

Caprock Academy Board of Directors
Tuesday, May 12, 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=eUJYZkZZZnNmN1pVcWh3dHE3clZaQT09>

Meeting ID: 863 5020 6719

Passcode: 707033

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

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 @6.03pm

Board Member in attendance in person: KJ Kline, Ryan McCulley, Jenna Coffman, Randy Wilkens.

Board Member in attendance via zoom: Ryan Schramm.

5/6 Board members present. Quorum met.

New Board Member in attendance in person: Josh Quigley.

Others in attendance in person: Matt Diers, Nicky Quinlan, Torin Perrett, Dana Thomas, Elizabeth Thomas, Jeff Phillips, Kerry Phillips, Taylor Phillips, Shannon Tokos, Taylor Smith, Caroline McGlade, Kerri Schulze, Candice Freeman, David Rojas.

Others in attendance via zoom: Brandy Mustoe, Bridgette Lauricella, Megan Salazar, Tonja Combs, Kim Melancon, Jessica Rix, Andrea Simonds-Cummings, Shannon, Katie Smith, Robert Fenske, Takara Montover, Raluca Perrett, Tara Barnes, Tracee Flenard, Darlene Rice, Jenaye Powell, Kandy Poff, Jennifer Buniger, Michael McManus, Noah Palmen, Christine Santisteban, David Rojas, Brian Goodbar, Unidentified user - Samsung SMS906U.

III. Agenda Adoption

A motion was made to adopt the agenda. **1st Ryan McCulley, 2nd Jenna Coffman.**

5/5 Board members present 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: Tisha Moore

Mr. Diers commended Tisha Moore, Director of Communications, for her work with the new website and the process she has completed with getting our brand out into the community. She has worked hard to promote the school on different platforms and in new ways.

VI. Volunteer of the Month : Senior Flag caretakers: Taylor Smith, Taylor Phillips, Zoey Polson, Avery Brophy, Emma Chavez, Elizabeth Thomas

These 6 seniors were commended with their dedication to raising and lowering the flags every day. Taylor Smith, Taylor Phillips and Elizabeth Thomas were here in person to accept their certificates presented by Mr. Diers.

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).

1 public comment was made regarding technology use for students.

- Mr. Perrett spoke regarding the use of technology and the age of the laptops that HS students use. He believes that more should be done to support students when they are expected to use computers to submit homework, but we teach no computer skills.

VIII. Consent Agenda

- i. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
 - i. April 14, 2026 Regular Board Meeting Minutes
 - ii. April 27, 2026 Special Board Meeting Minutes
 - iii. PTO
 - iv. CASAC
 - v. Treasurer's Report

A motion was made to accept the consent agenda as supplied. **1st Jenna Coffman, 2nd Randy Wilkens. 5/5 Board members present agreed. Motion carried.**

IX. Financial

Mr. Wilkens mentioned that the current year budget as presented in the Treasurers Report has changes due to the Mineral Lease Grant money.

A motion to approve the revised 2025/2026 budget was made by reading the 2025-2026 supplemental Budget Appropriation Resolution dated April 28, 2026, with the value of \$12,029,766. **1st Ryan McCulley, 2nd Jenna Coffman. 5/5 Board members present agreed. Motion carried.**

- i. Consideration and possible approval of February and March 2026 Financial Reports as submitted

Mr. Wilkens presented the February and March 2026 Financial Reports. He discussed changes that were made and where corrections were made.

A motion was made to accept the February and March 2026 financial report as presented in the work packet. **1st Jenna Coffman, 2nd Ryan McCulley. 5/5 Board members present agreed. Motion carried.**

- i. Resolutions
- ii. Consideration and possible approval of 2026/2027 School Year Budget

This is not ready for approval now, but there have been changes made recently by the finance committee. The vehicle money is reduced from \$300,000 to \$100,000 due to the purchase of a new vehicle this year. The substitute salary was reduced to \$111,000. There is \$20,000 added for the transportation expense for low-income families. We will also save money on books, as we are using class sets not giving them individually to students to keep.

X. Old Business Discussion

- i. None

XI. Old business Action

- i. Policies for review and possible vote
 - i. Family Handbook
 1. Policy AP 10.5 Graduation Requirements

A motion was made to adopt policy AP 10.5 Graduation Requirements as presented in the packet. **1st Jenna Coffman, 2nd Ryan McCulley. 5/5 Board members present agreed. Motion carried.**

2. Policy Family Handbook TBE State Assessment and Parental Refusal

A motion was made to adopt the State Assessment and Parental Refusal Policy. **1st Ryan McCulley, 2nd Jenna Coffman. 5/5 Board members present agreed. Motion carried.**

XII. Executive Session pursuant to:

- i. Pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters related to the annual performance evaluation of the Head of School.

A motion was made to enter executive session Pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters related to the annual performance evaluation of the Head of School. **1st KJ Kline, 2nd Jenna Coffman. 5/5 Board members present agreed. Motion carried.**

Entered Executive Session at 6.50pm.

People invited into executive session: Jenna Coffman, Randy Wilkens, Ryan McCulley, KJ Kline, Ryan Schramm, Matt Diers.

The executive session is to perform, in private, the annual performance evaluation for Mr. Diers at the end of the 2025/2026 school year.

- ii. Return to open session

Returned to open session at 7.21pm

XIII. New Business Discussion

- i. Change of Board Members

Ryan Schramm and Jenna Coffman have come to the end of their terms. Ryan Schramm is being replaced by Josh Quigley and Jenna Coffman is going to complete another term.

- ii. Recognition of Outgoing Board Members & Mr. Diers

Ryan Schramm was awarded a plaque for his dedication to the board from August 2022 to May 2026.

Mr. Carlo was awarded a plaque for his dedication to the board from May 2024 to April 2026.

Mr. Kline recognized Mr. Diers as his term as Head of School is coming to an end. He was praised for his willingness to serve Caprock and for his help within the school.

- iii. Seating and Oath of New Incoming Board Members

Jenna Coffman and Josh Quigley both took the board oath, to be repeated later with the notary.

Mr. Quigley took his board seat for the rest of the board meeting, while Mr. Schramm left the meeting.

- iv. Consideration and Possible Vote of Board Officer Positions

A motion was made to vote KJ Kline as Board President, Ryan McCulley as Vice President, Randy Wilkens as Treasurer and Jenna Coffman as Secretary. **1st Jenna Coffman, 2nd Randy Wilkens.**

v. CSI Resolution Charter Renewal Presentation from CSI

The Charter Renewal is in progress. Mr. McManus presented the detailed timeline associated with the renewal and we are on track with submissions, with more deadlines coming. CSI has a site visit here on September 2nd.

vi. CASAC Annual survey presentation

CASAC presented the findings of their surveys that have recently been completed. Their findings showed that the main issue is communication. Better communication is needed across the school and from admin to teachers and parents. Consistency between classes and between realms is needed, also between each staff member and all students. The next point was enforcement of rules and policies, like the dress code and behavior expectations, across all teachers, all grades and all administrators. The fourth recommendation related to High School Growth opportunities and student experience. This was regarding increasing opportunities to increase retention. With ideas like concurrent enrollment, increased electives and more extracurricular opportunities. The last finding was to make sure the 20th anniversary of Caprock is celebrated during the 2026-2027 school year.

vii. 2025-2026 student fee schedule – 1st Look

The student fee schedule has a few changes this year. The new SIS platform – Infinite Campus, will help with the fee management and make it easier to collect fees. The fees go towards consumable costs in the classrooms. At the end of each year, student fees are zeroed out and new fees are applied in July.

viii. 26/27 Board meeting Dates

New board meeting dates have been proposed for next year, so they can be posted to the website. There were no issues with any of the proposed dates.

ix. Summer Reading for the Board

In the hope of increasing the knowledge of the board with regard to duties, roles and responsibilities for board members, Mr. Kline proposed a new book for the board and Head of School to read.

x. Board Retreat

The board retreat is proposed for the week of June 15th. During the board retreat, there will be discussions regarding the new book for the board members and to see if it is a good fit. If so, it will become part of the package for a new member. Mr. Kline has a selection of things to discuss during the retreat for the next school year. An agenda will follow soon.

XIV. Reports

i. HOS update

Mr. Diers talked about the 20th anniversary of Caprock and how we should promote the school and our mission with the aim to get our brand into the community and see if we can increase enrollment and retention.

Testing is coming to an end, with just a few AP tests remaining. With this being the 1st time testing was online, there were no real issues or technology problems.

Track is done with 12 athletes going to the state meet in Denver.

Included in the packet is the Caprock enrollment advertising strategy. This is what has been done as a team to increase enrollment and increase brand awareness. There are some new logos in the process of being created to rebrand for the 20th anniversary and also to update the brand and make it more elegant.

The Caprock mileage reimbursement plan will be starting in July. There has been \$20,000 allocated for the program, to help cover some cost of travel for the free/reduced lunch population.

Graduation is May 20th, everyone is invited to attend. Of the 33 graduates this year, 14 are staying in town and are going to CMU. A CMU rep was here last week and presented over \$5.5 million of scholarship awards to those going to CMU.

The last performance for the theater department is this week.

Infinite Campus is up and running. Training for staff starts in June. Data is starting to be transferred.

ii. Board dashboard

The dashboard was reviewed by the board. They commented on the STAR testing data from the recent STAR tests that have just been completed.

iii. Enrollment Report

1. Intent to enroll/waitlist

Now, enrollment numbers are at 777 for the start of the next school year. This will change as the summer progresses.

iv. CSI Charter Renewal Status

There were no follow-up questions regarding the presentation from Mr. McManus from CSI.

XV. Policies – 1st look

i. Family Handbook

1. Family Handbook TBD: Remote Learning & Emergency Closure Policy

It was suggested that the statute number be added to the policy. This policy is ready for approval next month.

2. Academic Program Policies-AP 1.0

There are a few minor grammatical fixes needed, and this policy is ready for approval next month.

3. Family Handbook TBD CORA Requests

There were a few wording/formatting changes needed, and a couple of minor grammatical edits needed. This policy is ready for approval next month.

4. Policy SE 23.0 Cell Phone Policy

There was a discussion regarding methods of application for a CORA request to be discussed by the Governance Committee next time they meet. This policy is ready for approval next month.

ii. Employee Handbook

1. PTO Policy Addendum: Accrual Guidelines

There were some questions and discussions regarding how much PTO can be taken per year in relation to the capped amount, and some clarification regarding the rollover of PTO and how PTO is paid out at separation. This policy is ready for approval next month.

2. Policy E 3.0 Business Hours

There was a discussion to see if this policy could be combined elsewhere in the handbook. This will go back to the Governance Committee for discussion. This policy is ready for approval next month is needed.

ii. Vacant Seat update

Due to Mr. Carlos resignation, the empty seat is still needing to be filled. Candidates are still welcome to apply.

XVI. New Business Action

XVII. Future Agenda Items

XVIII. Adjourn @ 9.29pm

A motion was made to adjourn. **1st Jenna Coffman, 2nd Ryan McCulley. 5/5 members present agreed. Motion carried.**

CASAC May 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. 2025-2026 review – suggestions on greater efficiency during meetings. **Time topic presentations, with Q&A. Possible “guest speaker night” during one monthly meeting, for updates across campus aligning with duties & responsibilities.**

b. 2026-2027 prep – surveys to all stakeholders twice a year going forward.

i. **Committee will be working via email through the summer to finalize survey questions. Survey distribution Sept 20-27th and Jan 17-24th.**

ii. **Candice to invite Jessica Welch to present July 27th @ 5:30pm (First meeting open to public).**

iii. **Meetings will be the last Monday of each month, except for December, at 5:30pm in Rm #271. On the master calendar.**

iv. **Candice to request for CASAC presentation to BOD/HOS for April for the upcoming school year forward.**

v. **Caroline is point of contact for Back-To-School night CASAC table.**

4. Any other items in need of discussion?

5. Adjourn

In attendance: Candice Freeman, Caroline McGlade, Danielle Malott, Marisa Barslund, Michelle Jones, Lisa LeFever,

Respectfully submitted by: Candice Freeman

Caprock Academy Board of Directors Business Meeting
Treasurer Report
Tuesday, June 9, 2026

I. REPORT

The Finance Committee met on May 18, 2026, to work on the following topics:

- Review and approve the April 2026 financial statements
- Review of the 2026/2027 Budget
- The FY27 and three-year forecast that will be provided to CSI for the Charter renewal
- Caprock's financial policies and procedures

1) 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 \$663K from the prior year due to 78 fewer pupil count
- Funded pupil count is 802 and includes the three-year average declining enrollment calculation. This is year two, the final year using a three-year average.
- Funded per pupil amount is \$11,145, which is the latest information available. It is expected not to decrease from this estimate.
- \$67,890 Federal Title One Funding – new addition next year for supplemental assistance for low-income families.
- \$480K (9%) 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 Debt Service Coverage Ratio (DSCR) and the days cash on hand debt covenants are being met. The DSCR is a standardized measurement that reports the school's ability to make its debt payments. The DSCR is calculated by dividing the net operating income by the total debt service. For Caprock's proposed 2026/2027 budget this is 1.2 and is calculated by dividing the \$165,599 net operating revenue plus \$808,284 interest, \$490,042 depreciation, and \$100,000 capital asset purchases by the \$1,335,188 debt service (including interest expense).

2) April 2026 Financial Report

Caprock's net income for April was \$2,300. The school's fiscal YTD net income through April was \$279,428 which is \$233,639 over the budgeted net gain of \$45,789.

Specific Account information for April:

- \$117,432 of the balance sheet account 8142 Grants Receivable balance is the new School Facility Assistance grant used to purchase the new fencing, concrete for the kindergarten playground, and new rubber tiles for the playground
- 8153 Accounts Receivable - Caprock sold unused books to another school for \$2,400
- 0390 Other Professional Services - (\$4,213.78) credit was to write off a duplicate invoice for D51 recorded in a prior period
- 0421 Trash Services - includes a one-time expense for dumpster for yard cleanup for \$1,700
- 0585 Concurrent Enrollment - \$9,464 was for CMU senior enrollment for 8 students
- 0710 Land and Improvements - includes \$58,576 for new cameras and window coverings to be reimbursed by the Mineral Lease grant totaling \$10k, the remaining dollars were for the concrete for the kinder playground and new rubber tiles, both covered by the School Facility Assistance Grant
- 0732 Vehicles – Purchased one new vehicle for \$67,684

3) Cash On Hand

	<u>April 30</u>	<u>March 31</u>	
General Checking	\$2,226,461	\$2,559,459	
Sunflower MM	\$3,110,599	\$3,105,540	<i>Current Rate – 1.982%</i>
Timberline MM	\$ 100,154	\$ 0	<i>Current Rate – TBD%</i>
Alpine MM	\$ 100,130	\$ 0	<i>Current Rate – TBD%</i>
CD – Sunflower	\$1,085,429	\$1,082,351	<i>Matures 6/20/2026 - Earning 3.348% APR</i>
CD – Vectra	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<i>Matures 9/5/2026 - Earning 3.44% APR</i>
Total Bank Accounts	\$6,872,773	\$6,997,350	

4) 2018 Bonds Payable

The Colorado Educational and Cultural Facilities Authority (CECFA) issued \$22,000,000 Charter School Revenue and Refunding Bonds Series in November 2018. This bond accrues interest at 4.35% and the \$17,890,000 balloon payment is due 6/15/2028.

