



August 24, 2023

Guajome Park Academy Foundation
Board of Directors Meeting
8/24/23 at 5:30 p.m.
Administrative Building 1
Guajome Park Academy Training Center

Board of Directors

Joely Gardner - President
Alexandra Visser - Secretary
Shirley Koch - Treasurer

At Large Members

Molly Blazek
Leslie Castillo

AGENDA			
		Presenter	Action/ Information
Open General Session			
1. Call to Order		President	
2. Approval of Agenda		President	Action
Recommended motion: The Foundation Board approve the agenda for the August 24, 2023 meeting			
3. Approval of Minutes		President	Action
Recommended motion: The Foundation Board approve April 27, 2023 Foundation minutes			
4. President's Report			
A. Bylaw Review/Amendments		President	Action
B. Board Goal Setting		President	Information
5. Election of Officers			
A. Appointment of new Board members		President	Action
B. Elections of Board Officers:		President	Action
a. President			
b. Vice President			
c. Secretary/Treasurer			
6. Committee Reports			Information
A. Friends of Frogs			
B. Friends of Tadpoles			

Open Session Closed
Closed Session Open

7. Fiscal		
A. Foundation Fiscal Report	Amber Lloyd	Information
8. Foundation Business		
A. Ratification of Expenditures		
a. Review of May - June 2023 requests/approvals	Amber Lloyd	Information
b. August 2023 Requests	Amber Lloyd	Action
9. Organizational Update	Kevin Humphrey	Information
10. Communication From the Board	President	Information
11. Proposed Agenda Items for Upcoming Meeting	President	Information
12. Adoption 2023/2024 Board Meeting Calendar	President	Action
Proposed 23/24 Meeting Dates		
<ul style="list-style-type: none"> • August 24, 2023 • September 28, 2023 • October 26, 2023 • November 30, 2023 • December - No Regular Meeting • January 25, 2024 • February 22, 2024 • March 21, 2024 • April 25, 2024 • May 30, 2023 • June - 27, 2023 • July - No Regular Meeting 		
13. Adjournment	President	



Foundation Board Members

Joely Gardner –President
Shirley Koch – Treasurer
Alexandra Visser – Secretary
Leslie Castillo – At Large
Molly Blazek – At Large

Guajome Park Academy Foundation Board of Directors Regular Meeting April 27, 2023

Minutes

1. Public Session- Call to Order	<p>Leslie Castillo called the meeting to order in public session at 4:35p.m. Building 1, Student Services Building and Administration Training Center Room.</p> <p>Members present: Shirley Koch, Leslie Castillo Absent: Molly Blazek, Joely Gardner Also present: Kevin Humphrey (Superintendent), Katy Perkins (Administrator)</p>
2. Approval of Agenda	<p>Moved by Leslie Castillo, second by Shirley Koch; Board unanimously approved the agenda for the meeting April 27, 2023 with the following vote:</p> <p>Yes: Shirley Koch, Leslie Castillo No: 0 Absent: Joely Gardner, Molly Blazek</p>
3. Approval of Minutes	<p>Moved by Shirley Koch, second by Leslie Castillo; Board unanimously approved the minutes for the March 30, 2023 meeting with the following vote:</p> <p>Yes: Shirley Koch, Leslie Castillo No: 0 Absent: Joely Gardner, Molly Blazek</p>
4. President Report	No Report
5. Committee Reports	<p>Foundation</p> <ul style="list-style-type: none"> \$700.00 has been requested by Ms. Davis, Librarian. Ms. Davis has requested an additional \$700.00 for various items for the library. New items such as books and activities will attract more students to the library and created more excitement around reading and critical thinking. \$5,000.00 has been requested from the Foundation for 5th Grade Science Camp in September 2023. Scholar's families will be asked to contribute \$250.00 per scholar and funds from the Foundation would cover the remainder of the tuition. Tuition has increased since last year so there is an increase in monetary request for this year. Funds would also provide full tuition if there is a scholar who cannot otherwise



Foundation Board Members

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 Leslie Castillo – At Large
 Molly Blazek – At Large

