

Appendix A

CDE DataQuest Reports

Cottonwood Creek Charter School



California Department of Education
Analysis, Measurement, and Accountability Reporting Division
Academic Accountability Unit

Academic Performance Index (API) Report 3 - Year Average API School Report

School: Cottonwood Creek Charter
LEA: Cottonwood Union Elementary
County: Shasta
CDS Code: 45699550121640

School Type: Elementary
Charter: Yes

API Links

LEA List of Schools
County List of Schools
Glossary
3-Year Average Guide

(An LEA is a school district, county office of education, or statewide benefit charter.)

Groups	<u>Number of Students Included in 2011 Growth API</u>	<u>2011 Growth API</u>	<u>Number of Students Included in 2012 Growth API</u>	<u>2012 Growth API</u>	<u>Number of Students Included in 2013 Growth API</u>	<u>2013 Growth API</u>	<u>Non-Weighted 3-Year Average API*</u>	<u>Weighted 3-Year Average API*</u>
Schoolwide	49	810	95	839	112	887	845	854
Black or African American	0		2		2			
American Indian or Alaska Native	1		3		10			
Asian	0		1		1			
Filipino	0		0		0			
Hispanic or Latino	2		5		10			
Native Hawaiian or Pacific Islander	0		0		0			
White	40	819	81	838	88	904	854	862
Two or More Races	5		3		1			
Socioeconomically Disadvantaged	7		42	861	56	919		
English Learners	0		0		0			
Students with Disabilities	3		2		3			

Blank cell – This indicates that the school or student group did not have a valid 2011, 2012, and/or 2013 Growth API. Therefore, a 3-Year average could not be calculated.

*Assembly Bill (AB) 484 amended California Education Code sections 52052(e)(2)(F) and 52052(e)(4) to allow schools that do not have an API calculated in 2013–14 and 2014–15 to use one of the following criteria to meet legislative and/or programmatic requirements:

- The most recent API calculation;
- An average of the three most recent annual API calculations; or
- Alternative measures that show increases in pupil academic achievement for all groups of pupils schoolwide and among significant groups.

The decision to use one of the above criteria may be made on a program by program basis and is a local decision.

Formula to Calculate Average APIs:

A 3-Year Average API Report was produced if the following criteria were met:

[DataQuest home](#) > [API home](#) > [Reports](#) > [Select School](#) > [School Reports](#) > Current Page

2012-13 Accountability Progress Reporting (APR)



School Report - API Growth and Targets Met 2013 Growth Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
7/29/2014

School: Cottonwood Creek Charter
LEA: Cottonwood Union Elementary
County: Shasta
CDS Code: 45-69955-0121640
School Type: Elementary

2013 Growth API Links:

3 - Year Average
School Chart
School Demographic Characteristics
School Content Area Weights
LEA List of Schools
County List of Schools

(An LEA is a school district, county office of education, or statewide benefit charter.)

Direct Funded Charter School: No

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Met Growth Targets

Schoolwide: Yes
All Student Groups: Yes
All Targets: Yes

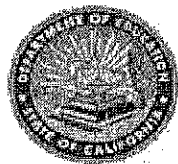
2013 Statewide Rank: 9 2013 Similar Schools Rank: 10

Groups

	Number of Students Included in 2013 API	Numerically Significant in Both Years	2013 Growth	2012 Base	2012-13 Growth Target	2012-13 Growth	Met Growth Target
Schoolwide	112		887	844	A	43	Yes
Black or African American	2	No					
American Indian or Alaska Native	10	No					
Asian	1	No					
Filipino	0	No					
Hispanic or Latino	10	No					
Native Hawaiian or Pacific Islander	0	No					
White	88	Yes	904	844	A	60	Yes
Two or More Races	1	No					
Socioeconomically Disadvantaged	56	No	919	870			
English Learners	0	No					
Students with Disabilities	3	No					

[DataQuest home](#) > [AYP home](#) > [Reports](#) > [Select School](#) > [School Reports](#) > Current Page

2012 -13 Accountability Progress Reporting (APR)



School Report 2013 Adequate Yearly Progress (AYP) Report

California Department of Education
Analysis, Measurement, &
Accountability Reporting Division
7/30/2014

School: Cottonwood Creek Charter
LEA: Cottonwood Union Elementary
County: Shasta
CDS Code: 45-69955-0121640
School Type: Elementary

2013 AYP and PI Links:

School Chart
School PI Status
Cohort Graduation Rates
LEA List of Schools
County List of Schools

(An LEA is a school district, county office of education, or statewide benefit charter.)

Direct Funded Charter School: No

2012-13 APR		2012-13 State API			2013 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Made AYP: No
Met 12 of 13 AYP Criteria

Participation Rate

GROUPS	English-Language Arts Target 95% Met all participation rate criteria? Yes					Mathematics Target 95% Met all participation rate criteria? Yes				
	Enrollment First Day of Testing	Number of Students Tested	Rate	Met 2013 AYP Criteria	Alternative Method	Enrollment First Day of Testing	Number of Students Tested	Rate	Met 2013 AYP Criteria	Alternative Method
Schoolwide	114	114	100	Yes		114	114	100	Yes	
Black or African American	2	2	100	--		2	2	100	--	
American Indian or Alaska Native	10	10	100	--		10	10	100	--	
Asian	1	1	100	--		1	1	100	--	
Filipino	0	0		--		0	0		--	
Hispanic or Latino	10	10	100	--		10	10	100	--	
Native Hawaiian or Pacific Islander	0	0		--		0	0		--	
White	90	90	100	Yes	<u>ER</u>	90	90	100	Yes	<u>ER</u>
Two or More Races	1	1	100	--		1	1	100	--	
Socioeconomically Disadvantaged	56	56	100	Yes	<u>ER</u>	56	56	100	Yes	<u>ER</u>
English Learners	0	0		--		0	0		--	
Students with Disabilities	3	3	100	--		3	3	100	--	

Percent Proficient - Annual Measurable Objectives (AMOs)

GROUPS	English-Language Arts Target 89.2 % Met all percent proficient rate criteria? No					Mathematics Target 89.5 % Met all percent proficient rate criteria? Yes				
	Valid Scores	Number At or Above Proficient	Percent At or Above Proficient	Met 2013 AYP Criteria	Alternative Method	Valid Scores	Number At or Above Proficient	Percent At or Above Proficient	Met 2013 AYP Criteria	Alternative Method
Schoolwide	112	72	64.3	No		112	87	77.7	Yes	<u>SH</u>
Black or African American	2		--	--		2		--	--	
American Indian or Alaska Native	10		--	--		10		--	--	
Asian	1		--	--		1		--	--	
Filipino	0		--	--		0		--	--	
Hispanic or Latino	10		--	--		10		--	--	
Native Hawaiian or Pacific Islander	0		--	--		0		--	--	
White	88	61	69.3	Yes	<u>SH</u>	88	68	77.3	Yes	<u>SH</u>
Two or More Races	1		--	--		1		--	--	
Socioeconomically Disadvantaged	56	41	73.2	Yes	<u>SH</u>	56	48	85.7	Yes	<u>SH</u>
English Learners	0		--	--		0		--	--	
Students with Disabilities	3		--	--		3		--	--	

Two or More Races: Schools and local educational agencies will be making demographic changes to the "Two or More Races" student group. Assessment results for students without valid Statewide Student Identifiers (SSIDs) were assigned to this student group.

Academic Performance Index (API) - Additional Indicator for AYP

2012 Base API	2013 Growth API	2012-13 Growth	Met 2013 API Criteria	Alternative Method
844	887	43	Yes	

2013 API Criteria for meeting federal AYP: A minimum "2013 Growth API" score of 770 OR "2012-13 Growth" of at least one point.

Graduation Rate data not available.

Graduation Rate Goal: 90 Percent
Current Year: Graduation Rate Results

Graduation Rate data not available.

Graduation Rate Criteria: (1) met or exceeded the goal of 90%, or (2) met the fixed target graduation rate, or (3) met the variable target graduation rate. Fixed and variable target graduation rates are calculated for local educational agencies and schools that have not reached the 90% goal.



California Department of Education
Assessment and Accountability Division

[Return to Test Results Search](#)

[Print Report](#)

2014 CAASPP Test Results

Cottonwood Creek Charter School

All Students - California Standards Test Scores

County Name: Shasta County

District Name: Cottonwood Union Elementary District

School Name: Cottonwood Creek Charter School

CDS Code: 45-69955-0121640

Total Number Tested: 36

Total Number Tested in Selected Subgroup: 36

Note: The first row in each table contains numbers 2 through 11 which represent grades two through eleven respectively. EOC stands for end-of-course.

An asterisk (*) appears on the Internet reports to protect student privacy when 10 or fewer students had valid test scores.

CST Science - Grade 5, Grade 8, and Grade 10 Life Science

Result Type	2	3	4	5	6	7	8	9	10	11	EOC
Students Tested				26			10				
Students with Scores				26			10				
Mean Scale Score				417.3			*				
% Advanced				58 %			*				
% Proficient				31 %			*				
% Basic				12 %			*				
% Below Basic				0 %			*				
% Far Below Basic				0 %			*				

[Print Report](#)

California Department of Education

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California Department of Education
Educational Demographics Unit

CDE » DataQuest » Enrollment Report

Enrollment by Ethnicity for 2013-14

School Enrollment by Ethnicity

Report:

Year:

School:

Gender:

Type:

Cottonwood Creek Cha Report

School	Code	Hispanic or Latino of Any Race	American Indian or Alaska Native, Not Hispanic	Asian, Not Hispanic	Pacific Islander, Not Hispanic	Filipino, Not Hispanic	African American, Not Hispanic	White, not Hispanic	Two or More Races, Not Hispanic	Not Reported	Total
Cottonwood Creek Charter	0121640	17	13	1	0	0	6	134	1	1	173

Report Total

Level	Code	Hispanic or Latino of Any Race	American Indian or Alaska Native, Not Hispanic	Asian, Not Hispanic	Pacific Islander, Not Hispanic	Filipino, Not Hispanic	African American, Not Hispanic	White, not Hispanic	Two or More Races, Not Hispanic	Not Reported	Total
Cottonwood Union Elementary Total	4569955	151	40	17	2	2	12	840	36	2	1,162
Shasta Total	45	3,851	1,255	781	75	104	479	18,931	1,306	153	26,805
State Total	00	3,321,274	38,616	542,540	32,821	151,745	384,291	1,559,113	167,153	39,119	6,236,952

[Download Data](#)

Download a semicolon-delimited file of this data to your computer. You will need to select "Save" after selecting the "Download Data" button. Once the file is saved to your computer it may be imported into another software for analysis.

Gender: All, Type: Primary Enrollment

Report generated: 12/2/2014 2:37 PM

Data as of: 2014-03-24

Source: California Longitudinal Pupil Achievement Data System (CALPADS)

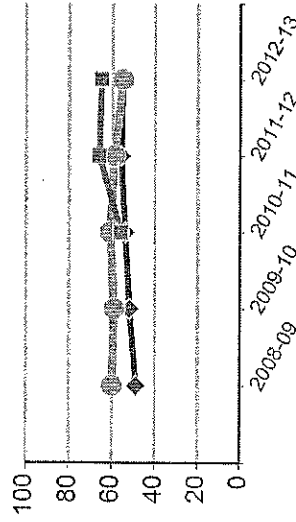
[Web Policy](#)



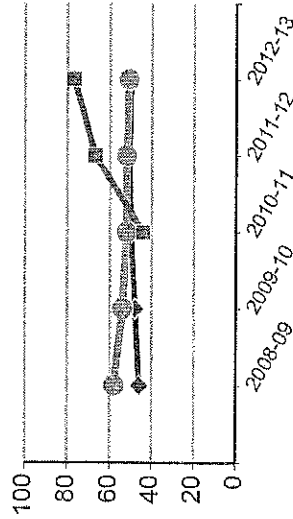
2012-13 School Quality Snapshot **Cottonwood Creek Charter** Cottonwood Union Elementary 3425 Brush St., Cottonwood, CA 96022

Grades Offered: K-8
 Enrollment: 152
 Charter: Yes
 Title I Funded: No
 CDS Code: 45-69955-0121640

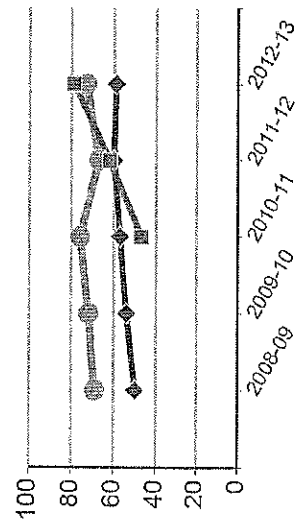
CST English-language Arts Results
 (percent proficient and above)



CST Mathematics Results
 (percent proficient and above)



CST Science Results
 (percent proficient and above)



California's Academic Performance Index (API)

2013 Growth API	887
Growth from Prior to Current Year	43
Met Schoolwide Growth Target	Yes
All Student Groups Met Target	Yes
2012 Base API State Rank	7
2012 Base API Similar Schools Rank	

API Subgroup Performance - 2013 API Growth

	Met	Growth
African American or Black	--	--
American Indian or Alaska Native	--	--
Asian	--	--
Filipino	--	--
Hispanic or Latino	--	--
Native Hawaiian or Pacific Islander	--	--
White	Yes	60
Two or More Races	--	--
English Learners	--	--
Socioeconomically Disadvantaged	--	--
Students with Disabilities	--	--

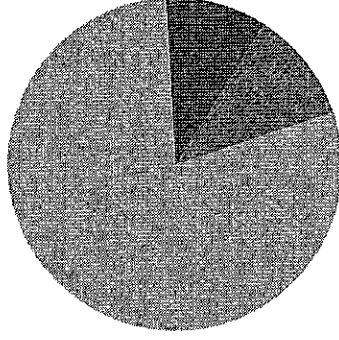
Green = Student group met target
 Red = Student group did not meet target
 Blue = Student group is not numerically significant
 = Not enough students to report

CHART LEGEND:

■ SCHOOL ◆ DISTRICT ♦ STATE

CST: CA Standards Test CDS: County-district-school
 School and/or district information will not be displayed when data are not available or when data are representing fewer than 11 students.