II. BOARD ACTION RECOMMENDED BY FINANCE COMMITTEE:

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

Caprock Academy
Statement of Financial Position Comparison
As of April 30, 2026

	As of Apr 30, 2026	Total As of Mar 31, 2026 (PP)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
8101A Vectra General Checking 4478	395,517.76	584,666.06	-189,148.30	-32.35%
8101B Sunflower Insurance 3137	74,261.67	100,496.73	-26,235.06	-26.11%
8101C Sunflower Money Market 2374	3,110,598.58	3,105,539.96	5,058.62	0.16%
8101D Sunflower Operating 0034	1,756,402.03	1,874,016.48	-117,614.45	-6.28%
8101F Sunflower CD 9546	1,085,428.52	1,082,350.85	3,077.67	0.28%
8101H Timberline MM 4532	100,154.46		100,154.46	
8101I Alpine MM	100,130.41		100,130.41	
8103 Petty Cash	279.73	279.73	0.00	0.00%
8111B Vectra CD 5459	250,000.00	250,000.00	0.00	0.00%
Total Bank Accounts	\$ 6,872,773.16	\$ 6,997,349.81	-\$ 124,576.65	-1.78%
Accounts Receivable				
8142 Grants Receivable	124,106.15	21,438.58	102,667.57	478.89%
8153 Accounts Receivable	2,400.00	0.00	2,400.00	
Total Accounts Receivable	\$ 126,506.15	\$ 21,438.58	\$ 105,067.57	490.09%
Other Current Assets				
8105 Escrow Account - Zions	0.00	0.00	0.00	
8105B Zions Interest 8657A	140,965.99	71,956.35	69,009.64	95.90%
8105C Zions Principal 8657	85,483.59	43,615.50	41,868.09	95.99%
Total 8105 Escrow Account - Zions	\$ 226,449.58	\$ 115,571.85	\$ 110,877.73	95.94%
8181 Prepaid Expenses	770.00	770.00	0.00	0.00%
8191 Deposits	76,459.00	76,459.00	0.00	0.00%
Total Other Current Assets	\$ 303,678.58	\$ 192,800.85	\$ 110,877.73	57.51%
Total Current Assets	\$ 7,302,957.89	\$ 7,211,589.24	\$ 91,368.65	1.27%
TOTAL ASSETS	\$ 7,302,957.89	\$ 7,211,589.24	\$ 91,368.65	1.27%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
7421 Accounts Payable	149,621.18	96,946.62	52,674.56	54.33%
Total Accounts Payable	\$ 149,621.18	\$ 96,946.62	\$ 52,674.56	54.33%
Credit Cards				
7421B Ramp card	30,427.38	18,135.74	12,291.64	67.78%
Total Credit Cards	\$ 30,427.38	\$ 18,135.74	\$ 12,291.64	67.78%
Total 7471 Payroll Liabilities	\$ 576,033.97	\$ 551,931.90	\$ 24,102.07	4.37%
Total Other Current Liabilities	\$ 576,033.97	\$ 551,931.90	\$ 24,102.07	4.37%
Total Current Liabilities	\$ 756,082.53	\$ 667,014.26	\$ 89,068.27	13.35%
Total Liabilities	\$ 756,082.53	\$ 667,014.26	\$ 89,068.27	13.35%
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	279,428.34	277,127.96	2,300.38	0.83%
Total Equity	\$ 6,546,875.36	\$ 6,544,574.98	\$ 2,300.38	0.04%
TOTAL LIABILITIES AND EQUITY	\$ 7,302,957.89	\$ 7,211,589.24	\$ 91,368.65	1.27%

CAPROCK CASH FLOW PROJECTIONS FY25

	Actual Jul 25	Actual Aug 25	Actual Sep 25	Actual Oct 25	Actual Nov 25	Actual Dec 25	Actual Jan 26	Actual Feb 26	Actual Mar 26	Actual Apr 26	Forecast 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	42,335	33,692
3000 State Revenue	250,471	92,075	97,357	87,256	100,877	118,575	86,996	85,393	87,145	81,658	83,701
4000 Revenue From CDE	0	119,703	19,991	8,257	19,456	18,008	0	18,422	21,369	120,500	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	1,014,576	900,048
EXPENDITURES											
0100 Salaries	453,830	453,435	468,372	452,880	433,238	428,685	446,634	457,600	436,296	465,844	462,725
0200 Benefits	219,313	155,841	156,613	159,536	153,208	153,744	168,540	171,410	165,624	169,590	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	27,939	56,190
0400 Purchased Property Services	27,070	37,835	28,532	17,073	24,240	20,546	24,156	25,005	28,689	20,944	33,395
0500 Other Purchased Services	180,682	44,348	43,941	41,456	35,123	42,558	54,466	47,328	84,729	53,583	33,793
0600 Supplies	70,695	62,745	63,790	52,837	55,997	33,426	64,796	48,826	43,839	43,574	65,790
0710 Land and Improvements	748	106,950	18,473	39,724				13,510	68,880	58,576	0
0730 Purchase/Lease of Equipment	182	5,558		5,740	19,620		9,100	3,457	821	0	0
0732 Vehicles										67,684	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	339	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	68,676	70,035
0890 Misc Expense					3,275			133	0	0	0
0900 gifts and donations		216	99					0	0	51	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	1,018,466	935,844
Net Operating Revenue	(47,836)	18,549	37,642	68,252	91,050	147,649	(33,527)	(26,633)	(68,117)	(3,890)	(35,796)
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	5,250	4,700
1009 Zions Accounts Interest	630	448	855	567	445	743	544	387	611	535	-
1020b CD 1020 Interest	4,666	2,255	3,535	3,432	3,558	3,455	3,052	3,061	2,773	3,078	-
1088a 8th grade trip revenue		180	742	2,356	714	170	2,731	3,857	27	158	32
1090b1 Senior Trip Junior Fundraising			869	5,886	8,609	2,887	285	519	2,332	727	
Total Other Revenue	9,955	7,815	12,246	18,530	21,720	13,556	13,484	14,877	12,387	9,749	4,732
Other Expenditures											
0664a 8th grade trip expenses				1,088	2,472	2,585	3,257	3,671	189	3,310	1,546
0668 Concessions - Holding				1,879	9,327	5,379		783	40	249	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	3,559	1,578
Net Other Revenue	9,955	6,871	11,129	15,823	9,601	4,973	9,945	10,423	11,378	6,190	3,154
NET REVENUE	(37,881)	25,420	48,771	84,075	100,651	152,623	(23,582)	(16,210)	(56,739)	2,301	(32,642)

Forecast Jun 26	FY26 Revised Adopted Budget	Actuals Combined with Forecast	Variance against Adopted Budget
83,692	512,500	561,195	48,695
179,945	1,563,211	1,351,448	(211,763) *Includes PERA on behalf
12,571	258,009	370,849	112,840
770,083	9,428,509	9,428,106	(403)
1,046,292	11,762,229	11,711,598	(50,631)
450,000	5,381,971	5,409,539	27,568
267,745	2,367,738	2,112,663	(255,075) *Includes PERA on behalf
72,000	595,854	544,811	(51,043)
68,876	330,250	356,362	26,112 \$16k for gym resurfacing
-29,607	656,125	632,401	(23,724) Reeves & Sons
100,000	783,936	706,314	(77,622)
0	172,000	306,860	134,860 Addition of of the 2 part of mineral grant
115,000	106,896	159,478	52,582
0	-	67,684	67,684
0	40,000	33,325	(6,675)
0	12,055	18,508	6,453
0	25,375	20,402	(4,973)
70,035	830,701	813,614	(17,087)
0	-	3,408	3,408
0	-	366	366
41,667	501,667	500,000	(1,667)
1,155,716	11,804,568	11,685,735	(118,833)
(109,424)	(42,339)	25,863	68,202
-	-	13,571	13,571
4,700	80,000	58,469	(21,531)
-	-	5,765	5,765
-	-	32,864	32,864 Sunflower renews in June
-	35,000	10,967	(24,033)
-	71,050	22,114	(48,936)
4,700	186,050	143,749	-42,301
-	-	-	-
-	35,000	18,118	(16,882)
-	-	17,687	17,687
54,965	71,050	58,766	(12,284)
-	-	-	-
54,965	106,050	94,571	(11,479)
(50,265)	80,000	49,178	(30,822)
(159,689)	37,661	75,042	37,381

CAPROCK ACADEMY
DETAILED BUDGET

Income

	FY26			FY27 WORKING		FY28	FY29	FY30
	FY25 AUDIT	SUPPLEMENTAL BUDGET	FY26 EST'D YE ACTUALS	BUDGET	FORECAST	FORECAST	FORECAST	FORECAST
Income								
1000 · Local Revenue								
1310 · Childcare Revenue	\$ 110,591	\$ 82,500	\$ 82,500	\$ 82,500	\$ 82,500	\$ 82,500	\$ -	
1500 · Interest Income	102,106	80,000	98,000	75,000	75,000	75,000	75,000	
1600 · Food Services	46,714	-	-	-	-	-	-	
1740a · Pupil Activity Fees	263,863	267,000	267,000	267,000	267,000	267,000	267,000	
1740b · Other Fees	89	-	-	-	-	-	-	
1750a · Fundraising	20,685	-	-	-	-	-	-	
1760 · Gifts & Contributions		38,000	31,171	38,000	38,000	38,000	38,000	
1910 · Rent	1,000	-	-	-	-	-	-	
1920 · Private Grant Contibution	78,518	50,000	50,000	-	-	-	-	
1940 · Instructional Material Fees	49,382	65,000	65,000	65,000	65,000	65,000	65,000	
1954 · 3% CSI Rebate/Assistance Grant		-	-	-	-	-	-	
1990 · Miscellaneous Revenue	45,054	10,000	22,000	10,000	12,000	12,000	12,000	
Total 1000 · Local Revenue	718,002	592,500	615,671	537,500	539,500	539,500	457,000	
3000 · State Revenue								
3113 · Capital Construction	345,755	334,567	329,422	297,960	289,560	296,400	296,400	
3130 · ST-ECEA (SPED)	199,258	163,240	163,240	161,590	161,590	161,590	161,590	
3140 · ELPA	2,901	5,310	4,819	3,942	3,942	3,942	3,942	
3150 · ST-G & T	11,309	12,546	10,101	10,832	10,832	10,832	10,832	
3192 · School Counselor Grant		30,000	30,000	90,000	90,000	90,000	-	
3218 · School Health Professionals		-	-	-	-	-	-	
3228 · Universal Screening	2,720	881	881	881	881	881	881	
3235 · At-Risk	3,296	3,311	3,311	3,311	3,311	3,311	3,311	
3259 · READ Act	23,763	23,739	23,739	18,720	18,720	18,720	18,720	
3999 · School Security Grant	14,740	-	-	-	-	-	-	
3898 · Other State Revenue	96,255	267,979	100,000	245,093	238,492	243,262	-	
3951 · MLE	728,758	721,638	689,371	673,463	689,372	689,372	698,210	
Total 3000 · State Revenue	1,428,756	1,563,211	1,354,885	1,505,792	1,506,700	1,518,310	1,193,886	
4000 · Federal Revenue								
4010 · Fed-Title One		-	-	67,890	-	-	-	
4027 · Fed-IDEA (SPED)	168,420	131,131	131,131	120,913	120,913	120,913	120,913	
4365 · Title III	1,022	99	99	-	-	-	-	
4367 · Title II	9,137	7,779	7,779	6,256	6,256	6,256	6,256	
4457 · High-Impact Tutoring		-	-	-	-	-	-	
5283 · School Facility Assistance		230,743	230,743	111,743	-	-	-	
6027 · IDEA ARP		-	-	-	-	-	-	
9202 · Title I Homeless	2,002	-	-	-	-	-	-	
9211 · Parent Involvement		-	-	1,424	-	-	-	
Total 4000 · Federal Revenue	180,581	369,752	369,752	308,226	127,169	127,169	127,169	
5500 · Loan Proceeds		-	-	-	-	-	-	
5700 · PPR	9,501,740	9,428,106	9,428,106	8,938,801	8,866,437	9,043,766	9,342,906	
Total Income	11,829,078	11,953,569	11,768,413	11,290,318	11,039,806	11,228,744	11,120,960	

Expense

0100 · Salaries								
0110 · Regular Salaries	5,343,483	5,099,525	5,099,525	4,631,851	4,563,840	4,655,116	4,517,327	
0120 · Substitutes	128,977	157,447	157,447	111,000	114,330	116,617	118,949	
0150 · Stipends		125,000	125,000	89,000	91,670	93,503	95,373	
0190 · Bonuses	59,371	-	-	70,000	-	-	-	
Total 0100 · Salaries	5,531,831	5,381,972	5,381,972	4,901,851	4,769,840	4,865,236	4,731,650	
0200 · Benefits								
0211 · Life and STD Benefits	3,843	-	-	-	-	-	-	
0221 · Medicare	67,667	78,039	78,039	71,077	69,163	70,546	68,609	
0230 · PERA Benefits	1,230,228	1,151,742	1,151,742	1,048,996	1,020,746	1,065,487	1,036,231	
0250 · Health Benefits	542,043	868,859	868,859	945,745	1,011,947	1,042,305	1,073,574	
0280 · On Behalf	96,255	269,099	100,000	245,093	238,492	243,262	236,582	
0290 · Other Employee Benefits	41,395	-	-	-	-	-	-	
Total 0200 · Benefits	1,981,431	2,367,738	2,198,639	2,310,910	2,340,347	2,421,600	2,414,997	
0300 · Professional Services								
0313 · Bank Fees	54,700	58,500	79,500	74,700	75,821	76,958	78,112	
0320 · Educational Prof. Services								
0320a · Contracted services - SPED	127,278	117,000	117,000	118,755	120,536	122,344	124,180	
0320a · Contracted services - Student Support	16,104	-	-	-	-	-	-	
0320 · Educational Prof. Services - Other		-	-	-	-	-	-	
Total 0320 · Educational Prof. Services	143,382	117,000	117,000	118,755	120,536	122,344	124,180	
0330 · Professional Fees	-	-	-	-	-	-	-	
0331 · Legal	21,610	40,000	40,000	40,000	40,600	41,209	41,827	
0332 · Audit		7,105	7,105	12,000	12,180	12,363	12,548	
0334 · Consultant	264,866	-	-	-	-	-	-	
0339 · Other Professional Services	36,800	39,000	39,000	39,585	40,179	40,781	41,393	
0340 · Technical Services	44,819	42,849	42,849	43,492	44,144	44,807	45,479	
0350 · Emp Training and Devel.	36,568	46,400	46,400	37,096	37,652	38,217	38,790	
0390 · Other Purch Prof./Tech Services	39,156	228,760	228,760	208,840	211,973	215,152	218,379	
0399 · CDE Admin Overhead - 2300	8,009	16,240	16,240	23,570	23,924	24,283	24,647	
Total 0300 · Professional Services	649,910	595,854	616,854	598,038	607,009	616,114	625,355	
0400 · Property Services/Utilities								
0410 · Fire and Security	3,236	5,075	5,075	3,300	3,350	3,400	3,451	
0411 · Water/Sewer	20,463	20,000	20,000	20,300	20,605	20,914	21,227	
0421 · Trash	5,544	10,259	10,259	10,412	10,569	10,727	10,888	
0422 · Snow Removal		-	-	-	-	-	-	