	<p>attend due to financial obligations. Board Member, Shirley Koch, has requested a fundraising aspect be part of the program next year.</p> <p>Friends of Frogs</p> <ul style="list-style-type: none"> Maria Llamas, Outreach Coordinator, has requested \$1,000.00 for Teacher Appreciation Week which is 5/8-5/12/2023. Funds will be used to provide teachers with a pizza lunch and goodie bags thanking them for their efforts. <p>Friends of Tadpoles has requested the below funds to be disbursed:</p> <ul style="list-style-type: none"> Up to \$500.00 has been requested for GPPA's Family Dance on 4/29/2023. Funds will provide one scoop of ice cream per student and various supplies needed for the event. Up to \$500.00 has been requested for a "Donuts with Dad" day on 6/2/2023. GPPA will invite all Dads to have donuts with their Scholars to celebrate Father's Day. Up to \$500.00 has been requested for a "Muffins with Mom" day on 5/12/2023. GPPA will invite all Moms to have muffins with their Scholars to celebrate Mother's Day. \$2,000.00 has been requested for Teacher Appreciation week which is 5/8-5/12/2023. This year's theme is fruit and FOT will be providing fruit baskets along with gift cards for all GPPA Teachers. <p>Moved by Shirley Koch, second by Leslie Castillo. Board unanimously approved the motion with the following vote:</p> <p>Yes: Shirley Koch, Leslie Castillo No: 0 Absent: Joely Gardner, Molly Blazek</p>
	<p style="text-align: center;"><u>Closed General Session 4:45 p.m.</u> <u>Open Private Session 4:45 p.m.</u></p>
8. Fiscal Report	<p>Alex Visser presented the Fiscal Report for the Foundation.</p> <p>Board members were presented with the financial statements for the Foundation, Friends of Frogs, and Friends of Tadpoles. All bank accounts are healthy.</p> <p>A working statement of the Foundation was presented to show current revenues and expenditures.</p>
9. Foundation Business	<p>A. Ratification of Expenditures</p> <p style="text-align: center;">Foundation BOD Expenditure Request</p> <p>Philadelphia Insurance—Premium Fee—\$25.00 Amazon—Library Supplies—\$619.84</p>



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 Leslie Castillo – At Large
 Molly Blazek – At Large

	<p>Loonie Times–Mascot Deposit–\$2,832.00 FOT Expenditure Request Lindsay Arias – Scholar of the Month: March– \$33.97 Amazon – Glow Party Supplies– \$747.91 FOF Expenditure Request World Strides –Grad Bash Tickets– \$7,480.00</p> <p>Moved by Shirley Koch, Second by Leslie Castillo; Board unanimously approved the motion with the following vote:</p> <p>Yes: Shirley Koch, Leslie Castillo No: 0 Absent: Molly Blazek, Joely Gardner</p>
10. Organizational Update	<p>Kevin Humphrey shared the following information.</p> <ul style="list-style-type: none"> • GPA WASC visit went very well. WASC visited for 3 days and was able to visit classrooms, interview students, staff and teacher, and overall had a great visit. We received good feedback and are expecting a 6-year accreditation which is only given to exceptional schools. • Renderings for the library are in the works. We plan to request outside funding from the Girard Foundation. • Stakeholder’s Day is May 13, 2023. This year we will be celebrating Guajome’s 29th year and showcasing the outstanding work of our students and staff. There will be interactive student exhibits, drama performances, crafts and games, science experiments and various student projects. • We are still seeking Board Members. We may have identified one new board member who is an Alumni. More details to come next month.
11. Communication from the Board	<ul style="list-style-type: none"> • No Report
12. Proposed Upcoming Agenda Items	<ul style="list-style-type: none"> • None
13. Future Proposed Board Meeting Dates	<ul style="list-style-type: none"> • May 25, 2023 • June to be decided
14. Adjournment	<ul style="list-style-type: none"> • Leslie Castillo adjourned the meeting at 4:57 p.m.

GUAJOME PARK ACADEMY FOUNDATION

Agenda Item 4A.

TO: Board of Directors

FROM: President

DATE: August 24, 2023

SUBJECT: GPA Foundation Bylaws Review

The Board will review the current Guajome Park Academy Foundation bylaws, discuss recommendations for updates, and finalize any needed amendments to the bylaws.

FISCAL IMPACT: None

RECOMMENDATION: Action

Prepared by:

Amber Lloyd

Approved by:

Joely Gardner - President

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

ARTICLE 1
OFFICES

SECTION 1. PRINCIPAL OFFICE

The principal office of the corporation for the transaction of its business is located in San Diego County, California.

SECTION 2. CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

Dated: _____

Dated: _____

Dated: _____

SECTION 3. OTHER OFFICES

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the board of directors may, from time to time, designate.

ARTICLE 2
PURPOSES

SECTION 1. OBJECTIVES AND PURPOSES

The primary objectives and purposes of this corporation shall be:

- A. To provide additional resources; fiscal and other, for Guajome Park Academy Inc. in Vista, California and its additional locations.
- B. To assist in the development of educational programs and services.
- C. In addition to the specific and primary purposes for which it is formed, this corporation is formed for and shall have all other purposes allowed to corporations. This corporation shall have and may exercise, subject to the provision of the Bylaws, all powers now and hereafter conferred upon or permitted to non-profit corporations by the laws of the State of California.