2012-13 Enrollment by Race/Ethnicity

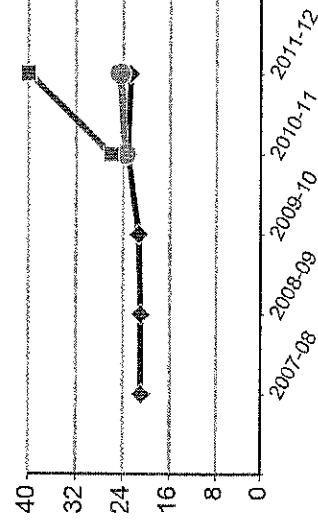


American Indian or Alaska Native
 American Indian or Black
 Asian
 Native Hawaiian or Pacific Islander
 Filipino
 Hispanic or Latino
 African American or Black
 White
 Two or More Races
 Not Reported

2012-13 Subgroup Enrollment

English Learners 1%
 Socioeconomically Disadvantaged 38%
 Students with Disabilities 2%

Average Class Size





2012-13 School Quality Snapshot

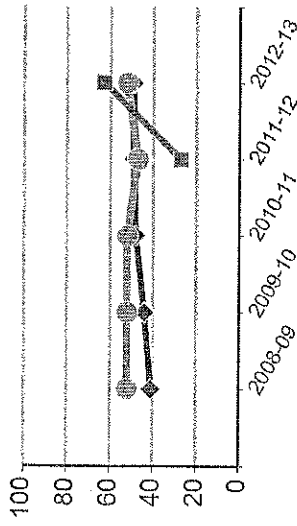
Cottonwood Creek Charter

Cottonwood Union Elementary

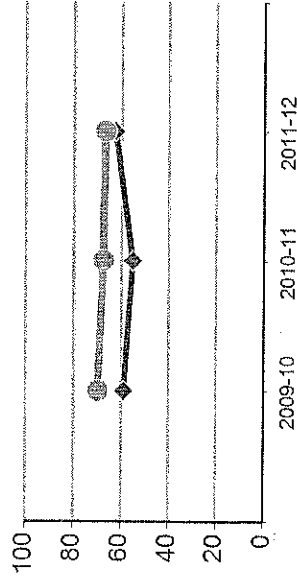
3425 Brush St., Cottonwood, CA 96022

Grades Offered: K-8
Enrollment: 152
Charter: Yes
Title I Funded: No
CDS Code: 45-69955-0121640

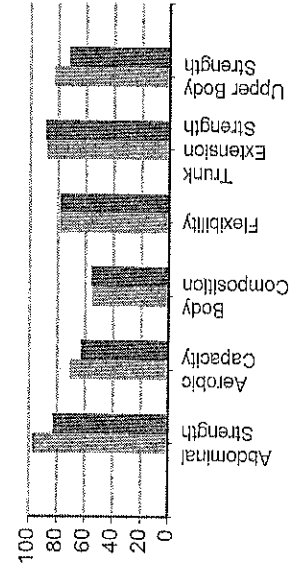
CST History/Social Science Results
(percent proficient and above)



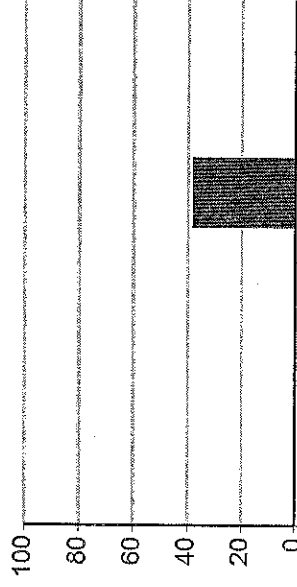
Percentage of English Learners Making Progress in Learning English



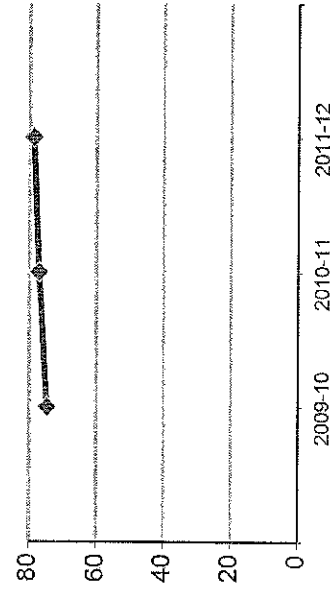
Percentage of Students in the Healthy Fitness Zone in 2011-12



Percentage of 2011-12 Graduates Meeting University of California "a-g" Requirements



Cohort Graduation Rate*



2011-12 Suspensions and Expulsions as a Percentage of Enrolled Students



CHART LEGEND:

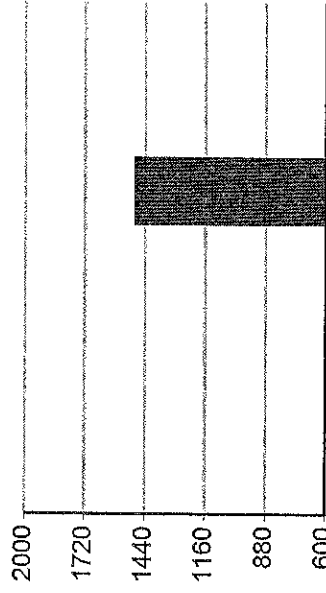
■ SCHOOL ◆ DISTRICT ◆ STATE

* Only three years of data are available.

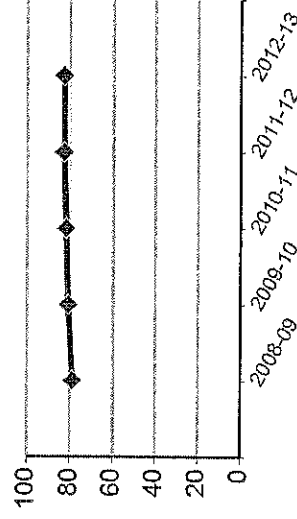
CAHSEE: CA High School Exit Examination
CST: CA Standards Test

School and/or district information will not be displayed when data are not available or when data are representing fewer than 11 students.

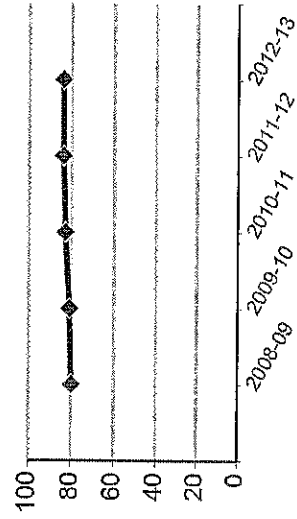
2011-12 Average SAT Score



CAHSEE English-Language Arts Grade 10 Passing Rate



CAHSEE Mathematics Grade 10 Passing Rate



Appendix B

Articles of Incorporation

Bylaws

Conflict of Interest Policy

Cottonwood Creek Charter School

ARTICLES OF INCORPORATION
OF
COTTONWOOD CREEK CHARTER SCHOOL
(A California Nonprofit Public Benefit Corporation)

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

JUN 03 2010

I.

The name of the Corporation shall be Cottonwood Creek Charter School.

II.

The Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes. The specific purposes for which this Corporation is organized are to manage, operate, guide, direct and promote the Cottonwood Creek Charter School.

The Corporation is organized and operated exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law. Notwithstanding any other provision of these articles, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation. The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

III.

The name and address in the State of California of this Corporation's initial agent for service of process is:

Mark Boyle
20512 West First Street
Cottonwood, CA 96022

IV.

All corporate property is irrevocably dedicated to the purposes set forth in the second article above. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to any of its directors, members, trustees, officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II.

No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not

participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Subject to the provisions of the nonprofit public benefit provisions of the Nonprofit Corporation Law of the State of California, and any limitations in the articles or bylaws relating to action to be approved by the members or by a majority of all members, if any, the activities and affairs of this Corporation shall be conducted and all the powers shall be exercised by or under the direction of the board of directors.

The number of directors shall be as provided for in the bylaws. The bylaws shall prescribe the qualifications, mode of election, and term of office of directors.

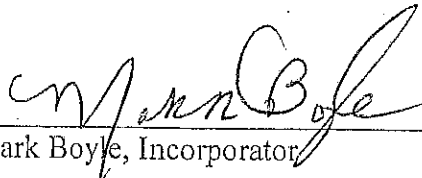
V.

The authorized number and qualifications of members of the corporation, if any, the different classes of membership, the property, voting and other rights and privileges of members, and their liability for dues and assessments and the method of collection thereof, shall be set forth in the bylaws.

VI.

Upon the dissolution or winding up of the Corporation, its assets remaining after payment of all debts and liabilities of the Corporation, shall be distributed to a nonprofit fund, foundation, or association which is organized and operated exclusively for educational, public or charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

Dated: 5/24/10


Mark Boyle, Incorporator





State of California
Secretary of State

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) is a full, true and correct copy of the original record in the custody of this office.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

JUL 09 2010

A handwritten signature in cursive script that reads "Debra Bowen".

DEBRA BOWEN
Secretary of State

BYLAWS
OF
COTTONWOOD CREEK CHARTER SCHOOL

(A California Nonprofit Public Benefit Corporation)

**ARTICLE I
NAME**

Section 1. NAME. The name of this corporation is Cottonwood Creek Charter School.

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. PRINCIPAL OFFICE OF THE CORPORATION. The principal office for the transaction of the activities and affairs of this corporation is Shasta County, State of California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. OTHER OFFICES OF THE CORPORATION. The Board of Directors may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. GENERAL AND SPECIFIC PURPOSES. The purpose of this corporation is to manage, operate, guide, direct and promote the Cottonwood Creek Charter School ("Charter School"), a California public charter school. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by:
(a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE IV
CONSTRUCTION AND DEFINITIONS**

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law

shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular and the term "person" includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 1. DEDICATION OF ASSETS. This corporation's assets are irrevocably dedicated to public benefit purposes as set forth in the Charter School's Charter. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

ARTICLE VI MEMBERS

Section 1. ELIGIBILITY. All parents having students enrolled in Cottonwood Creek Charter School and all staff members in good standing are members of the Cottonwood Creek Charter School. No parent or staff member shall hold more than one membership.

Section 2. VOTING RIGHTS. Each member shall be entitled to one vote on each matter submitted to a vote of members.

Section 3. VOTING PROCEDURE. Voting may be conducted by written ballot or at a meeting of members, as determined by the Governing Board. A written ballot shall be delivered to each member, setting forth the matter to be voted on and allowing 14 days for ballots to be returned. At meeting of members, all votes shall be cast in person or by proxy registered with the Secretary. Voting for members of the Governing Board may not be cumulative. If there is only one candidate for a Governing Board seat, the Governing Board shall declare that person elected without voting.

Section 4. TERMINATION. Membership shall automatically terminate when a parent no longer has a child enrolled in Cottonwood Creek Charter School or a staff member is no longer employed by Cottonwood Creek Charter School.

Section 5. EFFECT OF TERMINATION. All rights of a member in Cottonwood Creek Charter School shall cease on termination of membership. Termination shall not relieve a member of any obligation for dues, fees, charges incurred, or services or benefits rendered, arising from contract or otherwise. Governing Board shall retain the right to enforce any such obligation or obtain damages for its breach.

Section 6. MEETING OF MEMBERS. The Governing Board may call a meeting of the members whenever it decides not to conduct voting by written ballot or for any other lawful purpose. The meeting of the members shall be held at the principal office of Cottonwood Creek Charter School or at such location in the State of California as the Governing Board may designate.

Section 7. NOTICE OF MEETING. Written notice of the meeting shall be given not less than 10 nor more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote thereat; provided, however, that if notice is given by mail, and the notice is not mailed by first-class, registered, or certified mail, that notice shall be given not less than 20 days before the meeting.

That notice shall state the place, date and time of the meeting, the means of electronic transmission by and to the corporation or electronic video screen communication, if any, by which members may participate in that meeting, and (1) in the case of a special meeting, the general nature of the business to be transacted, and no other business may be transacted, or (2) in the case of the regular meeting, those matters which the board, at the time the notice is given, intends to present for action by the members, but, except as provided in subdivision (b) of Section 5512, any proper matter may be presented at the meeting for such action. The notice of any meeting at which directors are to be elected shall include the names of all those who are nominees at the time the notice is given to members. Notice shall also be posted at the principal office of Cottonwood Creek Charter School.

ARTICLE VII BOARD OF DIRECTORS

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors ("Board"). The Board may delegate the management of the corporation's activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Section 1 of these bylaws, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in California for holding any meeting of members.
- c. Borrow money and incur indebtedness on the corporation's behalf and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- d. Adopt and use a corporate seal; prescribe the forms of membership certificates; and alter the forms of the seal and certificates.

Section 3. DESIGNATED DIRECTORS AND TERMS. The total number of directors shall be an odd number of directors within these parameters: no less than five (5) directors and no more than seven (7) directors when the governing board of the granting authority appoints a representative, unless changed by amendments to these bylaws. All directors shall be elected by the members. The Board of Directors shall be composed of parent representatives and community representatives. The community representatives may not be members of the Cottonwood Creek Charter School. The parent representatives shall be elected by the parent members. All members shall elect the community representatives. Pursuant to California Education Code Section 47604(b), one (1) seat shall be reserved for a representative Director of the governing board of the granting authority. If the governing board of the granting authority appoints a representative Director to the Cottonwood Creek Charter School Board of Directors, then the sixth (6) director would be elected in accordance with the rules set above to maintain an odd number of directors.

Except for the initial Board of Directors, each director shall hold office unless otherwise removed from office in accordance with these bylaws for two (2) years and until a successor director has been designated and qualified. Terms for the initial Board of Directors shall be staggered, as drawn by lot, with one (1) of the parent representative seats serving a two (2) year term and one (1) parent representative seat serving a one (1) year term, two (2) of the community representative seats serving a two (2) year term and one (1) of the community representative seats serving a one (1) year term.

Section 4. DIRECTOR'S TERM. Each director shall hold office for two (2) years and until a successor director has been designated and qualified.

Section 5. ELECTIONS. Election by written ballot shall be conducted on a schedule such that results can be announced on the first Thursday in June of each year. Election at a meeting of members shall be held on the first Thursday in June of each year.

Section 6. EVENTS CAUSING VACANCIES ON BOARD. A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (c) the increase of the authorized number of directors; and (d) the failure of the members, at any meeting of members at which any director or directors are to be elected, to elect the number of directors required to be elected at such meeting.

Section 7. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the Chairman of the Board, if any, or to the President, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 8. DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS. Except on notice to the California Attorney General, no director may resign if the corporation would be left without a duly elected director or directors.

Section 9. REMOVAL OF DIRECTORS. Any director may be removed, with or without cause, by the following procedure:

- a. A meeting of the members of Cottonwood Creek Charter School is called for the purposes of discussing removal of a member of the Governing Board;
- b. Not less than 51% of members present at such meeting authorize mailing a written ballot to the members of Cottonwood Creek Charter School;
- c. Not less than 51% of all members of Cottonwood Creek Charter School vote for removal.

Anyone removed under the provisions of this section shall no longer be eligible for membership on the Governing Board.

Section 10. VACANCIES FILLED BY BOARD. Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board.

Section 11. NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS. Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 12. PLACE OF BOARD OF DIRECTORS MEETINGS. Meetings shall be held at the principal office of the Corporation. The Board of Directors may designate that a meeting be held at any place within the granting agency's boundaries designated in the notice of the meeting. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act, California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 13. MEETINGS; ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Ralph M. Brown Act ("Brown Act") (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

The Board of Directors shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting.. This meeting shall be held at a time, date, and place as may be specified and noticed by resolution of the Board of Directors.

Section 14. REGULAR MEETINGS. Regular meetings of the Board of Directors, including annual meetings, shall be held at such times and places as may from time to time be fixed by the Board of Directors. At least 72 hours before a regular meeting, the Board of Directors, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 15. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chairman of the Board of Directors, if there is such an officer, or a majority of the Board of Directors. If a Chairman of the Board has not been elected then the President is authorized to call a special meeting in place of the Chairman of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 16. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours' notice is given to each director and to the public through the posting of an agenda. Pursuant to the Brown Act, the Board of Directors shall adhere to the following notice requirements for special meetings. Directors shall also receive at least twenty-four (24) hours' notice of a special meeting in the following manner:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.
- c. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 17. QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote based upon the presence of a quorum. Should there be less than a majority of the directors present at any meeting, the meeting shall be adjourned. Directors may not vote by proxy. The vote or abstention of each Board member present for each action taken shall be publicly reported.

Section 18. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the boundaries of the school district in which the Charter School operates;
- b. All votes taken during a teleconference meeting shall be by roll call.

- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda; (1 below)
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. The agenda shall indicate that members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call. (2 below)

Section 19. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. If a meeting is adjourned for more than twenty-four (24) hours, notice of such adjournment to another time or place shall *be* given, prior to the time schedule for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by any applicable public open meeting law.

