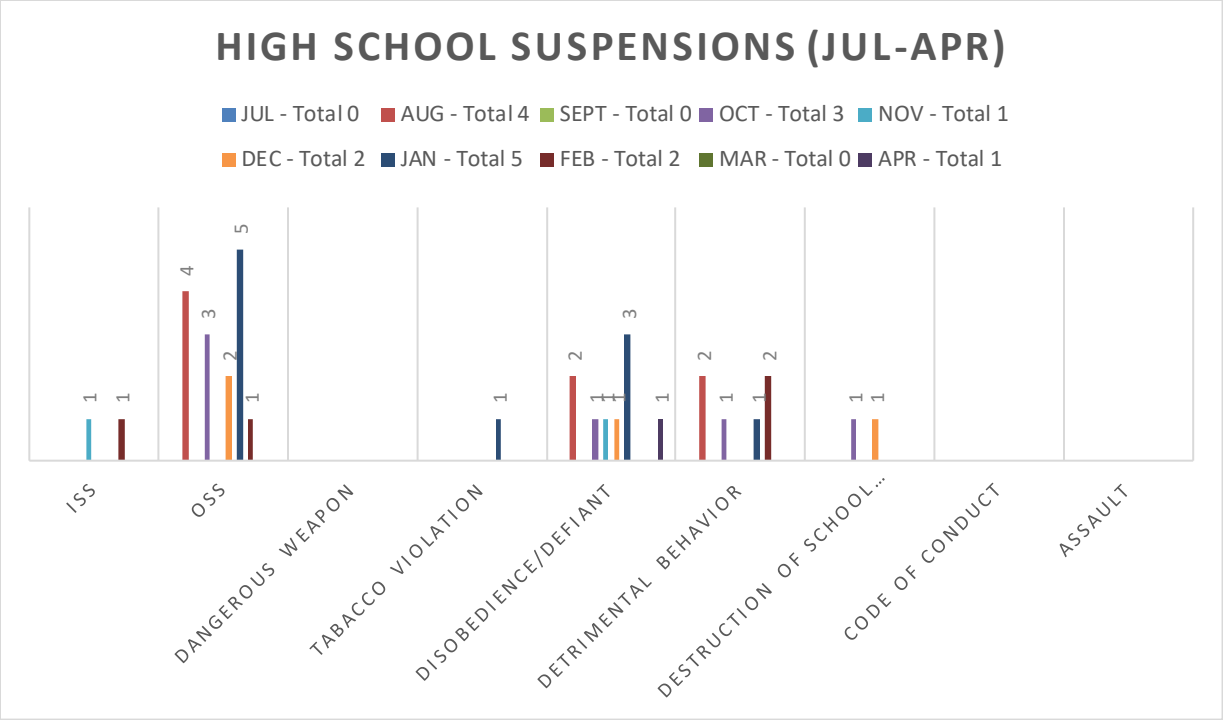

2025 - 2026 Attendance
Tardy Trend
6.00%
5.00%
4.00%
3.00%
2.00%
1.00%
0.00%
2.40%
3.50%
4.52%
5.68%
3.97%
5.37%
4.11%
3.97%
5.19%
5.19%
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr

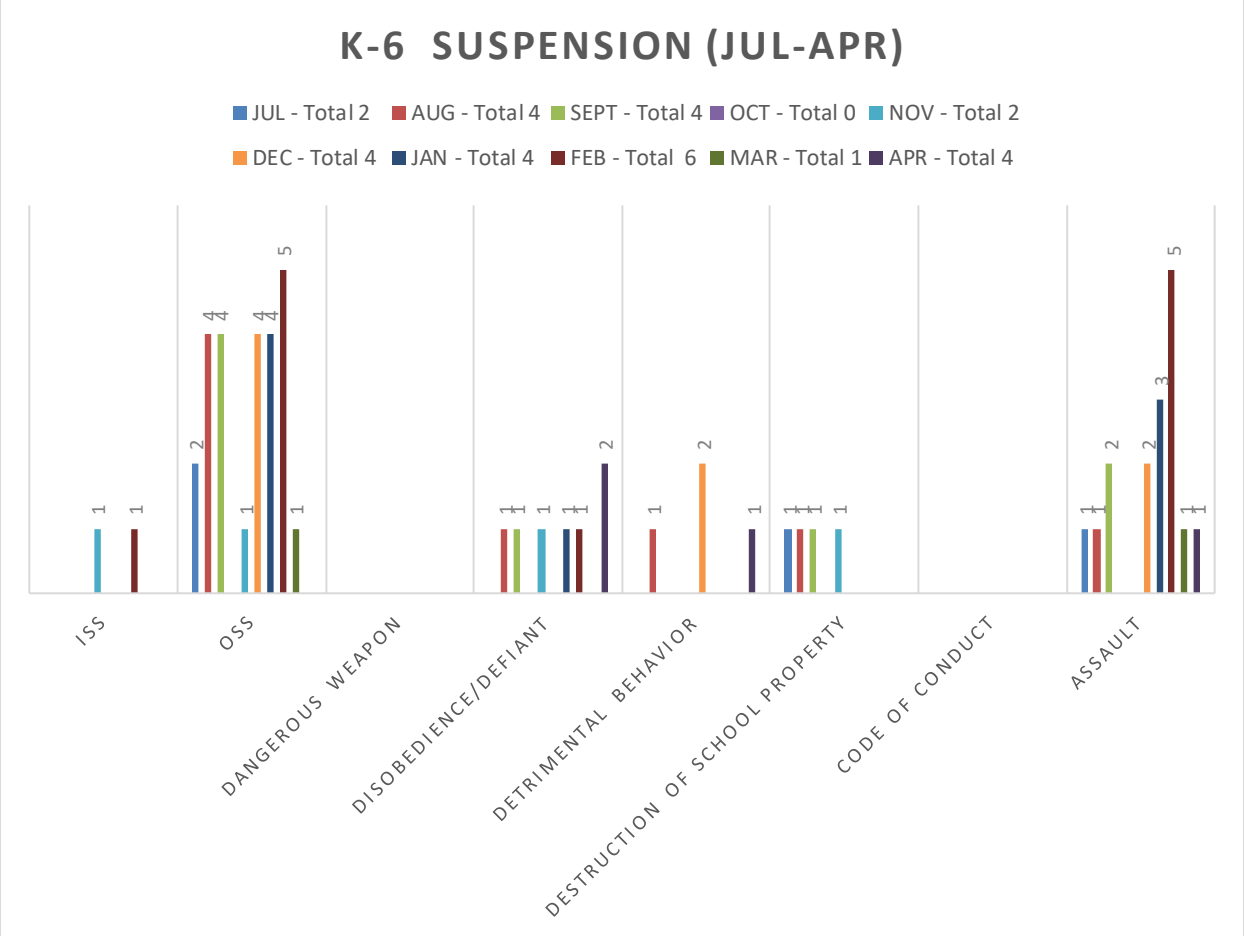

April Attendance
Percent of Absent
8.41%
Percent of Tardy
5.19%
Percent of Present
91.59%
Percent of Present
Percent of Absent
Percent of Tardy
Note: The total exceeds 100% slightly because tardy students are counted as present