0423 · Custodial Services	183,105	156,000	156,000	156,000	158,340	160,715	128,126
0430 · Repairs and Maintenance	95,937	99,917	99,917	96,000	97,440	98,902	100,385
0441 · Rental of Land and Buildings		-	-	-	-	-	-
0442 · Rental of Equipment	32,550	39,000	39,000	39,585	40,179	40,781	41,393
Total 0400 · Property Services/Utilities	340,834	330,250	330,250	325,597	330,481	335,439	305,470
0500 · Other Purchased Services							
0511 · Transportation		-	-	20,000	20,000	20,000	20,000
0513 · Contracted Field Trips	5,835	-	-	-	-	-	-
0521 · Liability Insurance	92,964	106,950	103,448	108,554	110,183	111,835	113,513
0525 · Unemployment	(65,084)	10,764	10,764	10,925	11,089	11,256	11,424
0526 · Workmans Comp	32,259	31,465	31,465	31,937	32,416	32,902	33,396
0531 · Telephone	13,982	8,247	3,000	8,371	8,496	8,624	8,753
0533 · Postage	1,350	2,791	2,791	2,833	2,876	2,919	2,963
0534 · Online Services	40,381	82,736	82,736	83,977	85,237	86,515	87,813
0540 · Advertising	41,986	45,800	45,800	42,000	42,630	43,269	43,918
0550 · Printing and Binding	3,767	-	-	-	-	-	-
0560 · Tuition	13,300	12,688	12,688	12,878	13,071	13,267	13,466
0580 · Travel, Registration, & Entranc	23,489	25,000	20,000	23,000	23,345	23,695	24,051
0590 · Other Purchased Services	54,028	36,939	36,939	37,493	38,055	38,626	39,206
0592 · BOCES Frontline		26,390	27,433	27,433	27,844	28,262	28,686
0595 · CSI Withholding - 3% - 2300	168,797	266,355	201,585	268,164	265,993	271,313	280,287
Total 0500 · Other Purchased Services	427,053	656,125	578,649	677,565	681,235	692,484	707,475
0600 · Supplies							
0610a · Instructional Supplies	116,209	130,000	112,226	100,000	101,500	103,023	104,568
0610b · Pupil Activity Supplies	178,470	267,000	267,000	271,005	275,070	279,196	283,384
0610e · Classrom Funds	53,131	-	-	-	-	-	-
0612 · Office Supplies	59,533	45,000	45,000	45,675	46,360	47,056	47,761
0613 · Custodial/Building Supplies	38,139	36,700	36,700	37,251	37,809	38,376	38,952
0621 · Gas	139,871	173,058	173,058	175,653	178,288	180,962	183,677
0622 · Electric	8,427	-	-	-	-	-	-
0630 · Food	57,838	-	-	-	-	-	-
0640 · Books Periodicals	116,537	126,875	75,000	60,000	60,900	61,814	62,741
0650 · Software		5,303	5,303	5,383	5,464	5,546	5,629
0690 · Uniforms	5,037	-	-	-	-	-	-
Total 0600 · Supplies	773,192	783,936	714,287	694,967	705,391	715,972	726,712
0700 · Property							
0710 · Land and Improvements	24,540	291,148	402,891	-	-	-	-
0721 · Leasehold Improvements		-	-	-	-	-	-
0730 · Equipment	55,188	96,673	43,657	48,123	30,000	30,450	30,907
0732 · Vehicles	-	-	70,000	100,000	-	-	-
0733 · Furniture		10,224	33,325	10,000	10,150	10,302	10,457
0734 · Technology	58,653	40,000	19,285	28,000	58,420	49,296	50,036
0735 · Non-Capital Equipment		-	-	-	-	-	-
0740 · Depreciation		-	-	-	-	-	-
Total 0700 · Property	138,381	438,045	569,158	186,123	98,570	90,049	91,399
0800 · Other Objects							
0810 · Dues and Memb. fees	24,725	25,375	25,375	25,756	26,142	26,534	26,932
0830 · Interest	851,730	830,701	816,332	808,284	808,284	808,284	808,284
0840 · Contingency		-	-	60,000	-	-	-
0890 · Miscellaneous Expense	4,979	12,055	3,408	8,961	9,095	9,231	9,370
Total 0800 · Other Objects	881,435	868,131	845,115	903,001	843,521	844,050	844,586
0900 · Other Sources							
0910 · Principal	480,000	501,667	500,000	526,667	526,667	526,667	526,667
Total 0900 · Other Sources	480,000	501,667	500,000	526,667	526,667	526,667	526,667
Total Expense	11,204,068	11,923,716	11,734,924	11,124,719	10,903,061	11,107,609	10,974,312
Other Revenue							
1750b · 8th Grade Trip	102,180	35,000	35,000	35,525	36,058	36,599	37,148
1750c · Senior Trip	8,653	71,050	71,050	72,116	73,197	74,295	75,410
Total Other Revenue	110,833	106,050	106,050	107,641	109,255	110,894	112,558
Other Expenditures							
0610c · 8th Grade Field Trip	116,423	35,000	35,000	35,525	36,058	36,599	37,148
0610d · Senior Trip	17,017	71,050	71,050	72,116	73,197	74,295	75,410
Total Other Expenditures	133,441	106,050	106,050	107,641	109,255	110,894	112,558
Change in Fund Balance	\$ 602,403	\$ 29,852	\$ 33,489	\$ 165,599	\$ 136,744	\$ 121,135	\$ 146,648
Beginning Fund Balance	\$ 5,665,044	\$ 6,267,447	\$ 6,267,447	\$ 6,305,107	\$ 6,470,706	\$ 6,607,451	\$ 6,728,586
Nonspendable Fund Balance	71,624						
Restricted Fund Balance	173,674						
TABOR Reserve	344,294	342,367	342,367	327,310	319,734	325,402	322,169
TABOR Multi Year Obligations							
Committed Fund Balance (15% rule)							
CSI SPED Reserve	-	85,300	85,300	76,200	78,000	78,000	79,000
Unassigned Fund Balance	5,677,855	5,869,632	5,873,269	6,067,197	6,209,717	6,325,183	6,474,065
Ending Fund Balance	\$ 6,267,447	\$ 6,297,299	\$ 6,300,936	\$ 6,470,706	\$ 6,607,451	\$ 6,728,586	\$ 6,875,234

CAPROCK ACADEMY
Charter School Institute
Mesa County
2026-2027
PROPOSED BUDGET
May 12, 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 PROPOSED BUDGET for the ensuing fiscal year beginning July 1, 2026 and ending June 30, 2027.

up to \$100,000 of beginning fund balance to purchase new vehicles, while maintaing the required DSCR

FUND		APPROPRIATION AMOUNT	EXPENDITURES + APPROPRIATED RESERVES
1. General Fund		1 11,232,360	11,232,360
	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 11,232,360	11,232,360

Date of Adoption Signature of Board President

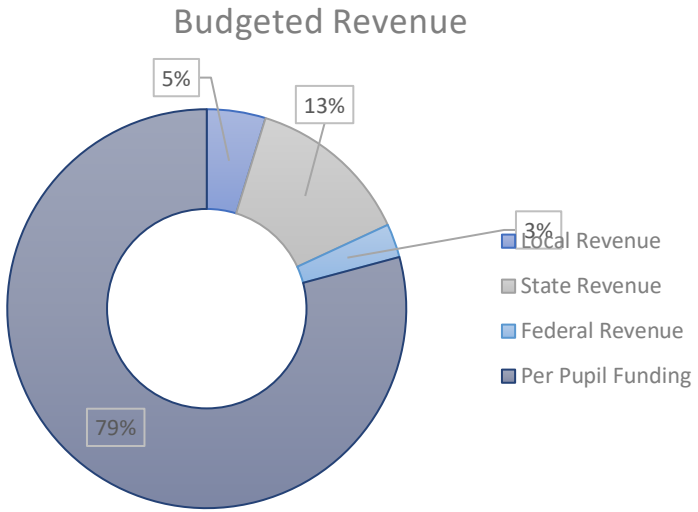
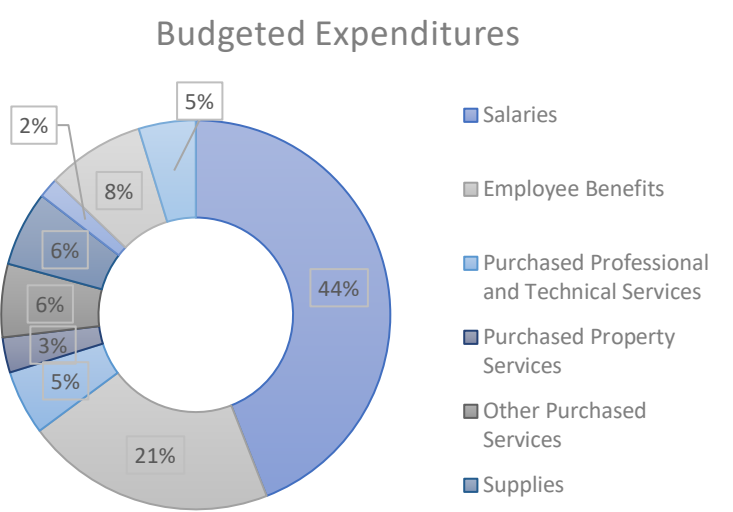
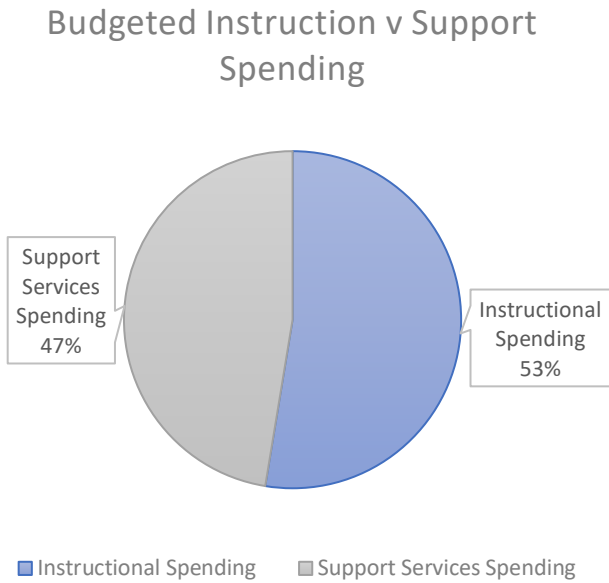
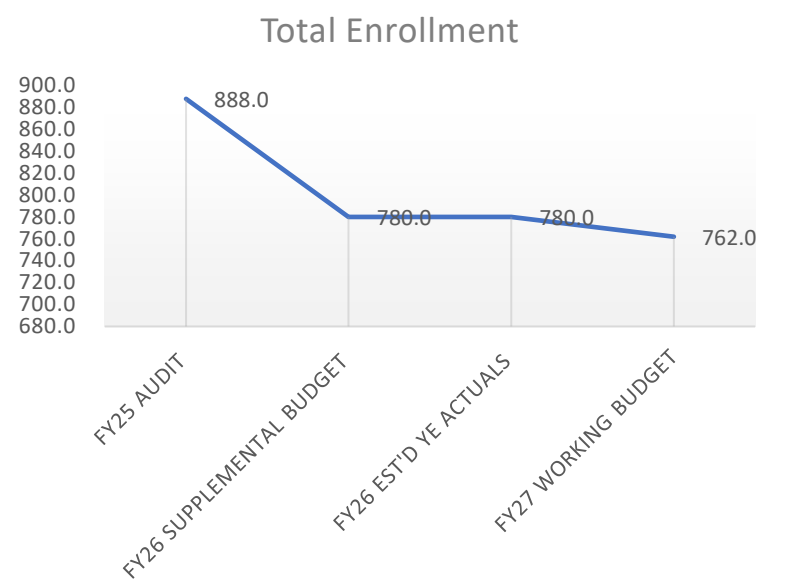
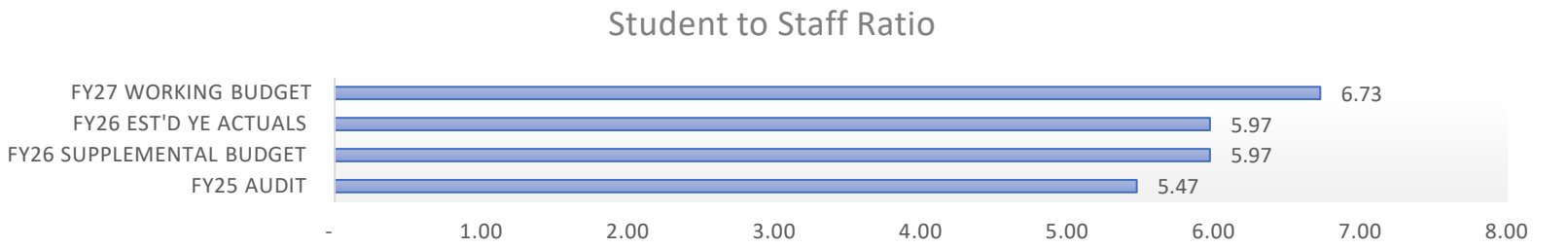
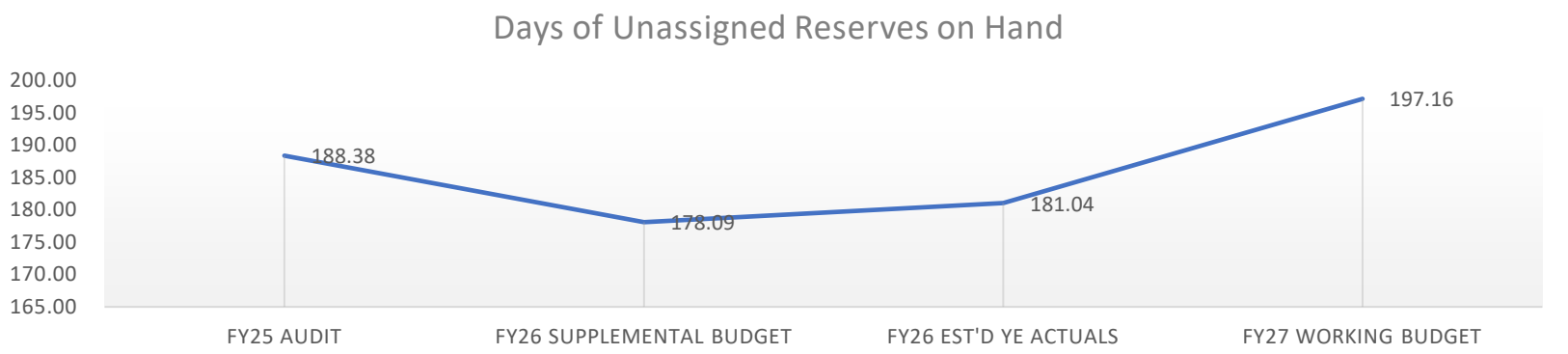
FY27 WORKING BUDGET		
CAPROCK ACADEMY PROPOSED BUDGET Adopted May 12, 2026 Budgeted Pupil Count	Object Source	General Fund 762
Beginning Fund Balance (Includes All Reserves)		6,305,107
Revenues		
Local Sources	1000 - 1999	645,141
FY25 PROPOSED BUDGET	2000 - 2999	-
	3000 - 3999	1,505,792
Federal Sources	4000 - 4999	308,226
Total Revenues		2,459,158
Total Beginning Fund Balance and Reserves		8,764,265
Total Allocations To/From Other Funds	5600,5700, 5800	8,938,801
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)		17,703,066
Expenditures		
Instruction - Program 0010 to 2099		
Salaries	0100	3,617,820
Employee Benefits	0200	1,705,572
Purchased Services	0300,0400, 0500	243,043
Supplies and Materials	0600	544,029
Property	0700	38,000
Other	0800, 0900	60,000
Total Instruction		6,208,463
Supporting Services		
Students - Program 2100		
Salaries	0100	391,259
Employee Benefits	0200	184,454
Purchased Services	0300,0400, 0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Students		575,712
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	495,151
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	8,961
Total School Administration		504,111
School Administration - Program 2400		
Salaries	0100	589,438
Employee Benefits	0200	277,882
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		1,329,902
Business Services - Program 2500, including Program 2501		
Salaries	0100	-