Section 20. CREATION AND POWERS OF COMMITTEES. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the Board.. Appointments to committees of the Board of Directors shall be by majority vote of the authorized number of directors. The Board of Directors may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any committee meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members or approval of a majority of all members;
 - b. Fill vacancies on the Board of Directors or any committee of the Board;
 - c. Fix compensation of the directors for serving on the Board of Directors or on any committee;
 - d. Amend or repeal bylaws or adopt new bylaws.
- _____
- (1) This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.
 - (2) The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

- e. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- f. Create any other committees of the Board of Directors or appoint the members of committees of the Board
- g. Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or
- h. Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest.

Section 21. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 22. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of this corporation.

Section 23. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Charter School and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

Section 24. COMPLIANCE WITH CONFLICTS OF INTEREST LAWS. The Charter School and the Board shall comply with applicable conflict of interest laws, including the Political Reform Act and California Government Code Section 1090, et seq. ("Government Code Section 1090"), as said chapter may be modified by subsequent legislation.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of this corporation shall be a President, a Secretary, and a Chief Financial Officer. The corporation, at the Board's direction, may also have a Chairman of the Board, one or more Vice-Presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under Article VIII, Section 4, of these bylaws.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as either the President or the Chairman of the Board.

Section 3. ELECTION OF OFFICERS. The officers of this corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board.

Section 4. APPOINTMENT OF OTHER OFFICERS. The Board of Directors may appoint and authorize the Chairman of the Board, the President, or another officer to appoint any other officers that the corporation may require. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the bylaws or established by the Board.

Section 5. REMOVAL OF OFFICERS. The Board of Directors may remove any officer with or without cause. An officer who was not chosen by the Board of Directors may be removed by any other officer on whom the Board of Directors confers the power of removal.

Section 6. RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the corporation under any contract to which the officer is a party.

Section 7. VACANCIES IN OFFICE. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 8. CHAIRMAN OF THE BOARD. If a Chairman of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. If there is no president, the Chairman of the Board of Directors shall also be the chief executive officer and shall have the powers and duties of the President of the corporation set forth in these bylaws. If a Chairman of the Board of Directors is elected, there shall also be a Vice-Chairman of the Board of Directors. In the absence of the Chairman, the Vice-Chairman shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 9. PRESIDENT. Subject to such supervisory powers as the Board of Directors may give to the Chairman of the Board, if any, and subject to the control of the Board, the President shall be the general manager of the corporation and shall supervise, direct, and control the corporation's activities, affairs, and officers. The President shall preside at all Board of Directors' meetings. The President shall have such other powers and duties as the Board of Directors or the bylaws may require.

Section 10. VICE-PRESIDENTS. If the President is absent or disabled, the Vice-Presidents, if any, in order of their rank as fixed by the Board, or, if not ranked, a Vice-President designated by the Board, shall perform all duties of the President. When so acting, a Vice-President shall have all powers of and be subject to all restrictions on the President. The Vice-Presidents shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 11. SECRETARY. The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; and the vote or abstention of each Board member present for each action taken.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 12. CHIEF FINANCIAL OFFICER. The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Chief Financial Officer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Chief Financial Officer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board of Directors may designate; (b) disburse the corporation's funds as the Board of Directors may order; (c) render to the President, Chairman of the Board, if any, and the Board, when requested, an account of all transactions as Chief Financial Officer and of the financial condition of the corporation; and (d) have such other powers and perform such other duties as the Board or the bylaws may require.

If required by the Board, the Chief Financial Officer shall give the corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Chief Financial Officer on his or her death, resignation, retirement, or removal from office.

ARTICLE IX

CONTRACTS WITH MEMBERS

Section 1. CONTRACTS WITH MEMBERS

The Corporation shall comply with Government Code Section 1090.

ARTICLE X
CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES. The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g. officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Cottonwood Creek Charter School Conflict of Interest Policy have been fulfilled.

ARTICLE XI
LOANS TO DIRECTORS AND OFFICERS

Section 1. LOANS TO DIRECTORS AND OFFICERS. This corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the corporation.

ARTICLE XII
INDEMNIFICATION

Section 1. INDEMNIFICATION. To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

ARTICLE XIII
INSURANCE

Section 1. INSURANCE. This Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's or agent's status as such.

ARTICLE XIV

MAINTENANCE OF CORPORATE RECORDS

Section 1. MAINTENANCE OF CORPORATE RECORDS

This Corporation shall keep:

- a. Adequate and correct books and records of account
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

ARTICLE XV

INSPECTION RIGHTS

Section 1. DIRECTORS' RIGHT TO INSPECT. Every director shall have the right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. ACCOUNTING RECORDS AND MINUTES. On written demand on the corporation, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Directors and committees of the Board of Directors at any reasonable time for a purpose reasonably related to the director's interest as a director. Any such inspection and copying may be made in person or by the director's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 3. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. This corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the director's at all reasonable times during office hours. If the corporation has no business office in California, the Secretary shall, on the written request of any director, furnish to that director a copy of the articles of incorporation and bylaws, as amended to the current date.

ARTICLE XVI

REQUIRED REPORTS

Section 1. ANNUAL REPORTS. The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, or the corporation as of the end of the fiscal year.

- b. The principal changes in assets and liabilities, including trust funds;
- c. The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The corporation's expenses or disbursement for both general and restricted purposes;
- e. Any information required under these bylaws; and
- g. An independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS.

As part of the annual report to all directors, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and mail or deliver to each director and furnish to each director a statement of any transaction or indemnification of the following kind:

- a. Any transaction (i) in which the corporation, or its parent or subsidiary, was a party,
 - (ii) in which an "interested person" had a direct or indirect material financial interest, and
 - (iii) which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. For this purpose, an "interested person" is either:
 - (1) Any director or officer of the corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or
 - (2) Any holder of more than 10 percent of the voting power of the corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.
- b. The amount and circumstances of any indemnifications aggregating more than \$10,000 paid during the fiscal year to any director or officer of the Corporation pursuant to Article XII of these bylaws.

**ARTICLE XVII
BYLAW AMENDMENTS**

Section 1. BYLAW AMEDMENTS. These Bylaws may be amended or repealed or new Bylaws adopted by a vote of not less than 51% of the members of Cottonwood Creek Charter School present and entitled to vote at any meeting of members, provided however, that Article VII, Section 3 and Article XVII, Section 1 may not be amended or repealed by a vote of less than 66% of all members of Cottonwood Creek Charter School entitled to vote. No amendment shall change any provisions of the Charter that created the Cottonwood Creek Charter School or make any provisions of these Bylaws inconsistent with that Charter, the corporation's Articles of Incorporation or any laws.

**ARTICLE XVIII
FISCAL YEAR**

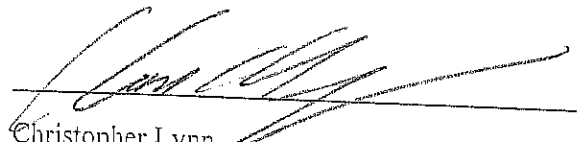
Section 1. FISCAL YEAR OF THE CORPORATION.

The fiscal year of the Corporation shall begin on July 1st of each calendar year and end of June 30th of the next calendar year.

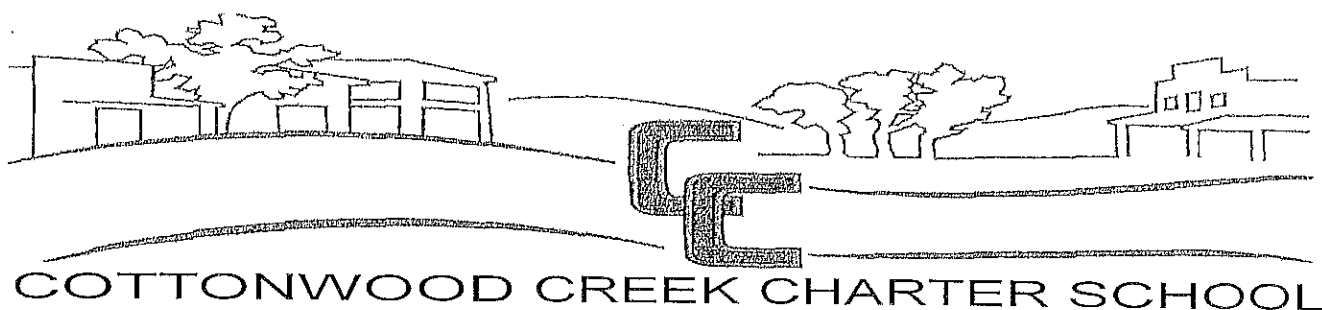
CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Cottonwood Creek Charter School, a California nonprofit public benefit corporation; that these bylaws, consisting of 15 pages, are the bylaws of this corporation as adopted by the members on January 8, 2015 and the Board of Directors on January 8, 2015. These bylaws have been amended or modified from the bylaws adopted on September 22, 2011.

Executed on January 8, 2015 at Cottonwood, California.



Christopher Lynn
Secretary of the Board of Directors
Cottonwood Creek Charter School



Cottonwood Creek Charter School Conflict of Interest Code

I. ADOPTION

In compliance with the Political Action Reform Act of 1974, California Government Code Section 87100, et seq., the Cottonwood Creek Charter School hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of Cottonwood Creek Charter School as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School and governing board members who hold positions that involve the making or participation in the making of decisions that may foreseeable have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeable be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing officer shall make and retain a copy of the Statement.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Financial interest in a contract: Where a Governing Board member has a personal material financial interest in a contract, the financial interest will be reviewed under Government Code Section 1090, to determine whether the remote or non-interest exceptions apply. Should the Board determine that no applicable remote or non-interest exceptions apply, the Board must either: (1) not enter into the contract, as Government Code Section 1090 prevents the entire board from voting on the contract; or (2) prior to the Board of Director's discussion of and taking any action on the contract at issue, the Board member must resign from the Board of Directors. The resignation shall be made part of the Board's official record.

All other financial interest: Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A Designated Positions

1. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in "Exhibit B" (i.e. categories 1, 2, 3).

- A. Members of Governing Board
- B. Officers of the Governing Board
- C. Director/Principal

EXHIBIT B Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part within two miles of Cottonwood Creek Charter School, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)

- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within Cottonwood Creek Charter School.
- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the school's jurisdiction.

(Investments include any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub- contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include the interests described in Category 1.

Approved by Cottonwood Creek Charter School Governing Board

Revised 01/08/2015

Appendix C

Board of Directors' Biographies

Cottonwood Creek Charter School

Cottonwood Creek

Director and School Board Biographies

School Leadership

Utilizing the expertise of highly qualified community members and parents, we have laid out our unique educational approach that will be available to students attending Cottonwood Creek Charter School

Mark Boyle, Director and Principal — Mark has worked for 25 years in education as a teacher and an administrator. Mark is one of the original founders of Cottonwood Creek Charter School and he has served the past 5 years as Director and Principal of Cottonwood Creek. Earlier in his career, he served seven years as Principal in the Cottonwood School District, 4 years as Principal in the Redding School District, and 4 years as Superintendent/Principal in the Oak Run School District. Mark earned his Bachelor's in History from The Master's College in Los Angeles, CA and he has earned his Masters in Education from Chico State University, Chico. Mark and his family have lived on Cottonwood for over 25 years. Mark and his family have been extensively involved in the Cottonwood community, volunteering in a variety of church, youth sports, 4-H, and school activities.

Brian Heese, Board President, Community Member — Brian has been a Cottonwood resident along with his wife, Ginni, for the past 20 years. Brian and Ginni have three children, two of whom are currently attending school within the Cottonwood Unified School District. Brian is a graduate of California State University, Chico and currently serves as the Executive Director for Northern California Child Development, Inc. in Red Bluff, California. He has been employed there for the past eleven years. Prior to his employment as Executive Director, Brian had eight years work experience as an accountant both as a Certified Public Accountant and Chief Finance Officer. He also currently serves as a volunteer on the Board of Directors for Cottonwood Little League, serves as a member of the Tehama County Local Child Care Planning Council, and coaches youth athletics for Cottonwood Little League Baseball and Anderson Youth Soccer League.

Judy Semingson, Board Member, Community Member — Judy's parents moved her family and their lumber business from the Los Angeles area to Cottonwood in 1968. She attended the Cottonwood schools from kindergarten through 8th grade and high school at Anderson High. After receiving a full ride volleyball scholarship to the University of Nevada, Reno, Judy completed her architectural studies at the California Polytechnic State University, San Luis Obispo. As a husband-wife architect team headquartered in Cottonwood, she and her husband, Tom, are thrilled to be raising their children (and providing our business services) in the unique and wonderfully extraordinary Cottonwood community. Their children, ages ten and seven, are achieving academic excellence in their respective grades and are learning to be outstanding citizens by virtue of the examples of leadership and compassion they see every day in this wonderful and tight knit community.

Christopher Lynn, Board Member, Parent

Christopher Lynn is a second generation native to Cottonwood. His involvement in the community began at a young age through youth sports and other civic groups; it was the active participation in such groups which has given him the viewpoint that young people can have a significant impact in the community in which they live.

Christopher's primary education began in the local Cottonwood Schools and he graduated High School from West Valley High School in 1992 where he continued to be active in athletic programs. He later continued his education at Shasta Community College and received his Associates Degree in General Education, before completing his Bachelors of Science Degree in Business Administration from the University of Phoenix.

Christopher and his wife Melissa have seven children and it is their desire to raise all their children with the understanding that communities are made up of individuals and the health of the community hinges on the those who live, work, play and actively participate in that community. It is his belief that besides families, educational institutions play a major role in the formation of a person's ideology and children should be educated in a setting that will award them the greatest opportunities to achieve their goals in the future.

Kevil Kuchle, Board Member, Parent

Kevil Kuchle lives in Lake California with her husband, John, of sixteen years. She has two children, Marcus fifteen, and Jaime, who is twelve and who attends Cottonwood Creek. Kevil has been a resident of Northern California for thirty-five years, and has enjoyed immensely living in Cottonwood for last eighteen years.

Kevil spent the last twelve years being a massage therapist and along with running a massage business. She opened Harmony Health Spa in downtown Cottonwood in 2009 and she sold the business in 2013. Kevil and her husband have owned and operated The Little Country Store in Lake California since 2010. Kevil and her husband are an active part of the Cottonwood Community and enjoy supporting local businesses and events.

The biggest and most important part of Kevil's life is her family. Kevil and her family enjoy boating, swimming, and bike riding. Kevil and her husband volunteer many hours to coach and support the Cottonwood Creek sports teams.

Appendix D

Independent Study Policy

Cottonwood Creek Charter School

Cottonwood Creek Charter School
Independent Study Board Policy

- A. This policy shall apply to all pupils enrolled in Cottonwood Creek Charter School, an independent study charter school serving pupils in grades K-8.
- B. Students who attend CCCS will be educated through individually designed curricula, which may include, but are not limited to non-classroom based learning programs, cooperative school programs and classes, apprenticeships, on-the-job training, community-based educational programs, group seminars, distance learning via current technology, and supplemental learning projects.
- C. The Charter School shall comply with all state and federal Charter School laws regarding independent study instruction.
- D. Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of an assigned certificated employee or employees of the Charter School.
- E. The maximum length of time that may elapse between the time an independent study assignment is made and the date by which the student must complete the assigned work shall be no more than twenty (20) school days, or as modified by an assigned credentialed teacher at the time the work is assigned to the pupil.
- F. Students who fail to demonstrate adequate and appropriate monthly progress toward the student standards, as determined by the professional judgment of the credentialed teacher assigned to that student, will be subject to dismissal or expulsion for truancy in accordance with the terms of the Charter and school policies.

After 10% missed assignments an evaluation shall be conducted to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any review made pursuant to this subdivision shall be maintained in the pupil's permanent record. The review may consist of some or all of the following:

- Monthly review of work
- Annual portfolios
- Parent, student, and Education Specialist observation
- Norm and criterion referenced tests
- Student demonstrations
- Student grades

The role of the credentialed teacher is critical to the success of charter school independent study students. The teacher's observations, discussions with parents and students, and examinations of written work are the key to quality control.