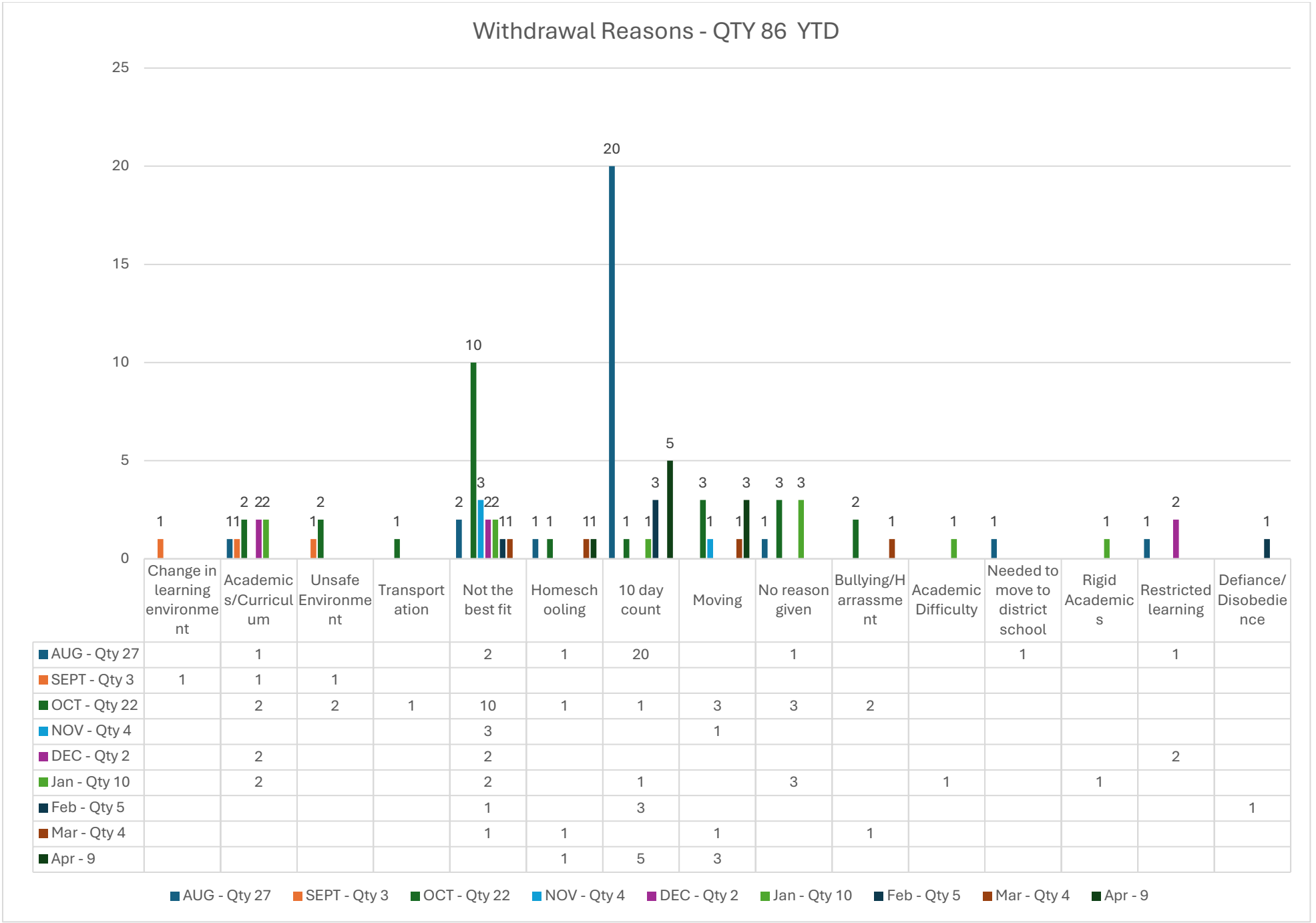

Friday School (Oct-Apr)
3.5
3
2.5
2
1.5
1
0.5
0
1
2
3
1
2
1
1
Disrespect/Insubordination
Threats of Physcal Attacks
NOV - Total 1
DEC - Total 2
JAN - Total 3
FEB - Total 2
MAR - Total 2
APR - Total 1


MIDDLE SCHOOL - DETENTION (OCT-APR)
OCT- Total 30
NOV - Total 41
DEC - Total 19
JAN - Total 28
FEB - Total 15
MAR - Total 22
APR - Total 32
6
5
4
5
10
5
12
8
14
4
2
3
1
1
2
3
2
7
1
3
4
3
10
5
15
1
2
13
2
3
1
2
27
BEHAVIOR/SKIPPING CLASS
CLASS DISRUPTION
DISRESPECT/INSUBORDINATION
DRESS CODE VIOLATION
EXCESSIVE TALKING
INAPPROPRIATE CONDUCT
PHYSICAL
MISUSE OF SCHOOL PROPERTY
TARDINESS/ABSENCE
UNKNOWN

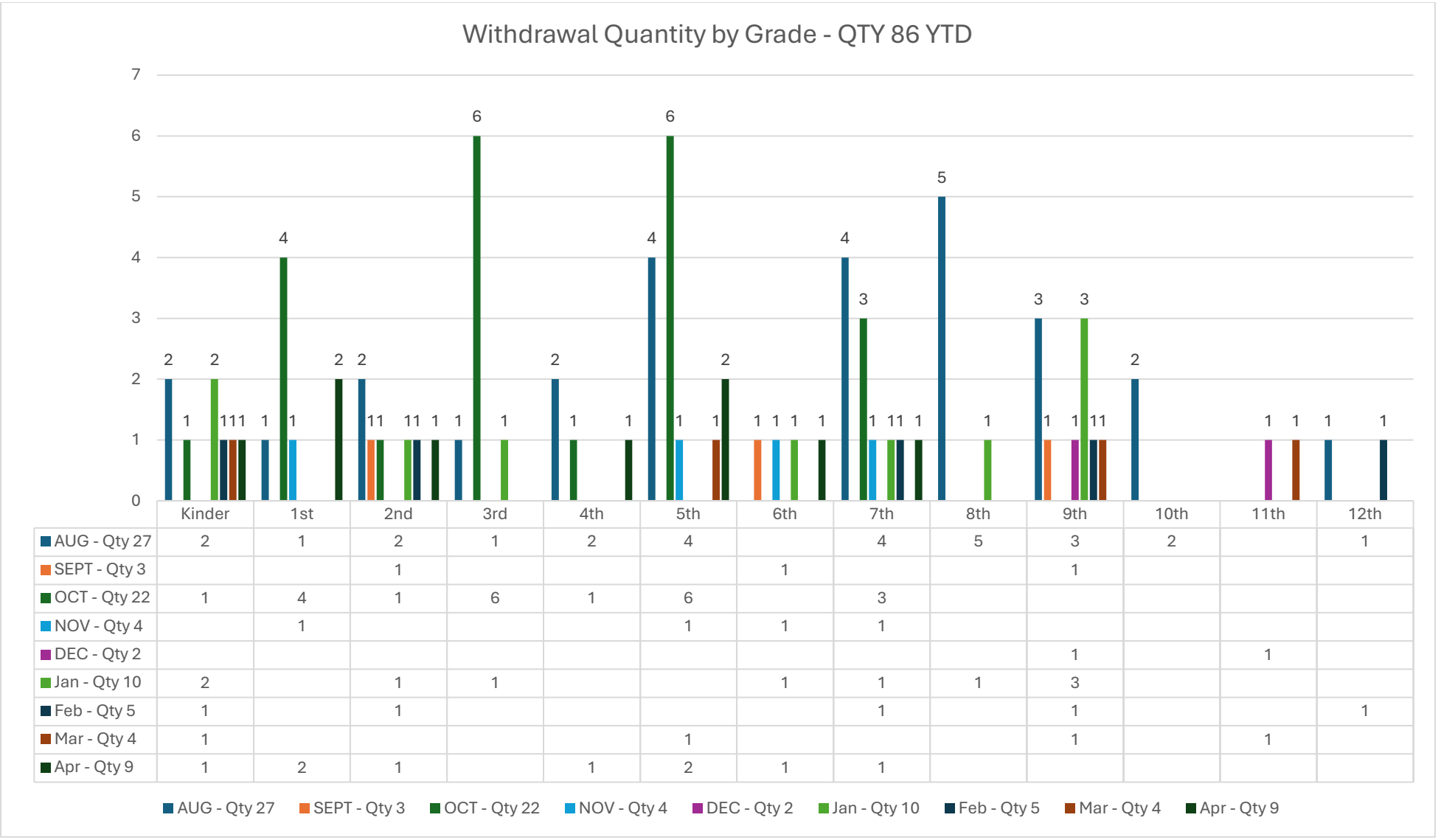

HIGH SCHOOL - DETENTION (OCT-APR)
OCT - Total 20
NOV - Total 7
DEC - Total 11
JAN - Total 7
FEB - Total 4
MAR - Total 5
APR - Total 11
BEHAVIOR/SKIPPING CLASS
CLASS DISRUPTION
DISRESPECT/INSUBORDINATI...
DRESS CODE VIOLATION
EXCESSIVE TALKING
INAPPROPRIATE CONDUCT
PHYSICAL
MISUSE OF SCHOOL...
TARDINESS/ABSENCE
UNKNOWN