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

ARTICLE 3
DIRECTORS

SECTION 1. NUMBER

The corporation shall have no less than three (3) and no more than fifteen (15) directors and collectively they shall be known as the Board of Directors. The number may be changed by amendment of this Bylaw, or by repeal of the Bylaw and adoption of the new Bylaw, as provided in these Bylaws.

SECTION 2. POWERS

Subject to the provisions for the California Nonprofit Public Benefit Corporation law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

SECTION 3. DUTIES

It shall be the duty of the directors to:

- A. Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this corporation, or by these Bylaws:
- B. Appoint and remove, employ and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation:
- C. Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly.
- D. Meet at such times and places as required by these Bylaws.
- E. Register their addresses with the Secretary of the corporation and notices of meeting mailed or electronically conveyed to them as such addresses shall be valid notice thereof.
- F. Deposit all funds of the foundation as necessary to the credit of the foundation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. TERMS OF OFFICE

Each director shall hold office for two years. Upon election board member may serve concurrent unlimited 2 year terms.

SECTION 5. COMPENSATION

Directors shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article. Directors may not be compensated for rendering services to the corporation in any capacity other than director unless such other compensation is reasonable and is allowable under the provisions of Section 6 of this Article.

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

SECTION 6. RESTRICTION REGARDING INTERESTED DIRECTORS

Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the board may be interested persons. For the purposes of this Section, "interested persons" means either:

- A. Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full or part-time officer or other employee, independent contractors, or otherwise excluding any reasonable compensation paid to a director as director; or
- B. Any brother, sister, ancestor, descendant, spouse, brother-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

SECTION 7. PLACE OF MEETINGS

Any meeting, regular or special, may be held by conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting so long as all directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if all of the following apply:

- A. Each director participating in the meeting can communicate with all of the other directors concurrently.
- B. Each director is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose and objection to a specific action to be taken by the corporation.
- C. The corporation adopts and implements some means of verifying 1) that all persons participating in the meeting are directors of the corporation or are otherwise entitled to participate in the meeting, and 2) that all actions of, or votes by, the board are taken and cast only by directors and not by persons who are not directors.
- D. Meetings may be held at a place other than the corporation (Guajome Park Academy).
- E. Meetings may be open or closed to the public at the determination of the Board).

SECTION 8. REGULAR AND ANNUAL MEETINGS

Regular meeting of Directors shall be held a minimum of six (6) times per year.

An annual meeting of the Board of Directors of this Foundation shall be held for the purpose of electing the Directors. Cumulative voting by directors for the election of directors shall not be permitted. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected. Each director shall cast one vote, with voting being by ballot only.

SECTION 9. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the President of the Board, the Vice President, the Secretary, or by any two directors, and such meetings shall be held at the place, within or without the State of California, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the corporation.

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

SECTION 10. NOTICE OF MEETINGS

Regular meetings of the Board may be held without notice. Special meetings of the Board shall be held upon forty-eight (48) hours' notice delivered personally or by telephone or electronic conveyance. Such notices shall be addressed to each director at his or her address as shown on the books of the corporation.

SECTION 11. CONTENTS OF NOTICE

Notice of meetings not herein dispensed with shall specify the place, day, and hour of the meeting. The purpose of any Board meeting shall be specified in the notice.

SECTION 12. WAIVER OF NOTICE AND CONSENT TO HOLD MEETINGS

The transactions of any meeting of the Board, however called and noticed or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, and hereinafter defined, is present and provided that either before or after the meeting each director not present signs a waiver of notice, and consent to holding the meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

SECTION 13. QUORUM FOR MEETINGS

A quorum shall consist of a simple majority. Except as otherwise provided in these Bylaws or in the Articles of Incorporation of this corporation, or by law, no business shall be considered by the Board at any meeting at which a quorum, as hereinafter defined, is not present, and the only motion with the Chair shall entertain at such meeting is a motion to adjourn. However, a majority of the directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the Board of Directors.

SECTION 14. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation of Bylaws of the corporation, or provisions of the California Nonprofit Public Benefit Corporation Law, particularly those provisions relating to appointment of committees (Section 5212), approval of contracts or transactions in which a director has a material financial interest (Section 5233), and indemnification of directors (Section 5238e), required a greater percentage or different voting rules for approval of matter by the Board.

SECTION 15. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by the President, or, in his or her absence, by the Vice President of the corporation or, in the absence of each of these persons, by an officer chosen by a majority of the directors present at the meeting. The Secretary /designee of the corporation shall act as secretary of all meetings of the Board, provided that in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

Meetings shall be governed by majority rule, and conducted by Robert's Rules.

SECTION 16. VACANCIES

Vacancies on the Board of Directors shall exist (1) on the death, resignation, or removal of any director, and (2) whenever the number of authorized directors is increased.

Directors may be removed without cause by a majority of the directors then in office.

Any Director may resign effective upon giving written notice to the President of the Board, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Attorney General.