- G. A current written Master Agreement for each independent study pupil shall be maintained on file for each participating student. Each written Master Agreement shall be signed and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. Students must meet all elements of the written Master Agreement in order for continued enrollment in this charter school. The independent study agreement for the student must require a plan that represents the same amount of study that would be required of a student in a classroom, and must require that the student has the ability to complete the study plan assignments in an independent study setting. Written agreements will include subsidiary agreements, such as course contracts and assignments, work records, and testing requirements. Each agreement shall also include the following:

- The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
- The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
- The specific resources, including materials and personnel that will be made available to the pupil.
- A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
- The duration of the written Master Agreement, recognizing that no written Master Agreement shall be valid for any period longer than one semester. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- The inclusion of a statement in each written Master Agreement that attendance at this charter school is an optional educational alternative in which no pupil may be required to participate.
- Each written Master Agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil.

If a parent or student knowingly provides any false information on the student application, the student shall be immediately dismissed from the Charter School.

- H. The Charter School shall not provide any funds or other things of value to the pupil or his or her Parent or guardian that a school district could not legally provide to a similarly situated pupil of the school district, or to his or her parents or guardian.
- I. The Charter School may only receive funding for the provision of independent study to pupils who are residents of Shasta County or who are residents of a county contiguous to Shasta County.
- J. The Charter School must comply with Education Code Section 51745.6 and California Code of Regulations Section 11704 regarding teacher to ADA limits. Each enrolled student will be assigned to a credentialed teacher. Student participates with the credentialed teacher and parents in the design of an individualized learning plan that incorporates all aspects of his or her educational program and that serves as the student's learning contract with CCCS.
- K. On a regular basis, consistent with the written Master Agreement, the assigned credentialed teacher and the parent shall evaluate the education program of the student and modify as necessary to maximize student success. The assigned credentialed teacher will have the final authority with regard to the education program of the student, and outcomes with the exception of students who qualify for special education services whose services and outcomes will be determined by an Individual Education Plan ("IEP") team pursuant to law. Each student is expected to access and meet the same grade level standards and curriculum that their grade level, general education counterparts are afforded through access to special services, supports, accommodations, and modifications provided to them and outlined on their Individual Education Plan (IEP).
- L. Each student who qualifies for special education services under the Individuals with Disabilities Education Improvement Act ("IDEIA") shall be provided free and appropriate public education services as specified by law following a careful review of their current IEP. As a public school, CCCS does not discriminate against identified special education students, or students guaranteed protections under a 504 Accommodation Plan regardless of their disability. Following enrollment in Cottonwood Creek Charter School, each identified special education student shall attend all scheduled tutorials, unless unable to do so due to illness or family emergency, to assist the student in meeting the student's identified goals and objectives specified in his or her Individual Educational Plan (IEP) and to insure that the student's charter school placement promotes his or her educational benefit. Three unexcused absences or missing more than 50% of a student's special education services in a month will result in the student being designated truant. Parents will be invited to an IEP meeting to review their student's educational progress, and to insure that this charter school remains the least restrictive environment in which to promote educational benefit. If the student is twice designated to be truant in the current academic year he/she will immediately be dismissed from the charter school.

M. Acceptance into Cottonwood Creek Charter School

A student may be accepted into the charter school upon the following terms and conditions:

- The student demonstrates the ability to work within the home based, independent study model.
- The student and parent/guardian understand and agree to follow and meet independent study guidelines requirements.
- The student and parent/guardian agree to enter into and meet the requirements of a Master Agreement.
- The student demonstrates an age appropriate ability and willingness to work independently under the supervision of adults.

Parents who enroll their children in CCCS shall, through specific enrollment and curriculum contracts, accept responsibility for their children's education. CCCS will support its students and parents both with appropriate educational materials, and with a team of Highly Qualified (as required by the No Child Left Behind Act of 2001) California Independent Study Teachers (IST's) and school administrators. CCCS Education Specialists shall advise and assist parents and students in all aspects of student education pursuant to relevant contracts.

Any parent or legally responsible entity may legally designate an alternate party to act in place of the parents.

N. Independent Study Roles

The credentialed teacher will:

- Ensure that independent study occurs in accordance with state law and charter policy and regulations.
- Facilitate the completion of written student agreements.
- Supervise and assess approved coursework.
- Assign all grades and credits earned and report the information for inclusion in student's permanent record.
- Establish, complete, and maintain necessary reports and records, including, but not limited to, learning records and attendance record.
- Personally judge the time value of student assignments or work products before ADA is earned.
- Assess the student's level of education, modifying the curriculum as necessary to meet charter guidelines.
- Administer school and state mandated tests as required.
- Select and save representative samples of the student's completed and evaluated assignments.

The parents/guardians will:

- Understand that attendance at this school is entirely voluntary on the part of the students who enroll.
- Participate with the credentialed teacher in the development of the student's educational plan.
- Meet face to face with their Independent Study Teacher (IST) at least once every 20 school days to review and document attendance and the learning that occurs in that learning period.
- Transport their student to each school or state mandated assessment location
- Understand that all items supplied and/or obtained through a school purchase are the property of the school. Under the direction of the credentialed teacher, **the parent/guardian shall** assume responsibility for all items supplied and/or obtained through the school including, but not limited to books, materials, supplies, and equipment and will reimburse the school for lost, stolen, or damaged items. **The parent/guardian shall** return all school provided/owed items to the school upon school request. Parents not returning requested items will be required to pay for those items.

The student will:

- Be responsible to fulfilling the written student agreement components.

Appendix E

Master Agreement

Cottonwood Creek Charter School

Cottonwood Creek Charter School
Master Agreement for Independent Study

Student _____

Entry Date ____/____/____

Address _____

Exit Date ____/____/____

Grade in School _____ Telephone # _____

Objectives: The student will complete the assigned courses. All course objectives will be consistent with the established district or charter school's governing board and are consistent with district or charter school standards as outlined in the district or charter school's subject/course descriptions. Assignments and Work Record Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein.

Method of Study: Specific methods of study will be designated on the student Assignment and Work Record and are incorporated herein. Examples of method of study will include: textbook activities, independent reading, group work, field trips, Accelerated Reader, learning labs, etc.

Specific Resources: The school will provide appropriate instructional materials and personnel necessary to the achievement of the objectives and must include resources that are normally available to all students. Assignments and specific resources will be designated on the Assignment and Work Record forms and are incorporated herein.

Scheduled Meetings: Students are required to report to their Independent Study Teacher as scheduled. The manner of reporting will be determined by the teacher and the family over the full term. A parent or legal guardian may also be required to attend the scheduled meeting, as determined by the Independent Study Teacher.

Voluntary Statement: It is understood that independent study is a continuously voluntary educational alternative and that a classroom option is always available at the student's district of residence. Instruction may be provided for a student through independent study only if the student is offered the alternative of classroom instruction.

Assignments: According to the district or charter school policy for grades K through 8, the maximum length of time allowed between when the assignment was made and the date the assignment is due is 20 school days, unless an exception is made between the Independent Study Teacher and the family. After 20% missed assignments, as per board policy, an evaluation will be made to determine whether independent study is an appropriate strategy for this student.

We, the undersigned, have read and understand the terms of this agreement, and accept the provisions set forth.

Student: _____ Date: _____

Parent/ Guardian: _____ Date: _____

Teacher: _____ Date: _____

Appendix F

Sample Assignment

Record

&

Attendance Record Sheet

Cottonwood Creek Charter School

Grade_____ Cottonwood Creek Charter School
 Telephone # 530-347-7200
 Learning Period # _____ Assignment and Work Record

Student's Name: _____

Learning Period: From _____ To _____

CREDITS
 ASSIGNED _____
 CREDITS
 EARNED _____
 TEACHERS
 INITIALS _____

Course Name	Work Completed	Evaluation Method	Comments
		<input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Skills <input type="checkbox"/> Test(s) <input type="checkbox"/> Oral Presentation <input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other	
		<input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Skills <input type="checkbox"/> Test(s) <input type="checkbox"/> Oral Presentation <input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other	
		<input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Skills <input type="checkbox"/> Test(s) <input type="checkbox"/> Oral Presentation <input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other	
		<input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Skills <input type="checkbox"/> Test(s) <input type="checkbox"/> Oral Presentation <input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other	

ATTENDANCE RECORD SHEET

LEARNING PERIOD #5

12/08/2014 - 01/16/2015

TOTAL # OF SCHOOL DAYS: 20



CREDITS ASSIGNED: _____

CREDITS EARNED: _____

STUDENT'S NAME: _____

Day of the Week	Date	Subjects - Circle any and all subjects the student worked on during that day. If no school work was completed, please check the () box - No work completed today.	Teacher or Parent Initials
Monday	8-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Tuesday	9-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Wednesday	10-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Thursday	11-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Friday	12-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Monday	15-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Tuesday	16-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Wednesday	17-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Thursday	18-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Friday	19-Dec	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
		WINTER BREAK - NO SCHOOL DECEMBER 22, 2014 - January 5, 2015	NO SCHOOL NO SCHOOL
Monday	5-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Tuesday	6-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Wednesday	7-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Thursday	8-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Friday	9-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Monday	12-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Tuesday	13-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Wednesday	14-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Thursday	15-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	
Friday	16-Jan	English - Reading - Spelling - Soc Sci - Math - Science - No work completed today () Comments: _____	

JANUARY 16, 2015 - END OF 1ST. SEMESTER

Parent Signature: _____ Teacher Signature: _____

Note: Only schoolwork completed on official school days will count towards student attendance.
Do Not include holidays or weekends on this Attendance Record Sheet

Appendix G

ENROLLMENT FORM

Cottonwood Creek Charter School



3425 Brush Street, Cottonwood, California 96022
Mailing: 20512 W. First St., Cottonwood, Ca. 96022
Telephone: 530-347-7200 Fax: 530-347-9375

2014/ 2015 School Year Registration Form / Independent Study Program

Please read and complete all applicable sections of this Registration Form.
Please sign all lines where a Parent or Legal Guardian signature is requested.

Please mark one choice only:

☐ Independent Study – On-Site Classes
☐ Independent Study – Home School

Please print

Grade level enrolling for: _____ (Students enrolling for Kindergarten must be 5 on or before Sept. 1, 2014)

Student's Legal Name: _____

(From Birth Certificate)

Last Name

First Name

Middle Name

If different, name student goes by: _____

Gender: (Circle one) Male Female

Birthdate _____ / _____ / _____

Place of Birth: City: _____ State: _____ Country: _____

If born in a country other than the U.S.A., please complete the following:

Arrival date in the U.S.A. _____ / _____ / _____ Date of initial enrollment in a U.S.A. school _____ / _____ / _____ Initial enrollment in Ca. School _____ / _____ / _____

Residence Address: _____

& Street

City

State

Zip Code

County of Residence: _____

Mailing Address, if different: _____

Street or P.O. Box

City

State

Zip Code

Home Telephone # _____ Unlisted? Yes () No () Alternate Phone # _____

Family e-mail address: _____ Please print capital & lower case letters clearly

TRANSFER INFORMATION – Complete for new student enrollment only (Not applicable for returning students)

Last School Attended: _____ City & State: _____

Date of withdrawal: _____ Reason _____

School District of Residence: _____ Was student attending this school on an inter-district transfer? No () Yes ()

Has the student ever gone by a different name? No () Yes () If yes, give full name used: _____

Has the student been expelled or in the process of being expelled from any school? No () Yes ()

Has the student ever been to the SARB Board? No () Yes () If yes, reason for SARB & when _____ Name of School _____

Has the student been referred for SST (Student Study Team) meeting? No () Yes ()

Is the student now enrolled or has previously been enrolled in special education classes? No () Yes () If yes, check the program:

RSP () SDC () Active 504 Plan () Date of last IEP: _____

If the student has a current IEP, a copy of the IEP must be attached to this registration form.

Is the student now enrolled, or has the student ever been enrolled in an English Language Development program (ELD)? No () Yes ()

If YES, has the student been an English learner less than 12 months? No () Yes () Has the student ever received Title I Services? No () Yes ()

FOR SCHOOL USE ONLY Date Reg. Recv'd _____ Date Student Enrolled _____ Entered: New Student Ck. list _____

Student: RETURNING _____ NEW _____ Student Folder Created _____ CUM Created _____ CUM Requested _____ CUM Recv'd _____

Active 504 Plan- yes () Speech- yes () IEP- yes () IEP Requested _____ IEP Recv'd _____

Instructor _____ Excel Entry _____ Aeries Entry _____

Birth Cert. _____ Immu. Record _____ Health Ex _____ Oral Ex. _____ Jr. High Tdap Immu. _____ Immu. Waiver Received _____

Residence – Where is your student /family currently living?This information is federally mandated by No Child Left Behind

Please check all appropriate boxes:

- | | |
|--|---|
| <input type="checkbox"/> In a single family permanent residence – house, apartment, condominium, mobile home. (20) | <input type="checkbox"/> In or awaiting foster care placement. (21) |
| <input type="checkbox"/> With more than one family in a house or apartment. (11) | <input type="checkbox"/> In a motel. (09) |
| <input type="checkbox"/> With friends or other family members – other than parents, grandparents, or legal caregiver. (11) | <input type="checkbox"/> In a care site or Campsite. (12) |
| <input type="checkbox"/> In a shelter or transitional housing program. (10) | <input type="checkbox"/> In a group home. (14) |

Ethnicity – Is the student Hispanic or Latino? Yes () No ()**Home Language Survey****Race** – Please write the number(s) on the line(s) below:

- | | |
|--|---------------------------------|
| 100 – North, South or Central American Indian / Alaskan Native | 301 – Hawaiian |
| 201 – Chinese | 302 – Guamanian |
| 202 – Japanese | 303 – Samoan |
| 203 – Korean | 304 – Tahitian |
| 204 – Vietnamese | 399 – Other Pacific Islander |
| 205 – Asian Indian | 400 – Filipino |
| 206 – Laotian | 600 – Black or African American |
| 207 – Cambodian | 700 – White (Not Hispanic) |
| 299 – Other Asian | |

- Which language did your student learn when he or she first began to talk? _____
- What language does your student most frequently use at home? _____
- What language do you use most frequently to speak to your student? _____
- Name the language most often spoken by adults in the home. _____

Primary Parent / Guardian Information – Information regarding Parent(s) / Guardian(s) with whom the student lives.

Please enter one parent/guardian per side ** See below for non-custodial parent/guardian information.

Relation to Student: _____

Name: _____
First LastAddress: _____
If different from Student AddressHome Phone #: _____
If different from Student phone #

Cell Phone #: _____

Employer: _____

Employer Phone #: _____

Parent Education Level (for State reporting purposes)

<input type="checkbox"/> No Diploma	<input type="checkbox"/> High School Graduate
<input type="checkbox"/> College AA Degree	<input type="checkbox"/> College Graduate
<input type="checkbox"/> Graduate School / PhD	<input type="checkbox"/> Decline to state / unknown

Relation to Student: _____

Name: _____
First LastAddress: _____
If different from Student AddressHome Phone #: _____
If different from Student phone #

Cell Phone #: _____

Employer: _____

Employer Phone #: _____

Parent Education Level (for State reporting purposes)

<input type="checkbox"/> No Diploma	<input type="checkbox"/> High School Graduate
<input type="checkbox"/> College AA Degree	<input type="checkbox"/> College Graduate
<input type="checkbox"/> Graduate School / PhD	<input type="checkbox"/> Decline to state / unknown

Other Parent or Legal Guardian Information / Non-Custodial Parent (not listed above) Complete if applicableCheck One ☐ Mother ☐ Father ☐ Step-Mother ☐ Step-Father ☐ Guardian ☐ Other _____

Does the Student have contact with this person? No() Yes() Student information may be released to this person upon their request? No() Yes()

Name: _____
First Last Home Telephone # Cell # or other Contact Phone #Home Address: _____
& Street City State Zip CodeMailing Address, if different: _____
Street or P.O. Box # City State Zip Code

If Foster or Group Home, name of organization: _____

Name of Case Worker: _____ Telephone #: _____

Is there a custody court order regarding this student? No() Yes() If yes, please provide the school a copy of the court order.

