

Caprock Academy Board of Directors
Regular Business Meeting
Tuesday, May 8, 2012– 6:00 p.m.
Caprock Academy
714 24 1/2 Rd, Grand Junction, CO 81505
Vocal Music Room (Main Building)

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

- I. Pledge
- II. Call to Order: President, Catherine Norton Breman
 - A. Corrections to the Agenda
 - B. Consent Agenda (*CABOD Members may request any item(s) be removed to be considered in full at meeting*)
 - 1. March Minutes
 - 2. Treasurer's Report
 - 3. Headmaster's Report
 - 4. Business Manager's Report

III. Vision

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

IV. Introduction of Guest Public Comments

Members of the public may address the Board during this portion of the agenda. Comments must be limited to agenda items only (not to exceed three (3) minutes at the Chair's discretion)

V. Financial:

Request for Motion to approve March 2012 Financials as submitted.

VI. New Business

- A. Seating of newly elected CABOD Members
- B. Election of CABOD Officers (Pres/VP/Sec/Treas)
- C. CABOD Committee/Subcommittee Assignments
(Finance/Fundraising/Accountability/CAST/Hiring)
- D. Consideration of whether to enact policy to allow 3rd party use of
Caprock Academy facility during summer break and/or at any time
during year
- E. Consideration of amendments to Policy SE 10.0 Enrollment/Waitlist
Policy to clarify/better explain existing policy

VII. Old Business

- A. Identify areas of follow up on Strategic Plan (continued from last
CABOD meeting with notation to set for Special CABOD meeting).

VIII. Correspondence

Adjourn

Caprock Academy Board of Directors Business Meeting
Tuesday, April 10, 2012 – 6:00pm
Caprock Academy Campus
714 24 ½ Road, Grand Junction, CO 81505
New Building – Vocal Music Room

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

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

- I. Ms. Ann Hahn called the meeting to order at 6:21pm.
- II. Attendance
 - a. BOD members present: Ms. Catherine Norton Breman, Ms. Shauna Shafer, Ms. Ann Hahn and Mr. Mike McGinnis.
 - b. BOD members absent: Ms. Janet Rowland and Mr. Tim Fry
- III. Consent Agenda
 - a. Corrections to the Agenda –Ms. Shafer asked that the business manager's report be removed.
 - b. Ms. Shafer moved to approve the consent agenda. Mr. McGinnis seconded and the motion carried unanimously.
- IV. Financial – Ms. Hahn moved to approve the February 2012 financials and Treasurer's report. Mr. McGinnis seconded and the motion carried unanimously.
- V. New Business
 - a. Ms. Norton Breman updated the group on the Development and Capital Improvements Team Inaugural Meeting. Fundraising will center on families and the CA community.
- VI. Old Business
 - a. Reminder for process and dates of Headmaster's Annual Performance Evaluation. Friday, April 20, 4:00 – 5:30 Executive session to discuss and complete Headmaster Annual Performance Evaluation Form. Tuesday, April 24, 6:00 – 8:00 receive comments from public on Annual Performance Evaluation and Executive session with Headmaster.
 - b. Reminder of CABOD elections – Candidate's Forum April 17, 6 – 8pm, Polls open April 23 – 26, 7am – 6pm and election results April 26 after 6pm.
 - c. Development of proposed, and approval of final, CABOD Orientation Packet (continued from last CABOD meeting with notation to set for Special CABOD meeting).
 - d. Identify areas of follow up on Strategic Plan (continued from last CABOD meeting with notation to set for Special CABOD meeting).
- VII. Ms. Norton Breman adjourned the meeting at 6:31pm.

Caprock Academy Board of Directors Special Meeting
Friday April 20, 2012 – 4:00pm
Caprock Academy Campus
714 24 ½ Road, Grand Junction, CO 81505
New Building – Large Conference Room

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

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

- I. Ms. Norton Breman called the meeting to order at 4:09pm.
- II. Attendance
 - a. BOD members present: Ms. Catherine Norton Breman, Mr. Tim Fry, Ms. Shauna Shafer, and Mr. Mike McGinnis.
 - b. BOD members absent: Ms. Janet Rowland and Ms. Ann Hahn
- III. Ms. Norton Breman moved that the board enter into Executive Session to consider and discuss the Headmaster Annual Evaluation Form. Mr. Fry Seconded and the motion carried unanimously.
- IV. Ms. Norton Breman adjourned the meeting at 5:34pm.

MINUTES

Caprock Academy Board of Directors
Special Board of Directors Meeting
Tuesday, April 24, 2012 6:00pm– 7:30pm
Caprock Academy
714 24 1/2 Rd, Grand Junction, CO 81505

6:04 pm - Meeting Called to Order by President, Catherine Norton Breman (CNB)

CABOD Members present: Catherine Norton Breman, Tim Fry (TF), Janet Rowland (JR), Mike McGinnis (MM). CABOD Members not in attendance: Ann Hahn, Shauna Shafer

Guests in attendance: Tracee Flenard, Natalia Miller-Forrest, Heidi Vidmar, Rashell McLennan; Jenna Coleman, Joe Fanning, and Ron Phillips.

I. CNB made the following Motion:

I move (i) we amend the previously approved 2012-2013 Official School Calendar to change Spring Break from the week of March 18, 2013, to the week of March 25, 2013; and (ii) we authorize the Headmaster to extend excused absences to students for the week of March 18, 2013, whose parents booked travel for such week, subject to parents submitting requests for this extension by May 24, 2013; and (iii) we authorize the Headmaster to consider, in her sole discretion, "hardship cases" for excused absences for the week of March 18, 2013, submitted after May 24, 2013, with substantiation of travel purchases made prior to or on April 30, 2012.

MM seconded the Motion.

Motion was approved unanimously.

2. The CABOD received comments from the public in connection with the Headmaster's Annual Performance Evaluation by the CABOD.

3. CNB made the following Motion:

I move that we enter into Executive Session to consider and discuss the Headmaster Annual Performance Evaluation (and offer of employment for the school year 2012-2013).

MM seconded the Motion.

Motion was approved unanimously.

CABOD special meeting was adjourned at 6:29

Headmaster's Report for May 2012 – May 4, 2012

CSI NEWS: I have participated in a couple of phone conferences and a day conference to continue to discuss the needs of Exceptional Students and help craft some recommendations for CSI. This is an ongoing project that should wrap up in June. Ethan Hemming, the Executive Director of CSI, visited our campus on April 27 for two hours to start building relationship.

There were 314 parents who participated in the spring survey which is quite an increase from the 200 in the fall. 1st, 4th, and 11th grades won the ice cream parties for the highest participation in their grade groups.

NWEA testing was completed the week of April 30 with makeup testing being completed the week of May 7. Ron Phillips, our Director of Data and Assessment, will have an update for the CABOD in June.

