



October 26, 2023

Board of Directors

Joely Gardner - President
 Leslie Castillo - Vice President
 Amber Lloyd - Secretary/Treasurer

At Large Members

Shirley Koch
 Michelle Gonzalez
 Katie Ritz

Guajome Park Academy Foundation
 Board of Directors Meeting
 10/26/23 at 5:30 p.m.
 Administrative Building 1
 Guajome Park Academy Training Center

AGENDA

Open General Session	Presenter	Action/Information
1. Call to Order	President	
2. Approval of Agenda Recommended motion: The Foundation Board approve the agenda for the October 26, 2023 meeting	President	Action
3. Approval of Minutes Recommended motion: The Foundation Board approve the September 28, 2023 minutes	President	Action
4. President's Report	President	Information
5. Program Reports		
6. Fiscal		
A. Foundation Fiscal Report	Amber Lloyd	Information
B. Banking Options	President	Information/Action
7. Foundation Business		
A. Ratification of Expenditures	Amber Lloyd	Action
a. October 2023 Requests		
B. Business Directory	President	Information
8. Organizational Update	Kevin Humphrey	Information
9. Communication From the Board	President	Information
10. Proposed Agenda Items for Upcoming Meeting	President	Information

11. Future Board Meetings

President

Information

- November 30, 2023
- December - No Meeting

12. Adjournment

President

GUAJOME PARK ACADEMY FOUNDATION

Agenda Item 6.

TO: Board of Directors
FROM: President
DATE: October 26, 2023

SUBJECT: Fiscal Reports

Summary of the GPA Foundation and fundraising programs' expenditures and revenue presented to the Board for review.

Account Statement Ending Balances 9/1/2023 - 9/30/2023

Mission Federal - \$351,378.35
US Bank - \$303,287.39

FISCAL IMPACT: None

RECOMMENDATION: Action

Prepared by:
Amber Lloyd

Approved by:
Joely Gardner - President

Name	Revenue	Expense	Net
Convenience Fee	\$ 125.70	\$ 0.00	\$ 125.70
Foundation BOD	323,829.28	4,342.28	319,487.00
Friends of Arts -Choir	2,757.09	0.00	2,757.09
Friends of Frogs	10,590.14	424.63	10,165.51
Friends of Tadpoles	34,814.30	23,499.35	11,314.95
GAPP	5,289.55	0.00	5,289.55
GPATV	197.54	0.00	197.54
	<u>\$ 377,603.60</u>	<u>\$ 28,266.26</u>	<u>\$ 349,337.34</u>

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
07/01/2023	ADJUSTMENT	57	Wrong amount was entered for BOD at beginning of year which resulted in a carryover - Foundation BOD Income	385.08
08/24/2023	ADJUSTMENT	52	FOT donation to Foundation for Frog Mascott - Foundation BOD Income	100.00
09/21/2023	ADJUSTMENT	56	BOD approved contribution to 5th Grade Science Camp (\$50/student) - Foundation BOD Income	(2,200.00)
				<hr/> \$ 323,829.28
			Total Sales	<hr/> \$ 323,829.28 <hr/>

Costs

Date	Type	Number	Description	Amount
Foundation BOD Expense				
07/03/2023	CHECK	103120234h	Mission Fed - Bank fees: July Bank Fees - Foundation BOD Expense	\$ 22.15
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)
08/02/2023	CHECK	103120235h	Mission Fed - Bank fees: August Bank Fees - Foundation BOD Expense	5.00
08/03/2023	CHECK	969	FBNRC: Foundation/Friends of Frogs Fictitious Name Renewal - Foundation BOD Expense	159.00
08/29/2023	CHECK	970	Dawn Voss: Staff Appreciation- Prohibition 8/10/23 - Foundation BOD Expense	277.89
08/29/2023	CHECK	971	FBNRC: Publication Fee - Foundation BOD Expense	23.00
09/25/2023	CHECK	985	LOONIE TIMES: School Mascot (FOT \$100 / Foundation \$50) - Foundation BOD Expense	150.00
09/29/2023	CHECK	987	Department of Justice: Non-profit Raffle Program Registration Fee - Foundation BOD Expense	20.00
10/06/2023	CHECK	989	LOONIE TIMES: Invoice #3813 Final Payment Frog Mascot - Foundation BOD Expense	2,832.00
10/17/2023	CHECK	992	LOONIE TIMES: Invoice #3813 GPA Frog Mascot - Foundation BOD Expense	2,273.00
10/17/2023	VOID CHECK	989	LOONIE TIMES: Invoice #3813 Final Payment Frog Mascot - Foundation BOD Expense	(2,832.00)
10/24/2023	CHECK	994	Maria Llamas: Bilingual Literacy Night Supplies - Foundation BOD Expense	102.24
10/24/2023	CHECK	996	Department of Justice: Non-profit raffle program registration fee - Foundation BOD Expense	30.00
10/24/2023	VOID CHECK	987	Department of Justice: Non-profit Raffle Program Registration Fee - Foundation BOD Expense	(20.00)
				<hr/> \$ 4,342.28
			Total Costs	<hr/> \$ 4,342.28 <hr/>