Vacancies on the Board may be filled by approval of the Board or, if the number of directors then in office is less than a quorum by (1) the unanimous written consent of the directors then in office (2) the affirmative vote of a majority of the directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these Bylaws, or (3) a sole remaining director. A person elected to fill a vacancy as provided by this Section shall hold office until the next annual election of the Board of Directors or until his or her death, resignation, or removal from office.

SECTION 17. NON-LIABILITY OF DIRECTORS

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

SECTION 18. CONFLICT OF INTEREST

A Director shall excuse him/herself from any vote upon which that Director has a financial conflict of interest. The foregoing, however, shall not affect the right of any Director to make donations to the Foundation.

SECTION 19. INSURANCE FOR CORPORATE AGENTS

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against any liability other than violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

ARTICLE 4
OFFICERS

SECTION 1. NUMBER OF OFFICERS

The officers of the corporation shall be a President, Vice President, and a Secretary /Treasurer, and such other officers as the Board of Directors shall deem necessary to manage the business of the Foundation. No person shall hold more than one of these offices at a time.

SECTION 2. QUALIFICATION, ELECTION AND TERM OF OFFICE

Any person may serve as officer of this corporation. Past President's term is for one year. Officers shall be elected by the Board of Directors, at any time, and each officer shall hold office for no more than two (2) years or until he or she resigns or is removed or is otherwise disqualified to serve.

SECTION 3. VACANCY

The Board of Directors shall fill a vacancy in any office.

Any officer of the Foundation may be removed by a majority vote of the Board of Directors.

SECTION 4. DUTIES OF THE PRESIDENT OF THE BOARD

The President of the Board shall be the chief executive officer of the corporation and shall , subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. He or she shall prepare meeting agendas and preside at all meetings of the Board of Directors.

SECTION 5. DUTIES OF THE PAST PRESIDENT

The past President will assist with the newly elected Presidents transition and proved historical contributions for officers.

SECTION 6. DUTIES OF THE VICE PRESIDENT

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and perform such other duties as may be prescribed by law, by the Articles of the Incorporation or by these Bylaws, or as may be prescribed by the Board of Directors.

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

SECTION 7. DUTIES OF THE SECRETARY/Treasurer

The Secretary/Treasurer shall provide oversight of the following:

1. Certify and keep at the principal office of the corporation the original or a copy of these Bylaws as amended or otherwise altered to date.
2. Keep at the principal office of the corporation or at such other place as the Board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, then names of those present or represented at the meeting, and the proceeding thereof.
3. See that all notices are duly given in accordance with the provisions of these Bylaws as required by law.
4. In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
5. Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
6. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
7. Disburse or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
8. Keep and maintain adequate and correct amounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
9. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
10. Render to the President of the Board and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
11. Prepare, or cause to be prepared, and certify, or cause to be certified the financial statements to be included in any required reports.
12. In general, perform all duties incident to the office of the Treasure and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
13. Prepare for review and inclusion in the minutes, a financial report to be presented at each Board of Directors meeting.

**ARTICLE 5
FISCAL YEAR**

SECTION 1. FISCAL YEAR OF THE FOUNDATION

The fiscal year of the Foundation shall begin on July 1 and end on June 30 of each year.

ARTICLE 6

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS SECTION

SECTION 1. EXECUTION OF INSTRUMENTS

The Board of Directors except as otherwise provided in these Bylaws may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the Treasurer and countersigned by the President of the Board of the corporation, or any elected officer or agent designated by the corporation.

SECTION 3. DEPOSITS

All funds of the corporation shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. GIFTS

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purpose of this corporation.

**ARTICLE 7
CORPORATE RECORDS AND REPORTS**

SECTION 1. MAINTENANCE OF CORPORATE RECORDS AT GUAJOME PARK ACADEMY

The corporation shall keep at its principal office in the State of California

- A. Minutes of all meetings of directors, committees of the board and, if this corporation has members of all meetings of members, indicating the time and place of holding such meetings, whether regular or special how called, the notice given and the names of those present and the proceedings thereof.
- B. Adequate and correct books and records of account including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
- C. A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any of the corporation at all reasonable times during office hours.

SECTION 2. DIRECTORS' INSPECTION RIGHTS

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

Every director shall have absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation.

SECTION 3. ANNUAL REPORT

The Board shall cause an annual report to be furnished no later than on hundred and twenty (120) days after the close of the corporation's fiscal year to all directors of the corporation to include.

- A. The assets and liabilities, including the trust funds of the corporation as of the end of the fiscal year.
- B. The principal changes in assets and liabilities, including trust funds during the financial year.
- C. The revenue or receipts of the corporation both unrestricted and restricted to particular purposes, for the fiscal year.
- D. The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year.