Staff evaluations are completed for the year. In the next week, agreements for teachers and administrative positions will be offered as well as letters of invitation to return to Educational Assistants and other hourly staff.

History Day was a huge success. The high school group went on an archaeological dig and orienteering on the south part of the campus. 5th grade did an activity for the Oregon Trail and learned how to rope a steer.

The 8th grade class enjoyed their trip to Washington, DC and was able to see the MLK memorial which tied into their Civil Rights Unit in History. The chaperones continued their winning streak in the History Bowl match between chaperones and students, which reviews the information they have learned during the week in Jeopardy like game run by the tour guide from the 4H center.

The Music Department has hosted the K-1 and 2-4 music program in April which had approximately 800+ in attendance each evening. Grades 5-11 Choir/Band Concert is scheduled for May 17 at 6:30 and we expect a crowd to fill the gym to capacity.

Kindergarten Round Up took place on Monday, May 7 to help new families know what to expect for the upcoming year. Kindergarten Graduation will take place on Friday, May 18 at 4 pm in the gym.

We are looking forward to Goal Hour Museum on May 14-16 from 2 to 2:45 pm for the students to be able to perform/show what they have learned to all the other students. Museum of Excellence will be a time for students to show their work of choice to parents and the community on the evening of May 21 from 5 to 7 pm.

Cast Board Meeting

4-24-2012

1. How do we build a better community between elementary, middle school and high school.
 - a. Have a designated person for elementary and a designated parent for high school
 - b. Continue to have a board but but consider having some subcommittees
2. How do we ask for help from other parents?
 - a. As Caprock is expanding, we are also trying to expand our parent board. We would like to expand our C.A.S.T group. We are looking for parents to make a k-4 group, 5-8 group, and middle school/high school groups to help come up with some ideas .
3. No board meeting next week
4. Need to get together over the summer to discuss back to school night.
5. **Muffins for Mom**
 - a. **Have 2 volunteers**
 - b. **40 dozen muffins**
6. **Teacher appreciation week (May 7th - May 10th)**
 - a. **Monday - have each student bring one flower to give to their teacher**
 - b. **Tuesday - have parents and students decorate doors (decorate Monday after school)**
 - c. **Wednesday – 100 gram bars with saying on them**
 - d. **Thursday – lunch for teachers (will set up volunteer list)**
 - i. **Pulled pork sandwiches**
 - ii. **Rolls**
 - iii. **salad**
 - iv. **dessert**
7. **Think of a way to get a list of volunteers who help bring things so that we can thank them personally.**
8. **Send out notices of how much money was raised after fundraisers are done.**

Extracurricular Activities Report for May 2012

Colloquia:

Nothing at this time

Academic Clubs:

National Honor Society/National Junior Honor Society:

- General Information:
 - Elections for the 2012-2013 Officers are currently being conducted.
 - Officer Installment will be May 15th during the final general meeting.
 - Upcoming deadlines: Voting for 2012-2013 Officers through May 1st.
- I am pleased to announce that the NHS and NJHS elections are complete and our new student officers for the 2012-2013 school year are presented. Congratulations!
- 2012-2013 NHS Officer Election Results
- President Max Watson
- Vice-President Devlin Sherrill
- Secretary Karen Coty
- Treasurer Jesse DePascal
- Historian Bryna Sherrill
- 2012-2013 NJHS Officer Election Results
- President Janell Coleman
- Vice-President Sami Feller
- Secretary Destiny Mendenhall
- Treasurer Sam Ingalls
- Historian Bryna Steven
- Rashell McLennan
- NHS/NJHS Advisor
- Attendance and Meetings:
 - Faculty Advisor – Rashelle McClennan
 - NHS – 16 students
 - NJHS – 38 students
 - NHS Executive Council Meetings are held the second Tuesday of every month from 3:00-3:30
 - NJHS Executive Council Meetings are held on the third Tuesday of every month from 3:00-3:30.
 - General Meetings are held the fourth Tuesday of the month from 3:00-3:30
- Specific plans, or actions, which support the mission and vision of Caprock Academy:
 - N/A
- Specific plans, or actions, with the express goal of preparing students for college:
 - N/A

NJCL-Caprock Latin Club

Faculty Advisor's name: John Hall

Name of club/sport: Latin Club

Number of students participating: 11

Dates/Times of meetings/practices: Completed for the year.

List any special club/sport activities happening during the month: None

Games won/lost (if applicable): We won many honors at the State JCL convention in Estes Park on April 12-13. The list follows:

Group Competitions:

2nd Certamen: Amelia Watson, Amelia Kozlowicz, Bryna Sherrill, and Max Watson.

3rd Couples Costumes competition (Uranus and Gaia): Amelia Kozlowicz and Bryna Sherrill.

3rd Atalanta's race (relay with three apples instead of a baton): Bryna Sherrill, Devlin Sherrill, Joy Gates, and Paul Miller-Forrest.

Individual Competitions:

Amelia Kozlowicz won two team ribbons and:

4th place, Latin Oratory Level 1

2nd, Greek History Level 2

4th, Graphic Arts, Miscellaneous

Amelia Watson won a team ribbon and:

1st, Dramatic Interpretation, Advanced Poetry

3rd, Dramatic Interpretation, Advanced Prose

2nd, Derivatives test, Level 2

4th, Roman Daily Life, Level 2

5th, Roman Daily Life, Overall

2nd, Reading Comprehension, Level 2

3rd, Reading Comprehension, Overall

9th, Convention-Wide Total Score

Bryna Sherrill had three team ribbons and:

3rd Graphic Arts, Pottery

Devlin Sherrill had a team ribbon and:

3rd, Ancient Geography, Level 3

4th, Mottoes and Proverbs, Level 3

3rd, Phidippides's Run

Joy Gates had a team ribbon and:

3rd, Latin Vocabulary, Level 2

4th, Latin Oratory, Level 2

Max Watson had a team ribbon and:

1st, Latin Vocabulary, Level 2

2nd, Latin Vocabulary, Overall

3rd, Latin Grammar, Level 2

2nd, Latin Decathlon, Level 2

Paul Miller-Forrest had a team ribbon and:

5th, Roman History, Level 2

Tori Schwietert:

4th, Mythology, Level 3

3rd, Roman Literature, Level 3

2nd, Graphic Arts, Mixed Media

Will LaDuke

1st, Graphic Arts, Sculpture

Specific plans, or actions, which support the mission and vision of Caprock Academy:
Generate student interest in Classics.

Specific plans, or actions, with the express goal of preparing students for college:
Preparing to compete for awards and scholarships.