Other Children in the Family

First and Last Name	Gender	Birthdate	Lives at Home	(If graduated, mark N/A) School Attending	Grade
_____	M F	____/____/____	Yes No	_____	_____
_____	M F	____/____/____	Yes No	_____	_____
_____	M F	____/____/____	Yes No	_____	_____
_____	M F	____/____/____	Yes No	_____	_____

EMERGENCY CONTACTS

Student may be released in the case of illness or other emergency, if unable to notify parent.

Name: _____

Home Telephone # _____

Cell Phone #: _____

Work or Other #: _____

Home Address: _____

Relationship to Student: _____

Name: _____

Home Telephone # _____

Cell Phone #: _____

Work or Other #: _____

Home Address: _____

Relationship to Student: _____

Name: _____

Home Telephone # _____

Cell Phone #: _____

Work or Other #: _____

Home Address: _____

Relationship to Student: _____

Name: _____

Home Telephone # _____

Cell Phone #: _____

Work or Other #: _____

Home Address: _____

Relationship to Student: _____

In the event of an emergency or disaster, if parents or emergency contacts are not available, may your son/daughter be released to an adult familiar to him/her?

I grant permission for my student to be released to an adult familiar to my student.

Parent Signature _____

Consent

I do not want my student released to any other adult not listed in my emergency contacts.

Parent Signature _____

Non-consent

MEDIA PERMISSION Identified school-related photographs or video of my student may be included in publicity information such as news releases, videos, newsletters, reports and our Charter School web postings.

I grant media permission for my student.

Parent Signature _____

Consent

I do not grant media permission for my student.

Parent Signature _____

Non-consent

According to appropriate grade level schedules, students may receive vision, hearing and dental screening. 7th grade daughters and 8th grade sons may participate in free scoliosis screening when offered. When these services are provided, your child will be screened at no cost to you. You have the right to accept or refuse these services for your child.

When these services are provided, I grant permission for my child to participate.

Parent Signature _____

Consent

I do not grant permission for my child to participate in the screening.

Parent Signature _____

Non-consent

All students registering for Kindergarten **MUST** provide Cottonwood Creek Charter School a copy of the child's **CERTIFIED BIRTH CERTIFICATE** and an up-to-date **IMMUNIZATION RECORD BEFORE** the first day of school. All immunizations must be up-to-date for the child to be admitted to school. If a child is to be exempted from immunizations for medical reasons or personal beliefs, Form CDPH 8262 **MUST** be completed by a health care professional (Form available in the Charter School Office). This will remain in the student's permanent record.

State of California law requires **ALL STUDENTS BEFORE BEGINNING THE 7TH GRADE MUST** have received the Pertussis or Whooping Cough Immunization, (Tdap vaccine). All Students enrolling in the 7th grade will need to present proof to the Charter School office that they have received one dose of Tdap vaccine on or after their 10th birthday before the first day of school. If the student is to be exempted from the immunization for medical reasons or personal beliefs, Form CDPH 8262 **MUST** be completed by a health care professional (Form available in Charter School Office).

PERMISSION FOR MEDICAL RECORDS

I give consent to Cottonwood Creek Charter School to receive from or send to the doctors listed on this Registration Form any information concerning the health and safety of my child. (Doctors and dentists may also require parent permission to release information).

I DO NOT consent to the exchange of any health information with doctors or dentists listed on this Registration Form.

Parent Signature: _____
Consent

Parent Signature: _____
Non-consent

EMERGENCY MEDICAL AUTHORIZATION

I/We understand that Cottonwood Creek Charter School and the Cottonwood School District do not provide medical or accident insurance for students in school related injuries. I/We hereby authorize the staff of my child's School or the School District to secure emergency medical help for my/our child at our expense when necessary in accordance with the information I/we have provided in this Registration Form. I/We give permission for emergency treatment if I/we am not available, in accordance with the information I/we have provided in this Registration Form.

Student's Legal Name: _____

On _____ at _____, California
Date City

Signature(s) _____
Parent/Guardian Parent/Guardian

HEALTH INVENTORY

Student's Physician: _____
Name Address City Telephone #

Student's Dentist: _____
Name Address City Telephone #

Hospital Preference: _____

Do you have Health Insurance? _____ Name of Insurance Co. _____ Policy # _____

Do you have a religious or other objection to your child receiving emergency medical care? No() Yes()

If Yes, please explain: _____

State law requires written doctor and parent permission for taking any medication at school.

List current medication(s) that the student is taking.	Will any of these medications be taken during school hours?
Name of Medication Dosage	Time Taken Purpose
_____	_____
_____	_____
_____	_____
_____	_____

If there is a special health problem or physical disability that should be brought to the attention of the school or the student's teacher, please explain: _____

HEALTH ISSUES – CHECK ALL THAT APPLY

- | | | |
|--|--|--|
| <input type="checkbox"/> Diagnosed ADD or ADHD | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Wears Contact Lens |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Eye Injury | <input type="checkbox"/> Wears Glasses () At all times |
| <input type="checkbox"/> Bladder Problems | <input type="checkbox"/> Hypoglycemia | () For close work () For distance only |
| <input type="checkbox"/> Bleeding Disorder | <input type="checkbox"/> Frequent Nosebleeds | <input type="checkbox"/> Known Vision Loss () Right Eye () Left Eye |
| <input type="checkbox"/> Color Vision Deficiency | <input type="checkbox"/> Scoliosis | <input type="checkbox"/> Known Hearing Loss () Right Ear () Left Ear |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Seizure Disorder | <input type="checkbox"/> Wears Hearing Aide () Right Ear () Left Ear |
| <input type="checkbox"/> Eczema / Skin Trouble | | |
- ☐ History of Ear Problem Describe: _____
- ☐ Heart Problem Describe: _____
- ☐ Head Injury Describe: _____
- ☐ History of Fracture Describe: _____
- ☐ History of Hospitalization Describe: _____
- ☐ History of Surgery Describe: _____
- ☐ Physical Limitations Describe: _____
- ☐ Other or Further Details of Above: _____

ALLERGIES – CHECK ALL THAT APPLY

List specific items student is allergic to and describe allergic reaction or treatment

- ☐ None
- ☐ Food _____
- ☐ Drugs _____
- ☐ Plants _____
- ☐ Animals _____
- ☐ Insects/Bee Stings _____
- ☐ Other _____

I/We have reviewed this Registration Form and to the best of my/our knowledge the information contained herein is true and complete.

The undersigned declare under penalty of perjury that they are the parents(s) or legal guardian(s) of the student named on this Registration Form and grant the above authorizations.

PRIMARY PARENT OR GUARDIAN**PRIMARY PARENT OR GUARDIAN**

Please print full name

Please print full name

Signature

Signature

Date

Telephone #
Best Daytime Telephone Number

Date

Telephone #
Best Daytime Telephone Number

Appendix H

Budget and Detailed Cash Flow

Cottonwood Creek Charter School

**Cottonwood Creek Charter School
MULTI-YEAR PROJECTION
2014-15 FIRST INTERIM BUDGET MYP**

December 8, 2014

2014/15 First Interim Budget				2015/16 Projected			2016/17 Projected		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
REVENUES									
Revenue Limit Sources:									
ESTIMATED P-2 ADA	174.6			169.15			203.70		
8010-8099	1,155,942	0	1,155,942	1,274,444	0	1,274,444	1,397,372	0	1,397,372
8100-8299	0	0	0	0	0	0	0	0	0
Federal Revenues	36,247	5,936	42,183	26,859	6,431	33,290	28,925	6,926	35,851
8300-8599	25,050	0	25,050	26,216	0	26,216	28,171	0	28,171
Other Local Revenues									
Interfund Transfers In									
8910-8929									
Other Sources									
8930-8979									
Contributions									
8980-8999									
TOTAL REVENUES	1,217,239	5,936	1,223,175	1,327,519	6,431	1,333,950	1,454,468	6,926	1,461,394
EXPENDITURES									
1000-1999									
Certificated Salaries	511,726	0	511,726	572,921	0	572,921	584,245	0	584,245
Classified Salaries	78,336	0	78,336	89,116	0	89,116	91,316	0	91,316
2000-2999									
Employee Benefits	141,617	0	141,617	158,809	0	158,809	170,156	0	170,156
3000-3999									
Total Salaries and Benefits	731,679	0	731,679	820,846	0	820,846	845,717	0	845,717
4000-4999	60,900	35,744	96,644	67,200	6,431	73,631	73,500	6,926	80,426
5000-5999	355,383	50,874	406,257	379,764	0	379,764	389,976	0	389,976
6000-6599	0	0	0	0	5,000	5,000	0	5,000	5,000
7100-7299	35,147	0	35,147	38,202	0	38,202	40,702	0	40,702
7300-7399	0	0	0	0	0	0	0	0	0
Direct Support / Indirect Costs	2,751	2,751	5,502	2,751	0	2,751	2,751	0	2,751
7400-7499	0	0	0	0	0	0	0	0	0
Debt Service - Interest Only	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	0	0	0	0	0	0	0	0	0
7500-7629	0	0	0	0	0	0	0	0	0
Other Uses	0	0	0	0	0	0	0	0	0
7630-7699	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	1,185,860	86,618	1,272,478	1,308,763	11,431	1,320,194	1,352,647	11,926	1,364,573
NET INCREASE/DECREASE IN ENDING BALANCE	31,379	(80,682)	(49,303)	18,756	(5,000)	13,756	101,821	(5,000)	96,821
Other Uses									
Capital Asset purchases									
Debt payments	95,000		95,000	20,000		20,000			
NET SURPLUS/ (DEFICIT)	(63,621)	(80,682)	(144,303)	(1,244)	(5,000)	(6,244)	101,821	(5,000)	96,821
BEGINNING BALANCE	80,687	133,591	214,278	112,066	52,909	164,975	130,822	47,909	178,731
AUDIT ADJUSTMENT	0	0	0	0	0	0	0	0	0
ENDING BALANCE	112,066	52,909	164,975	130,822	47,909	178,731	232,643	42,909	275,552
Components of Ending Balance									
Net investment in capital assets		50,000	50,000		45,000	45,000		40,000	40,000
Legally Restricted		2,909	2,909		2,909	2,909		2,909	2,909
Economic Uncertainty (7%)		89,073	89,073		92,414	92,414		95,520	95,520
Board Designated		22,993	22,993		38,408	38,408		137,123	137,123
Undesignated					0	0		0	0
Total	112,066	52,909	164,975	130,822	47,909	178,731	232,642	42,909	275,551
	8.8%			9.9%			17.0%		
% to Total Expenditures									
INSTRUCTIONAL LOTTERY		2,909							
COMMON CORE		50,000							
PLAYGROUND EQUIPMENT		52,909							
TOTALS									

		Object	Budget	July	August	September	October	November	December
ACTUALS THROUGH THE MONTH OF		November							
(Enter Month Name):									
A. BEGINNING CASH		9110		255,189	417,560	357,522	393,154	367,823	356,678
B. RECEIPTS									
Revenue Limit Sources	8010-8019	911,799	34,739	34,739	111,450	62,530	62,530	62,530	82,062
Principal Apportionment	8020-8079		0	0	0	0	0	0	0
Property Taxes	8012		0	0	0	0	0	0	0
EPA									
Miscellaneous Funds (In Lieu Taxes)	8080-8099	244,143	0	0	45,935	20,415	20,415	20,415	14,959
Federal Revenue	8100-8299		0	0	0	0	0	0	0
Other State Revenue	8300-8599	42,183	0	0	0	981	12,749	12,749	19,178
Other Local Revenue	8600-8799	25,050	0	0	0	776	2,223	2,223	18,635
Interfund Transfers In	8910-8929		0	0	0	0	0	0	0
All Other Financing Sources	8930-8979		0	0	0	0	0	0	0
Other Receipts/Non-Revenue			0	0	0	0	0	0	0
TOTAL RECEIPTS		1,223,175	34,739	34,739	157,385	84,702	97,917	97,917	134,834
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	511,726	7,250	46,728	46,728	46,129	45,389	45,389	45,573
Classified Salaries	2000-2999	78,336	2,102	6,124	6,329	6,892	6,567	6,567	7,263
Employee Benefits	3000-3999	141,617	1,894	9,621	12,921	11,777	11,151	11,151	13,638
Books and Supplies, Services	4000-5999	502,301	6,301	14,362	29,693	34,133	30,066	30,066	64,017
Capital Outlay	6000-6999		0	0	0	0	0	0	0
Other Outgo	7000-7499	37,398	0	55	55	55	55	55	0
Interfund Transfers Out	7600-7629		0	0	0	0	0	0	0
All Other Financing Uses	7630-7699		0	0	0	0	0	0	0
Other Disbursements/									
Non Expenditures			0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		1,272,478	17,546	76,890	95,726	98,926	93,228	93,228	130,492
D. PRIOR YEAR TRANSACTIONS									
Assets									
Cash Not in Treasury	9111-9199								
Accts Receivable	9200-9299	2,464							
Due From Other Funds	9310	128,364	145,179	62	21,695	(48,777)			
Stores Inventory	9320								
Prepaid Exp.	9330								
Other Assets	9340	51,190							
Total Assets		182,018	145,179	62	21,695	(48,777)	0	0	0
Liabilities									
Accounts Payable	9500-9599	(49,834)		(2,116)	(31,889)	0			
Due to Other Funds	9610	0							
Current Loans	9640	(115,000)		(15,833)	(15,833)	(15,833)	(15,833)	(15,833)	(15,833)
Deferred Revenues	9650								
Undefined Objects									
Total Liabilities		(164,834)	0	(17,949)	(47,722)	37,670	(15,833)	(15,833)	(15,833)
TOTAL PRIOR YEAR TRANSACTIONS		17,184	145,179	(17,887)	(26,027)	(11,107)	(15,833)	(15,833)	(15,833)
E. NET INCREASE/DECREASE									
(B - C + D)			162,371	(60,038)	35,632	(25,331)	(11,144)	(11,491)	(11,491)
F. ENDING CASH (A + E)			417,560	357,522	393,154	367,823	356,678	345,187	345,187
G. ENDING FUND BALANCE									