**ARTICLE 8
AUDIT**

An annual review by a qualified independent auditor shall take place at the end of each fiscal year.

**ARTICLE 9
COMMITTEES**

SECTION 1. NOMINATING COMMITTEES

The Board of Directors shall appoint nominating committees based on the needs of the Foundation.

SECTION 2. COMMITTEES

The Board may create standing or other committees and appoint the membership thereof. Such committees shall report and be directed by the Board under such rules and regulations as the Board shall approve.

**ARTICLE 10
AMENDMENT OF BYLAWS**

SECTION 1. AMENDMENT

These Bylaws may be amended or repealed and/or new Bylaws adopted only by approval of a majority of the number of Directors then in office.

BYLAWS OF
GUAJOME PARK ACADEMY FOUNDATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION

Amended Bylaws Approved on: January 22, 2015

Directors Name:

Mara Kelly Marsh
RON KRIPPNER
Jon Walters
Jim Tobin
Rp Hampton

Directors Signature:

Mara Kelly Marsh
Ron Krippner
Jon F. Walters
Jim Tobin
Rp Hampton

GUAJOME PARK ACADEMY FOUNDATION

Agenda Item 6

TO: Board of Directors

FROM: President

DATE: August 24, 2023

SUBJECT: Committee Reports

Report from Friends of Tadpoles (FOT) and Friends of Frogs (FOF).

FISCAL IMPACT: None

RECOMMENDATION: Action

Prepared by:

Amber Lloyd

Approved by:

Joely Gardner - President



Foundation Expenditure Request

This form must be submitted to the Foundation Board when requesting funding from the Foundation for a project.

Title: GPPA - Teacher and Support Staff Classroom Materials

Date: Sept. 2023

Amount: up to \$5,300

Foundation ☐ Friends of Frogs ☒ Friends of Tadpoles ☐ Friends of Arts ☐

Please check the box for which program funds are being requested from.

Requester: Lindsay Arias

It is highly recommended that either the students or other stakeholders present this information in front of the Board to help provide a better understanding of how this money will be spent and how it will benefit Guajome Stakeholders.

Description:

Please include a description of additional fundraising activities to supplement the cost and how this money connects to the mission of the Foundation (which includes providing resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

FOT has historically used funds to give back to the GPPA classrooms. Teachers get a set amount plus 10% of what their classes raised last year during our biggest fundraiser the Apex Fun Run. Staff utilize this money to directly support their classroom and scholars.

Money that isn't used is put into the general FOT fund and rolled over to the following school year.

Approved: ☐ YES ☐ NO

Date:

Name	Budget	APEX- 2023 10%	Total 23/24 Budget
Christina Ingham	\$200.00	\$228.82	\$428.82
Alisa Markyaran	\$200.00	\$228.82	\$428.82
Kassandra Stigre	\$200.00	\$204.70	\$404.70
Molly Senkowsky	\$200.00	\$204.70	\$404.70
Sarah Casto	\$200.00	\$371.21	\$571.21
Hailey McCauley	\$200.00	\$371.21	\$571.21
Samantha Keary	\$200.00	\$147.17	\$347.17
Tiffany Conley	\$200.00	\$147.17	\$347.17
Melanie Matter/Gr	\$200.00	\$130.65	\$330.65
Ivy Patten	\$200.00	\$130.65	\$330.65
Kristen Wunder	\$200.00	\$129.50	\$329.50
Christal Moore	\$200.00	\$129.50	\$329.50
Support Staff	\$300.00	\$0.00	\$100
Jazmine Lopez	\$100.00	\$0.00	\$100
Library	\$200.00	\$0.00	\$200
			\$5,224.10



Foundation Expenditure Request

This form must be submitted to the Foundation Board when requesting funding from the Foundation for a project.

Title: GPPA Teacher Meet and Greet - Kona Ice

Date: 8/9/23

Amount: up to \$700

Foundation ☐ Friends of Frogs ☒ Friends of Tadpoles ☐ Friends of Arts ☐

Please check the box for which program funds are being requested from.

Requester: Lindsay Arias

It is highly recommended that either the students or other stakeholders present this information in front of the Board to help provide a better understanding of how this money will be spent and how it will benefit Guajome Stakeholders.

Description:

Please include a description of additional fundraising activities to supplement the cost and how this money connects to the mission of the Foundation (which includes providing resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

GPPA students recieve Kona Ice when they stop by and meet their teacher at the before school event.

Approved: ☐ YES ☐ NO

Date:



**REIMBURSEMENT FORM
FORM C**

**FINAL APPROVAL: SUBMIT ORIGINAL RECEIPTS WITH THIS COMPLETED FORM.
DO NOT INCLUDE PERSONAL PURCHASES ON RECEIPTS.**

Name (please print): Lindsay Arias

Signature: Lindsay Arias Date: 8/18/23

DESCRIPTION OF MATERIALS/SUPPLIES AND COST	Amount:
Kona Ice - GPPA Teacher Meet & Greet	\$1693.06
Total	<u>1693.06</u>

☐ Approved - The referenced above has been authorized to make these purchases and to be reimbursed.