Upcoming deadlines: none

List any conflicts, concerns, etc. with participating students, assistants, or national organizations that should be addressed: none

Additional information and/or concerns: none

Ultimate Frisbee

Faculty Advisor's name: John Hall, Aaron Erkman, and DJ Jergensen

Name of club/sport: Ultimate Frisbee

Number of students participating: 9

Dates/Times of meetings/practices: Monday, Tuesday, Thursday, 3:15-4:45

List any special club/sport activities happening during the month: Our games seem to be completed for this season since our contact with GJ High School has not been able to get his players together.

Games won/lost (if applicable): L to GJ Home School, May 1. We scored a point, however, which is a major accomplishment.

Specific plans, or actions, which support the mission and vision of Caprock Academy: develop leadership and contribute to a sound mind in a sound body.

Specific plans, or actions, with the express goal of preparing students for college: Athletics round out a CV that will impress committees which offer admission to colleges or awards and scholarships. Ultimate will prepare kids for the social scene in colleges by introducing them to a game that is played casually on quads across the country.

Upcoming deadlines: none

List any conflicts, concerns, etc. with participating students, assistants, or national organizations that should be addressed: none

Additional information and/or concerns: none

MathCounts

MathCounts meeting and the events in April/May, 2012.

Our last MathCounts meeting was held in April. Students turned out for mathematical games and treats to end the year. Many of the 8th grade students expressed an interest in starting a HS edition of the MathCounts program. Aaron (Erkman) and I (Cerise Moran-Hock) would be happy to look into this if Caprock Academy Administration would like over the summer. A few of the 7th graders from the club expressed an interest in returning, and all members agreed that

we would like to start the season earlier than we did this year. There are no further meetings scheduled for the year.

Geography Club

Geography Club:

- **General Information:**
 - This month the students voted to learn about deserts. They answered questions about world deserts and located them on their individually created world maps.
 - April 18th Ms. Werkmeister spoke about plant indicator species and the four deserts in the United States. The students then located them on a map. They were the Great Basin, Chihuahuan, Mojave, and Sonoran deserts.
- **Attendance and Meetings:**
 - Faculty Advisors – Melissa Werkmeister and Susie Galloway
 - This club is open to 3rd-5th grade students.
 - They meet on the 1st and 3rd Wednesdays of every month from 3:15-4:15.
 - Although 30 are officially signed up, there were 12 students in attendance at the last class. There were 18 in March. It seems that we are steadily declining in attendance since the club's inception.

Varsity / Junior Varsity Sports:

Basketball and Volleyball (all teams)

- A proposal for a summer volleyball camp has been submitted to Ms. Samantha Morgan for consideration.
- There are two possible considerations for a summer basketball camp and I am currently evaluating the best avenue for this camp. Once that decision has been made a proposal will be sent to Ms. Morgan for consideration.

K- 5 Athletic Programs:

- Basketball
Mr. Sherrill, Ms. Trezise and Mr. Lance met and discussed possible methods to improve the K-5 Basketball program. Mr. Lance is revisiting some of the feedback from parents and coaches and will meet with the Administration team at a later date.

College Preparation:

- N/A

Respectfully Submitted,
Dax Lance

Caprock Academy

Enrollment Totals as of 05/04/2012

Current Enrollment		2012-2013 Waitlist	
CLASS	TOTAL	WAITING LIST	TOTAL
HTK-AM	22	HTK	40
HTK-PM	22	FTK	19
FTK-Class A	21	1st Grade	32
FTK-Class B	22	2nd Grade	25
1st Grade-Class A	29	3rd Grade	18
1st Grade-Class B	27	4th Grade	20
1st Grade-Class C	27	5th Grade	23
2nd Grade-Class A	28	6th Grade	16
2nd Grade-Class B	27	7th Grade	8
2nd Grade-Class C	27	8th Grade	11
3rd Grade-Class A	27	9th Grade	13
3rd Grade-Class B	27	10th Grade	6
3rd Grade-Class C	25	11th Grade	2
4th Grade-Class A	28	12th Grade	0
4th Grade-Class B	28	TOTAL	233
5th Grade-Class A	27		
5th Grade-Class B	28		
6th Grade-Class A	27		
6th Grade-Class B	28		
7th Grade-Class A	27		
7th Grade-Class B	28		
8th Grade	28		
9th Grade	23		
10th Grade	16		
11th Grade	6		
TOTAL	625		

Retention Note: 96.8% of the currently enrolled students are planning to return to Caprock Academy next year.

Four students withdrew from Caprock Academy in April: two third graders, one fifth grader and one sophomore. Two of the students moved from the area, one is going for their GED and the last student was removed from active enrollment because a request for records was received from another school.

Caprock Academy Board of Directors Business Meeting
Treasurer Report
Tuesday, May 8, 2012

I. REPORT

The Finance Committee approved the March 2012 financials by e-mail on May 4, 2012.

1) March 2012 Financial Reports

Our net income for March was negative -\$51,586.13. This takes our fiscal YTD net income to negative -\$68,481.10. This Fiscal YTD loss is smaller than our budgeted loss of -\$254,111.00. The monthly loss is approximately \$32,000 larger than projected for the month. The main reasons for this are:

- a) Expenses to be Capitalized (Acct 710b) are for expenses that will be capitalized at the end of the year. We do not need to show them on the Profit and Loss statement under general accounting rules. We are including these expenses on the financials since they are a cash expense to better manage cash flow. The expenses in this account will be removed from the P & L at the end of the year, and as such, are not included in the annual budget. The \$23,720 in Capitalized expenses in March was our initial installment payment to the City of Grand Junction for the sewer impact fee. The second and final payment will be due next year.
- b) Furniture and Equipment (Acct 0733) was almost \$12,500 over budget for the month. The account is still more than \$10,000 under budget for the year. There were more expenses that hit this account in March than we projected in the monthly budget breakdown.

4) Cash On Hand

May 1, 2012

General Savings \$623,184.75
General Checking \$408,737.73
Total Cash \$1,031,922.48

March 30, 2012

General Savings \$622,754.51
General Checking \$425,911.85
Total Cash \$1,048,666.36

II. BOARD ACTION RECOMMENDED BY FINANCE COMMITTEE:

- 1) Approval of March 2012 Financial Reports
Motion to approve the March 2012 Caprock Academy Financial Reports as submitted.