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	\$ 25,434.30
08/24/2023	ADJUSTMENT	52	FOT donation to Foundation for Frog Mascott - Friends of Tadpoles Income	(100.00)
08/29/2023	RECEIPT	528	Moore, Christal: Science Camp - Friends of Tadpoles Income	750.00
08/29/2023	RECEIPT	529	Moore, Christal: Science Camp - Friends of Tadpoles Income	300.00
08/31/2023	RECEIPT	530	Sergio Gomez: Web Store Order - Friends of Tadpoles Income	150.00
08/31/2023	RECEIPT	531	Wayne Twaddell: Web Store Order - Friends of Tadpoles Income	150.00
08/31/2023	RECEIPT	532	Megan Patrick-Thompson: Web Store Order - Friends of Tadpoles Income	450.00
09/01/2023	RECEIPT	533	Roseanna Ibarra: Web Store Order - Friends of Tadpoles Income	150.00
09/01/2023	RECEIPT	534	Lisa MacMillan: Web Store Order - Friends of Tadpoles Income	150.00
09/02/2023	RECEIPT	535	Leonora Haider: Web Store Order - Friends of Tadpoles Income	150.00
09/05/2023	RECEIPT	536	Cynthia Goucher: Web Store Order - Friends of Tadpoles Income	150.00
09/05/2023	RECEIPT	537	Korina Allen: Web Store Order - Friends of Tadpoles Income	150.00
09/06/2023	RECEIPT	538	Yesenia Murillo: Web Store Order - Friends of Tadpoles Income	150.00
09/06/2023	RECEIPT	539	lauren fehlhaber: Web Store Order - Friends of Tadpoles Income	150.00
09/06/2023	RECEIPT	540	Jose Fuentes: Web Store Order - Friends of Tadpoles Income	150.00
09/06/2023	RECEIPT	541	Jennifer Jensen: Web Store Order - Friends of Tadpoles Income	150.00
09/09/2023	RECEIPT	542	Julio Diaz: Web Store Order - Friends of Tadpoles Income	150.00
09/10/2023	RECEIPT	543	Jessica Perrington: Web Store Order - Friends of Tadpoles Income	150.00
09/10/2023	RECEIPT	544	Nidia Hernandez: Web Store Order - Friends of Tadpoles Income	150.00
09/11/2023	RECEIPT	545	Olivia Andersen: Web Store Order - Friends of Tadpoles Income	150.00
09/11/2023	RECEIPT	546	Joshua Martinez: Web Store Order - Friends of Tadpoles Income	150.00
09/11/2023	RECEIPT	547	Joshua Martinez: Web Store Order - Friends of Tadpoles Income	300.00
09/11/2023	RECEIPT	548	Vanessa Hernandez: Web Store Order - Friends of Tadpoles Income	150.00
09/11/2023	RECEIPT	549	Danny Gonzalez: Web Store Order - Friends of Tadpoles Income	150.00
09/11/2023	RECEIPT	550	eric m suggs: Web Store Order - Friends of Tadpoles Income	150.00
09/11/2023	RECEIPT	551	Jason Kardas: Web Store Order - Friends of Tadpoles Income	150.00
09/12/2023	RECEIPT	552	Danielle Horn: Web Store Order - Friends of Tadpoles Income	150.00
09/12/2023	RECEIPT	553	Esmeralda Cabrera: Web Store Order - Friends of Tadpoles Income	150.00
09/14/2023	RECEIPT	555	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	550.00
09/14/2023	RECEIPT	556	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	330.00
09/14/2023	RECEIPT	556	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	150.00