HIGH SCHOOL SUSPENSIONS (JUL-APR)
JUL - Total 0
AUG - Total 4
SEPT - Total 0
OCT - Total 3
NOV - Total 1
DEC - Total 2
JAN - Total 5
FEB - Total 2
MAR - Total 0
APR - Total 1
ISS
OSS
DANGEROUS WEAPON
TABACCO VIOLATION
DISOBEDIENCE/DEFIANT
DETRIMENTAL BEHAVIOR
DESTRUCTION OF SCHOOL...
CODE OF CONDUCT
ASSAULT


K-6 SUSPENSION (JUL-APR)
JUL - Total 2
AUG - Total 4
SEPT - Total 4
OCT - Total 0
NOV - Total 2
DEC - Total 4
JAN - Total 4
FEB - Total 6
MAR - Total 1
APR - Total 4
ISS
OSS
DANGEROUS WEAPON
DISOBEDIENCE/DEFIANT
DETRIMENTAL BEHAVIOR
DESTRUCTION OF SCHOOL PROPERTY
CODE OF CONDUCT
ASSAULT

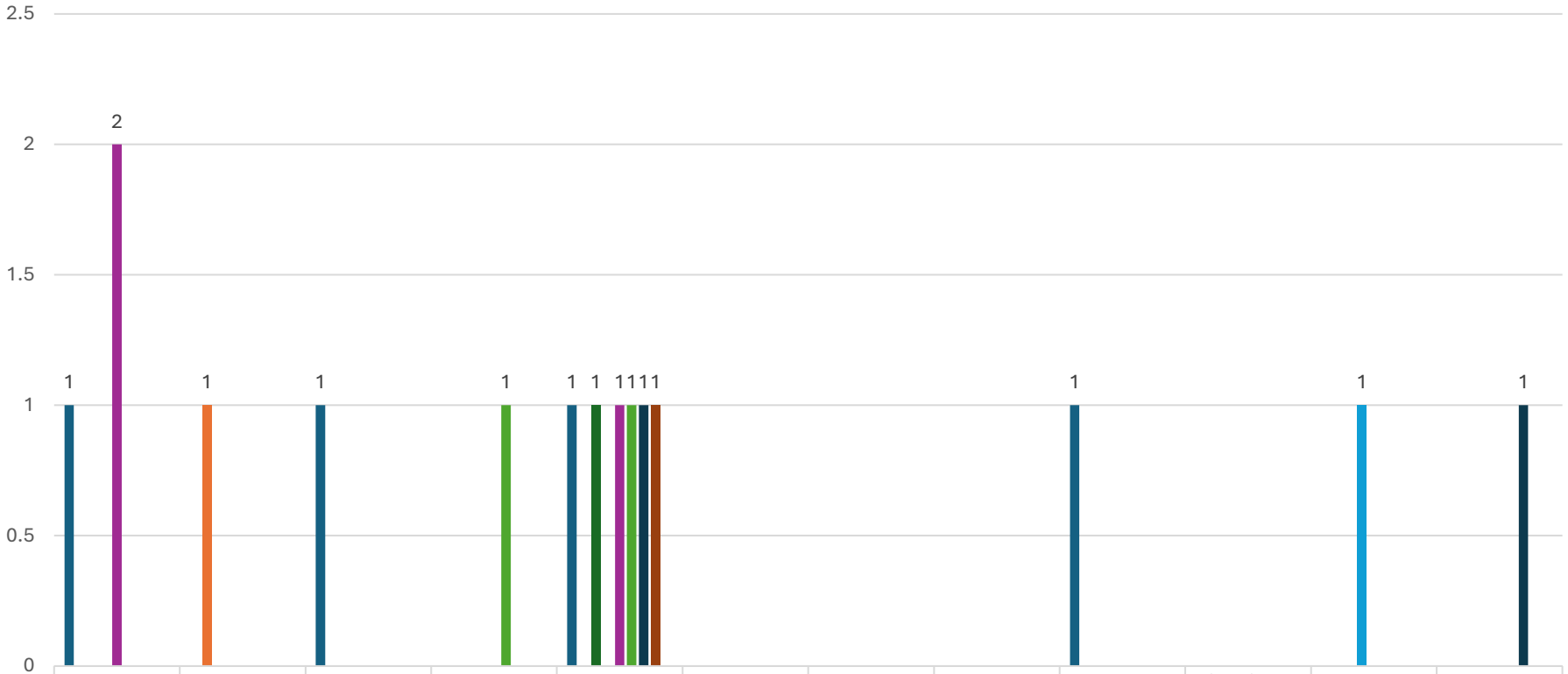


	Change in learning environment	Academics/Curriculum	Unsafe Environment	Transportation	Not the best fit	Homeschooling	10 day count	Moving	No reason given	Bullying/Harassment	Academic Difficulty	Needed to move to district school	Rigid Academics	Restricted learning	Defiance/ Disobedience
AUG - Qty 27		1			2	1	20		1			1		1	
SEPT - Qty 3	1	1	1												
OCT - Qty 22		2	2	1	10	1	1	3	3	2					
NOV - Qty 4					3			1							
DEC - Qty 2		2			2									2	
Jan - Qty 10		2			2		1		3		1		1		
Feb - Qty 5					1		3								1
Mar - Qty 4					1	1		1		1					
Apr - 9						1	5	3							



	Kinder	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
AUG - Qty 27	2	1	2	1	2	4		4	5	3	2		1
SEPT - Qty 3			1				1			1			
OCT - Qty 22	1	4	1	6	1	6		3					
NOV - Qty 4		1				1	1	1					
DEC - Qty 2										1		1	
Jan - Qty 10	2		1	1			1	1	1	3			
Feb - Qty 5	1		1					1		1			1
Mar - Qty 4	1					1				1		1	
Apr - Qty 9	1	2	1		1	2	1	1					

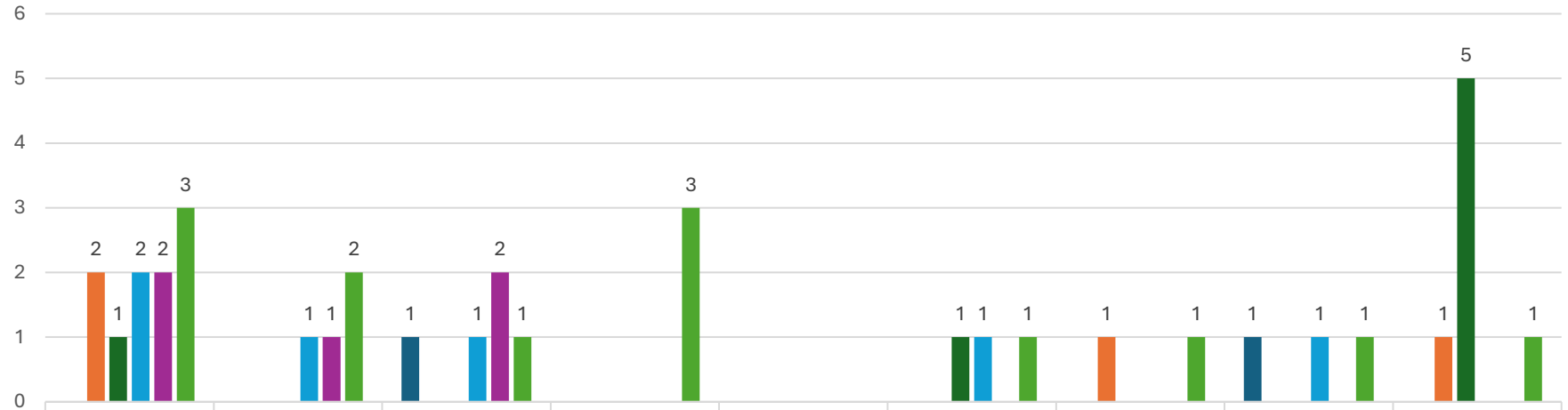
Staff - Reasons for Leaving



	Terminated	Voluntary	Personal Reasons	Position Eliminated	Took another Position	Attendance	Retirement	Reorganization	Relocating	Violation of Company Policy	Returning to School	Other
AUG - Qty 4	1		1		1				1			
SEPT - Qty 1		1										
OCT - Qty 1					1							
NOV - Qty 1											1	
DEC - Qty 3	2				1							
JAN - Qty 2				1	1							
FEB - Qty 2					1							1
MAR - Qty 1					1							
Apr - 0												