Caprock Academy
Balance Sheet
As of March 31, 2012

March 2012
Final

ASSETS

Current Assets

Checking/Savings

1000 - General Fund Bank Account	1,578.32	1,578.32	0.00	0.0%
1003 - Payroll Account	-1,808.82	-1,196.32	-612.50	51.2%
1004 - Petty Cash	300.00	300.00	0.00	0.0%
1005 - General Checking - Vectra Bank	384,412.06	421,287.70	-36,875.64	-8.75%
1006 - Payroll Checking - Vectra Bank	5,078.77	4,731.46	347.31	7.34%
1007 - Certificate of Deposit - Vectra	454,084.98	453,527.65	557.33	0.12%
1010 - General Fund Savings Account	168,489.40	168,475.09	14.31	0.01%
1020 - Payroll Savings	195.46	195.44	0.02	0.01%
Total Checking/Savings	1,012,330.17	1,048,899.34	-36,569.17	-3.49%

Accounts Receivable

11000 - Accounts Receivable	37,253.29	37,238.29	15.00	0.04%
Total Accounts Receivable	37,253.29	37,238.29	15.00	0.04%

Other Current Assets

8184 - Escrow Account - Zions	1,991,376.95	1,991,376.95	0.00	0.0%
8185 - 2010 Bond Series - OID	119,379.00	119,674.00	-295.00	-0.25%
8191c - Due from Mesa County	1,032.72	1,032.72	0.00	0.0%
Total Other Current Assets	2,111,788.67	2,112,083.67	-295.00	-0.01%

Total Current Assets 3,161,372.13 3,198,221.30 -36,849.17 -1.15%

Fixed Assets

0700 - Property

0720 - Building Purchase/Construction	37,491.67	37,491.67	0.00	0.0%
0721 - Permanent Facility	27,821.96	27,821.96	0.00	0.0%
Total 0700 - Property	65,313.63	65,313.63	0.00	0.0%

6711 - Land and Buildings 300.00 300.00 0.00 0.0%

8231 - Buildings

8231a - Buildings - original (2007)	1,071,776.27	1,071,776.27	0.00	0.0%
8231b - Buildings - 10 rm modular	685,276.00	685,276.00	0.00	0.0%
8231c - 10 rm Modular (2011)	197,376.00	197,376.00	0.00	0.0%
Total 8231 - Buildings	1,954,428.27	1,954,428.27	0.00	0.0%

8232 - Accumulated Depreciation - Bldg -447,221.20 -427,273.20 -19,948.00 4.67%

8290 - 2010 Series Loan Proceeds 687,054.20 687,054.20 0.00 0.0%

8300 - New Building Fund -2,013,754.20 -2,013,754.20 0.00 0.0%

8301 - Land Purchase - CVVC - 2010 761,083.33 761,083.33 0.00 0.0%

8302 - Construction in Progress (CIP) 4,804,735.71 4,804,735.71 0.00 0.0%

Total Fixed Assets 5,811,939.74 5,831,887.74 -19,948.00 -0.34%

Other Assets

8201 - DS Res and Cap I 1,326,700.00 1,326,700.00 0.00 0.0%

8202 - Bond issuance costs 361,112.03 362,018.22 -906.19 -0.25%

Total Other Assets 1,687,812.03 1,688,718.22 -906.19 -0.05%

TOTAL ASSETS **10,661,123.90** **10,718,827.26** **-57,703.36** **-0.54%**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 - Accounts Payable	-457.47	152.51	-609.98	-399.96%
Total Accounts Payable	-457.47	152.51	-609.98	-399.96%

Other Current Liabilities

24000 - Payroll Liabilities	171,397.68	176,903.87	-5,506.19	-3.11%
7442 - Bond Interest Payable	156,703.15	156,703.15	0.00	0.0%
7471 - Payroll Insurance Withholdings	6,363.85	6,364.91	-1.06	-0.02%
7500 - 2010 Bond Series A/B	9,865,000.00	9,865,000.00	0.00	0.0%
Total Other Current Liabilities	10,199,464.68	10,204,971.93	-5,507.25	-0.05%

Caprock Academy
Balance Sheet
As of March 31, 2012

March 2012

	<u>Mar 31, 12</u>	<u>Feb 29, 12</u>	<u>\$ Change</u>	<u>% Change</u>
Total Current Liabilities	10,199,007.21	10,205,124.44	-6,117.23	-0.06%
Total Liabilities	10,199,007.21	10,205,124.44	-6,117.23	-0.06%
Equity				
32000 - Unrestricted Net Assets	530,597.79	530,597.79	0.00	0.0%
Net Income	-68,481.10	-16,894.97	-51,586.13	305.33%
Total Equity	462,116.69	513,702.82	-51,586.13	-10.04%
TOTAL LIABILITIES & EQUITY	10,661,123.90	10,718,827.26	-57,703.36	-0.54%

Caprock Academy
Profit & Loss
March 2012

March 2012
Final

Ordinary Income/Expense	Mar 12
Income	
1012 - Savings Account Interest	14.31
1030 - Miscellaneous Revenue	220.02
1039 - Fundraising	741.12
1040 - Donations/Contributions	628.27
1070 - Classroom Teacher Funds	
Total 1070 - Classroom Teacher Funds	13,700.52
1310 - Tuition From Individuals (K)	13,090.00
1700 - Pupil Activity Funds	
Total 1700 - Pupil Activity Funds	772.58
3113 - Charter School Capital Const.	7,842.86
3150 - Gifted and Talented	3,255.00
5710 - PPR State Revenue	288,315.30
Total Income	328,579.98
Gross Profit	328,579.98
Expense	
0100 - Salaries	
0110 - Teacher- Salaries	68,522.11
0111 - Admin salaries - Dept 2000	31,682.40
0112 - EA salaries - Dept 4000	21,196.00
0113 - Specials Teachers - Dept 5000	28,662.35
0115 - Contract Subs	7,746.75
Total 0100 - Salaries	157,809.61
0200 - Benefits	
0210 - Teacher- Benefits	39,741.46
Total 0200 - Benefits	39,741.46
0220 - Payroll Taxes - Employer	5,870.24
0300 - Professional and Technnical Svs	
0313 - Bank Service/Charge Fees	23.51
0320 - Counseling & Guidance Services	2,240.00
0331 - Legal Svcs	1,198.50
0340 - Payroll Expenses	489.20
0300 - Professional and Technnical Svs - Other	89.00
Total 0300 - Professional and Technnical Svs	4,040.21
0400 - Purchased Property Services	
0423 - Custodial Services	7,812.76
0431 - Alarms & Monitoring	57.00
0441 - Rent-Land and Buildings	3,156.18
0442 - Rental of Equip (Includes IT)	452.73
0400 - Purchased Property Services - Other	538.10
Total 0400 - Purchased Property Services	12,016.77
0500 - Other Purchased Services	
0511 - Staff Dev - Board	690.67
0520 - Insurance Premiums	
0522 - Workman's Comp	1,373.85
Total 0520 - Insurance Premiums	1,373.85