FY27 WORKING BUDGET		
CAPROCK ACADEMY		General Fund
PROPOSED BUDGET		
Adopted May 12, 2026	Object	
Employee Benefits	0200	-
Purchased Services	0300,0400,0500	114,285
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Business Services		114,285
Operations and Maintenance - Program 2600		
Salaries	0100	219,433
Employee Benefits	0200	103,449
Purchased Services	0300,0400,0500	325,597
Supplies and Materials	0600	212,904
Property	0700	-
Other	0800, 0900	-
Total Operations and Maintenance		861,384
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	20,880
Purchased Services	0300,0400,0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Central Support		65,170
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	39,611
Employee Benefits	0200	18,674
Purchased Services	0300,0400,0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Enterprise Operations		58,286
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		-

FY27 WORKING BUDGET		
CAPROCK ACADEMY		General Fund
PROPOSED BUDGET		
Adopted May 12, 2026	Object	
Education for Adults - Program 3400		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400,0500	-
Supplies and Materials	0600	-
Property	0700	-
Other	0800, 0900	-
Total Education for Adults Services		-
Total Supporting Services		3,588,946
Property - Program 4000		
Salaries	0100	-
Employee Benefits	0200	-
Purchased Services	0300,0400,0500	-
Supplies and Materials	0600	-
Property	0700	100,000
Other	0800, 0900	-
Total Property		100,000
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		11,232,360
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		11,232,360
BUDGETED ENDING FUND BALANCE		
Non-spendable fund balance (9900)	6710	-
Restricted fund balance (9990)	6720	-
TABOR 3% emergency reserve (9321)	6721	327,310
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	6,067,197
Net investment in capital assets (9900)	6790	-
Restricted net position (9900)	6791	-
Unrestricted net position (9900)	6792	-
Total Ending Fund Balance		6,470,706
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

CAPROCK ACADEMY
2026-2027 PROPOSED BUDGET
BOARD SUMMARY

ANNUAL BUDGET				
	FY25 AUDIT	FY26 SUPPLEMENTAL BUDGET	FY26 EST'D YE ACTUALS	FY27 WORKING BUDGET
Revenue				
Local Revenue	718,002	592,500	615,671	537,500
State Revenue	1,428,756	1,563,211	1,354,885	1,505,792
Federal Revenue	180,581	369,752	369,752	308,226
Per Pupil Funding	9,501,740	9,428,106	9,428,106	8,938,801
Total Revenue	11,829,078	11,953,569	11,768,413	11,290,318
Expenditures				
Salaries	5,531,831	5,381,972	5,381,972	4,901,851
Employee Benefits	1,981,431	2,367,738	2,198,639	2,310,910
Purchased Professional and Technical Services	649,910	595,854	616,854	598,038
Purchased Property Services	340,834	330,250	330,250	325,597
Other Purchased Services	427,053	656,125	578,649	677,565
Supplies	773,192	783,936	714,287	694,967
Property	138,381	438,045	569,158	186,123
Other Objects	881,435	868,131	845,115	903,001
Other Uses of Funds	480,000	501,667	500,000	526,667
Total Expenditures	11,204,068	11,923,716	11,734,924	11,124,719
Other Revenue	110,833	106,050	106,050	107,641
Other Expenditures	133,441	106,050	106,050	107,641
Transfers	-	-	-	-
Loan Proceeds	-	-	-	-
Change in Fund Balance	\$ 602,403	\$ 29,852	\$ 33,489	\$ 165,599
Beginning Fund Balance	\$ 5,665,044	\$ 6,267,447	\$ 6,267,447	\$ 6,305,107
Nonspendable Fund Balance	71,624	-	-	-
TABOR Reserve	344,294	342,367	342,367	327,310
Committed Fund Balance	-	-	-	-
CSI SPED Reserve	-	85,300	85,300	76,200
Unassigned Fund Balance	5,851,529	5,869,632	5,873,269	6,067,197
Ending Fund Balance	\$ 6,267,447	\$ 6,297,299	\$ 6,300,936	\$ 6,470,706
MAJOR ASSUMPTIONS				
Total Enrollment	888.0	780.0	780.0	762.0
Funded Pupil Count	880.4	854.5	854.5	802.1
Per Pupil Revenue (PPR)	10,788	11,034	11,034	11,144
Change in PPR	6.89%	-0.16%	2.27%	1.00%
Staff (FTE)	162.25	130.60	130.60	113.30
OPERATING METRICS				
Debt Burden Ratio (DBR)	8.88	8.97	8.94	8.46
Operating Reserve Ratio (ORR)	0.55	0.52	0.53	0.58
Operating Margin Ratio (OMR)	0.05	0.00	0.00	0.01
Change in Fund Balance Ratio (CFBR)	0.11	0.06	0.01	0.03
Days of Unassigned Reserves Hand	188.38	178.09	181.04	197.16
Estimated Debt Service Coverage Ratio	1.45	1.20	1.42	1.20
Facility Payment as % of Revenue	0%	0%	0%	0%
Total Facility Costs as % of Revenue	4%	5%	5%	5%
Instructional Spending				53%
Support Services Spending				47%
Salaries & Benefits as % of Total Budget	67%	65%	65%	65%
Student:Staff Ratio	5.47	5.97	5.97	6.73



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.

Caprock Academy Remote Learning Contingency Plan

v.7.26.2021

Remote Flexibilities:

Caprock Academy will make every effort to instruct students on campus, in person. In the event Caprock Academy will need to move students to remote learning, students will be able to access their education via the school's online Learning Management System operated in partnership with the FACTS student information system. In this way, the school will be offering remote learning only on an as needed and temporary basis. Students will not have an opportunity to choose remote learning. Remote learning will only be offered should the school need to quarantine students and/or teaching staff.

Accessibility: Students and/or families who need access to technology will be able to check supplies out from the school on an as needed basis. Qualifying students will be provided with laptops for word processing, internet accessibility, and webcam and microphone capabilities. Families who do not have internet access will also be able to apply for school supplied internet access solutions.

Student Engagement: Daily assignments for all students will be posted in the LMS. The school recommends that remote students utilize resources and complete assignments along with the students who are present on campus. Due dates will be the same for both on-campus and remote students, with a time adjustment for students attending remotely. On-campus students will be expected to turn in assignments during their class period on the date it is due, while remote students will be expected to turn in assignments by 11:30 pm on the date it is due. If students are not engaging with classwork or the teaching staff for 1 week, the teachers will begin contacting parents via email, then phone, then potentially a home visit if possible, to re-engage the student.

Parent/Guardian Communication and Attendance:

During remote learning, teachers will send no less than bi-weekly communication to parents about school updates and student engagement.

Students are expected to attend school every school day on the school's 160-day calendar.

Students will be counted present if they complete the daily task for each day on the day it was assigned.

Daily tasks that are completed on a day other than the day they were assigned will not count towards that day's attendance.

Note - The policy defining excused versus unexcused absences will remain the same for both on campus and remote students. If a student is unable to attend, the parent/guardian will notify the school of the student's absence immediately.

Teachers will verify attendance daily. Parents are responsible for ensuring student attendance tasks are completed on a daily basis.

Instructional time and progress will be monitored through task and assignment completion for each course in which the student is enrolled. Students may work on tasks and assignments as soon as they are released and must submit them for grading by 11:30 pm on their due date.

Completion of all posted tasks and assignments will be considered equivalent instructional time to full time on- campus instructional hours.

Synchronous & Asynchronous Instruction:

***When the school is conducting temporary remote learning, synchronous learning will be offered for at least 20% of any day for all students, via Zoom. Teachers will communicate times when synchronous learning is available.**

Students attending remotely will need to access course materials and assignments through their student LMS accounts.

Daily assignments for all students will be posted in the LMS. The school recommends that remote students utilize resources and complete assignments according to the same schedule as if they were still present on campus. Due dates will be the same for students whether or not they are on-campus or remote, with a time adjustment for students attending remotely. For example, on-campus students will be expected to turn in assignments during their class period on the date it is due, while remote students will be expected to turn in assignments by 11:30 pm on the date it is due.

Any class/teacher recordings will be uploaded to the LMS by the classroom teacher by the end of each day. Remote students will have email access to teachers during school days just as they would if they were attending in- person. Parents are expected to monitor student engagement but are not permitted to interact with the class or teacher during the synchronous learning sessions except in the event of an emergency.

Assessment:

Teachers will use daily assignments and exams for assessing student progress. Students will be given an opportunity to participate in the school's interim assessments in small groups or as individuals if the interim testing window comes up during remote learning periods.

The school will schedule multiple safe testing windows in order to safely space students out or test in small cohorts if the state standardized assessments occur during a remote learning period.

Students with IEPs/ALPs: The school's Student Services Department will schedule services individually with each student who has an IEP, ALP, or any other service plan through student services should the school move into a remote learning period. Services may be conducted in individual or small groups on campus, or online via Zoom.

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~~ **policy** 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 Caprock Academy'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 Caprock Academy 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 Caprock Academy 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, Caprock Academy 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, Caprock Academy 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,~~ Caprock Academy 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.~~ Under CORA, a requester is not required to identify themselves, but sufficient contact information is required to process and fulfill the request.

Public Records Not Subject to Disclosure

Caprock Academy 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, Caprock Academy 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, Caprock Academy 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 Caprock Academy is not obligated to create records that do not exist or maintain records outside of relevant legal guidelines or Caprock Academy's policy on records retention.

General Questions and Requests for Information

~~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, Caprock Academy is not required to respond to them according to CORA's specifications. Although it is not required, Caprock Academy may respond to all such questions and requests for information.~~

Responses to Requests

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 Caprock Academy 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 Caprock Academy is required to manipulate data to generate the record, Caprock Academy 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 ~~Employee Benefits~~ Policy Addendum: PTO Accrual Guidelines

This addendum outlines the Paid Time Off (PTO) accrual structure for salaried non-exempt and exempt employees. ~~PTO is accrued monthly 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.
- Unused PTO rolls over year to year up to the maximum accrual cap.
- Upon separation, the remaining unused PTO balance is paid out at 100%.
- 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 ~~Employee Benefits~~ 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.

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.
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.
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.
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.
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.
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.
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 - High School Latin CoJCL & NJCL Membership	\$ 12.00	Yearly membership fee to the Colorado Junior Classical League and National Junior Classical League.	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.
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.

Increased fee based on actual cost of items provided to seniors.

Removed fee, as it is no longer used and has not been utilized for many years.

Added and approved by Matt, for the 26-27 school year.

Increased Fee from \$26 to \$28 based on actual cost

Updated language and fees based on actual cost

Added the fee to participate back per J. Savoya and D. Albert. This fee is very similar to an athletic participation 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.

Removed Club Specific line item, and will make it more broad.

Reworded this so it is more broad and can cover all possible extracurricular clubs.

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	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.
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			

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."

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 - 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.
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.
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.
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.
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.
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		

Combined all middle school athletics into one to consolodate space.

Combined all middle school athletics into one to consolodate space.

Added per Dylan and Jessica so we are in allignment with D51 charging more for non-enrolled students

Combined all high school athletics into one to consolodate space, with the exception of Ice Hockey.

Fee Type	Fee \$	Fee Purpose	Activity or item from which student will be excluded to student, if fee is not paid
Athletics - High School <i>*Ice Hockey is excluded, as they have their own fee</i>	\$ 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.
Athletics - High School Ice Hockey <i>*Fee is for Caprock Academy enrolled students and non-Caprock Academy students</i>	\$ 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.
Athletics - High School Non-Caprock Academy enrolled students <i>*Ice Hockey is excluded, as they have their own fee</i>	\$ 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.
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.
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 all high school athletics into one to consolodate space, with the exception of Ice Hockey.