Sales

09/14/2023	RECEIPT	556	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	150.00
09/14/2023	RECEIPT	557	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	300.00
09/14/2023	RECEIPT	557	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	150.00
09/14/2023	RECEIPT	557	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	150.00
09/14/2023	RECEIPT	558	Nicole Creighton: Web Store Order - Friends of Tadpoles Income	150.00
09/20/2023	ADJUSTMENT	55	BALANCE CORRECTION (SCIENCE CAMP WEBSTORE REVENUE) TO FUND BALANCE - Friends of Tadpoles Income	(2,986.71)
09/20/2023	VOID ADJUSTMENT	55	BALANCE CORRECTION (SCIENCE CAMP WEBSTORE REVENUE) TO FUND BALANCE - Friends of Tadpoles Income	2,986.71
09/21/2023	ADJUSTMENT	56	BOD approved contribution to 5th Grade Science Camp (\$50/student) - Friends of Tadpoles Income	2,200.00
09/29/2023	RECEIPT	559	Moore, Christal: 5th Grade Science Camp - Friends of Tadpoles Income	250.00
				\$ 34,814.30
Total Sales				\$ 34,814.30

Costs

Date	Type	Number	Description	Amount
Friends of Tadpoles Expense				
08/29/2023	CHECK	972	Lindsay Arias: Reimbursement for Kona Ice @ GPPA Meet & Greet - Friends of Tadpoles Expense	\$ 693.06
09/11/2023	CHECK	973	Mad Science of San Diego: Guajome Park Academy Mad Science Assembly GPPA - Friends of Tadpoles Expense	1,300.00
09/11/2023	CHECK	974	Christal Moore: Reimbursement for Classroom Supplies - 23/24 Seed Funds - Friends of Tadpoles Expense	327.53
09/11/2023	CHECK	975	Kassandra Stigre: Reimbursement for Classroom Supplies - 23/24 Seed Funds - Friends of Tadpoles Expense	404.70
09/11/2023	CHECK	976	Lucy Davis: Reimbursement for Supplies - 23/24 Seed Funds - Friends of Tadpoles Expense	28.38
09/11/2023	CHECK	977	Sarah Casto: Reimbursement for Classroom Supplies - 23/24 Seed Funds - Friends of Tadpoles Expense	528.29
09/11/2023	CHECK	978	Haley McCauley: Reimbursement for Classroom Supplies - 23/24 Seed Funds - Friends of Tadpoles Expense	304.96
09/13/2023	CHECK	979	Molly Senkowsky: 23/24 Seed Funds - Reimbursement for Classroom Supplies - Friends of Tadpoles Expense	332.58
09/19/2023	ADJUSTMENT	53	BALANCE CORRECTION: Grad Bash incorrectly charged to FOT - Friends of Tadpoles Expense	(7,480.00)
09/19/2023	VOID ADJUSTMENT	53	BALANCE CORRECTION: Grad Bash incorrectly charged to FOT - Friends of Tadpoles Expense	7,480.00
09/21/2023	CHECK	981	Tiffany Conley: 23/24 Seed Funds - Reimbursement for classroom supplies - Friends of Tadpoles Expense	347.17
09/21/2023	CHECK	983	Guided Discoveries, Inc.: Invoice # 200-28298 - Guajome Park Primary Academy Science Camp - Friends of Tadpoles Expense	14,182.50
09/22/2023	CHECK	984	Samantha Keary: 23/24 Seed Funds - Reimbursement for classroom supplies - Friends of Tadpoles Expense	343.53
09/26/2023	CHECK	986	NCST, Inc.: Invoice #23-0617 and #23-0628 (Science Camp Transportation) - Friends of Tadpoles Expense	2,416.98
09/29/2023	CHECK	988	Molly Senkowsky: 23/24 Seed Funds - Reimbursement for classroom supplies - Friends of Tadpoles Expense	72.12
10/06/2023	CHECK	990	Lindsay Arias: Reimbursement Scholar of the Month supplies - Friends of Tadpoles Expense	73.44
10/06/2023	CHECK	991	Michelle Gonzalez: Reimbursement for GPPA Family Picnic supplies - Friends of Tadpoles Expense	410.87
10/23/2023	CHECK	993	DJEXTRME.COM: GPPA ASB Fall Festival - Friends of Tadpoles Expense	1,650.00