☐ Disapproved - _____

Rationale: _____

APPROVAL: Requests for reimbursements must be completed in full on the approved forms and submitted in hard copy form to the Foundation mailbox (lower floor, Student Services Building) no later than 3:00 p.m. on the 5th of each month (or the preceding school day). These reimbursements need to have been pre approved through the expenditure form process and approved by the board.

Official Use Only

Foundation/Designee Signature _____ Date _____



Kona Ice Little San Diego
konaicelittlesd@outlook.com | 858-275-3075

Invoice #002382

Issue date
Aug 11, 2023

Invoice #002382

Thanks for having Kona Ice at your event.

John
Jrod@kona-ice.com
858 663-2446

Customer
Yuri Contreras
contrerasyu@guajome.net

Invoice Details
PDF created August 14, 2023
\$693.06
Service date August 9, 2023

Payment
Due August 11, 2023
\$693.06

Items	Quantity	Price	Amount
1 KLASSIC	196	\$4.00	\$784.00
12 ounce Klassic Size Kona Ice with any original or available krafted flavors.			
Group15 (15%)			-\$117.60
Subtotal			\$666.40
4% cc charge (4%)			\$26.66

Total Paid **\$693.06**

Payments
Aug 14, 2023 (Visa 0742) **\$693.06**



View online

To view your invoice go to <https://squareup.com/u/9L8vqsBM>

Or open the camera on your mobile device and place the QR code in the camera's
view.



Foundation Expenditure Request

This form must be submitted to the Foundation Board when requesting funding from the Foundation for a project.

Title: GPPA Scholar of the Month Snacks

Date: Sept.-May

Amount: up to \$500

Foundation ☐ Friends of Frogs ☒ Friends of Tadpoles ☐ Friends of Arts ☐

Please check the box for which program funds are being requested from.

Requester: Lindsay Arias

It is highly recommended that either the students or other stakeholders present this information in front of the Board to help provide a better understanding of how this money will be spent and how it will benefit Guajome Stakeholders.

Description:

Please include a description of additional fundraising activities to supplement the cost and how this money connects to the mission of the Foundation (which includes providing resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

Starting in September, GPPA celebrate a Scholar of the Month in each class on the last day of the month. Scholars who receive this recognition are able to enjoy some celebration snacks afterwards with Mrs. Arias.

Approved: ☐ YES ☐ NO

Date:



Foundation Expenditure Request

This form must be submitted to the Foundation Board when requesting funding from the Foundation for a project.

Title: GPPA Mad Science Assembly

Date: 9/12/23

Amount: up to \$1400

Foundation ☐ Friends of Frogs ☒ Friends of Tadpoles ☐ Friends of Arts ☐

Please check the box for which program funds are being requested from.

Requester: Lindsay Arias

It is highly recommended that either the students or other stakeholders present this information in front of the Board to help provide a better understanding of how this money will be spent and how it will benefit Guajome Stakeholders.

Description:

Please include a description of additional fundraising activities to supplement the cost and how this money connects to the mission of the Foundation (which includes providing resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

GPPA students will attend an engaging and informative assembly that has a varitey of topics that explain how out work works in an exciting, kid friendly way.

Approved: ☐ YES ☐ NO

Date:



Foundation Expenditure Request

This form must be submitted to the Foundation Board when requesting funding from the Foundation for a project.

Title: GPPA Fall Festival

Date: 10/27/23

Amount: up to \$1700

Foundation ☐ Friends of Frogs ☒ Friends of Tadpoles ☐ Friends of Arts ☐

Please check the box for which program funds are being requested from.

Requester: Lindsay Arias

It is highly recommended that either the students or other stakeholders present this information in front of the Board to help provide a better understanding of how this money will be spent and how it will benefit Guajome Stakeholders.

Description:

Please include a description of additional fundraising activities to supplement the cost and how this money connects to the mission of the Foundation (which includes providing resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

GPPA ASB requests money to support the fall festival activities and booths to keep cost down for our families.

Approved: ☐ YES ☐ NO

Date:



Foundation Expenditure Request

This form must be submitted to the Foundation Board when requesting funding from the Foundation for a project.

Title: GPPA - Mascot Contribution

Date: Sept. 2023

Amount: \$100

Foundation ☐ Friends of Frogs ☒ Friends of Tadpoles ☐ Friends of Arts ☐

Please check the box for which program funds are being requested from.

Requester: Lindsay Arias

It is highly recommended that either the students or other stakeholders present this information in front of the Board to help provide a better understanding of how this money will be spent and how it will benefit Guajome Stakeholders.