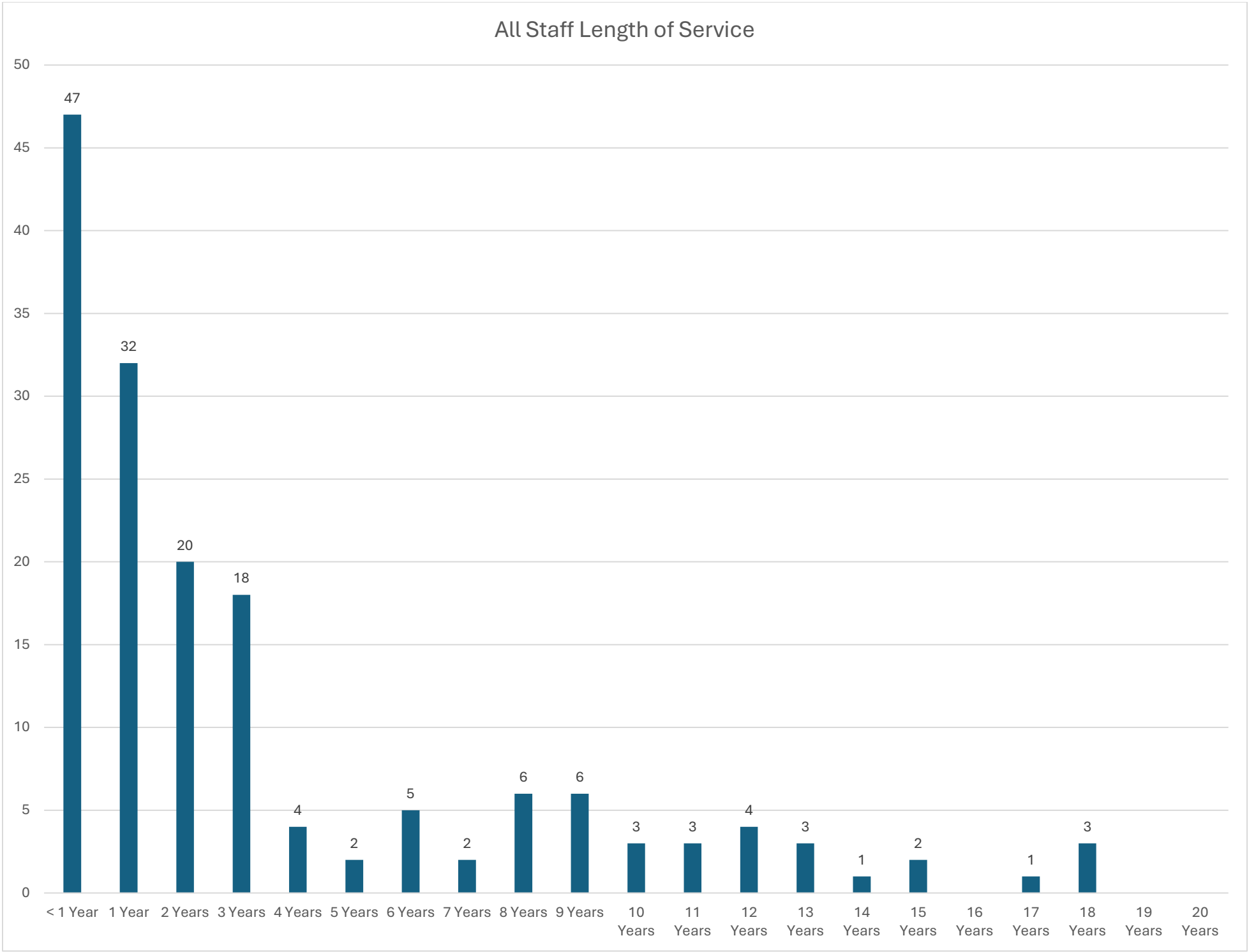
AUG - Qty 4 SEPT - Qty 1 OCT - Qty 1 NOV - Qty 1 DEC - Qty 3 JAN - Qty 2 FEB - Qty 2 MAR - Qty 1 Apr - 0

Staff Vacancies Filled



	AUG - Qty 10	SEPT - Qty 4	OCT - Qty 5	NOV - Qty 3	DEC - Qty 0	Jan - Qty 3	Feb - Qty 2	Mar - Qty 3	Apr - Qty 7
Aide			1					1	
Office	2						1		1
Teacher	1					1			5
Coach	2	1	1			1		1	
SpEd	2	1	2						
Substitute	3	2	1	3		1	1	1	1