Costs

10/24/2023	CHECK	995	Lucy Davis: 23/24 Seed Funds Library - Friends of Tadpoles Expense	83.24
				<hr/>
				\$ 23,499.35
				<hr/>
Total Costs				\$ 23,499.35
				<hr/> <hr/>

Sales

<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>
Friends of Frogs Income				
07/01/2023	ADJUSTMENT	51	Transfer Balances for 23/24 School Year - Friends of Frogs Income	\$ 10,387.39
09/14/2023	RECEIPT	554	Llamas, Maria: Back to School Night FOF Fundraiser - Friends of Frogs Income	202.75
09/20/2023	ADJUSTMENT	54	BALANCE CORRECTION (GRAD BASH REVENUE) TO FUND BALANCE - Friends of Frogs Income	(7,096.17)
09/20/2023	VOID ADJUSTMENT	54	BALANCE CORRECTION (GRAD BASH REVENUE) TO FUND BALANCE - Friends of Frogs Income	7,096.17
				\$ 10,590.14
Total Sales				\$ 10,590.14

Costs

<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>
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
09/13/2023	CHECK	980	Maria Llamas: FOF Reimbursement BTSN Supplies - Friends of Frogs Expense	35.70
09/19/2023	ADJUSTMENT	53	BALANCE CORRECTION: Grad Bash incorrectly charged to FOT - Friends of Frogs Expense	7,480.00
09/19/2023	VOID ADJUSTMENT	53	BALANCE CORRECTION: Grad Bash incorrectly charged to FOT - Friends of Frogs Expense	(7,480.00)
09/21/2023	CHECK	982	Monica Hancock: Reimbursement for Back to School Night Supplies (FOF) - Friends of Frogs Expense	53.85
				\$ 424.63
Total Costs				\$ 424.63

Category	Type	Balance
Assets		
Accounts Receivable	Asset	\$ 0.00
Fixed Assets	Asset	0.00
Guajome Foundation	Bank	358,075.60
Inventory	Asset	0.00
PACE Undeposited Funds	Asset	(8,738.26)
Undeposited Funds	Asset	0.00
Total Assets		<u>\$ 349,337.34</u>
Liabilities		
Accounts Payable	Liability	\$ 0.00
Sales Tax Payable	Liability	0.00
Total Liabilities		<u>\$ 0.00</u>
Fund Balance		
Fund Balance	Carry-Over/Restricted	\$ 0.00
Change in Fund Balance		349,337.34
Total Fund Balance		<u>\$ 349,337.34</u>
Total Liabilities and Fund Balance		<u>\$ 349,337.34</u>

GUAJOME PARK ACADEMY FOUNDATION

Agenda Item 7A.

TO: Board of Directors
FROM: President
DATE: October 26, 2023

SUBJECT: RATIFICATION OF EXPENDITURES

October 2023 Requests

Foundation BOD Expenditure Request

1.	Fall Festival Wristband Sales through Stripe - Banking Only Request	Banking only
2.	Katy Perkins requests additional funds for winning entry in the Guajome Annual Parade.	\$50
3.	Holiday Food/Donation Drive - Banking Only Request	Banking only

FISCAL IMPACT:

- Programs have sufficient funds to support the expenditures.

RECOMMENDATION: Action

Prepared by:
Amber Lloyd

Approved by:
Joely Gardner - President



Our Mission

The mission and vision of the Guajome Park Academy Foundation is to provide 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.

Foundation Expenditure Request

This form must be submitted to the GPA Foundation Board of Directors when requesting funds from the Foundation for a project, program, or event.

Approval Process: Requests for expenditures must be received by the 15th of each month to be included as an action item in that month's Board meeting. Turn forms in to the Board Secretary, Amber Lloyd, in the upper administration building.