		Object	January	February	March	April	May	June	Accruals / Adjustments	TOTAL
ACTUALS THROUGH THE MONTH OF (Enter Month Name)		November								
A. BEGINNING CASH		9110	345,187	312,369	288,990	307,745	296,760	306,234		
B. RECEIPTS										
Revenue Limit Sources										
Principal Apporportionment		8010-8019	82,062	82,062	82,062	82,062	82,062	55,482	57,957	911,799
Property Taxes		8020-8079	0	0	0	0	0	0	0	0
EPA		8012	0	0	0	0	0	0	0	0
Miscellaneous Funds (In Lieu Taxes)										
Federal Revenue		8080-8099	14,959	14,959	37,493	18,746	18,746	37,515	0	244,143
Other State Revenue		8100-8299	0	0	0	0	0	0	0	0
Other Local Revenue		8300-8599	2,216	0	0	2,413	0	(5,270)	9,917	42,183
Interfund Transfers In		8600-8799	677	462	652	70	763	791	0	25,050
All Other Financing Sources		8910-8929	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		8930-8979	0	0	0	0	0	0	0	0
TOTAL RECEIPTS			99,915	97,484	120,206	103,291	101,571	88,518	67,874	1,223,175
C. DISBURSEMENTS										
Certificated Salaries		1000-1999	45,474	45,673	45,474	45,773	45,873	45,662	0	511,726
Classified Salaries		2000-2999	7,416	7,352	7,491	7,437	7,410	6,013	0	78,336
Employee Benefits		3000-3999	13,332	13,360	13,377	13,395	13,411	13,741	0	141,617
Books and Supplies, Services		4000-5999	50,678	24,016	30,941	47,671	25,404	45,619	100,000	502,901
Capital Outlay		6000-6999	0	0	0	0	0	0	0	0
Other Outgo		7000-7499	0	0	0	0	0	(220)	37,898	37,898
Interfund Transfers Out		7600-7629	0	0	0	0	0	0	0	0
All Other Financing Uses		7630-7699	0	0	0	0	0	0	0	0
Other Disbursements/ Non Expenditures			0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS			116,900	90,400	97,283	114,276	92,097	110,815	137,898	1,272,478
D. PRIOR YEAR TRANSACTIONS										
Assets										
Cash Not in Treasury		9111-9199						0	2,464	2,464
Accts Receivable		9200-9299		10,205				0	0	128,364
Due From Other Funds		9310						0	0	0
Stores Inventory		9320						0	0	0
Prepaid Exp.		9330						0	0	0
Other Assets		9340						0	0	0
Total Assets			0	10,205	0	0	0	0	51,190	51,190
Liabilities								0	53,654	182,018
Accounts Payable		9500-9599		(24,834)				0	9,006	(49,834)
Due to Other Funds		9610						0	0	0
Current Loans		9640	(15,833)	(15,833)	(4,169)			0	0	(115,000)
Deferred Revenues		9650						0	0	0
Undefined Objects								0	(53,503)	0
Total Liabilities			(15,833)	(40,567)	(4,169)	0	0	0	9,006	(184,834)
TOTAL PRIOR YEAR TRANSACTIONS			(15,833)	(30,462)	(4,169)	0	0	0	(53,503)	

COTTONWOOD CREEK CHARTER SCHOOL
2014/2015 FIRST INTERIM BUDGET
December 8, 2014

AB1200/AB 256 requires the Board of Trustees to certify twice a year the status of the District's financial obligations. The 1st Interim Report for period July 1, 2014, through October 31, 2014, provides financial information that has become available since the 2014-2015 budget was adopted in June 2014. Highlighted below are the notable budget assumptions and changes since the Adopted Budget.

Enrollment: Cottonwood Creek Charter School currently has an enrollment of 184 students. This is a **decrease of 18 students** from the Adopted Budget. The multi-year projection is based on enrollments of 195 in 14/15 and 210 in 15/16.

Average Daily Attendance (ADA) Calculation: ADA is projected at 97% of enrollment for the current and future years.

Number of Teachers: Cottonwood Creek Charter School has a teaching staff equal to 8.25 FTE. This is an increase of 0.85 FTE from last year. This is made up of ten individuals (some of them part time). The Director is a full time administrator this year. The multi-year projections are based on a teaching staff of 9.0 FTE in 2015/2016 and 2016/2017. This is an increase of 0.8 FTE over the current year. The staff to student ratio has to be at or below 25:1. The current year charter school ratio is 22.3 students per teacher.

REVENUES

	2013/14	2014/15	2014/15	
	UNAUDITED	ADOPTED	FIRST	
	ACTUALS	BUDGET	INTERIM	
			BUDGET	Change
Revenue Limit	\$1,039,514	\$1,286,848	\$1,155,942	-\$130,906
Federal Revenue	\$0	\$0	\$0	\$0
State Revenue	\$112,563	\$33,128	\$42,183	\$9,055
Local Revenue	\$74,253	\$18,050	\$25,050	\$7,000
Other Income Source				
Total Revenue	\$1,226,330	\$1,338,026	\$1,223,175	-\$114,851

The State has adopted the Local Control Funding Formula (LCFF) as the basis for calculating revenue for school districts and charter schools beginning in 2013/14. This is a dramatic change from the past funding model. The \$130,906 decrease in Revenue Limit is a result of the decline in enrollment. State Revenues increased due to Mandated Cost Claims Reim. of \$11,495; this is in addition to the Mandated Cost Block Grant. Local

Revenue was increased by \$7,000 per the Director's recommendation for elective reimbursement from parents.

EXPENDITURES

	2013/14	2014/15	2014/15	
	UNAUDITED	ADOPTED	FIRST	
	ACTUALS	BUDGET	INTERIM	Change
			BUDGET	
Certificated Salaries	\$458,353	\$529,072	\$511,726	-\$17,346
Classified Salaried	\$65,812	\$71,516	\$78,336	\$6,820
Employee Benefits	\$93,944	\$133,963	\$141,617	\$7,654
Books & Supplies	\$66,137	\$95,244	\$96,644	\$1,400
Services & Other Exp's	\$331,788	\$437,333	\$406,257	-\$31,076
Depreciation Expense	\$1,313		\$0	\$0
Other Uses/Debt Service	\$451	\$2,751	\$37,898	\$35,147
				\$0
Total Expenditures	\$1,017,798	\$1,269,879	\$1,272,478	\$2,599

Certificated Salaries for 1st Interim are based on 9.25 FTE versus 9.4 FTE at adopted.
(This includes the Director.)

Classified Salaries for 1st Interim are based on 3.23 FTE versus 3.62 FTE at adopted.

Employee Benefits are increased due to PERS/STRS rate increases and increased benefit cap for health benefits. (There are a total to 6 benefitted employees.)

Books & Supplies increased by \$1,400. Reductions were made to books, athletics, restricted lottery expenses, and custodial supplies; however, classroom supplies and office supplies increased for an overall increase.

Services & Other Exp's decreased by \$31,076. Oversight and business service fees dropped by \$10,473 due to the enrollment decrease. Athletics, contracted services and general operating expenses decreased by \$15,040.

Debt Service for the Charter School will be the 4th of 5 payments on the initial \$100,000 start-up Revolving Loan and the additional \$150,000 Revolving Loan will be paid in full by year end.

DEFICIT SPENDING

The Charter School is projected to deficit spend by (\$49,303). Restricted funds are projected to deficit by (\$80,682); Unrestricted funds have a surplus of \$31,379. The restricted deficit includes fully spending Common Core funding and Prop 39 Energy Grant funds.

ENDING FUND BALANCE

The First Interim budget has an ending fund balance of \$164,975. The components of the ending fund balance are:

SPECIFICS OF ENDING BALANCE:

Legally Restricted Capital Asset	\$50,000.00
Playground Equip (McConnell Foundation)	
Legally Restricted (CC Energy Grant)	\$0.00
Legally Restricted (Common Core)	\$0.00
Legally Restricted (Lottery)	<u>\$2,909.00</u>
TOTAL RESTRICTED	\$52,909.00
Economic Uncertainty - 7%	\$89,073.00
Board Designated for Cash Flow	\$4,525.00
Unrestricted lottery	<u>\$18,468.00</u>
TOTAL UNRESTRICTED	\$112,066.00
ENDING FUND BALANCE	<u><u>\$164,975.00</u></u>

CASH BALANCE

The Charter School is now projected to have a **positive cash balance** on June 30, 2015 of **\$283,937**. This is achieved by having **\$100,000 in accounts payables**. The charter school is projected to close the year with **\$67,874 in accounts receivables**. (See separate sheet "Cashflow Worksheet" for projected monthly cash breakdown.)

SPECIAL CIRCUMSTANCES

The LCFF model is in the initial year. This formula establishes a base and then a target level of funding that the state is working towards funding. This process is expected to take 8 years until fully implemented; however, many changes can occur in those 8 years. For example, the state sales tax increase will end in two years. The income tax increase will also sunset before the 8 years have passed. So many variables could affect how the LCFF is implemented and each year could see some changes in how it is to be applied at the school level.

The Charter School's waiver request was approved for the audit finding concerning teacher credentialing. The penalty assessed was only \$9,000, so this restored \$53,503 to the cash balance.

The PERS/STRS rates will be increasing significantly over the next seven years. (See attached sheet, "Retirement Rate Increases"). This sheet was prepared using current

salaries only; no step/column are included. These costs need to be considered in future staffing discussions.

MULTI-YEAR PROJECTION

The First Interim budget is the basis for the multi-year projections. (See “Multi-Year Projection – 2014-15 First Interim Budget MYP”)

The following assumptions were used for **2015/2016**:

- ADA estimated at 189.15 – increase of 14.85 ADA
- Certificated staffing increase of 0.8 FTE with step and column of \$18,075
- Classified staffing increase of 0.56 FTE with step and column of \$2,200
- Books and supplies decrease by \$23,013 mainly for Common Core funding
- Services and Other Exp’s increased for utilities, vendors, conferences, and oversight/business service fees \$13,487.
- The ending balance is projected to be **\$178,731.**

The following assumptions were used for **2015/2016**:

- ADA estimated at 203.70 – increase of 14.55 ADA from prior year
- Certificated staffing remains the same with step and column of \$11,325.
- Classified staffing remains the same with step and column of \$2,200
- Books and supplies increased \$6,795 for additional students
- Services and Other Exp’s increased \$10,212 for additional students
- The ending balance is projected to be **\$275,552.**

ANALYSIS

It is noted that the **ending fund balance has decreased by (\$117,450)** in 14/15. The charter is projecting to **deficit spend** in the current year. The Charter School has increased the EUC level to 7% in 2014/15 and is able to maintain that for the two years shown in the MYP. The budget is pretty tight in 2015/16 and although the charter is not expected to deficit in these projections, any increase in personnel or additional expenditures could possibly cause deficit spending. It is not recommended that the charter school deficit spend as a regular occurrence.

2014/15 FIRST INTERIM BUDGET
Cottonwood Creek Charter School

	2013/14 UNAUDITED ACTUALS	2014/15 ADOPTED BUDGET	2014/15 FIRST INTERIM BUDGET	Change
Revenue Limit	\$1,039,514	\$1,286,848	\$1,155,942	-\$130,906
Federal Revenue	\$0	\$0	\$0	\$0
State Revenue	\$112,563	\$33,128	\$42,183	\$9,055
Local Revenue	\$74,253	\$18,050	\$25,050	\$7,000
Other Income Source				
Total Revenue	\$1,226,330	\$1,338,026	\$1,223,175	-\$114,851

	2013/14 UNAUDITED ACTUALS	2014/15 ADOPTED BUDGET	2014/15 FIRST INTERIM BUDGET	Change
Certificated Salaries	\$458,353	\$529,072	\$511,726	-\$17,346
Classified Salaried	\$65,812	\$71,516	\$78,336	\$6,820
Employee Benefits	\$93,944	\$133,963	\$141,617	\$7,654
Books & Supplies	\$66,137	\$95,244	\$96,644	\$1,400
Services & Other Exp's	\$331,788	\$437,333	\$406,257	-\$31,076
Depreciation Expense	\$1,313		\$0	\$0
Other Uses/Debt Service	\$451	\$2,751	\$37,898	\$35,147
				\$0
Total Expenditures	\$1,017,798	\$1,269,879	\$1,272,478	\$2,599

NET INCREASE/(DECREASE)	\$208,531	\$68,147	-\$49,303	-\$117,450
BEGINNING BALANCE	\$63,841	\$214,278	\$214,278	\$0
ENDING BALANCE	\$272,372	\$282,425	\$164,975	-\$117,450

COMPONENTS OF ENDING BALANCE

Reserved Rev Cash/Ppds/Stores				
Economic Uncertainty	\$ 60,000	\$ 88,900	\$ 89,073	\$173
Board Designated/Assigned	\$ 77,736	\$ 142,707	\$ 22,993	-\$119,714
Restricted	\$ 83,446	\$ 818	\$ 2,909	\$2,091
Net Capital Assets	\$ 51,190	\$ 50,000	\$ 50,000	\$0
Undesignated	\$ -	\$ -	\$ -	\$0
Total	\$ 272,372	\$ 282,425	\$ 164,975	-\$117,450

Proceeds fm Loan/Balance	\$210,000	\$115,000	\$115,000
Loan Payment	\$95,000	\$95,000	\$95,000
Loan Ending Balance	\$115,000	\$20,000	\$20,000

Appendix I

California Schools Development Center School Quality Review

Cottonwood Creek Charter School



**CHARTER SCHOOLS
DEVELOPMENT CENTER**

**School Quality Review Report for
Cottonwood Creek Charter School
Cottonwood, CA**

**Submitted by
Charter Schools Development Center
January 2014**

Governance, Operations, and Finance

Strengths:

- The school is in a solid financial position despite the state cutting public education funding and imposing revenue deferrals. The school has not had to borrow money other than through the Charter School Revolving Loan Fund.
- The school's most recent audit was clear of any exceptions or deficiencies.
- The school appears to have a highly engaged board of directors and the board members bring a variety of valuable skills to the table.

Areas of Improvement:

- The school lacks a foundational set of fiscal policies, including internal control policies.
- The school's board of directors has not yet developed a method for evaluating the school director and has not updated the school's strategic plan since its initial creation.
- The school's current website does not appear to include information on the admissions process or on key dates. CSDC recommends that this information be included on the website.
- CSDC recommends that the school make adjustments in its admissions policies, by simplifying the information it asks for before the Random Public Drawing.

CHARTER SCHOOL REVIEW REPORT

PART ONE: EDUCATIONAL PROGRAM

Part One of the charter school review rubric addresses the first critical question, “Is the educational program a success?” It also assesses the first three elements of the charter, those on the mission and instructional program, pupil outcomes, and assessments.

Element A: Description of the Educational Program (Education Code 47605(b)(5)(A))

1. The school is implementing the instructional program outlined in its mission statement and its charter and/or is making any appropriate changes.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek’s charter identifies its target population as a group of children and their families who are seeking an alternative to site-based education. The school has attracted a population of students who appear to match the target group. Many of the school’s students were previously home schooled and families were considering home schooling their students. At the time of the CSDC visit, the school enrolled 174 students. All of the students are considered to be participants in the Independent Study program and the school’s program calls for a partnership between the parents, students, and the teacher.

Students (and their families) have two program options, either full-time independent home study or a combination of home study and on-site classes. Both groups of students have access to school activities and the after-school program. Students in the independent home study program meet with their teacher once per week to evaluate their completed work, receive new assignments, and to take tests as necessary. Teachers also are available to provide support to students who are struggling with their work during the week. Students in the on-site program attend class Monday through Thursday from 8:15 am through 1:30. During their classroom instruction, they are assigned work based on their skill level and progress toward meeting the Common Core standards. Teachers alternate between direct instruction and independent student work. Students are assigned additional work to be completed at home. Teachers meet regularly meet with parents of onsite students to evaluate the progress of students.

Cottonwood Creek offers a wide range of elective courses that enhance student learning. Elective classes are offered in the afternoons on Monday through Thursday and include music, art, sewing, choir, and yearbook. An additional course in graphic arts and technology is offered to students. The computer lab for the class includes a number of computers and sophisticated software that has allowed the students to create technically complex projects. The school devotes Fridays to field trips and schoolwide activities. Parents and students report that field trips have included skiing trips, roller skating, Johnny Appleseed Day at the school, and a trip to a local fish hatchery. Parents are engaged in supporting the field trips and schoolwide activities and report that they represent attractive components of the school's program.