Caprock Academy
Profit & Loss
March 2012

March 2012
Final

	Mar 12
0530 - Communications	
0531 - Telephone	500.91
0533 - Postage	88.43
0534 - Online Services	1,639.18
Total 0530 - Communications	2,228.52
0540 - Advertising	235.02
0550 - Printing, Binding and Copying	804.74
0551 - Office Maintenance Contracts	1,018.58
0580 - Travel, Registration, Entrance	3,060.56
0590 - Other Purchased Services	
0595 - Admin Overhead Costs	
0596 - CSI	8,649.46
0597 - CDE	2,883.15
0595 - Admin Overhead Costs - Other	6.85
Total 0595 - Admin Overhead Costs	11,539.46
0599 - Purchase Special Ed	4,760.00
Total 0590 - Other Purchased Services	16,299.46
Total 0500 - Other Purchased Services	25,711.40
0600 - Supplies	
0610 - Office Supplies	3,325.94
0615 - Instructional Supplies	
0616 - Software/License	636.54
0617 - Special Ed	384.37
0618 - Computer Equipment	567.84
0615 - Instructional Supplies - Other	5,590.68
Total 0615 - Instructional Supplies	7,179.43
0622 - Electric/Gas	9,155.00
0623 - Water/Sewer	1,140.88
0630 - Food	122.49
0640 - Books and Periodicals	11,659.14
0650 - Classroom Fund Expenditures	
Total 0650 - Classroom Fund Expenditures	6,749.38
0685 - Pupil Activities Expenses	
Total 0685 - Pupil Activities Expenses	2,636.38
0690 - Other Supplies	1,615.76
0600 - Supplies - Other	86.66
Total 0600 - Supplies	43,671.06
0710 - Land and Improvements	
710b - Expenses to be Capitalized	23,720.00
Total 0710 - Land and Improvements	23,720.00
0730 - Purchase/Lease of Equipment	
0733 - Furniture and Equipment	15,906.92
0730 - Purchase/Lease of Equipment - Other	-254.05
Total 0730 - Purchase/Lease of Equipment	15,652.87
0740 - Depreciation	19,948.00

Caprock Academy
Profit & Loss
March 2012

March 2012	
Final	
0830 - Interest Expense	
Total Expense	
Net Ordinary Income	
Other Income/Expense	
Other Income	
1007b - CD Interest	
Total Other Income	
Net Other Income	
Net Income	

Mar 12
32,541.82
380,723.44
-52,143.46
557.33
557.33
557.33
-51,586.13

Caprock Academy
Profit & Loss Budget vs. Actual
July 2011 through March 2012

March 2012
Final

Ordinary Income/Expense

Income

	Mar 12	Budget	\$ Over Budget	% of Budget	TOTAL Jul '11 - Mar 12	Budget	\$ Over Budget	% of Budget
1012 - Savings Account Interest	14.31				341.74			
1030 - Miscellaneous Revenue	220.02	334.00	-113.98	65.87%	2,399.18	3,998.00	-1,598.82	60.01%
1039 - Fundraising	741.12				5,963.34			
1040 - Donations/Contributions								
1040b - Gift-A-Garden	0.00				5,740.00			
1040 - Donations/Contributions - Other	628.27	667.00	-38.73	94.19%	13,905.89	7,999.00	5,906.89	173.85%
Total 1040 - Donations/Contributions	628.27	667.00	-38.73	94.19%	19,645.89	7,999.00	11,646.89	245.6%
1041 - IDEA Part B	0.00				0.00	0.00	0.00	0.0%
1061 - Pupil Activity - Fundraiser	0.00				0.00	0.00	0.00	0.0%
1068 - Combination Locks	0.00				96.00			
1069 - Calculator Revenue	0.00				175.00			
1070 - Classroom Teacher Funds								
Total 1070 - Classroom Teacher Funds	13,700.52	0.00	13,700.52	100.0%	61,723.29	39,000.00	22,723.29	158.27%
1310 - Tuition From Individuals (K)	13,090.00	12,540.00	550.00	104.39%	106,145.00	100,320.00	5,825.00	105.81%
1700 - Pupil Activity Funds								
Total 1700 - Pupil Activity Funds	772.58				18,523.54	1,000.00	17,523.54	1,852.35%
3113 - Charter School Capital Const.	7,842.86	4,917.00	2,925.86	159.51%	35,747.29	32,249.00	3,498.29	110.85%
3130 - State Revenue ECEA	0.00	0.00	0.00	0.0%	48,952.01	0.00	48,952.01	100.0%
3150 - Gifted and Talented	3,255.00	0.00	3,255.00	100.0%	3,255.00	0.00	3,255.00	100.0%
4027 - IDEA Part-B	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
5710 - PPR State Revenue	288,315.30	298,688.00	-10,372.70	96.53%	2,589,153.95	2,543,436.00	45,717.95	101.8%
Total Income	328,579.98	317,146.00	11,433.98	103.61%	2,892,121.23	2,728,002.00	164,119.23	106.02%

Gross Profit

Expense

0100 - Salaries

0110 - Teacher- Salaries	68,522.11	71,667.00	-3,144.89	95.61%	626,395.76	645,003.00	-18,607.24	97.12%
0111 - Admin salaries - Dept 2000	31,682.40	35,909.00	-4,226.60	88.23%	262,232.05	275,635.00	-13,402.95	95.14%
0112 - EA salaries - Dept 4000	21,196.00	25,455.00	-4,259.00	83.27%	240,438.88	232,136.00	8,302.88	103.58%
0113 - Specials Teachers - Dept 5000	28,662.35	26,512.50	2,149.85	108.11%	247,587.58	238,612.50	8,975.08	103.76%
0115 - Contract Subs	7,746.75	2,700.00	5,046.75	286.92%	35,976.78	21,900.00	14,076.78	164.28%
0119 - Staff Bonuses	0.00				30,095.00	32,500.00	-2,405.00	92.6%
Total 0100 - Salaries	157,809.61	162,243.50	-4,433.89	97.27%	1,442,726.05	1,445,786.50	-3,060.45	99.79%

0200 - Benefits

0210 - Teacher- Benefits	39,741.46	41,310.00	-1,568.54	96.2%	349,228.27	343,698.00	5,530.27	101.61%
Total 0200 - Benefits	39,741.46	41,310.00	-1,568.54	96.2%	349,228.27	343,698.00	5,530.27	101.61%

0220 - Payroll Taxes - Employer

0300 - Professional and Technical Svcs

0313 - Bank Service/Charge Fees	23.51				3,810.74	0.00	3,810.74	100.0%
0314 - CECFA Fees	0.00				0.00	0.00	0.00	0.0%
0315 - Zion Trustee Account Fees	0.00				2,750.00	0.00	2,750.00	100.0%
0320 - Counseling & Guidance Services	2,240.00	2,500.00	-260.00	89.6%	14,180.00	16,500.00	-2,320.00	85.94%
0331 - Legal Svcs	1,198.50	167.00	1,031.50	717.67%	1,950.50	1,999.00	-48.50	97.57%
0332 - Accounting / Audit	0.00				4,500.00	5,000.00	-500.00	90.0%
0340 - Payroll Expenses	489.20	434.00	55.20	112.72%	3,128.92	5,202.00	-2,073.08	60.15%
0300 - Professional and Technnical Svcs - Other	89.00	566.00	-477.00	15.72%	3,514.74	6,042.00	-2,527.26	58.17%
Total 0300 - Professional and Technical Svcs	4,040.21	3,667.00	373.21	110.18%	33,834.90	34,743.00	-908.10	97.39%