Seperated Ice Hockey out from the rest of HS Athletics because fee is higher.

Combined all high school athletics into one to consolodate space, with the exception of Ice Hockey.

If Ice Hockey Sweater & Breezers are the same cost to replace, we can eliminate the individual one and combine to save space.

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.

Safety and Security Highlights

- 2 main grants receive: MCFMLD (\$50,000) & CDE Charter School Facility Assistance Program Grant 2025-26 (\$112,000)
- CCTV upgrades: 9 new cameras, several existing moved for better coverage
- 120 new Motorola radios for Administration and Staff. Better clarity, range, and effectiveness
- 2 additional AED's: One upstairs and another one by both Gyms
- Vinyl Wrapping: All exterior windows for a better deterrence from the outside (Minnesota Church Incident)
- Windows in classroom doors: All classrooms in Bld 1 & 2 retrofitted

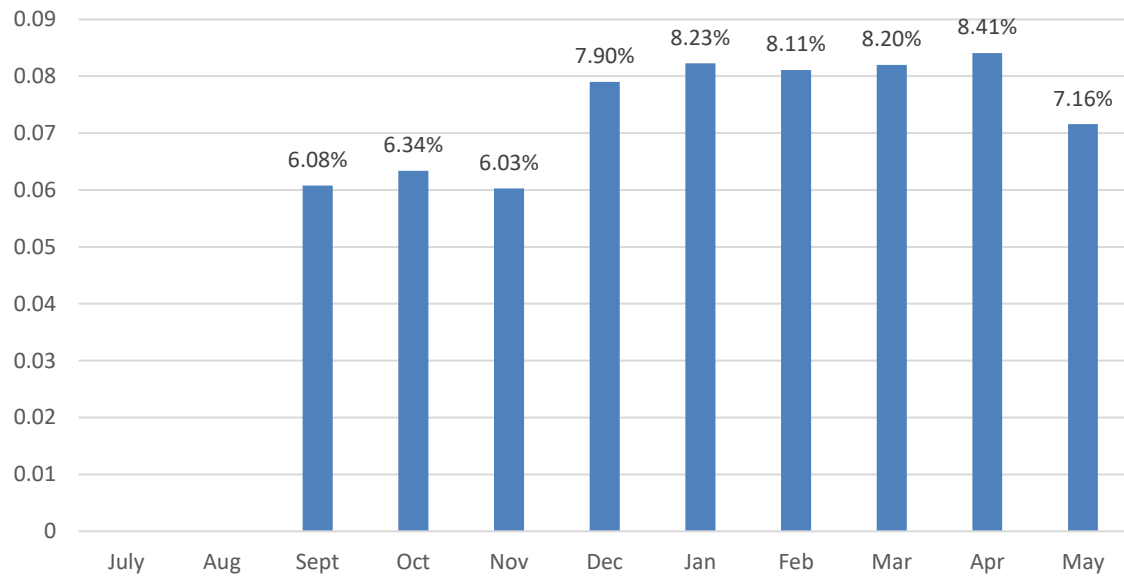
Safety and Security Highlights

- Re-written and CSI approved EOP (Emergency Operations Plan)
- Perimeter fence that encloses campus
- Wood chips removed, concrete and rubber playground flooring tiles installed at the kindergarten playground
- Old bleachers removed from both sides of main gym and new, ADA compliant bleachers installed. Sufficient handrails and additional seating added to the west side
- New paint marking at the horseshoe and painted fire lines

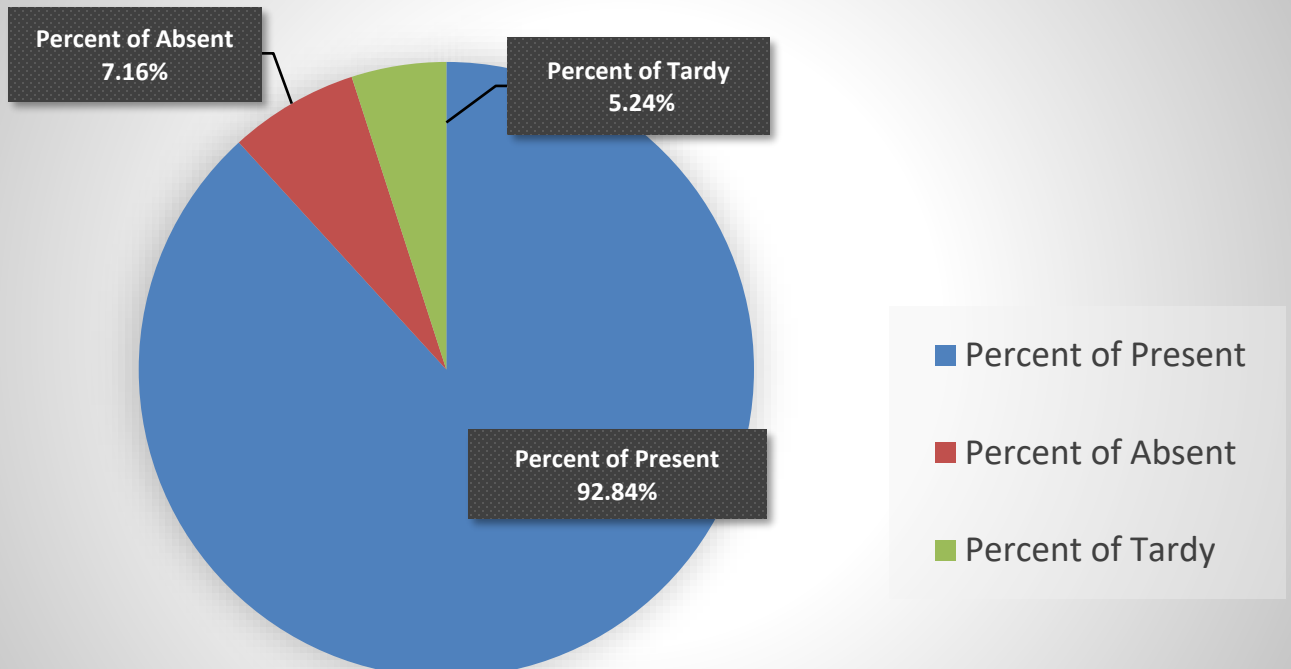
Safety and Security Highlights Cont.

- IRT (Incident Response Team) created: Meet every Thursday afternoon to discuss safety and security concerns
- Meetings on tabletops, Lockdowns, and Fire Drills
 - Tabletops include bomb threats, suspicious bag, reunification procedure, and active shooter.
 - Lockdowns conducted by GJPD and MCSO
 - Lockbox's installed and located around main building for Law Enforcement access (could be Colorado law by 2030)
- Rebuilt relationships with local Law Enforcement
 - Stronger presence on Campus
 - SRO Joey Gonzalez and Chris Kiefer (GJPD) and Sergeant Marco Montez (S.O)

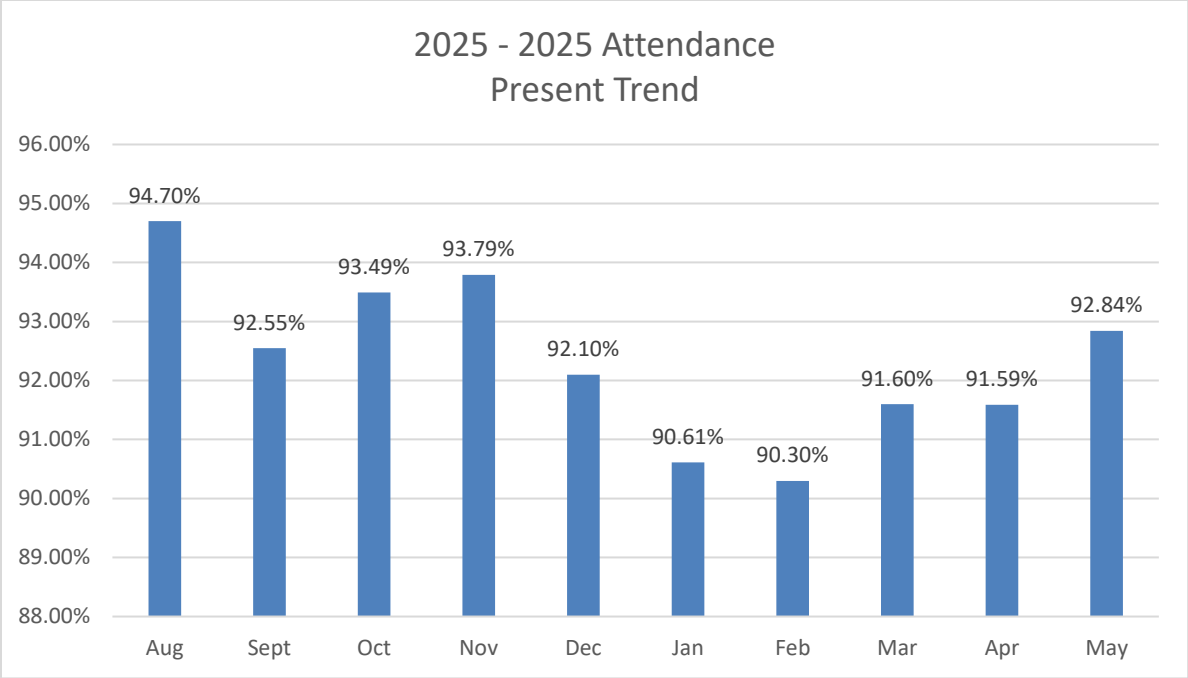
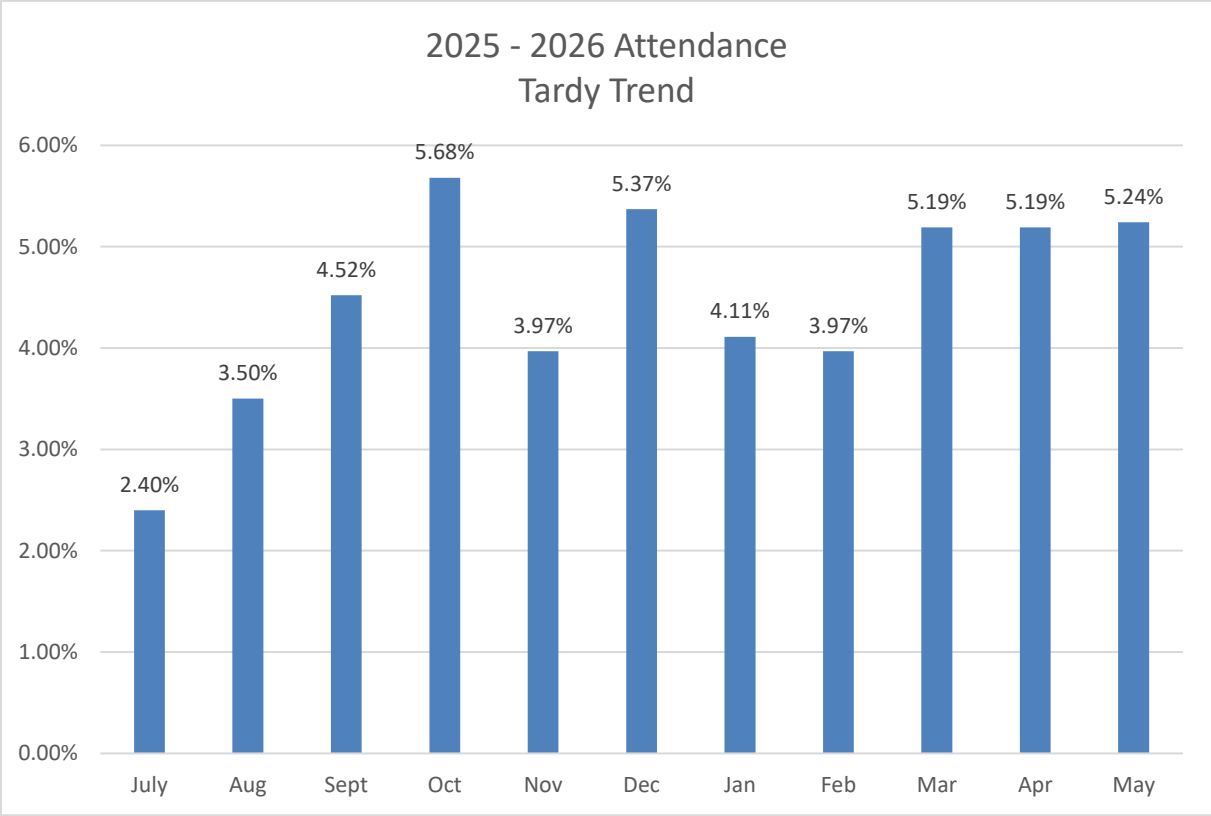
2025 - 2026 Attendance Absent Trend



May Attendance

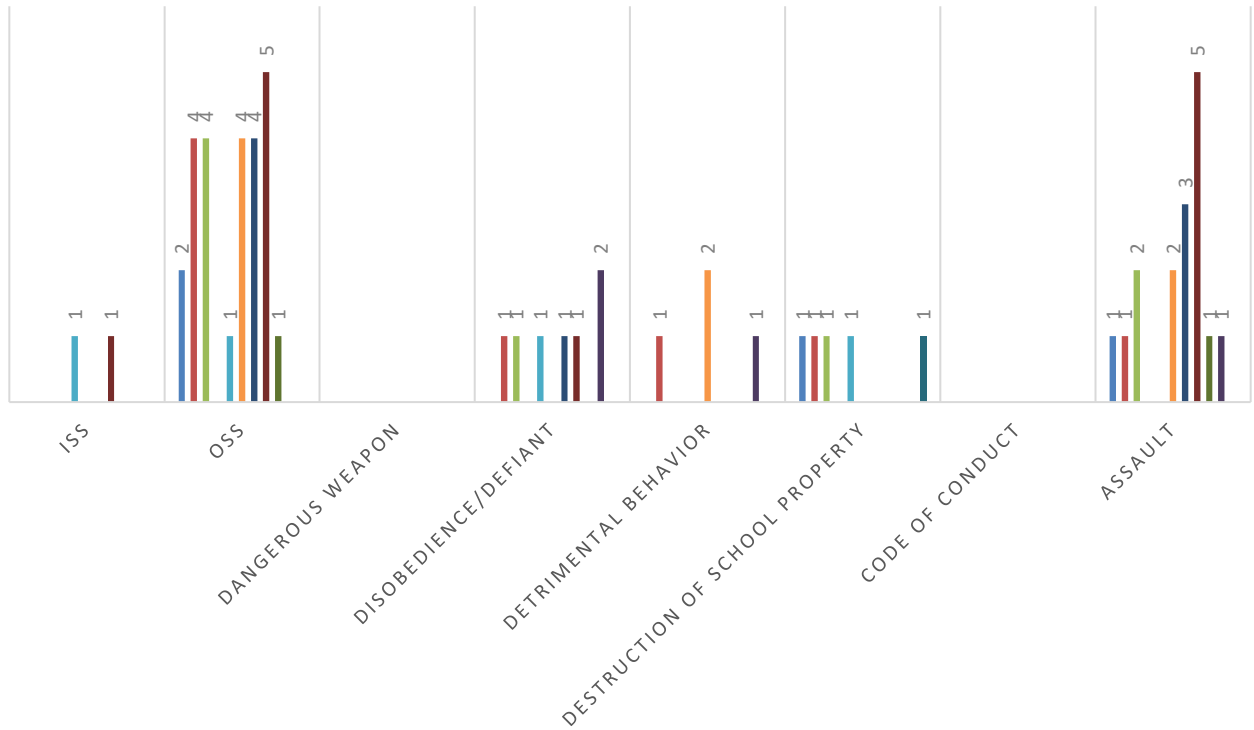


Note: The total exceeds 100% slightly because tardy students are counted as present