Aide Office Teacher Coach SpEd Substitute


All Staff Length of Service
50
45
40
35
30
25
20
15
10
5
0
47
32
20
18
4
2
5
2
6
6
3
3
4
3
1
2
1
3
< 1 Year
1 Year
2 Years
3 Years
4 Years
5 Years
6 Years
7 Years
8 Years
9 Years
10 Years
11 Years
12 Years
13 Years
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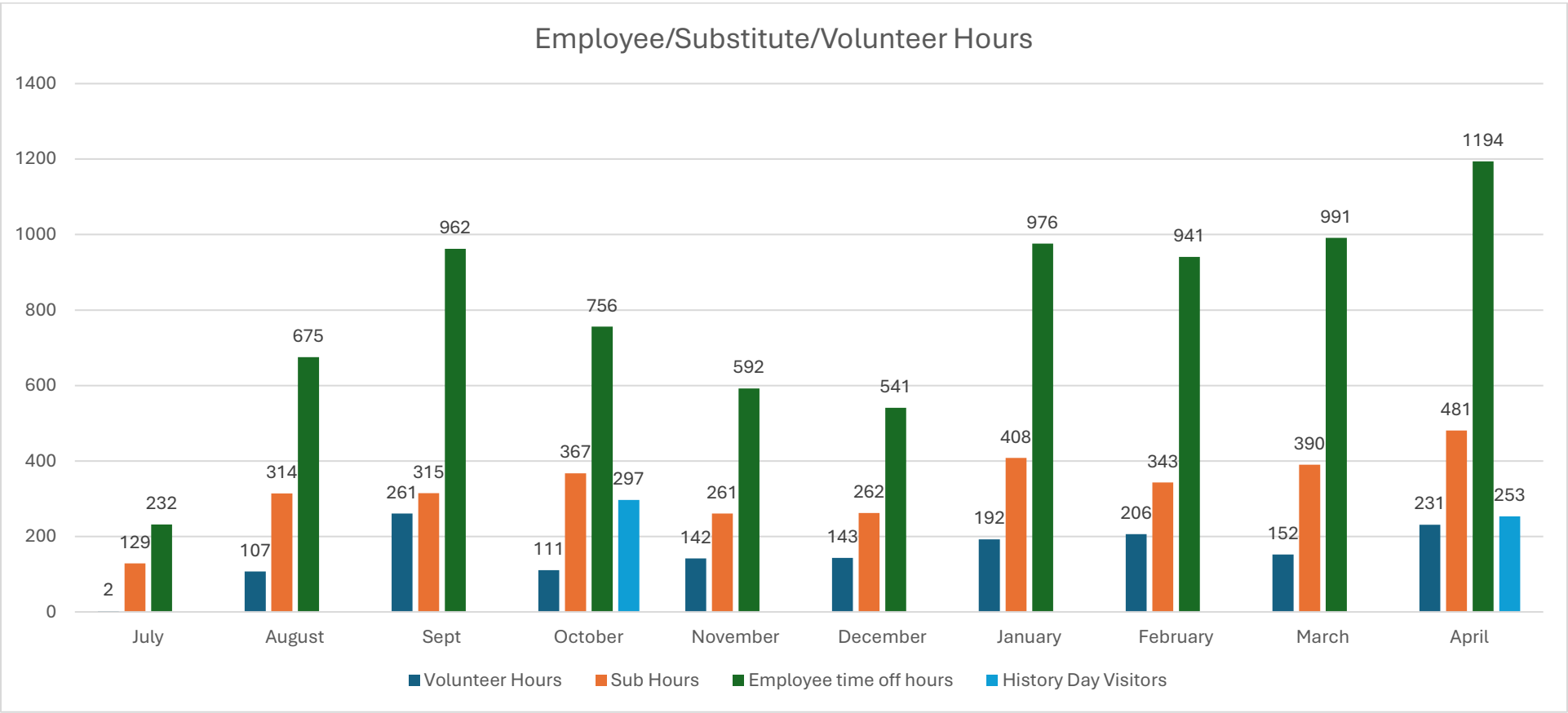
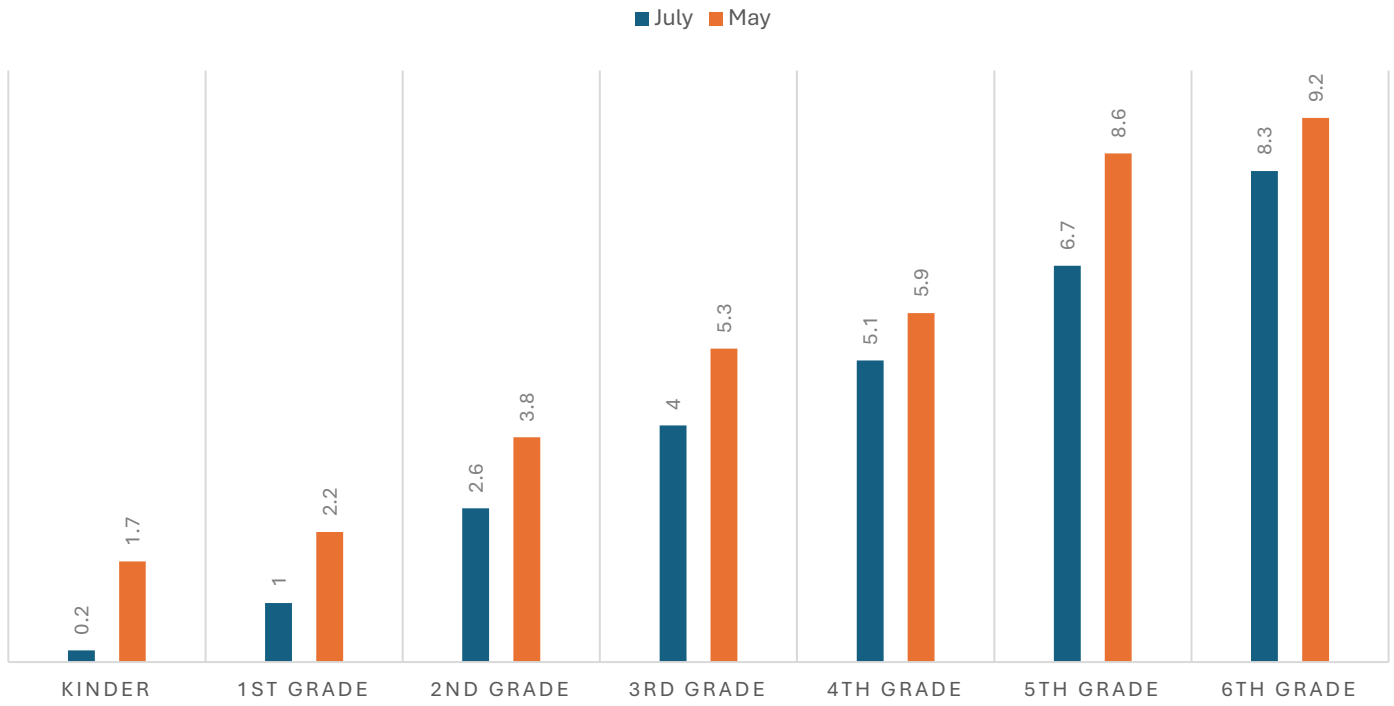
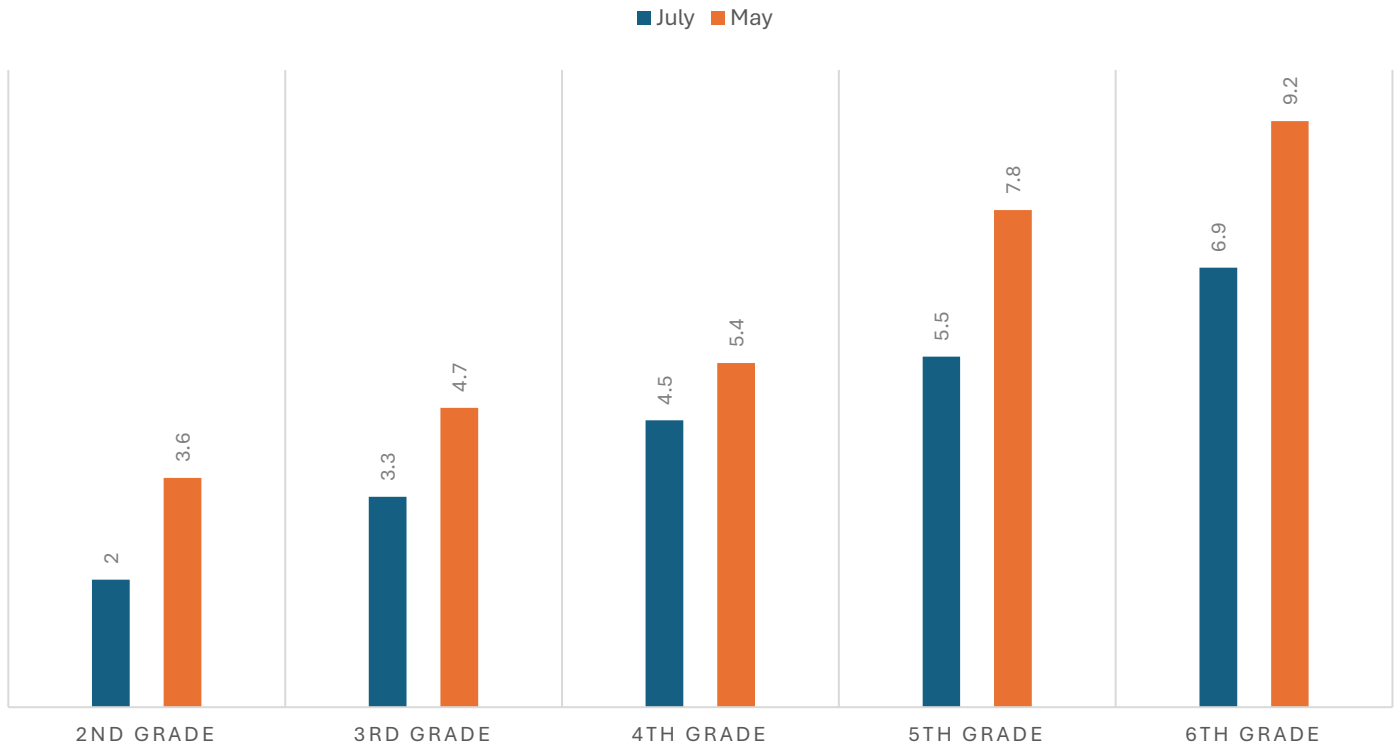
16 Years
17 Years
18 Years
19 Years
20 Years


Employee/Substitute/Volunteer Hours
1400
1200
1000
800
600
400
200
0
July
August
Sept
October
November
December
January
February
March
April
2
129
232
107
314
675
261
315
962
111
367
756
297
142
261
592
143
262
541
192
408
976
206
343
941
152
390
991
231
481
1194
253
Volunteer Hours
Sub Hours
Employee time off hours
History Day Visitors