Both parents and students report a great deal of satisfaction with the school's program. Parents reported that their students are excited about school and learning. They also report that teachers are very accessible to parents and that their students receive challenging work outside class. Parents also reported that instruction is individualized for their students. Students report that teachers spend a great deal of time with them and make sure that students understand and master the school's curriculum. Students report that they have long-term projects and that they have timelines and checkpoints to ensure completion. Students were particularly engaged with the school's technology offerings.

Areas of Improvement: Parents reported that they wished school had a wider offering of foreign languages and that language instruction was offered beginning at kindergarten. Parents also requested that the school offer more advanced electives since after a couple of years, students "max out". Students requested that the school have a wider selection of books in the school's library. Both parents and students reported that they would like enrollment to grow to the point that the school could have single grade classrooms.

Other:

2. The school is implementing effective, appropriate instructional strategies for special education and other special needs (GATE, etc.) students.

☐ Exceeds criteria

Comments:

Strengths: Cottonwood Creek Charter operates as a school of the Cottonwood Union School

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

District. The district is a member of the Shasta County SELPA. The school and the district have established a clearly defined fiscal, operational, and fiscal relationship through an executed MOU between the parties regarding special education service delivery.

At the time of the CSDC visit, the school had about seven active IEPs. Of the seven, most were for Speech and Language services. Two students received services from a Resource Specialist and an additional student was in the process of being assessed.

The district Superintendent, a trained special educator, serves as the coordinator of services for Cottonwood Creek Charter school. He reported that the school is provided services in the way that other schools in the district. He reports that the school's Resource Specialist is on campus for between 15 and 17% of her time and the Speech and Language Specialist is at the school for about 5% of her time. According to the Superintendent, the Resource Specialist provides a combination of pull-out and push in services to special education students.

The school has implemented a Student Study Team (SST) process and teachers report that it is working well. Prior to a referral to the SST, the school implements a three-tiered model of school supports to students who are struggling. The CSDC team saw documentation of training for the school's staff on the implementation of Special Education training for staff. The CSDC team also reviewed an IEP and found the document contained required signatures, contained measurable goals, and contained evidence that the goals were being monitored.

Areas of Improvement:

Other:

3. The school is implementing effective, appropriate instructional strategies for English Language Learner students.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek administers the Home Language Survey as part of the school's registration package. At the time of the CSDC visit, the school did not enroll any English learners. The school's teachers have all been trained in strategies for educating English learners. Teachers do report that they differentiate instruction to meet the needs of students who are struggling.

Areas of Improvement:

Other: The Cottonwood Union School District enrolls only a small number of English learners.

Element B: Measurable Pupil Outcomes
(Education Code 47605(b)(5)(B))

1. The school is meeting or pursuing the pupil outcomes identified in its charter (Education Code 47607(b)(2)).

☐ Exceeds criteria

☐ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: The school is pursuing the student outcomes identified in their charter. The outcomes are intellectually and developmentally appropriate and realistic for the school's students. The school makes use of multiple measures to demonstrate that students are making progress toward most of the pupil outcomes identified in the charter.

Areas of Improvement: As Cottonwood Creek continues to implement the school's charter, the school should consider intensifying its efforts to track student performance on outcomes not specifically related to the schools core academic subjects including social-emotional skills and social responsibility. Also, as the state implements changes to the statewide accountability system, the school should ensure that they have assessment measures that demonstrate student progress.

Other:

2. The school's pupil outcomes are compatible with the state content and performance standards in each of the "core" academic areas of math, language arts, science, and history/social science (Education Code 47605(c)(1)).

- ☐ Exceeds criteria
☒ Meets criteria
☐ In progress
☐ Does not meet criteria
☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek's charter identifies pupil outcomes in each of the core content areas. The outcomes are aligned to the California State Standards and skills also appear to align to the skills required by the Common Core State Standards. Teachers are knowledgeable about the standards and the school has conducted professional development on the implementation of the Common Core State Standards and the school has aligned their curriculum to those standards.

Areas of Improvement:

Other:

Element C: Methods to Assess Pupil Progress toward Outcomes
(Education Code 47605(b)(5)(C))

1. The school is implementing an appropriate assessment plan that effectively measures the pupil outcomes, including student growth over time.

- ☐ Exceeds criteria
☒ Meets criteria
☐ In progress
☐ Does not meet criteria
☐ No evidence/unknown

Comments:

Strengths: The school's charter identifies a number of assessments including the assessments mandated by the state at the time the charter was written. The charter also includes a number of other potential assessments the school considered implementing. The school is implanting multiple measures to track the academic achievement of its students including School City which allows the school to analyze data from its assessments.

Areas of Improvement:

Other: As the state revises the accountability system including the implementation of the Smarter Balanced Assessment, there will be at least one year where there is no state data on student performance. Cottonwood Creek should ensure that they administer assessments that allow them to track student progress over time.

2. The school is compliant with applicable state and federal accountability requirements.

☒ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek administers all mandated assessments including the STAR tests. For the 2013 school year, the school's API growth score was 887, up from 844 in the prior year. In both years, the school's API score exceeds the state's performance target. The school met 12 of the 13 AYP criteria, only missing the schoolwide AYP target for English language arts.

Areas of Improvement: As the school prepares for the implementation of the Smarter Balanced Assessment the school should continue to track the sample tests online at www.smarterbalanced.org.

Other:

3. The school has a coherent, comprehensible system for collecting, analyzing, and reporting student performance data and for using this data to make decisions that improve school instruction accordingly.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: The school makes use of School City assessment system to collect and analyze student assessment data. The principal and the teachers report that they track student test scores online. They track the results of the California Standards Tests as well as district assessments. The director reports that they disaggregate data by ethnicity and gender and use the results to refocus student instruction.

Areas of Improvement: The school should continue to disaggregate their student achievement data. The CST results show a considerable variation by grade level. Although much of the grade-level variation could be explained by the small number of students tested, the school should continue to explore the discrepancies.

Other:

PART TWO: SCHOOL OPERATIONS

Part Two of the charter school review rubric addresses the second critical question, “Is the school a viable organization (i.e. fiscally solvent, with sound, legal governance and operations)?”

Element D: Governance (Education Code 47605(b)(5)(D))

The school has established a governing board or other entity as described in its charter that is effectively engaged in its policy-making, oversight, and other roles.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek’s Governing Board has been seated and all vacancies have been filled. The board meets monthly and is engaged in its essential school oversight responsibilities. The school’s bylaws, policies, and meeting minutes are documented and maintained at the school site. The Governing Board demonstrates sufficient knowledge of the school’s academic performance and financial position and regularly reviews academic and financial reports.

The Governing Board is comprised of members who bring a diverse set of skills and experience in order to effectively govern the school (including: legal, business/finance, and architecture). The Board includes two parent representatives to help ensure that parents’ voices are included in the governance of the school.

Areas of Improvement: While all the board and corporate documents were available for CSDC review, it was not clear to our team where the documents are maintained. CSDC suggests that the board and corporate documents either in the board binder or in a separate corporate documents binder. The board is responsible for an annual evaluation of the school’s director. To date, the board has not conducted an evaluation of the director. CSDC recommends that the board and the director create and implement an evaluation process for the school’s director.

CSDC recommends that the board work with the school’s administrators to update the school’s strategic plan to help guide the board’s decision-making. CSDC also recommends that the board annually update its strategic plan, perhaps as part of a board retreat.

Other:

Element E: Employee Qualifications
(Education Code 47605(b)(5)(E))

1. The schools' employees possess the qualifications listed in the charter and required by law.

- ☐ Exceeds criteria
☒ Meets criteria
☐ In progress
☐ Does not meet criteria
☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek's charter calls for the school to hire teachers in the core content areas who are highly qualified as defined by NCLB. CSDC staff examined the credential status of a sample of six of the school's nine teachers. Each of the files contained evidence that the teachers hold the appropriate credential each teacher holds a multi-subject credential—five hold clear credentials and the sixth holds a preliminary credential.

Areas of Improvement:

Other:

2. The school has an appropriate professional development plan.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments

Strengths: Cottonwood Creek held a day of staff preparation before the start of school. In addition, the school has a professional development schedule for the 2013-14 school year. The plan includes professional development in three areas of focus: Reading Intervention, Technology, and Assessment. In the Reading Intervention area, ongoing training in the Read Naturally program and Accelerated Reader, and Let's go Learn. In the area of technology, training included a September workshop on using the document camera, and October workshop on instructional uses of I-Pads, and a September workshop on Learn 360. In the assessment focus area, the school's teachers have ongoing training on Renaissance Learning's STAR assessments in reading and math, RESULTS and Let's go Learn in the fall of 2013, and SchoolCity data entry and analysis in the fall of 2013.

Teachers reported that the school's professional development focus for the 2012-13 school year was on the implementation of the Common Core State Standards.

Areas of Improvement:

Other:

3. The school has an effective director and staff evaluation process.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek is implementing a value-based assessment process for the school's teachers. As part of the process teachers are formally observed twice per year with formative feedback following the first observation and summative feedback following the second observation. The school conducts annual surveys of both parents and students and factors those findings into the evaluation process. In addition, the school includes student growth over time as part of the teacher evaluation process.

Areas of Improvement:

Other:

Element F: Health and Safety Procedures
(Education Code 47605(b)(5)(F))

The school is implementing the health and safety procedures identified in its charter and required by law.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: The school occupies a facility that it leases from the Cottonwood Union School District. Presumably, the district is responsible for ensuring that the building is compliant with the Field Act. We saw evacuation maps in each of the school's classrooms.

The CSDC team reviewed a sample of student cumulative folders and found that each contained evidence of immunizations. The team also reviewed a sample of teacher files and found that some contained evidence of TB test and CPR training.

Cottonwood Creek has created and distributed a protocol for fire drills and for lockdowns. The CSDC team saw evidence that the school conducts regular fire drills.

School staff report that evidence of the criminal background clearance, I-9 forms and evidence, as well as evidence of administration of the TB test are maintained at the district office. The CSDC team did not review those documents.

Areas of Improvement: The school's charter calls for the development of safety policies and procedures, some of which were to be codified in the school's Parent or Teacher Handbook. The school is in the process of completing its safety procedures and in process of creating both the Student Handbook and Teacher Handbook. CSDC suggests that the school continue its development of these key documents.

CSDC suggests that the school include in their files evidence of criminal background clearance (a statement that the report has been reviewed and that it is clear is sufficient); evidence of the TB test; as well as evidence that each teacher is eligible to work in the US.

Other: Some teacher files contained evidence of CPR training. Although not specifically called for in the school's charter, the school should consider having all teachers complete CPR training.

Element G: Means to Achieve Racial and Ethnic Balance
(Education Code 47605(b)(5)(G))

The school is implementing the activities listed in the charter to achieve racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments

Strengths: The charter for Cottonwood Creek calls for the school staff to conduct outreach to the community to recruit a group of students that is reflective of the population of the Cottonwood School District. Cottonwood Creek's principal reported that the school published an advertisement in the local paper, an add in a local Parent's magazine, met with parents throughout the county, received referrals from other schools, and benefitted from lots of word of mouth. After the school opened, the school benefitted from positive press in the local papers including an article on the school's test scores and one on the school's technology program.

The school's recruitment goal appears to have been met. For the 2012-13 school year, the most recent year for which there is comparable data, the school has attracted a population of students similar to that of the Cottonwood district. The school's population includes about 10% Hispanic students (compared to about 13% in the district); about 9% American Indian/Native Alaskan students (compared to about 5% in the district); and about 78% white students (compared to 75% in the district).

Areas of Improvement:

Other: Cottonwood Creek should continue its recruitment efforts to allow the school to continue to attract a diverse population.

Element H: Student Admissions
(Education Code 47605(b)(5)(H))

The school's student admissions policies, practices, and criteria are in alignment with the school's charter and applicable laws.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek's charter describes the admission process, practices, and criteria for admission. The process appears to be compliant with charter law and with federal PCSGP requirements. The admissions process includes a clearly-defined open admission period, a process to conduct a random public drawing, as well as the school's admission preferences.

The school has conducted a random public drawing and the CSDC team was able to review the records resulting from the process including the school's waiting list.

Areas of Improvement: The school's current website does not appear to include information on the admissions process or on key dates. CSDC recommends that this information be included on the website.

Prior to entering students in the Random Public drawing, families complete an application for admittance which asks whether students have been referred for an SS, has been in Special Education, has an IEP, a 504 plan, or a SARB contract. CSDC recommends that the school ask these questions as part of the Registration Form after the student has been admitted through the Random Public Drawing to avoid the possible perception that any of these items impact the student's admission.

As part of the Registration form, the school asks for the student's Social Security number. CSDC recommends that the school omit the question to avoid potential privacy concerns unless the school has a compelling need for this information.

Other:

Element I: Financial Audit
(Education Code 47605(b)(5)(I))

The school has had an annual, independent financial audit for each fiscal year. The audits are either free of material exceptions or findings or deficiencies, or any exceptions/deficiencies have been resolved to the satisfaction of the charter-granting agency. The audit report has been submitted to appropriate agencies in a timely fashion.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: The school engages an independent auditor, Matson and Isom, a firm with experience in conducting school audits. The school's most recent audit was performed using generally accepted accounting principles. The school reported that copies of the latest audit report were submitted to the following government agencies: the Shasta County Office of Education, Cottonwood Union Elementary School District, California Department of Education, and the State Controller's Office. The school's most recent audit report is free of material exceptions and deficiencies.

Areas of Improvement:

Other: The school contracts with the same auditor used by both the district and the country. School leaders reported that sharing the same auditor makes the reporting and data transfer process very efficient. Another key consideration in choosing the school's auditor should also be the auditor's experience with auditing charter schools.

Financial Management

Note: Financial management is not specifically addressed as an element of the charter, and charter-granting agencies' financial monitoring responsibilities are not clearly addressed in California's charter laws. However, fiscal mismanagement is one of the reasons for which a charter can be revoked. Therefore, CSDC suggests the following key financial management questions as one method for assessing the financial health and management of charter schools.

1. Going Concern

Is the school fiscally solvent, and do financial projections show that the school will remain on a sound budget footing?

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: The school has been growing its enrollment since opening and has developed a waiting list. For the current school year, the school's ADA is projected at 175.7.

Due to current revenue deferrals imposed by the state, meeting cash flow needs can be challenging for charter schools, especially new schools that have not had an opportunity to build a financial reserve. Because of its very low interest rates, participating in the Charter School Revolving Loan Fund is considered a shrewd move to help cover cash flow needs at a very reasonable cost (typically less than 1% interest rate). Cottonwood Creek has applied for and received loans through this program. In 2010, the school borrowed \$100,000 for a 5-year period and in 2012 borrowed an additional \$150,000 for a 5-year period. For the current year, the school's adopted budget shows an ending balance of \$161,528, which is approximately 16% of the budget.

Areas of Improvement: The school will want to continue building its financial reserves so that in the future it can cover cash flow needs without the need to borrow money. Although 16% reserve exceeds the 5-6% minimum reserve that schools generally seek to maintain, given the state budget uncertainty, charter schools are prudent to maintain higher than usual budget reserves. Within the confines of CA's non-classroom based funding determination rules, the school should consider gradually increasing the school's reserve over time to help improve the school's long term financial security.

Other:

2. Budget Development, Monitoring and Oversight

Does the school have a sound system for developing budgets, regularly monitoring the budget, and overseeing any needed changes and amendments to the budget to ensure that the school remains on a sound financial footing?

Note: This approach assumes that the "buck stops" with the school and its governing board, that the charter-granting agency's role is to ensure that the school is attending to its own budget development and monitoring, and that the granting agency should not be responsible for performing ongoing budget development and monitoring services. This is different from the school district sector where county offices of education have legally mandated budget monitoring and oversight responsibilities.