Description:

Please include a description of additional fundraising activities to supplement the cost and how this money connects to the mission of the Foundation (which includes providing resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

Guajome Schools are investing in a custom made frog mascot. GPPA would like to contribute to the mascot as we use it on certain occasions.

Approved: ☐ YES ☐ NO

Date:



Foundation Expenditure Request

This form must be submitted to the Foundation Board when requesting funding from the Foundation for a project.

Title: Friends of Frogs - Back to School Night

Date: 8/18/23

Amount: Not to exceed \$400

Foundation ☒ Friends of Frogs ☐ Friends of Tadpoles ☐ Friends of Arts ☐

Please check the box for which program funds are being requested from.

Requester: Maria Llamas

It is highly recommended that either the students or other stakeholders present this information in front of the Board to help provide a better understanding of how this money will be spent and how it will benefit Guajome Stakeholders.

Description:

Please include a description of additional fundraising activities to supplement the cost and how this money connects to the mission of the Foundation (which includes providing resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

Agua Fresca mixes, sodas to sell at Back to School Night as a fundraiser.

Approved: ☐ YES ☐ NO

Date:

GUAJOME PARK ACADEMY FOUNDATION

Agenda Item 7A.

TO: Board of Directors
FROM: President
DATE: August 24, 2023

SUBJECT: FISCAL REPORT

Monthly financial activity reports are presented for the GPA Foundation and Program accounts:

- GPA Foundation
- Friends of Frogs (FOF)
- Friends of Tadpoles (FOT)
- Friends of Arts - Choir
- GPATV
- GAPP

FISCAL IMPACT: None

RECOMMENDATION: For Information

Prepared by:
Amber Lloyd

Approved by:
Joely Gardner - President

Name	Revenue	Expense	Net
Programs			
Convenience Fee	\$ 0.00	\$ 0.00	\$ 0.00
Foundation BOD	325,544.20	1,459.00	324,085.20
Friends of Arts -Choir	2,757.09	0.00	2,757.09
Friends of Frogs	17,867.39	335.08	17,532.31
Friends of Tadpoles	17,954.30	0.00	17,954.30
GAPP	5,289.55	0.00	5,289.55
GPATV	197.54	0.00	197.54
	\$ 369,610.07	\$ 1,794.08	\$ 367,815.99

Sales

Date	Type	Number	Description	Amount
Foundation BOD Income				
07/01/2023	ADJUSTMENT	51	Transfer Balances for 23/24 School Year - Foundation BOD Income	\$ 325,544.20
				\$ 325,544.20
Total Sales				\$ 325,544.20

Costs

Date	Type	Number	Description	Amount
Foundation BOD Expense				
07/12/2023	CHECK	966	Department of Justice: REGISTRY OF CHARITABLE TRUST-RE-ISSUE CHECK - Foundation BOD Expense	\$ 25.00
07/12/2023	VOID CHECK	964	Registry of Charitable Trusts: June 30, 2021 RRF-1 - Foundation BOD Expense	(25.00)
07/24/2023	CHECK	968	Eide Bailly: EI01535754 - Foundation BOD Expense	1,250.00
07/24/2023	CHECK	967	AKESO OCCUPATIONAL HEALTH: Fingerprinting - June - Foundation BOD Expense	50.00
07/24/2023	CHECK	12262038	Mission Fed - Bank fees: Bank fees - Foundation BOD Expense	91.31
07/24/2023	VOID CHECK	12262038	Mission Fed - Bank fees: Bank fees - Foundation BOD Expense	(91.31)
08/03/2023	CHECK	969	FBNRC: Foundation/Friends of Frogs Fictitious Name Renewal - Foundation BOD Expense	159.00
				\$ 1,459.00
Total Costs				\$ 1,459.00

Sales

Date	Type	Number	Description	Amount
Friends of Frogs Income				
07/01/2023	ADJUSTMENT	51	Transfer Balances for 23/24 School Year - Friends of Frogs Income	\$ 17,867.39
				\$ 17,867.39
			Total Sales	\$ 17,867.39

Costs

Date	Type	Number	Description	Amount
Friends of Frogs Expense				
07/06/2023	CHECK	965	U.S. Bank: Teacher Appreciation-Costco and Winchell's Donuts - Friends of Frogs Expense	\$ 335.08
				\$ 335.08
			Total Costs	\$ 335.08

Sales

Date	Type	Number	Description	Amount
Friends of Tadpoles Income				
07/01/2023	ADJUSTMENT	51	Transfer Balances for 23/24 School Year - Friends of Tadpoles Income	\$ 17,954.30
				\$ 17,954.30
			Total Sales	\$ 17,954.30