READING - AVERAGE GRADE EQUIVALENCY (2025-2026 SY)



MATH - AVERAGE GRADE EQUIVALENCY (2025-2026 SY)



% students on track with credits (High School) As far as we can tell at this point in the year, only 2 students are not on track. *99% of all high school students are currently on track to graduate on time.*

% students passing courses - *98% of all high school students currently have a passing GPA. (Final grades for 2025-26 will not be available until early June.)*

% students admitted to 4-year college - *73% avg. over the last 4 years. See specifics below.*

Caprock Academy Graduation Stats

2026 - 33 graduating seniors

4-year college/university	2-year or trade programs	military	other (gap year or workforce)
73%	9%	9%	9%

2025 - 33 graduating seniors

4-year college/university	2-year or trade programs	military	other (gap year or workforce)
70%	9%	3%	12%

2024 - 43 graduating seniors

4-year college/university	2-year or trade programs	military	other (gap year or workforce)
74%	9%	2%	12%

2023 - 35 graduating seniors

4-year college/university	2-year or trade programs	military	other (gap year or workforce)
74%	9%	6%	11%

****percentages are rounded***

Class	Jun/Year				
	20-21	21-22	22-23	23-24	24-25
HTK-AM/PM	15	17	17	7	13
FTK CLASS A	20	22	21	21	21
FTK-CLASS B	20	22	21	22	21
FTK-CLASS C	19	21	21	22	19
1st Grade-Class A	27	25	24	26	23
1st Grade-Class B	28	24	26	23	23
1st Grade-Class C	27	24	26	26	23
2nd Grade-Class A	27	26	25	25	23
2nd Grade-Class B	27	27	26	27	23
2nd Grade-Class C	26	26	26	27	22
3rd Grade-Class A	21	26	25	26	25
3rd Grade-Class B	25	25	29	27	26
3rd Grade-Class C	25	24	26	25	23
4th Grade-Class A	28	27	25	27	21
4th Grade-Class B	26	24	24	26	23
4th Grade-Class C	25	25	23	28	21
5th Grade-Class A	24	25	27	27	25
5th Grade-Class B	25	26	27	24	22
5th Grade-Class C	25	27	27	25	25
6th Grade-Class A	27	23	26	27	26
6th Grade-Class B	24	22	26	28	24
6th Grade-Class C	26	25	26	27	27
7th Grade-Class A	27	27	25	25	21
7th Grade-Class B	27	28	24	24	22
7th Grade-Class C	28	28	26	25	22
8th Grade-Class A	27	27	28	22	23
8th Grade-Class B	28	28	28	21	24
8th Grade-Class C	24	24	27	21	24
9th Grade	58	61	51	65	56
10th Grade	52	48	52	45	59
11th Grade	27	42	49	40	34
12th Grade	42	23	35	42	34
Total Enroll	877	869	889	878	818
Total Waitlist	20	0	2	14	12
Total Enr+Waitlist	897	869	892	892	830
Final October Count	**893**	**884**	**894**	**893**	**871**

2025-2026 School Year	
August	Total
HTK	0
FTK-Class A	16
FTK-Class B	18
FTK-Class C	15
1st Grade-Class A	22
1st Grade-Class B	22
1st Grade-Class C	23
2nd Grade-Class A	20
2nd Grade-Class B	19
2nd Grade-Class C	21
3rd Grade-Class A	25
3rd Grade-Class B	23
3rd Grade-Class C	23
4th Grade-Class A	24
4th Grade-Class B	22
4th Grade-Class C	24
5th Grade-Class A	17
5th Grade-Class B	18
5th Grade-Class C	26
6th Grade-Class A	23
6th Grade-Class B	24
6th Grade-Class C	23
7th Grade-Class A	28
7th Grade-Class B	24
7th Grade-Class C	24
8th Grade-Class A	18
8th Grade-Class B	19
8th Grade-Class C	20
9th Grade	43
10th Grade	38
11th Grade	48
12th Grade	34
Total Enroll	**744**
Total Waitlist	**25**
Total Enr+Waitlist	**769**
Final October Count	**780**

Caprock Academy
Enrollment Totals
5/4/2026

CLASS	TOTAL
FTK-Class A	16
FTK-Class B	18
FTK-Class C	15
1st Grade-Class A	22
1st Grade-Class B	22
1st Grade-Class C	23
2nd Grade-Class A	20
2nd Grade-Class B	19
2nd Grade-Class C	21
3rd Grade-Class A	25
3rd Grade-Class B	23
3rd Grade-Class C	23
4th Grade-Class A	24
4th Grade-Class B	22
4th Grade-Class C	24
5th Grade-Class A	17
5th Grade-Class B	18
5th Grade-Class C	26
6th Grade-Class A	23
6th Grade-Class B	24
6th Grade-Class C	23
7th Grade-Class A	28
7th Grade-Class B	24
7th Grade-Class C	24
8th Grade-Class A	18
8th Grade-Class B	19
8th Grade-Class C	20
9th Grade	43
10th Grade	38
11th Grade	48
12th Grade	34
TOTAL	744

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

AVAILABILITY	TOTAL
HTK	N/A
FTK	17
1st Grade	17
2nd Grade	24
3rd Grade	13
4th Grade	14
5th Grade	23
6th Grade	14
7th Grade	8
8th Grade	27
9th Grade	17
10th Grade	28
11th Grade	12
TOTAL	214

Intent to Return	TOTAL
FTK-Class A	14
FTK-Class B	18
FTK-Class C	15
1st Grade-Class A	22
1st Grade-Class B	20
1st Grade-Class C	22
2nd Grade-Class A	16
2nd Grade-Class B	19
2nd Grade-Class C	20
3rd Grade-Class A	23
3rd Grade-Class B	22
3rd Grade-Class C	21
4th Grade-Class A	22
4th Grade-Class B	22
4th Grade-Class C	24
5th Grade-Class A	16
5th Grade-Class B	16
5th Grade-Class C	24
6th Grade-Class A	22
6th Grade-Class B	24
6th Grade-Class C	21
7th Grade-Class A	26
7th Grade-Class B	22
7th Grade-Class C	24
8th Grade-Class A	11
8th Grade-Class B	15
8th Grade-Class C	17
9th Grade	41
10th Grade	36
11th Grade	47
TOTAL	662

Retention %

Remote Learning & Emergency Closure Policy

Purpose

The purpose of this policy is to establish clear procedures for maintaining instruction continually when Caprock Academy must close and the entire school is shut down due to emergencies such as severe weather, natural disasters, public health concerns, facility issues, or other unforeseen circumstances.

Caprock Academy may implement up to five (5) Remote Learning Option days per school year in accordance with Colorado Department of Education guidance.

Remote learning will be implemented only when the full school campus is unable to operate in person. During these situations, remote learning allows students to continue their education from home while ensuring the safety of students, families, and staff.

This policy outlines expectations for communication, attendance, instruction, student participation, and technology access during remote learning days so that learning may continue with minimal disruption when in-person instruction is not possible.

Emergency Closure Notification

Remote Learning Option days may not be scheduled in advance and may only be used in response to unforeseen circumstances that prevent in-person instruction. When Caprock Academy determines that school must close or transition to remote learning, families and staff will be notified as soon as possible.

Notification Methods

Caprock Academy will communicate closures and remote learning instructions through multiple channels, which may include:

- Email to parents/guardians and staff
- Text message alerts
- Automated phone calls
- The Caprock Academy website
- Official Caprock Academy social media accounts

Notifications will include:

- The reason for the closure (when appropriate)
- Whether the day will be a remote learning day
- Expectations for students and staff
- Instructions for accessing online learning platforms
- Any changes to schedules or Caprock Academy operations

Families are responsible for ensuring that their contact information in Caprock Academy's student information system is current.

Remote Learning Schedule

Instruction provided during Remote Learning Option days shall meet or exceed required instructional hours and qualify as teacher-pupil instruction for purposes of attendance, compulsory education, and per-pupil funding. Remote Learning Option days will follow a schedule that closely mirrors the regular school day to maintain consistency and structure for students.