0400 - Purchased Property Services

0423 - Custodial Services	7,812.76	7,666.00	146.76	101.91%	60,864.53	60,502.00	362.53	100.6%
0430 - Repairs and Maintenance	0.00	962.00	-962.00	0.0%	4,899.51	7,126.00	-2,226.49	68.76%

Caprock Academy
Profit & Loss Budget vs. Actual
July 2011 through March 2012

March 2012

					TOTAL			
	Mar 12	Budget	\$ Over Budget	% of Budget	Jul '11 - Mar 12	Budget	\$ Over Budget	% of Budget
0431 - Alarms & Monitoring	57.00	104.00	-47.00	54.81%	1,202.83	738.00	464.83	162.99%
0441 - Rent-Land and Buildings	3,156.18	3,127.00	29.18	100.93%	28,405.64	28,143.00	262.64	100.93%
0442 - Rental of Equip (Includes IT)	452.73	708.00	-255.27	63.95%	6,003.44	2,874.00	3,129.44	208.89%
0443 - External Facility Rent	0.00				0.00	0.00	0.00	0.0%
0400 - Purchased Property Services - Other	538.10	441.00	97.10	122.02%	3,941.30	3,423.00	518.30	115.14%
Total 0400 - Purchased Property Services	12,016.77	13,008.00	-991.23	92.38%	105,317.25	102,806.00	2,511.25	102.44%
0500 - Other Purchased Services								
0510 - Staff Dev - Prof Ed Svcs	0.00	1,000.00	-1,000.00	0.0%	7,513.70	9,000.00	-1,486.30	83.49%
0511 - Staff Dev - Board	690.67	75.00	615.67	920.89%	2,061.90	675.00	1,386.90	305.47%
0520 - Insurance Premiums								
0521 - Liab/Prop Ins	0.00				13,811.00	13,900.00	-89.00	99.36%
0522 - Workman's Comp	1,373.85	833.00	540.85	164.93%	7,766.99	7,501.00	265.99	103.55%
Total 0520 - Insurance Premiums	1,373.85	833.00	540.85	164.93%	21,577.99	21,401.00	176.99	100.83%
0530 - Communications								
0531 - Telephone	500.91	775.00	-274.09	64.63%	5,905.97	4,575.00	1,330.97	129.09%
0533 - Postage	88.43	142.00	-53.57	62.28%	1,097.72	1,424.00	-326.28	77.09%
0534 - Online Services	1,639.18	2,252.00	-612.82	72.79%	26,262.42	17,000.00	9,262.42	154.49%
0530 - Communications - Other	0.00	20.00	-20.00	0.0%	0.00	180.00	-180.00	0.0%
Total 0530 - Communications	2,228.52	3,189.00	-960.48	69.88%	33,266.11	23,179.00	10,087.11	143.52%
0540 - Advertising								
0541 - Promotional Materials	0.00	212.00	-212.00	0.0%	2,822.76	1,876.00	946.76	150.47%
0540 - Advertising - Other	235.02	833.00	-597.98	28.21%	3,410.07	7,501.00	-4,090.93	45.46%
Total 0540 - Advertising	235.02	1,045.00	-809.98	22.49%	6,232.83	9,377.00	-3,144.17	66.47%
0550 - Printing, Binding and Copying	804.74	500.00	304.74	160.95%	3,644.84	4,500.00	-855.16	81.0%
0551 - Office Maintenance Contracts	1,018.58	1,250.00	-231.42	81.49%	8,324.94	11,250.00	-2,925.06	74.0%
0570 - Fundraising Expenses	0.00	21.00	-21.00	0.0%	2,536.20	189.00	2,347.20	1,341.91%
0580 - Travel, Registration, Entrance	3,060.56	1,834.00	1,226.56	166.88%	12,171.58	17,502.00	-5,330.42	69.54%
0590 - Other Purchased Services								
0595 - Admin Overhead Costs								
0596 - CSI	8,649.46	9,089.50	-440.04	95.16%	81,099.94	75,916.50	5,183.44	106.83%
0597 - CDE	2,883.15	3,029.00	-145.85	95.19%	27,033.32	25,308.00	1,725.32	106.82%
0595 - Admin Overhead Costs - Other	6.85	629.00	-622.15	1.09%	951.85	2,761.00	-1,809.15	34.48%
Total 0595 - Admin Overhead Costs	11,539.46	12,747.50	-1,208.04	90.52%	109,085.11	103,985.50	5,099.61	104.9%
0599 - Purchase Special Ed	4,760.00	4,084.00	676.00	116.55%	35,748.32	39,752.00	-4,003.68	89.93%
0590 - Other Purchased Services - Other	0.00	733.00	-733.00	0.0%	6,707.50	8,699.00	-1,991.50	77.11%
Total 0590 - Other Purchased Services	16,299.46	17,564.50	-1,265.04	92.8%	151,540.93	152,436.50	-895.57	99.41%
0500 - Other Purchased Services - Other	0.00				479.00			
Total 0500 - Other Purchased Services	25,711.40	27,311.50	-1,600.10	94.14%	249,350.02	249,509.50	-159.48	99.94%
0600 - Supplies								
0610 - Office Supplies	3,325.94	1,792.00	1,533.94	185.6%	17,660.41	16,128.00	1,532.41	109.5%
0615 - Instructional Supplies								
0615b - Inst Supplies - After School	0.00				0.00	0.00	0.00	0.0%
0616 - Software/License	636.54	125.00	511.54	509.23%	1,127.54	1,125.00	2.54	100.23%
0617 - Special Ed	384.37	292.00	92.37	131.63%	1,504.37	2,874.00	-1,369.63	52.34%
0618 - Computer Equipment	567.84	791.00	-223.16	71.79%	1,072.87	4,125.00	-3,052.13	26.01%
0619 - Calculator expense	0.00	0.00	0.00	0.0%	0.00	252.00	-252.00	0.0%
0615 - Instructional Supplies - Other	5,590.68	2,917.00	2,673.68	191.66%	25,802.59	31,251.00	-5,448.41	82.57%
Total 0615 - Instructional Supplies	7,179.43	4,125.00	3,054.43	174.05%	29,507.37	39,627.00	-10,119.63	74.46%
0622 - Electric/Gas	9,155.00	6,250.00	2,905.00	146.48%	55,838.75	56,250.00	-411.25	99.27%
0623 - Water/Sewer	1,140.88	1,508.00	-367.12	75.66%	8,543.30	8,274.00	269.30	103.26%
0630 - Food	122.49	308.00	-185.51	39.77%	2,602.52	2,772.00	-169.48	93.89%