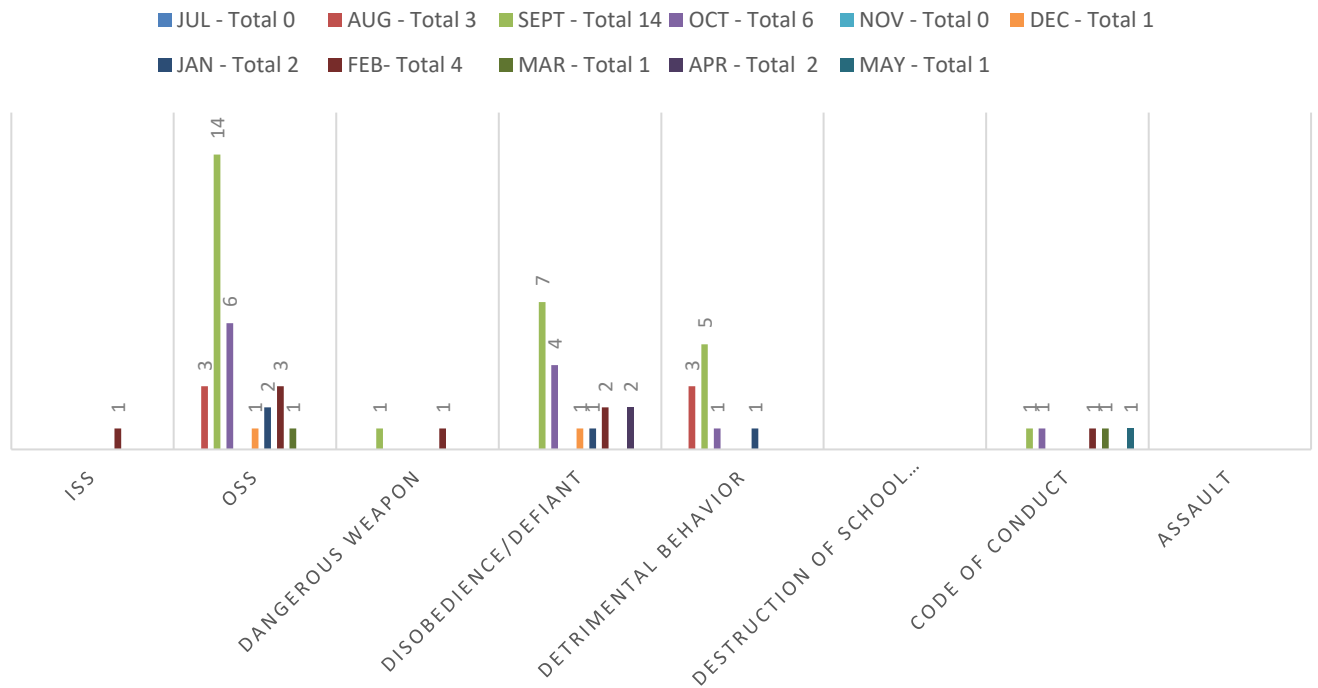


K-6 SUSPENSION (JUL-MAY)

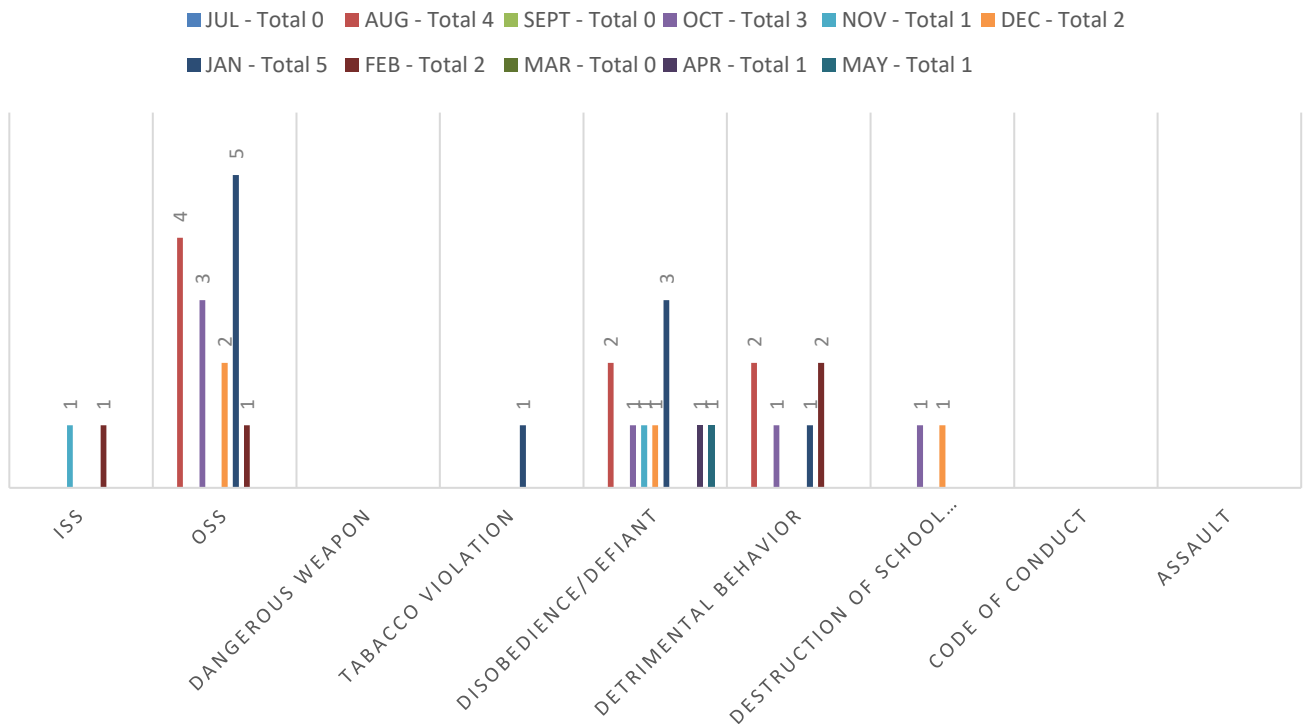
JUL - Total 2 AUG - Total 4 SEPT - Total 4 OCT - Total 0 NOV - Total 2 DEC - Total 4
 JAN - Total 4 FEB - Total 6 MAR - Total 1 APR - Total 4 MAY - Total 1

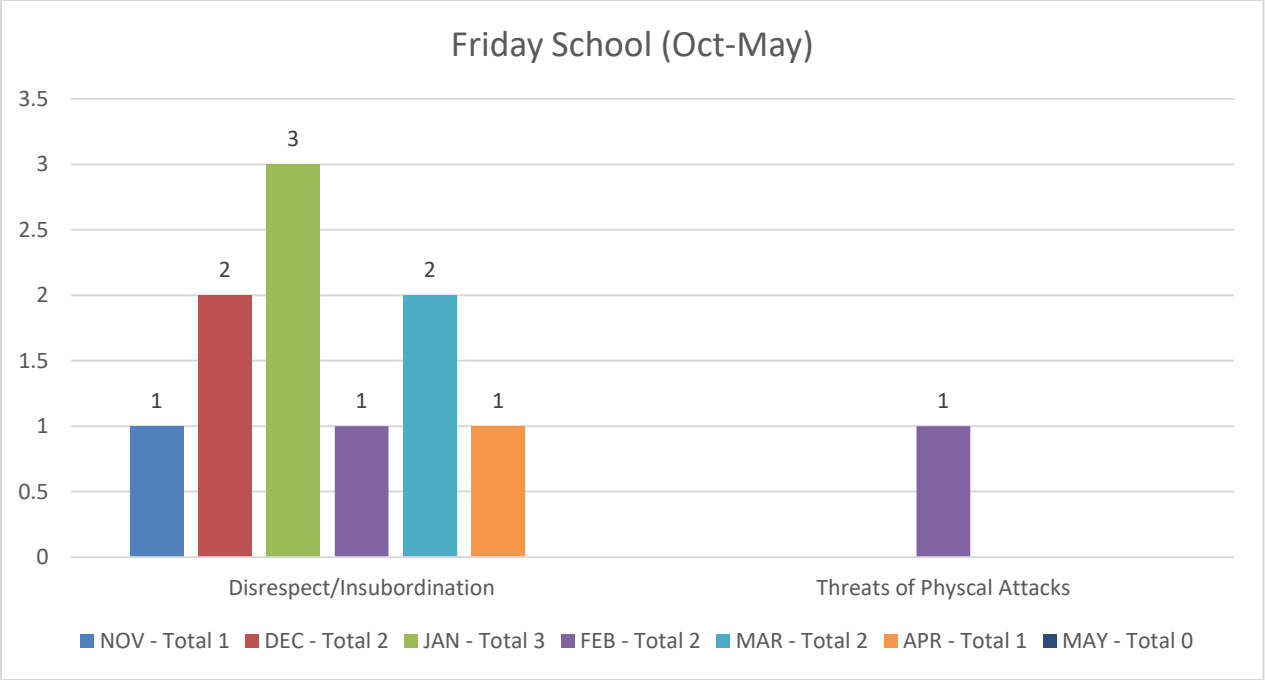
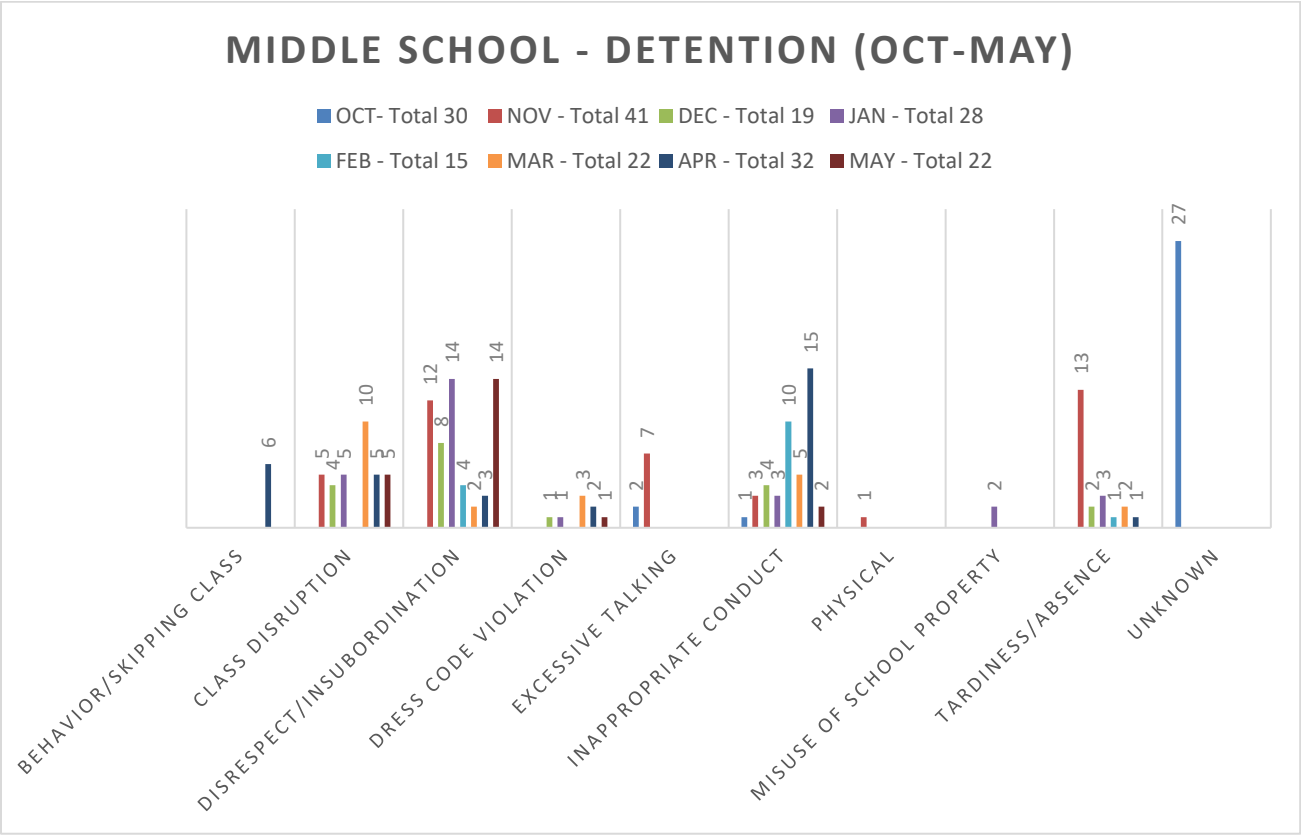


MIDDLE SCHOOL SUSPENSIONS (JUL-MAY)