~~Depending on grade level and teacher instruction, remote learning may include:~~

- ~~Live (synchronous) online instruction~~
- ~~Recorded lessons~~
- ~~Independent assignments~~
- ~~Small group instruction~~
- ~~Teacher office hours~~

For purposes of Remote Learning Option days, the educational process includes (Live) synchronous and (Recorded) asynchronous instruction, student engagement in assigned coursework, teacher-directed learning activities, and communication between students and teachers. Teachers will communicate specific schedules and expectations through Caprock Academy's learning management system.

Student Expectations

Students are expected to actively participate in remote learning and complete all assigned coursework.

During remote learning days, students must:

- Log into the school's designated online learning platform at the scheduled start time.
- Participate in live online classes or review recorded lessons as assigned.
- Complete assignments and submit work by the deadlines established by the teacher.
- Check school email and online platforms regularly for updates and instructions.
- Communicate with teachers if they experience difficulties accessing materials or completing assignments.
- Follow all Caprock Academy's conduct policies during online learning sessions.

Students should maintain a learning environment at home that is respectful, quiet, and appropriate for participation in online classes.

Teacher Expectations

Teachers are responsible for ensuring that instruction continues during remote learning days.

Teachers will:

- Provide instructional materials and assignments aligned with course objectives.
- Conduct live virtual instruction when appropriate.
- Provide recorded lessons or independent learning opportunities when live instruction is not possible.
- Post assignments, instructions, and due dates through the designated learning management system.
- Maintain regular communication with students and families.
- Be available during school hours to provide assistance, answer questions, and support student learning.
- Monitor student participation and provide feedback on assignments.

Teachers should also provide flexibility when students experience technical difficulties or other barriers to participation.

Attendance

Caprock Academy will maintain affirmative documentation of student participation and engagement during Remote Learning Option days, which may include:

~~Attendance during remote learning days will be recorded in accordance with Caprock Academy and state requirements.~~

~~Students may be counted present through one or more of the following:~~

- Participation in live ~~virtual classes~~ or recorded instruction
- ~~Submission of daily assignments~~ Assignment Completion
- ~~Completion of learning activities~~
- Documented communication with the teacher ~~confirming participation~~

Attendance will not be based solely on log-in or presence in the student information system. Students who do not participate or submit work may be marked absent for the day.

Parents/guardians must notify their student's teacher if their student will be unable to participate in remote learning due to illness or other circumstances.

Grading and Academic Expectations

Assignments completed during remote learning days will count toward students' academic grades.

Teachers will:

- Provide clear expectations for assignments and assessments.
- Offer feedback and grading consistent with standard classroom practices.
- Allow reasonable flexibility when technical issues occur.

Students are expected to complete all required coursework and assessments to receive credit for their classes.

Accommodations and Student Support

Caprock Academy remains committed to supporting all students during remote learning.

Students with Individualized Education Programs (IEPs), 504 Plans, or other academic accommodations will continue to receive appropriate support services to the greatest extent possible.

Support services may include:

- Modified assignments
- Virtual support sessions
- Adapted instructional materials
- Additional communication with support staff

Families should contact Caprock Academy if additional support is needed.

Technology and Internet Access

Students must have access to a device and internet connection to participate in remote learning.

Caprock Academy may provide support by:

- Issuing school devices to students when available
- Providing guidance on accessing free or low-cost internet services
- Offering technical support for school platforms

Families who require assistance with technology should contact Caprock Academy's office as soon as possible.

Student Conduct and Digital Citizenship

All Caprock Academy's policies regarding student behavior remain in effect during remote learning.

Students are expected to:

- Participate respectfully during online classes
- Use Caprock Academy technology and online platforms responsibly and appropriately
- Maintain academic honesty

Disruptive behavior, misuse of technology, or violations of Caprock Academy's policies during online instruction may result in disciplinary action.

Duration of Remote Learning

Remote learning may continue until Caprock Academy's leadership determines that it is safe to return to in-person instruction.

All updates regarding the reopening of Caprock Academy will be communicated through official school communication channels.

Policy Review

Caprock Academy will maintain a Remote Learning Option implementation plan aligned with Colorado Department of Education guidance. This plan will outline how remote learning days are executed, including schedules, communication protocols, staff expectations, student access to instruction, and technology readiness. The plan will be communicated to staff, students, and families in advance of any Remote Learning Option day.

~~This policy will be reviewed periodically to ensure it aligns with school operations, technology capabilities, and state education guidelines.~~

Caprock Academy reserves the right to modify remote learning procedures as necessary during emergency situations.

ACADEMIC PROGRAM POLICIES-AP 1.0

The Caprock Academy serves students across three academic divisions:

- Elementary School: Grades kindergarten through 6th
- Middle School: Grades 7th through 8th
- High School: Grades 9th through 12th

Each division is designed to provide age-appropriate instruction, curriculum, and support services that meet the academic and developmental needs of students at each level.

Policy AP 1.1 – Educational Priorities

The CABD desires that all students receive a classical, liberal education. To this end the CABD has determined the following educational priorities.

- Basic cognitive skills: reading / writing / mathematics.
- Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics.
- Other classical subjects: music, art, and Latin.
- Auxiliary subjects: foreign languages, P.E., performing arts, and other social sciences.
- Extracurricular activities of any type as defined by the Head of School.

K-8

The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the school will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The CABD and Head of School will determine these instances. The Head of School will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught in grades K-8.

9-12

The High School will feature an advanced arts and sciences curriculum. The objective of the high school curriculum is to explore issues and texts intensively rather than to offer a superficial “covering.” The humanities program will be centered on a coordinated Western Civilization sequence. In all humanities courses, priority will be given to original sources and great works as opposed to textbooks. Mathematics and the sciences will offer rigorous training in the fundamentals and theories of these disciplines. Students will receive extensive training in analytical thinking and the scientific method. In all subjects,

textbooks will be used as a resource, not as the basis of the curriculum. The curriculum will exceed the State and District Model Content Standards. Teachers must develop a curriculum under the direction of the Head of School who is accountable to the CABD.

CORA Requests

This regulation applies to all requests submitted pursuant to C.R.S. § 24-72-201 et seq., to inspect public records in the custody or control of Caprock Academy. Caprock Academy is committed to the guiding principles of openness, transparency, accountability and responsiveness.

This policy is intended to balance the demands of the Colorado Open Records Act and Caprock Academy's obligations as a public school within the State of Colorado.

Protocols for Requests Before making a request for records pursuant to this policy, requesters should refer to the school's website www.caprockacademy.org to see if the information sought is posted and already publicly available. If there are any questions regarding what type of information is posted on Caprock Academy's website, or the posting schedule, please contact ~~Matt Diers,~~ Head of School.

Requests for records

Caprock Academy is required to produce records in response to qualifying requests made pursuant to CORA. Caprock Academy strives to be as transparent as possible; however, not all documents maintained by the school are available for public inspection. Some documents must be kept confidential to respect the privacy of students and families or otherwise comply with relevant laws.

For the fastest and best response, requesters should avoid vaguely worded inquiries. Each request must be as specific, clear, and narrow as possible. Requests should include:

- Subject matter, in the most descriptive terms possible;
- Date range for search;
- Types of documents to be searched (emails, written documents, reports, etc.);
- Names of persons who you believe created the records, are in possession of the records, are the subject of the records, or transmitted the records;
- Other information that will help the school provide the correct records; and
- Contact information of the requester.

A statement explaining the requester's reason for making the request is helpful for Caprock Academy to fulfill the request, but not required.

If a request fails to meet these guidelines, the school may be unable to fulfill the request. If more information is needed to process the request, Caprock Academy will make

reasonable efforts to contact the requester at the contact information provided within the timeframe for responding to the request.
Requests to inspect public records must be in writing to the Custodian of Records.

Requests may be mailed or faxed to:
~~Matt Diers Interim~~
Head of School
Caprock Academy
714 24 ½ Road
Grand Junction, CO 81505
Fax: 970-243-3612

**As a general matter, the school will neither accept nor respond to requests for public records that are submitted via email. The reason for this rule is that, due to the school's spam filters and staff turnover resulting in inactive or incorrect email information, the school cannot guarantee that such requests will be received. Requests to inspect public records may not be made by phone.