Costs

Date	Type	Number	Description	Amount
			Total Costs	\$ 0.00

Sales

Date	Type	Number	Description	Amount
Friends of Arts Income - Choir				
07/01/2023	ADJUSTMENT	51	Transfer Balances for 23/24 School Year - Friends of Arts Income - Choir	\$ 2,757.09
				\$ 2,757.09
Total Sales				\$ 2,757.09

Costs

Date	Type	Number	Description	Amount
Total Costs				\$ 0.00

Sales

Date	Type	Number	Description	Amount
GPATV - Income				
07/01/2023	ADJUSTMENT	51	Transfer Balances for 23/24 School Year - GPATV - Income	\$ 197.54
				\$ 197.54
			Total Sales	\$ 197.54

Costs

Date	Type	Number	Description	Amount
			Total Costs	\$ 0.00

Sales

Date	Type	Number	Description	Amount
GAPP Income				
07/01/2023	ADJUSTMENT	51	Transfer Balances for 23/24 School Year - GAPP Income	\$ 5,289.55
				\$ 5,289.55
Total Sales				\$ 5,289.55

Costs

Date	Type	Number	Description	Amount
			Total Costs	\$ 0.00

GUAJOME PARK ACADEMY FOUNDATION**Agenda Item 8A.**

TO: Board of Directors
FROM: President
DATE: August 24, 2023

SUBJECT: RATIFICATION OF EXPENDITURES**1. Foundation BOD Expenditure Request****Review of May - June 2023 Requests/Approvals (no meeting was held)**

1. Retirement Gift - \$167.80 - requested 5/17/23, approved 5/24/23 via email vote:
Yes: Joely Gardner, Leslie Carillo
No Reply: Molly Blazek, Shirley Koch
2. Classified Staff End-of-Year Luncheon - not to exceed \$600 - requested 5/17/23, approved 5/24/23 by email vote:
Yes: Joely Gardner, Leslie Carillo
No Reply: Molly Blazek, Shirley Koch

2. August 2023 Requests**Foundation BOD Expenditure Request**

1.	Fictitious Business Name Renewal - mailed 8/4/2023	\$159.00
2.	Back to School All Staff Appreciation at Prohibition - Reimbursement request from Dawn Voss	\$277.89

FOT Expenditure Request

1.	FOT Seed Money Budget for Classroom Supplies 23/24 school year	\$5,224.10
2.	GPPA Teacher Meet & Greet - Kona Ice - Reimbursement to Lindsay Arias	\$693.06
3.	GPPA Scholar of the Month Snacks for the 23/24 school year	Up to \$500
4.	GPPA Mad Science Assembly	Up to \$1400
5.	GPPA Fall Festival	Up to \$1700
6.	GPPA Mascot Costume Contribution	\$100
	Total FOT Expenditures Requested	Up to \$9617.16

FOF Expenditure Request

1.	Back to School Night Fundraising Supplies	Up to \$400
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FISCAL IMPACT:

- Programs have sufficient funds to support the expenditures.

RECOMMENDATION: Action

Prepared by:

Amber Lloyd

Approved by:

Joely Gardner - President

GUAJOME PARK ACADEMY FOUNDATION

Agenda Item 12

TO: Board of Directors

FROM: President

DATE: August 24, 2023

SUBJECT: ADOPTION 2023/2024 BOARD CALENDAR

FISCAL IMPACT: None

RECOMMENDATION: For Information

Prepared by:

Amber Lloyd

Approved by:

Joely Gardner - President

Guajome Park Academy Foundation
2023/2024 Board Calendar

August 24	<ul style="list-style-type: none"> • Board Goal Setting • Fictitious Name Renewal Due Aug. 30
September 28	<ul style="list-style-type: none"> • Budget Planning • Office Supply / Fee Review • Ratify \$20 Raffle Fee
October 26	<ul style="list-style-type: none"> • Tax Preparer • Charitable Trust Registry Renewal Due Nov. 16 • LLC Update Documents • Tax Filing for the previous year
November 30	<ul style="list-style-type: none"> • Laptop Donation Criteria
December	No Regular Meeting
January 25	<ul style="list-style-type: none"> • Insurance Review/Ratify
February 22	<ul style="list-style-type: none"> • Plan Fundraiser
March 21	<ul style="list-style-type: none"> • Plan Fundraiser • SOS Forms due Jan-Mar (even years March)
April 25	<ul style="list-style-type: none"> • Reports from groups the Foundation donated to: <ul style="list-style-type: none"> ○ Music, Drama, Choir
May 30	<ul style="list-style-type: none"> • Reports from groups the Foundation donated to: <ul style="list-style-type: none"> ○ Music, Drama, Choir
June 27	<ul style="list-style-type: none"> • Appoint new Foundation members • Elect Officers • Finalize Fundraiser • Adopt Board Calendar for next year
July	No Regular Meeting