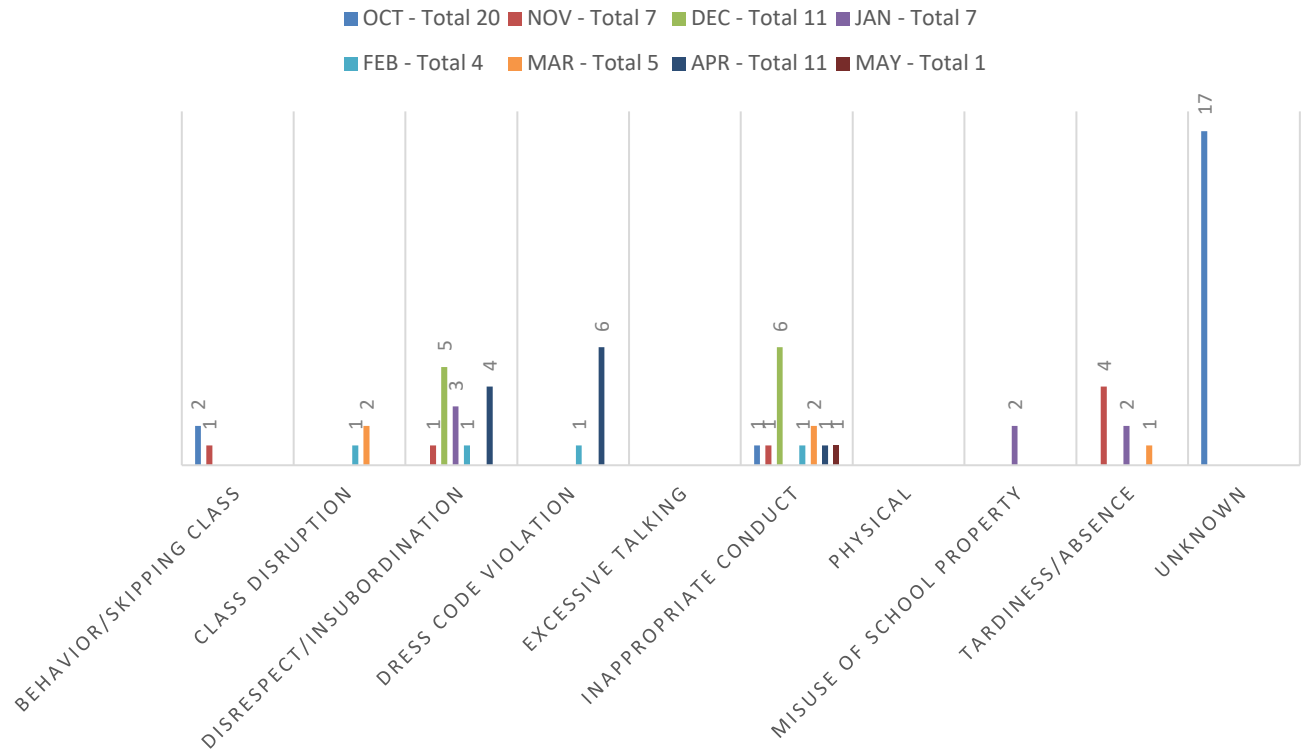


HIGH SCHOOL SUSPENSIONS (JUL-MAY)

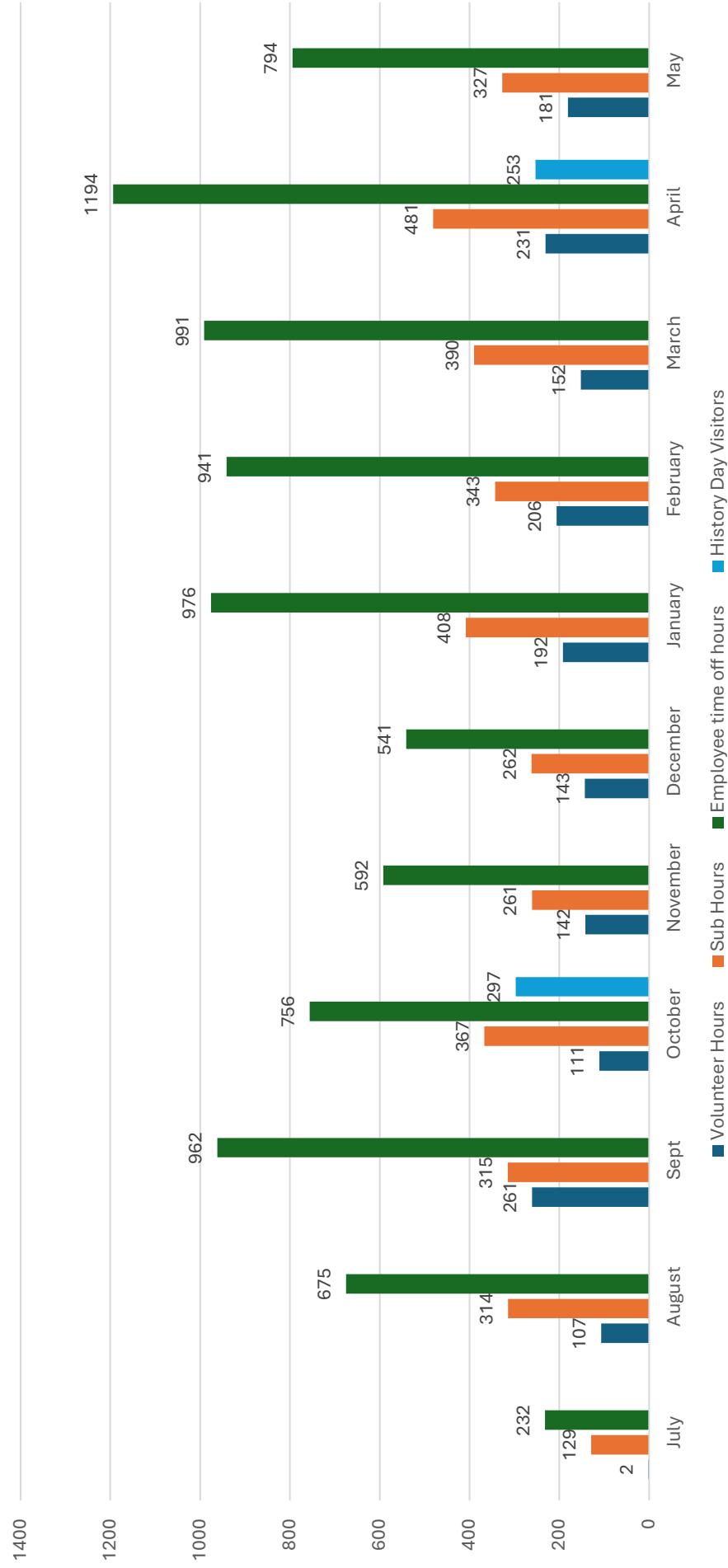




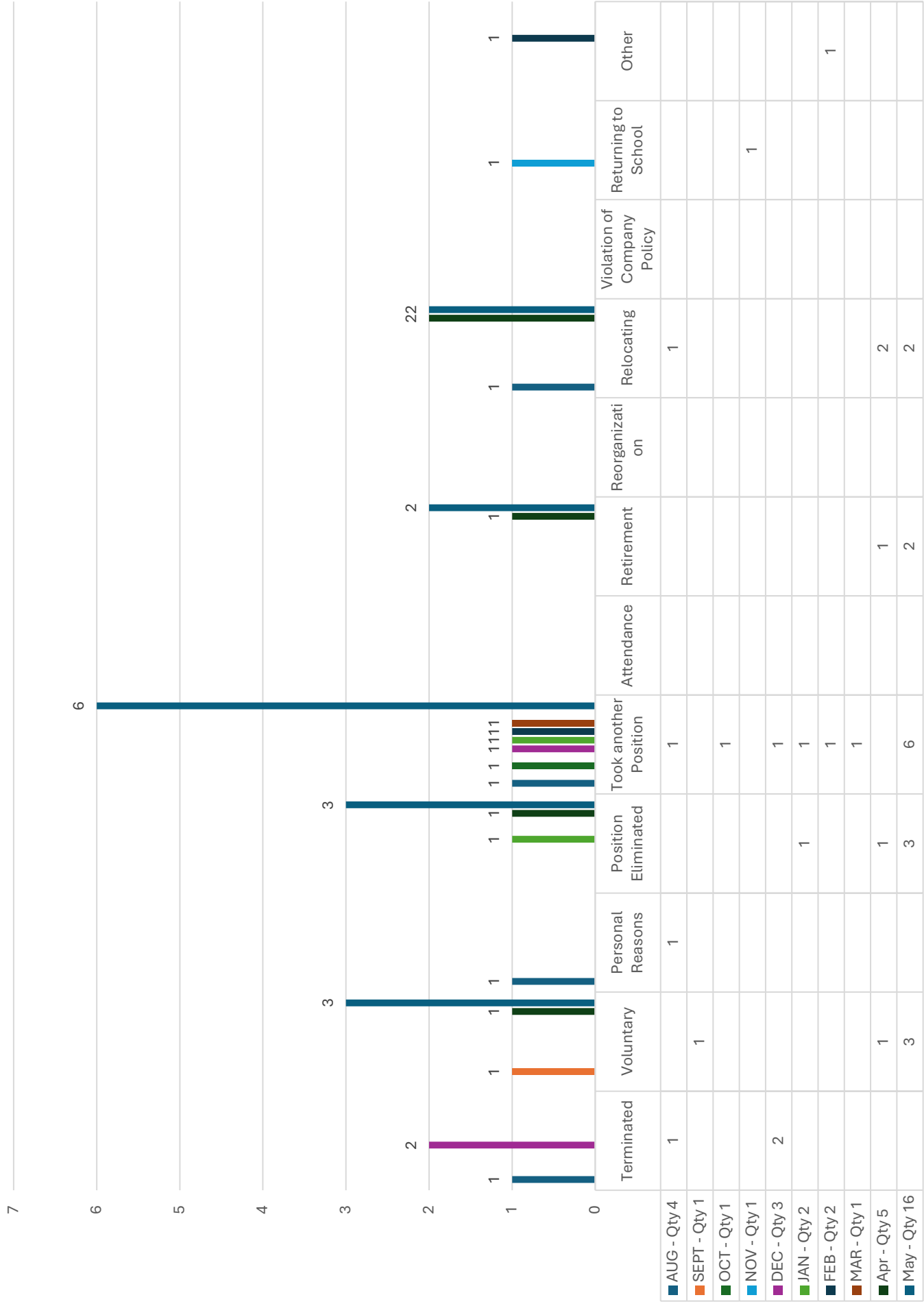
HIGH SCHOOL - DETENTION (OCT-MAY)



Employee/Substitute/Volunteer Hours

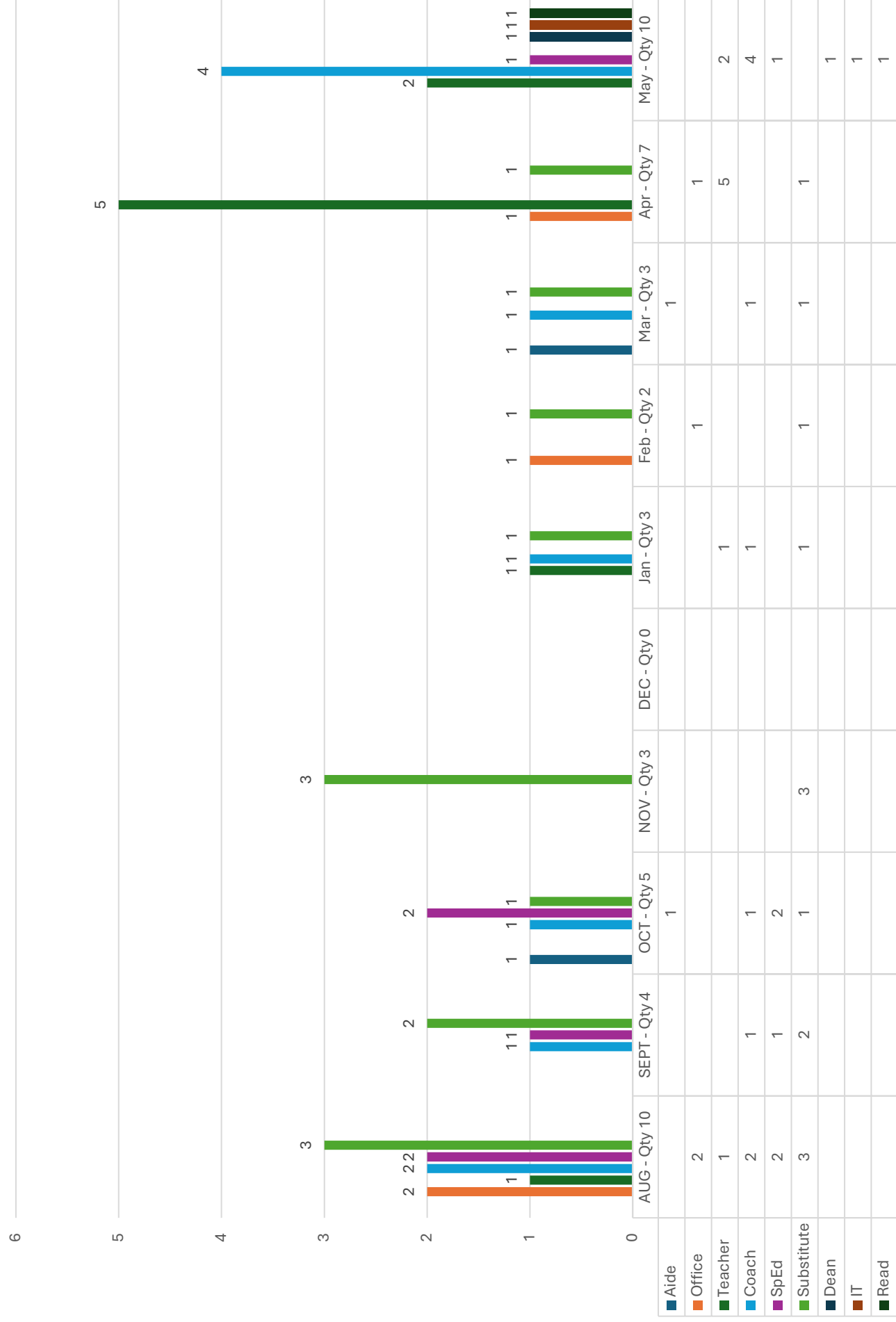


Staff - Reasons for Leaving

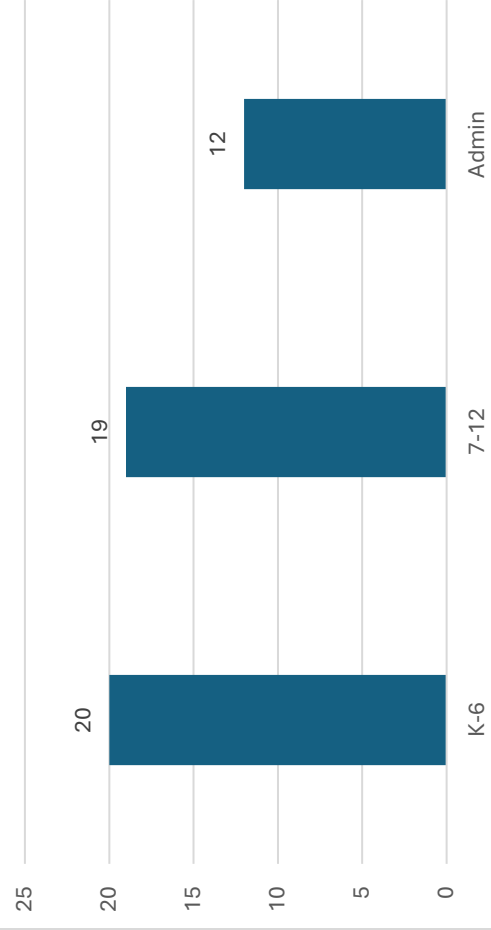


■ AUG - Qty 4 ■ SEPT - Qty 1 ■ OCT - Qty 1 ■ NOV - Qty 1 ■ DEC - Qty 3 ■ JAN - Qty 2 ■ FEB - Qty 2 ■ MAR - Qty 1 ■ Apr - Qty 5 ■ May - Qty 16