Caprock Academy
Profit & Loss Budget vs. Actual
July 2011 through March 2012

March 2012

					TOTAL			
	Mar 12	Budget	\$ Over Budget	% of Budget	Jul '11 - Mar 12	Budget	\$ Over Budget	% of Budget
0640 - Books and Periodicals	11,659.14	7,749.00	3,910.14	150.46%	45,427.77	54,249.00	-8,821.23	83.74%
0645 - Combination Lock	0.00				266.33			
0650 - Classroom Fund Expenditures								
Total 0650 - Classroom Fund Expenditures	6,749.38	3,000.00	3,749.38	224.98%	34,877.25	30,000.00	4,877.25	116.26%
0685 - Pupil Activities Expenses								
Total 0685 - Pupil Activities Expenses	2,636.38	833.00	1,803.38	316.49%	16,925.38	7,497.00	9,428.38	225.76%
0690 - Other Supplies	1,615.76	1,166.00	449.76	138.57%	12,350.41	6,498.00	5,852.41	190.07%
0600 - Supplies - Other	86.66				596.98			
Total 0600 - Supplies	43,671.06	26,731.00	16,940.06	163.37%	224,596.47	221,295.00	3,301.47	101.49%
0710 - Land and Improvements								
710b - Expenses to be Capitalized	23,720.00				28,290.00	25,000.00	3,290.00	113.16%
0710 - Land and Improvements - Other	0.00				3,000.00			
Total 0710 - Land and Improvements	23,720.00				31,290.00	25,000.00	6,290.00	125.16%
0711 - Playground Expense	0.00	400.00	-400.00	0.0%	841.27	1,452.00	-610.73	57.94%
0721a - Landscaping	0.00				1,148.05			
0730 - Purchase/Lease of Equipment								
0733 - Furniture and Equipment	15,906.92	3,458.00	12,448.92	460.0%	21,082.70	31,122.00	-10,039.30	67.74%
0730 - Purchase/Lease of Equipment - Other	-254.05	125.00	-379.05	-203.24%	2,281.44	1,125.00	1,156.44	202.8%
Total 0730 - Purchase/Lease of Equipment	15,652.87	3,583.00	12,069.87	436.87%	23,364.14	32,247.00	-8,882.86	72.45%
0740 - Depreciation	19,948.00	19,948.00	0.00	100.0%	167,476.16	179,532.00	-12,055.84	93.29%
0830 - Interest Expense	32,541.82	32,028.00	513.82	101.6%	293,216.38	288,252.00	4,964.38	101.72%
0831 - Cap I Expense (non-cash)	0.00	1,201.00	-1,201.00	0.0%	0.00	10,809.00	-10,809.00	0.0%
0900 - gifts and donations	0.00	100.00	-100.00	0.0%	1,067.24	858.00	209.24	124.39%
9999 - Budget Tabor Acct	0.00	1,500.00	-1,500.00	0.0%	0.00	13,500.00	-13,500.00	0.0%
Total Expense	380,723.44	336,656.00	44,067.44	113.09%	2,964,687.31	2,982,113.00	-17,425.69	99.42%
Net Ordinary Income	-52,143.46	-19,510.00	-32,633.46	267.27%	-72,566.08	-254,111.00	181,544.92	28.56%
Other Income/Expense								
Other Income								
1007b - CD Interest	557.33				4,084.98			
Total Other Income	557.33				4,084.98			
Net Other Income	557.33	0.00	557.33	100.0%	4,084.98	0.00	4,084.98	100.0%
Net Income	-51,586.13	-19,510.00	-32,076.13	264.41%	-68,481.10	-254,111.00	185,629.90	26.95%

Enrollment/Waitlist Policy

Per the Admissions Process defined in our charter application, Caprock Academy will not make any distinction on account of the disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Enrollment is open to anyone who chooses to attend. We encourage parents to ~~review carefully~~[review](#) the Caprock Academy charter, ~~Handbook~~[handbook](#) and Curriculum, and to enroll their children if they value the school's philosophy and educational offering. [Children who are five years old on or before September 15th of the school year in which they would like to enroll may enter kindergarten via the lottery process.](#) Vacancies exist whenever the number of students enrolled in a class is below that class's capacity. As vacancies occur, those vacancies will be filled using a ~~wait list~~[waitlist](#) system. The following ~~Wait List~~[waitlist](#) enrollment procedure will be implemented:

As a public school, Caprock Academy is open to any student. There is no admission test to get into Caprock Academy. As a school of choice, there is no annual re-enrollment process for any returning students. If, after placing all returning students, the number of prospective students for any grade exceeds the number of available spaces for that grade, final enrollment will be determined with priority as follows:

1. Children of founders;
2. Children of current employees, and then
3. Siblings of current students.

For kindergarten and any oversubscribed, newly created classes, any remaining positions will be filled by lottery per federal grant guidelines. That same lottery will be used to assign priorities on an initial ~~Wait List~~[waitlist](#) for kindergarten and the oversubscribed, newly created classes. For all other classes, priority on the ~~Wait List~~[waitlist](#) will be determined in order of the date and time the completed enrollment package is received by Caprock Academy, with the earliest received having the first priority. For all classes, prospective students submitting enrollment packets after the determination of ~~Final Enrollment~~[final enrollment](#) will be placed on the ~~Wait List~~[waitlist](#) in order of date and time received.