☐ Exceeds criteria

☒ Meets criteria

☐ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments:

Strengths: Cottonwood Creek's monthly cash flow projections demonstrate that the school has sufficient cash to cover monthly expenses throughout the year. The school's cash flow projections are based on reasonable assumptions of both revenues and expenses as would be expected.

The school's budget is monitored not only by the school's business manager and director, but also by the school's board of directors which reviews budget reports on a regular basis. The board adopts the budget on an annual basis.

The school follows the same budget development calendar as that of the district.

Areas of Improvement:

Other:

3. Accounting and Payroll

- ☐ Exceeds criteria
- ☒ Meets criteria
- ☐ In progress
- ☐ Does not meet criteria
- ☐ No evidence/unknown

Comments:

Strengths: The school uses Escape as its electronic accounting system and uses the Standardized Account Code Structure (SACS). The school uses a defined accounting cycle that mirrors the accounting cycle established by the school district.

The school uses Aries as its electronic system for processing payroll. When processing payroll, the school appropriately withholds and forwards tax and retirement contributions and reports its retirement contribution activities.

Both accounting activities and payroll processing appear to be done in an accurate and timely basis. The school has both workers compensation and unemployment insurance.

Areas of Improvement:

Other:

4. Attendance Accounting and Data Reporting

The school has established and implements an accurate attendance accounting system. The school also accurately documents and reports other key data relative to categorical and special-purpose funding programs.

- ☐ Exceeds criteria
- ☒ Meets criteria
- ☐ In progress
- ☐ Does not meet criteria
- ☐ No evidence/unknown

Comments:

Strengths: The school offers 175 days of instruction and appears to have a reliable system for tracking the academic progress of its independent study students. Attendance data appears to be accurately reported to the district and state officials and done in a timely manner.

Areas of Improvement:

Other:

5. Internal Controls

The school's governing board has adopted internal controls policies to prevent fraud and embezzlement and the school follows the policies.

- ☐ Exceeds criteria
☐ Meets criteria
☒ In progress
☐ Does not meet criteria
☐ No evidence/unknown

Comments:

Strengths: The school has in place a number of board adopted fiscal resolutions and policies, including: an expense reimbursement policy, a resolution regarding the education protection account, and a resolution approving the school's revolving loan application. The school also has a number of forms for documenting and requesting approval for purchases and reimbursements.

Areas of Improvement: The school does not have comprehensive set of fiscal policies, including internal control policies, which can prove vital for preventing financial errors and abuses. Having internal control policies would, among other things, delineate who has authority and responsibility for processing various financial transactions, including the authorizing of a transaction, signing checks/warrants, and recording transactions. CSDC recommends that Cottonwood Creek develop and promulgate an internal control policy.

Other:

6. Insurance and Risk Management

The school has secured adequate insurance coverage for liability and property risks and engages in prudent risk management practices.

- ☐ Exceeds criteria
- ☒ Meets criteria
- ☒ In progress
- ☐ Does not meet criteria
- ☐ No evidence/unknown

Comments:

Strengths: The school has obtained insurance policies through the Northern California Schools Insurance Group. Policies include coverage for: general liability, property, crime, equipment breakdown, inland marine, and automobile liability. Coverage limits appear to be at a level commensurate with the school's needs. The school also has excess liability coverage for up to \$25 million which more than meets the requirements of their MOU with their authorizers that requires \$10 million in general liability coverage.

Areas of Improvement: It wasn't clear from looking at the school's insurance policies that the school has attained Directors and Officers (D&O) Insurance. We'd strongly recommend that the school look into this with their insurance broker to see if D&O insurance is included in their current policies. If not, D&O insurance is considered to be an essential policy for non-profit organizations and should be obtained immediately.

Other:

Element J: Student Suspension/Expulsion
(Education Code 47605(b)(5)(J))

The school is implementing the suspension and expulsion procedures identified in its charter.

☐ Exceeds criteria

☒ Meets criteria

☒ In progress

☐ Does not meet criteria

☐ No evidence/unknown

Comments

Strengths: Cottonwood Creek's charter includes an overview of the school's suspension and expulsion process. The description includes an overview of the requirements for suspending a student with special needs. According to the charter, more specific information on suspension and expulsion will be included in the school's Student Handbook. At the time of the CSDC visit, the Student Handbook was in development. School staff reported that at the time of the CSDC visit, no students had been expelled and only a few students had been suspended.

Areas of Improvement: Cottonwood Creek should continue the development of the Student Handbook including the offences for which students will be suspended or expelled. The Handbook also should include an overview of the due process steps so that parents understand their rights including the rights of students with special needs.

Other:

Element K: Retirement System Coverage
(Education Code 47605(b)(5)(K))

The school is offering STRS, PERS, and/or social security benefits to its employees in a manner that is consistent with the charter terms and the Charter Schools Act (Education Code 47611).

- ☐ Exceeds criteria
☒ Meets criteria
☐ In progress
☐ Does not meet criteria
☐ No evidence/unknown

Comments:

Strengths: The school participates in STRS (California State Teachers' Retirement System) and PERS (California Public Employees' Retirement System). The school reports that all qualified employees are members of these programs. The school has a process for informing newly hired employees about these retirement options and has established payroll withholding and forwarding processes for each system.

Areas of Improvement:

Other:

Element L: Attendance Alternatives
(Education Code 47605(b)(5)(L))

- ☒ Meets the criteria
☐ Does not meet the criteria

The charter school has written in its charter and has indicated that it understands verbally that the charter school will do nothing to prevent students who have opted not to attend the charter school from attending other district schools or pursuing an inter-district transfer in accordance with existing enrollment and transfer policies of their district or county of residence.

NOTE: Compliance with this appears to largely fall on the applicable school district.

Element M: Description of Employee Rights
(Education Code 47605(b)(5)(M))

<input checked="" type="checkbox"/> Meets the criteria <input type="checkbox"/> Does not meet the criteria	Any district employees who left the district to work at the charter school were informed of and (if applicable) able to implement their return rights, as outlined in the charter. NOTE: Compliance with this appears to largely fall on the Cottonwood Union Elementary School District.
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Element N: Dispute Resolution
(Education Code 47605(b)(5)(N))

If the school and granting agency have encountered disputes, the school has addressed them within the process outlined in the charter.

- ☐ Exceeds criteria
☒ Meets criteria
☐ In progress
☐ Does not meet criteria
☐ No evidence/unknown

Comments:

Strengths:

The school has not had any formal disputes with its authorizer but school leaders are aware of the dispute resolution policy outlined in the charter.

Areas of Improvement:

Other:

Element O: Labor Relations
(Education Code 47605(b)(5)(O))

<input checked="" type="checkbox"/> Meets the criteria <input type="checkbox"/> Does not meet the criteria	<ul style="list-style-type: none"> The charter school board has passed a formal declaration of whether the charter school or local school district is the employer for collective bargaining purposes. Optional: For schools that elected to have the local district be the employer, the charter school's role in the collective bargaining process is clearly defined. <p>NOTE: Enforcement and adjudication of disputes regarding collective bargaining is the role of the Public Employment Relations Board (PERB) and seems unlikely to become an issue for charter-granting agencies to monitor.</p>
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Comments: As described in its charter, Cottonwood Creek is the exclusive employer for collective bargaining purposes.

Element P: School Closure Procedures
(Education Code 47605(b)(5)(P))

<input type="checkbox"/> Exceeds criteria <input checked="" type="checkbox"/> Meets criteria <input type="checkbox"/> In progress <input type="checkbox"/> Does not meet criteria <input type="checkbox"/> No evidence/unknown	<p>Comments:</p> <p>Strengths</p> <p>The school is maintaining student records and has a procedure for transferring student records to other districts when students move or in the case of school closure. The school also has a procedure for determining all assets and liabilities and procedures for disposing of any net assets in the event of school closure.</p>
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Areas of Improvement:
None.

Other:

Other Compliance and Miscellaneous Oversight Topics

Though not specifically addressed in a school's charter, there are a potentially large and growing number of laws and regulations that govern the operations of charter schools. The scope and applicability of various laws is an item of frequent debate seemingly rapid evolution (expansion) in California's charter school sector. The following is a list of various legal compliance and other oversight topics that may be of highest concern to California's charter-granting agencies.

1. Independent Study. For those schools that engage in "independent study" (usually providing support to home and internet-based students), is the school in compliance with the myriad laws and regulations that govern them? (Note: The Charter Schools Development Center separately publishes a detailed compliance review checklist for independent study programs. Contact CSDC for information at 916-538-6612.)

- ☒ X Complies with applicable laws and regulations
☐ Not in compliance
☐ Not applicable
☐ Other

Comments:

While this review is not intended to provide a thorough audit of the school's independent study practices, the school's policies and practices do appear to be in compliance with the applicable independent study laws and regulations. There appears to be a high level of organization and attention to detail at the school that goes into tracking and documenting students' academic progress and independent study work.

2. Minimum age of attendance and serving students over age 19. Charter schools must comply with laws governing minimum entrance age. Charter schools serving students over age 19 must comply with laws requiring maintenance of continuous enrollment and making "satisfactory progress" toward a high school diploma.

- ☒ X Complies with applicable laws and regulations
☐ Not in compliance
☐ Not applicable
☐ Other

Comments: The CSDC team reviewed a sample of student cumulative folders and each of the sampled files indicated that the student was the appropriate age for entry.

3. Public Operating Principles. The school's operations are non-sectarian; the admissions requirements are non-discriminatory, and the school does not charge tuition or its equivalent. This requirement applies to all charter schools.

- ☒ Complies with applicable laws and regulations
☐ Not in compliance
☐ Not applicable

Comments:

4. Location of School Sites. The school's sites are either located in the district that granted the charter or are otherwise exempt from restrictions on locating outside of the boundaries of the charter-granting district. If the school has multiple sites, these are identified in the charter document.

- ☒ Complies with applicable laws and regulations
☐ Not in compliance
☐ Not applicable

Comments:

5. "Non Classroom-Based" Instruction. If the school engages in "non classroom-based" instruction, and if such instruction constitutes a substantial (20 percent or more) of its instructional program, the school submits the mandated "request for determination of funding" to the State Board of Education as required.

- ☒ Complies with applicable laws and regulations
☐ Not in compliance
☐ Not applicable

Comments:

The State Board of Education designated the school to receive 100% funding for next two years during its most recent funding determination. The school appears well aware of the requirements for receiving full funding and closely monitors its finances, expenditures, and non-classroom-based practices to ensure it continues to receive full funding.

Appendix J

Elective List & Sign-up Form

Cottonwood Creek Charter School

COTTONWOOD CREEK CHARTER SCHOOL
 2014/2015 Fall After-School GROUP Elective Classes
 1:40 - 2:30 p.m.

Elective Class Fee: Semester Class \$ 40.00 per Student for the 1st class
 Quarter Class \$ 20.00 per Student (If you are also selecting a Semester Class, this class is \$5.00)
 Each additional class is \$5.00 per class

Payment for all Group Elective Classes is due by October 3, 2014.
 Payment can be made at the Charter School Office or by mail. If you are mailing a payment,
 please use our mailing address: 20512 W. First Street, Cottonwood, Ca. 96022

STUDENT'S NAME: _____

GRADE: _____

<u>MONDAY</u>	<u>INSTRUCTOR</u>	<u>CLASS LENGTH / DATES</u>	<u>PLEASE MARK YOUR CHOICE(S)</u>
Advanced Technology Must have had Beg. Technology	Ben Keeline	Semester - 09/02/14 - 01/12/15	_____
Beginning Ballet (K-3th)	Leslie Peacock	Quarter - 09/02/14 - 10/20/14	_____
Library/ Study Hall (4th - 8th)	Sarah Fitch	NO COST FOR THIS CLASS	_____
<u>TUESDAY</u>			
Advanced Sewing / Quilting Must have had Beg. Quilting	Stacy Boyd	Semester - 09/02/14 - 01/12/15	_____
Art (4th - 8th grades)	Lindsay Williams	Semester - 09/02/14 - 01/12/15	_____
Beg. Technology (4 - 8th)	Ben Keeline	Semester - 09/02/14 - 01/12/15	_____
Choir (K - 8th)	Adrienne Jacoby	Semester - 09/02/14 - 01/12/15	_____
Cross Country (4th - 8th) (\$20.00 fee covers CCCS T-shirt & meet entry fees)	Leslie Peacock	Practice on Tuesdays/Meets on Thurs. Meets run Sept. through mid Oct.	_____
Library/ Study Hall (4th - 8th)	Sarah Fitch	NO COST FOR THIS CLASS	_____
<u>WEDNESDAY</u>			
Advanced Technology Must have had Beg. Technology	Ben Keeline	Semester - 09/02/14 - 01/12/15	_____
Beginning Fiddle (K - 8th)	Martha Boyle	Semester - 09/02/14 - 01/12/15	_____
Advanced Fiddle (6-8th) Class starts after Beg. Fiddle - Adv. Students may participate in Beg. Fiddle class/ no additional fee	Martha Boyle	Semester - 09/02/14 - 01/12/15	_____
Running Club (K - 3rd) (\$20.00 fee covers CCCS T-shirt & meet entry fees)	Leslie Peacock	Practice on Wednesdays/Meets on Fri. Meets run Sept. through mid Oct.	_____
Library/ Study Hall (4th - 8th)	Sarah Fitch	NO COST FOR THIS CLASS	_____
<u>THURSDAY</u>			
Beg. Sewing/Quilting (4-8th)	Stacy Boyd	Semester - 09/02/14 - 01/12/15	_____
Art (4th - 8th grades)	Lindsay Williams	Semester - 09/02/14 - 01/12/15	_____
Tap Dance (4th - 8th)	Shari Hatcher	Semester - 09/02/14 - 01/12/15	_____
Archery (4th - 8th)	Ron Peery	Quarter - 09/02/14 - 10/20/14	_____
Library/ Study Hall (4th - 8th)	Sarah Fitch	NO COST FOR THIS CLASS	_____

Sign-ups for 2nd Quarter Electives (October 27- January 12) will take place in mid-October. Some 2nd quarter electives that are planned are Flag Football, Line Dancing, Yearbook & Spanish. Some of the first quarter electives will be offered as well.

STUDENTS NOT PARTICIPATING IN AN ELECTIVE CLASS MUST BE PICKED-UP AT THE 1:30 p.m. DISMISSAL TIME!!!

COTTONWOOD CREEK CHARTER SCHOOL

2014/2015 Fall After-School INDIVIDUAL Elective Classes

The instructor will arrange the time & location with the student and their parent/guardian

Elective Fee: Total fee per lesson: \$24.00 per lesson: The Charter School pays \$12.00 per lesson
The Student pays \$12.00 per lesson

Payment for individual lessons is due by the 10th of the month following the lesson month.

(ex: September payment is due by the 10th of October)

Payment can be made at the Charter School Office or by mail. If you are mailing a payment,
please use our mailing address: 20512 W. First Street, Cottonwood, Ca. 96022

STUDENT'S NAME: _____

GRADE: _____

<u>ELECTIVE</u>	<u>INSTRUCTOR</u>	<u>DAY ELECTIVE IS OFFERED</u>	<u>PLEASE MARK CHOICE</u> If there is a choice of days, please write your choice <u>MARK YOUR CHOICE(S)</u>
Fiddle	Marth Boyle	Wednesday	_____
Guitar	Kimberely Brumbaugh	Tuesday or Wednesday	_____
Classical Violin	Ellen Abshier	Monday or Wednesday	_____
Drums	Ben Abshier	various days	_____
Piano	Adrienne Jacoby	Tuesday or Thursday	_____
	Rosie Anderson	Returning students only	_____