Staff Vacancies Filled



25/26 End of Year Evaluations



End of
2025/2026
School Year
Enrollment
Report

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	19
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	23
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	742
Total Waitlist	25
Total Enr+Waitlist	767
Final October Count	780

Caprock Academy
Enrollment Totals
6/3/2026

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	19
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	23
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	742

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	25
3rd Grade	13
4th Grade	15
5th Grade	23
6th Grade	14
7th Grade	8
8th Grade	27
9th Grade	17
10th Grade	28
11th Grade	12
TOTAL	216

Intent to Return	TOTAL
FTK-Class A	15
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	22
3rd Grade-Class B	22
3rd Grade-Class C	22
4th Grade-Class A	23
4th Grade-Class B	22
4th Grade-Class C	24
5th Grade-Class A	15
5th Grade-Class B	16
5th Grade-Class C	24
6th Grade-Class A	22
6th Grade-Class B	24
6th Grade-Class C	22
7th Grade-Class A	25
7th Grade-Class B	24
7th Grade-Class C	24
8th Grade-Class A	13
8th Grade-Class B	17
8th Grade-Class C	19
9th Grade	42
10th Grade	36
11th Grade	47
TOTAL	672

Retention %

2026/2027
School Year
Enrollment
Projection

Caprock Academy
Enrollment Totals
6/3/2026

CLASS	TOTAL
FTK-Class A	20
FTK-Class B	19
FTK-Class C	19
1st Grade-Class A	17
1st Grade-Class B	17
1st Grade-Class C	16
2nd Grade-Class A	25
2nd Grade-Class B	24
2nd Grade-Class C	24
3rd Grade-Class A	20
3rd Grade-Class B	19
3rd Grade-Class C	21
4th Grade-Class A	27
4th Grade-Class B	25
4th Grade-Class C	26
5th Grade-Class A	25
5th Grade-Class B	25
5th Grade-Class C	24
6th Grade-Class A	21
6th Grade-Class B	21
6th Grade-Class C	21
7th Grade-Class A	25
7th Grade-Class B	23
7th Grade-Class C	24
8th Grade-Class A	26
8th Grade-Class B	25
8th Grade-Class C	27
9th Grade	48
10th Grade	45
11th Grade	38
12th Grade	48
TOTAL	785

WAITING LIST	TOTAL
FTK	5
1st Grade	3
2nd Grade	0
3rd Grade	4
4th Grade	2
5th Grade	3
6th Grade	2
7th Grade	3
8th Grade	0
9th Grade	0
10th Grade	3
11th Grade	1
TOTAL	26

AVAILABILITY	TOTAL
HTK	N/A
FTK	8
1st Grade	34
2nd Grade	11
3rd Grade	24
4th Grade	6
5th Grade	10
6th Grade	21
7th Grade	12
8th Grade	6
9th Grade	12
10th Grade	21
11th Grade	22
TOTAL	187

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

Retention %

Policy AP X Federally Funded Construction Projects

Policy Statement

The school will adhere to all applicable federal laws, regulations, and grant conditions related to construction projects funded with federal grant dollars. This includes, but is not limited to, compliance with the [Davis-Bacon Act](#), procurement standards in [2 CFR Part 200](#), and applicable environmental, safety, and civil rights requirements.

Applicable to projects totaling greater than \$2,000 involving construction, alteration, or repairs that increase property value. This includes projects that are only partially federally funded.

Procedures

1. Pre-Construction Requirements

- All necessary federal and state approvals will be obtained prior to initiating any construction activity.
- A detailed scope of work and cost estimate will be developed and board approved.

2. Davis-Bacon Act Compliance

- Contractors and subcontractors will be required to pay laborers and mechanics no less than the prevailing wage rates as determined by the [U.S. Department of Labor \(DOL\)](#).
- The applicable wage determination will be included in all bid specifications and contracts.
- The school will collect and review certified payroll reports weekly to ensure compliance.
- Posters [WH-1321](#) notifying workers of their rights under Davis-Bacon will be prominently posted at the job site.

- The school will resolve any wage discrepancies or violations in accordance with DOL guidance.

3. Procurement of Construction Services

- Competitive bids will be solicited for contracts exceeding the simplified acquisition threshold.
- Contracts will not be awarded to debarred or suspended vendors (verified through SAM.gov).
- Contracts will include all required federal clauses (e.g., Byrd Anti-Lobbying, Clean Air Act, Davis-Bacon, Equal Employment Opportunity).

4. Contract Oversight and Monitoring

- The school will designate a project manager to oversee construction progress and compliance.
- Regular site visits and inspections will be conducted to verify work completion and adherence to the contract scope.
- All change orders must be pre-approved and documented.
- Payment will only be made for completed and verified work.

5. Recordkeeping

- All records related to procurement, wage determinations, payroll, inspections, and payments will be retained for a minimum of **three years** after the project's completion or longer if required by the grantor.
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Policy E 1.2 – Attendance and Punctuality

All employees are expected to be on time and punctual **when** ~~for~~ showing up to work. In addition, ~~regular~~ **daily** attendance is considered an essential function and is necessary for the efficient operation of the school.

Employees who are going to have an unplanned absence must contact the **Head of School's** designee **and their direct supervisor** **as soon as possible and no later than before 6:00 AM** **on** the day of **the absence**. Leaving messages with other employees or on voice mail is not acceptable. ~~Additionally~~ ~~Nor at any time should an employees~~ ~~should never attempt to procure their own substitute or ask staff to cover for them~~ ~~without prior approval from the Head of School~~. Failure to call in when absent **may** ~~can~~ result in **disciplinary action and possible** termination.

It is the sole responsibility of the Head of School's designee to arrange substitute coverage.

Policy E 5.0 – Employee Benefits

As part of its compensation strategy, the School offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The School complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by the School are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the School's discretion as permitted by law. The School and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by the School.

Employees will have an opportunity to make changes to their benefit selections during the School's annual open enrollment period. Employees who experience a qualifying life event, such as marriage, divorce, or the birth of a child, will also be allowed to make a change in their benefits selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

The School currently offers these plans:

- Medical Insurance Plan
 - Contributes funds to help pay a portion of medical insurance premium for an employee and offers group rates to families
- Dental Insurance Plan
 - Provides to employee dental coverage and offers group rates to families.
- Vision Insurance Plan
 - Provides to employee vision coverage and offers group rates to families.

For more information about these plans, please refer to the employment documentation provided in the hiring process or contact the Business Office—Human Resources.

- Holidays
 - For scheduled holidays reference the school calendar provided to you or posted on the school website
- Planned Absences
 - Employees are responsible for scheduling their absence, in advance, through an established account in the payroll system and must receive approval before planning. Absences are approved in a manner that minimizes interruptions of the School days. Employees are to schedule personal/professional absences, if possible, days/weeks in advance to arrange substitute coverage of the classroom.

Paid Time Off (PTO) – Salaried Employees, see Employee Benefits Policy Addendum: PTO Accrual Guidelines ~~Policy Addendum for accrual details~~

The School currently allows salaried employees to accrue Paid Time Off (PTO). This paid time is for salaried employees to do with as they wish or need. For example, it may be used to take time off for vacation, sickness, family illness, personal matters, or for any other reason. This time is intended to comply with the Healthy Family Workplace Act. (See HFWA circumstances below).

Eligible salaried employees currently accrue 4 hours of PTO paid time off each pay period, up to 48 hours in a year, based on regular hours worked.

If an employee has an exhausted their PTO accrual and requires time off the leave will be without pay unless approval from the Head of School occurs.

Conference Meeting Conference Time

All Employees will enter Conference Meeting Conference Time into the school's timekeeping system and be pre-approved by a supervisor for all school related activities, while school is in session, such as field trips, coaching and AOD sports events, conferences and training. The meeting conference option specifically refers to meetings or conferences directly related to Caprock Academy school business.

Personal Appointment Time

Salaried exempt employees can may utilize Personal Appointment Time Conference Meeting Time to take up to 2 hours off for appointments or other personal matters, entering no more than 4 hours per month as approved by their direct supervisor or Head of School and can not be combined with PTO. as needed.

~~All conference meeting time requests must be entered into the school's timekeeping system and must be approved by a supervisors.~~

Healthy Family Workplace Act Leave (HFWA) – hourly employees

Hourly employees will accrue 1 hour of HFWA for every 30 hours worked, up to 48 hours in a year, and may be used for the following circumstances in accordance with HFWA.

- Mental or physical illness, injury, or health condition that prevents the employee from working;
- Obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- Obtain preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- To care for a family member who:

- Has a mental or physical illness, injury, or health condition;
- Needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- Needs to obtain preventive medical care;
- The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:
 - Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
 - Obtain services from a victim services organization;
 - Obtain mental health or other counseling;
 - Seek relocation due to the domestic abuse, sexual assault, or harassment;
 - Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
- Due to a public health emergency, a public official has ordered closure of:
 - Caprock Academy;
- Needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- Needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
- Needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

* Additional leave may be granted in accordance with Healthy Families and Workplaces Act during a Public Health Emergency when applicable.

*This list should not be considered exhaustive and indicative of all circumstances that may fall under sick leave use criteria.

~~HFWA leave may be used in one-hour increments as approved by the Head of School. Employees begin accruing HFWA leave upon hire.~~

It is your responsibility to notify the Head of School's or designee and your supervisor and the Executive Assistant each day **no later than** by 6:00 a.m. the day of your shift when you cannot come to work because of any of the reasons listed above. ~~Also, let your manager know when you expect to return to work.~~ In the event you are absent for four or more consecutive workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to any of the reasons listed above and the length of time of the absence.

If you have an extended illness, accumulated HFWA time currently provides pay while you are away from work. Unused HFWA hours ~~currently~~ are carried over from year to year **and may accumulate** up to 48 hours ~~so they can be accumulated and used when needed.~~ Employees will not accrue additional HFWA time until the balance falls below 48 hours.

Because HFWA time can be accumulated to be used if you are personally sick or injured; you will not receive extra pay or extra time off for your unused HFWA time. Paid HFWA time will not be used in the calculation of overtime.

Sick Leave Donation Requests:

Should an employee use up all their available leave (HFWA or PTO ~~where applicable~~), but ~~still~~ require additional time off ~~for~~ due to sickness, a request for sick leave donations from other staff members may be made through Human Resources. The Human Resources office will confirm the need and desire for requested hours before sending a communication requesting donated hours to all staff, ~~Human Resources will confirm with the staff member in need that they agree for the request to go out and will only send the request if permission is given by the staff member in need and the Head of School. Human Resources staff will then notify all staff of the need for additional sick leave, keeping the staff member in need anonymous. allowing any Staff member to~~ may donate up to **8** 46 hours of leave to the requesting staff member. This will be entirely voluntary and confidential. No staff member will be told who leave is going to nor will the staff member receiving leave be told who donated it.

HFWA Leave at Separation

HFWA leave will not be paid out at separation or any other time but will be reinstated if the employee returns to work for Caprock Academy within six months of the original separation date in accordance with the Healthy Families and Workplaces Act.

Professional Development

- Professional development is a priority of Caprock Academy. Board members, administrators, faculty and staff members should seek opportunities to deepen or broaden both knowledge and ability to assure the highest quality professionals are working in the school.
- Reimbursement of such activities is at the discretion of the **Director of Finance** ~~Business Manager~~ and the Head of School. These activities include but are not limited to courses, workshops, conferences, exchange programs, **and** participation on committees, etc.
- The activity must be specifically tied to the area of teaching or role in the school to be considered. Availability of funds, time of request, cost of activity and academic value will all play a role in the level of reimbursement available and the acceptance of the highest request.

Policy TBD Time and Effort Policy

All charges to payroll for personnel who work on one or more federal program cost objectives are based on one of the following, depending on the circumstances:

1. Semi-annual certification: (single cost objective 100%)

Applies to any employee who works 100% of their time on a single grant program and/or single cost objective.

These employees are not required to maintain time-and-effort records if their job description clearly shows that the employee is assigned 100% to a single program or single cost objective. Each employee must certify in writing, at least semi-annually, that he/she worked solely on the program or single cost objective for the period covered by the certification. The certification is signed by the employee or by the supervisor having first-hand knowledge. Charges to the grant must be supported by these semi-annual certifications. The semi-annual certification is executed after the work has been completed, and not before. The semi-annual certifications are maintained by the Director of Human Resources of Caprock Academy.

2. Time and effort reporting (multiple cost objectives)

Applies to employees who do not work 100% of their time on a single grant program and/or single cost objective, or work under multiple grant programs, or multiple cost objectives.

These employees are required to maintain time-and-effort records. Such reports must reflect an after-the-fact distribution of the actual time spent on each objective. These reports are submitted monthly through time and Labor reporting in Paylocity and approved by the employee's supervisor.

Employee Training

The Director of Human Resources will schedule the initial informational meeting with any new employee performing grant-funded objectives, or existing employee performing grant-funded objectives for the first time about time and effort reporting as well as the procedure for recording it correctly. *It is the responsibility of the employee's supervisor to provide details as to which job duties fall under grant funded activities.

Reconciliation Procedures

Grantees may initially charge payroll costs based on budget estimates. Budget estimates or other percentages determined before the services are performed do not qualify as support for charges to federal awards but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed.

Caprock Academy uses budget estimates and will, at least quarterly, reconcile payroll charges to the actual time and effort reflected in the employees' time-and-effort records.

Annual Time & Effort Review

The Director of Human Resources will schedule a check-in with federally reimbursed employees and their supervisors in July of each year to review actual effort during the prior year and discuss any adjustments that may need to be made to time and effort future budget estimates.