When an opening occurs, the parent/guardian of the prospective student will be contacted by telephone. Once a placement has been offered, regardless of the time of year, parents have 24 hours to contact Caprock Academy and elect one of the following:

1. Accept the opening; or
2. Decline the position and be removed from the ~~Wait List~~[waitlist](#).

Failure to timely contact Caprock Academy within the applicable 24-hour period will be deemed an election to decline the opening and the prospective student will be removed from the ~~Wait List~~[waitlist](#). The parent/guardian of the next priority prospective student will then be contacted. It is the responsibility of the parent/guardian of a ~~Wait List~~[waitlist](#) prospective student to keep contact information updated. If the parent/guardian cannot be reached by phone at the applicable time, the prospective student will be removed from the Wait List. [Any dishonest representation of grades or transcripts may also result in student losing placement.](#)

A prospective student can only be put on the ~~Wait List~~[waitlist](#) for the current school year, as per age and grade appropriate. Due to confidentiality requirements, the overall ~~Wait List~~[waitlist](#) and its priorities will not be made public. Parents/guardians may, however, confirm their own prospective student's priority ~~through password protected access via RenWeb~~[in person, once a semester with a photo i.d.](#) For the school year then underway, no new enrollment packets will be accepted after ~~the~~ Final Enrollment Date. [The Final Enrollment Date will be deemed the third Friday after the first Monday in which Caprock Academy returns from Winter break.](#)

~~Each enrollment packet and its Wait List priority will expire as of the Final Enrollment Date of each school year, unless prior to such date, a completed Renewal of Interest form is received by Caprock Academy for the prospective student. With timely submission of the Renewal of Interest form, the prospective student shall keep his/her priority on the Wait List for the next school year for classes of the next applicable grade (for example, with timely submission of completed Renewal of Interest form, a prospective student who was 2nd in priority for fifth grade as of the Final Enrollment Date for~~

the 2011-2012 school year, will be 2nd in priority with respect to any openings in the sixth grade for the 2012-2013 school year). Any existing enrollment packet may be reactivated by submitted a Renewal of Intent form, provided, however, that if a completed Renewal of Interest form is not received on time, the Wait List, priority for the prospective student on the Wait List will not be carried over for the next school year. Rather, the enrollment packet for such prospective student shall be considered received as of the date and time the completed Renewal of Interest is received by Caprock Academy, and the Wait List priority for such prospective student shall be set in accordance with the applicable process for first time submitted enrollment packets for the applicable class (i.e., by lottery if for an oversubscribed, newly created class and in order of date and time received for all other classes). Positions for the next school year are offered at the end of May and waitlist letters are sent to each child remaining on the waitlist in June along with a Renewal of Intent Form. An existing enrollment packet will remain active and the prospective student's priority on the waitlist will remain the same, as long as, the Renewal of Intent Form is received by Caprock Academy within thirty days of receipt of the waitlist letter or July 15th of the current year, whichever comes first. If the Renewal of Intent Form is not received in time, the student's enrollment packet will be considered inactive and their name will be removed from the waitlist. Any existing enrollment packet, for the current school year, may be reactivated by submitting an Enrollment Reactivation Form by the Final Enrollment Date. The enrollment packet for such prospective student shall be considered received as of the date and time the completed Enrollment Reactivation Form is received by Caprock Academy. The waitlist priority for such prospective student shall be set in accordance with the applicable process for first time submitted enrollment packets for the applicable class (i.e., by lottery if for an oversubscribed, newly created class, and in order of date and time received for all other classes). Inactive enrollment packets from the previous school year, including all provided documents, will be destroyed in February, before enrollment begins for the next school year.

Children who are five years old on or before September 15th of the school year in which they would like to enroll may enter kindergarten via the lottery process. Any dishonest representation of grades or transcripts may also result in student losing placement. Upon request of records, accompanied by an enrollment signed by the parent of record, by another school for a current Caprock student, Caprock will vacate the enrolled students' seat. If a request for records for a current Caprock student is received from another school and is signed by the parent of record; Caprock will vacate the enrolled student's seat. This seat will be filled through the process outlined herein. If a record request is received without a signed enrollment form, the parent of record will be contacted by the enrollment coordinator to determine the origin/intent of the request. However, if a request for records is received that is only signed by one of the requesting school's staff members, the Caprock Academy Registrar will contact the parent of record to determine the origin/intent of the request.

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Enrollment/Waitlist Policy

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As a public school, Caprock Academy is open to any student. There is no admission test to get into Caprock Academy. As a school of choice, there is no annual re-enrollment process for any returning students. If, after placing all returning students, the number of prospective students for any grade exceeds the number of available spaces for that grade, final enrollment will be determined with priority as follows:

1. Children of founders;
2. Children of current employees, and then
3. Siblings of current students.

For kindergarten and any oversubscribed, newly created classes, any remaining positions will be filled by lottery per federal grant guidelines. That same lottery will be used to assign priorities on an initial waitlist for kindergarten and the oversubscribed, newly created classes. For all other classes, priority on the waitlist will be determined in order of the date and time the completed enrollment package is received by Caprock Academy, with the earliest received having the first priority. For all classes, prospective students submitting enrollment packets after the determination of final enrollment will be placed on the waitlist in order of date and time received.

When an opening occurs, the parent/guardian of the prospective student will be contacted by telephone. Once a placement has been offered, regardless of the time of year, parents have 24 hours to contact Caprock Academy and elect one of the following:

1. Accept the opening; or
2. Decline the position and be removed from the waitlist.

Failure to timely contact Caprock Academy within the applicable 24-hour period will be deemed an election to decline the opening and the prospective student will be removed from the waitlist. The parent/guardian of the next priority prospective student will then be contacted. It is the responsibility of the parent/guardian of a waitlist prospective student to keep contact information updated. If the parent/guardian cannot be reached by phone at the applicable time, the prospective student will be removed from the Wait List. Any dishonest representation of grades or transcripts may also result in student losing placement.

A prospective student can only be put on the waitlist for the current school year, as per age and grade appropriate. Due to confidentiality requirements, the overall waitlist and its priorities will not be made public. Parents/guardians may, however, confirm their own prospective student's priority in person, once a semester with a photo i.d. For the school year then underway, no new enrollment packets will be accepted after the Final Enrollment Date. The Final Enrollment Date will be deemed the third Friday after the first Monday in which Caprock Academy returns from Winter break.

Positions for the next school year are offered at the end of May and waitlist letters are sent to each child remaining on the waitlist in June along with a Renewal of Intent Form. An existing enrollment packet will remain active and the prospective student's priority on the waitlist will remain the same, as long as, the Renewal of Intent Form is received by Caprock Academy within thirty days of receipt of the waitlist letter or July 15th of the current year, whichever comes first. If the Renewal of Intent Form is not received in time, the student's enrollment packet will be considered inactive and their name will be removed from the waitlist. Any existing enrollment packet, for the current school year, may be reactivated by submitting an Enrollment Reactivation Form by the Final Enrollment Date. The enrollment packet for

such prospective student shall be considered received as of the date and time the completed Enrollment Reactivation Form is received by Caprock Academy. The waitlist priority for such prospective student shall be set in accordance with the applicable process for first time submitted enrollment packets for the applicable class (i.e., by lottery if for an oversubscribed, newly created class, and in order of date and time received for all other classes). Inactive enrollment packets from the previous school year, including all provided documents, will be destroyed in February, before enrollment begins for the next school year.

If a request for records for a current Caprock student is received from another school and is signed by the parent of record; Caprock will vacate the enrolled student's seat. This seat will be filled through the process outlined herein. However, if a request for records is received that is only signed by one of the requesting school's staff members, the Caprock Academy Registrar will contact the parent of record to determine the origin/intent of the request.