***Caprock Academy is under no legal obligation to respond to anonymous requests.
Public records not subject to disclosure

The school is prohibited by law from disclosing certain confidential records. Additionally, some records are not subject to disclosure because they are privileged under the law.

Below are examples of records generally not subject to disclosure. For a full list of records not public, please see C.R.S. 24-72-202 –204. Records generally not subject to disclosure include, but are not limited to:

- Addresses and telephone numbers of students
    - Pursuant to FERPA, the school may not be permitted to release directory information
- Personnel files which include home addresses, telephone numbers, financial information, and other information maintained because of the employer-employee relationship
    - Personnel files **may not** include applications of past or current employees, employment agreements, any amount paid or benefit provided incident to termination of employment, performance ratings, or any compensation, including expense allowances and benefits, paid to employees by the state, its agencies, institutions, or political subdivisions.

    - **NOTE:** While some personnel files may be disclosed, the school must still redact personally identifying information like home addresses or social security numbers that may be included
- Proprietary information including trade secrets and privileged information
- Specialized details of security procedures/arrangements or investigatory files compiled for any law enforcement purpose
- Certain medical, mental health, sociological, and scholastic achievement data, and electronic health records on individual persons
- Attorney-client privileged information
- Other records required by federal or state law and/or regulations or judicial decisions to remain confidential and/or not subject to disclosure

Sometimes the records requested do not exist. CORA is not a record retention statute, and the school is not obligated to create records that do not exist or maintain records outside of relevant legal guidelines or school's policy on records retention.

<u>General questions and requests for information</u>
As described above, not all information constitutes a public record for purposes of a CORA request. General questions and requests for information that are not submitted in writing pursuant to this policy are not requests for "public records" as defined by the law.

Therefore, the school is not required to respond to them according to CORA's specifications. Although it is not required, the school may respond to all such questions and requests for information.

<u>Responses to Requests</u>
Time for response to records requests shall be as follows:

- The normal time for production shall be three (3) working days, beginning on the first business day after the request is received.
- Such period may be extended upon determination by the SCHOOL that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days. The requestor shall be notified of the extension within the three-day period.

Requests to inspect records will not take priority over the regular work activities of school's employees. Charges for copies of requested records shall be as follows:

- The normal cost for requested documents shall be $.25 per page or, for documents in non-standard formats, the actual duplication costs.

- Caprock Academy may charge a research and retrieval fee based on the actual cost of responding to the request; provided, however, that the hourly rate for employee time is ~~$32~~ $41.37 per hour, and there shall be no charge for the first hour of employee time. If the custodian charges research and retrieval fees under this paragraph, copying shall be charged at a rate of ~~$.15~~ $.25 per page.
- Payment must be received prior to the requestor receiving copies.

If charges are expected to exceed ~~$25~~ $41.37, Caprock Academy will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing.

By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written response to proceed will not be counted against the time period set forth above for responding to the CORA request.

If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal working hours. Such inspection must be supervised by a school representative and the requestor may be charged for any employee time exceeding one hour associated with such inspection.

Manipulation of Records

Caprock Academy may manipulate existing records to redact or exclude information not subject to disclosure or, at its sole discretion, create a new record in order to respond to a request. If the school is required to manipulate data to generate the record, the school may charge an hourly fee that applies in the same manner as the research or retrieval of records.

Generally, if a public record is stored in a digital format, it should be provided in that format to the requester, including any searchable or sortable functions unless doing so would violate a copyright or licensing agreement, result in the release of a third party's proprietary information, or if it is not feasible to permanently remove any information that is excluded from the request without need for additional software or programming. The actual costs of manipulating such data and generating such records will be assessed. This may include the hourly fee that applies to research and retrieval as well as any additional actual costs, such as a fee equal to the incremental costs of maintaining a computer database or running a computer program used to analyze or compile data into a single report.

For questions related to CORA requests please contact:
~~Matt Diers Interim~~ Head of School

Address all CORA requests to:
Caprock Academy
714 24 ½ Road
Grand Junction CO, 81505
Fax: 970-243-3612

Policy SE 23.0 – Cell Phone Usage

Cell phones will not be allowed during the school day (morning drop-off to the completion of afternoon pickup) or during school-sponsored activities. Students having cell phones will turn them off and place them on the teacher's desk or other designated place prior to the start of class. If a student chooses to keep their cell phone in their locker or backpack, it must be turned off and shall not be accessed by the student during the school day. Caprock Academy will not assume responsibility for any lost or missing items. Parents needing to contact their student during the school day will do so by contacting the school office. Any cell phone found being utilized by a student ~~in a student's possession~~ during the school day will be confiscated and turned into the Head of School or appropriate Dean ~~of Students~~ and will be returned only to the student's parent. Any student found in violation of this policy will receive a discipline referral. ~~Upon the second cell phone usage violation the cell phone will be confiscated for one month. Upon the third violation the cell phone will be confiscated for the remainder of the school year. Caprock Academy will not assume responsibility for any lost or missing items.~~

Limited exceptions may be made under the following circumstances:

1. Emergency Situations – A student may use a cell phone or device to communicate in a verified emergency situation as determined by school staff or emergency personnel.
2. Medical Necessity – Students with documented medical conditions requiring the use of electronic monitoring or communication devices (e.g., glucose monitors) may use them in accordance with a health plan approved by the school nurse or administration.
3. Disability and Language Accommodations – Use of assistive technology or personal electronic devices is permitted when required by an Individualized Education Program (IEP), Section 504 plan, or an approved plan to support emergent multilingual learners (MLs) through appropriate language access programs and services. The allowable exceptions must be written into the student's identified plan and approved by the appropriate team or coordinator.
4. Explicit Staff Permission – A teacher, with Dean approval, may allow device use for a specific instructional purpose or other approved activity.

PTO Policy Addendum: Accrual Guidelines

This addendum outlines the Paid Time Off (PTO) accrual structure for salaried non-exempt and exempt employees. PTO is accrued on a monthly basis and is not front-loaded.

1. Salaried Non-Exempt and Exempt Employees (Non-Administrative)
Salaried non-exempt and exempt employees in non-administrative roles will accrue PTO as follows:

- Accrual Rate: 4 hours per month
- Annual Accrual Total: 48 hours per year
- Maximum Accrual Cap: 120 hours

Once an employee reaches the maximum accrual cap of 120 hours, no additional PTO will accrue until the balance falls below the cap.

2. Salaried Exempt Employees (Administrative Roles)
Salaried exempt employees in administrative positions (including, but not limited to, ~~Head of School~~, Directors, and similar leadership roles) will accrue PTO as follows:

- Accrual Rate: 10 hours per month
- Annual Accrual Total: 120 hours per year
- Maximum Accrual Cap: 240 hours

Once an employee reaches the maximum accrual cap of 240 hours, no additional PTO will accrue until the balance falls below the cap.

3. General Provisions

- PTO is accrued monthly and is not front-loaded.
- PTO is not available for use until it has been earned.
- Accruals will be reflected in the employee's PTO balance in the payroll system.
- Employees are encouraged to monitor their PTO balances regularly to avoid reaching the maximum accrual cap.
- This addendum supplements the existing PTO policy and should be read in conjunction with all other applicable leave policies.

Policy E 3.0 – Business Hours

Caprock Academy's regular operating hours during school days are ~~7:15 AM to 3:30 PM~~ 7:00 am to 4:00 pm.

~~Full-time staff are expected to be present and ready for work during normal operating hours unless otherwise assigned by the Head of School or their immediate supervisor.~~

Staff members are required to report to work on time and be fully prepared to perform their duties in accordance with their contracted hours and assigned responsibilities.

Except for an emergency, a tardy or absence is considered "excused" only when you call ahead of time. Failing to call in a tardy or absence will be considered an unexcused absence according to school policy. Caprock Academy considers "unexcused" tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused," will be subject to disciplinary action, up to and including termination.