Presentation of Request: It is highly recommended that the student, staff member, or another stakeholder be present at the Board meeting to present this request to the Board members to help provide information about how the money will be spent and how it will benefit Guajome stakeholders. The Board meeting calendar is posted on: <https://www.guajome.net/community/foundation>

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

Guajome Park Academy Foundation

Friends of Tadpoles

Friends of the Arts - Choir

Friends of Frogs

Name of Requester: _____

Group/Club/Team/Program: _____

Amount Requested: _____

Date: _____

Description:

Please include a description of what the funds are being requested for. Also include additional fundraising activities taking place to supplement the cost and how this money connects to the mission of the Guajome Park Academy Foundation.

Materials & Supplies	COSTS
	TOTAL

Approved on _____ Foundation Designee Signature: _____

Not Approved Reason: _____



Guajome Park Academy Foundation
2000 North Santa Fe. Avenue, Vista, CA 92083

Board of Directors Meeting
UNADOPTED MINUTES
September 28, 2023

- 1. Call to Order** Joely Gardner called the meeting to order in public session at 5:35 p.m. in Building 1, Student Services Building, Administrative Training Center.

Roll Call and Establishment of Quorum:

Members Present: Joely Gardner, Leslie Castillo, Michelle Gonzalez, Amber Lloyd

Absent: Shirley Koch, Molly Blazek
- 2. Approval of Agenda** Moved by Joely Gardner; second by Leslie Castillo; the Board unanimously approved the agenda with the following vote:
Yes: Joely Gardner, Leslie Castillo, Michelle Gonzalez
No: 0
Absent: Shirley Koch, Molly Blazek
- 3. Approval of Minutes** Moved by Joely Gardner; second by Leslie Castillo; the Board unanimously approves the August 24, 2023 Board of Directors Meeting Minutes with the following vote:
Yes: Joely Gardner, Leslie Castillo
No: 0
Absent: Shirley Koch, Molly Blazek
Abstain: Michelle Gonzalez
- 4. President's Report**

 - A. Board Budget Planning**
The board reviewed line items and recurring expenses to construct a working annual budget.

 - a. Stipend Approval**
Joely Gardner proposed the annual stipend of \$4,000 paid to the Foundation Board Secretary/Treasurer to be paid through the Foundation Board account. Moved by Joely Gardner; second by Michelle Gonzalez; the Board unanimously approved the \$4,000 stipend for the 2023/2024 school year with the following vote:
Yes: Joely Gardner, Leslie Castillo, Michelle Gonzalez
No: 0
Absent: Shirley Koch, Molly Blazek
 - B. Fundraising Ideas**
The board discussed various ideas for fundraising including earning interest on investments and a school-wide and community event/festival to include a fundraising race.
- 5. Board Membership**

 - A. Appointment of new Board members**
Joely Gardner made a motion to approve Katie Ritz as a Foundation Board Member, seconded by

Leslie Castillo. The Board unanimously approved Katie Ritz as a Board member with the following vote:

Yes: Joely Gardner, Leslie Castillo, Michelle Gonzalez

No: 0

Absent: Shirley Koch, Molly Blazek

B. Removal of Inactive Members

Joely Gardner made a motion to remove Molly Blazek as a Foundation Board Member, seconded by Leslie Castillo. The Board unanimously to remove Molly Blazek as a Board member with the following vote:

Yes: Joely Gardner, Leslie Castillo, Michelle Gonzalez

No: 0

Absent: Shirley Koch, Molly Blazek

- 6. Program Reports**
1. Friend of Frogs - no report
 2. Friends of Frogs - no report
 3. Diversity Awareness Club - Annette and Janette with GPA's Diversity Awareness Club presented their request to deposit the funds they raise at Guajome's Oktoberfest event with the Foundation to be distributed to the organization "United We Dream".
- 7. Fiscal Report**
- Amber Lloyd provided the Fiscal Reports for the Foundation, including a review of each program's current balance and expenditures.
- 8. Foundation Business**
- #### **A. Ratification of Expenditures**
- Amber Lloyd presented the following October requests for expenditures for approval:
- #### **Foundation Board Expenditures**
- Application for Raffle Registration for GPA Foundation - \$20.00
 - Diversity Club requests to donate the funds they raise to "United We Dream" - banking only
 - Katy Perkins requests funds for winning entries in the Guajome Annual Parade - \$300
 - Maria Llamas requests up to \$200 for supplies (refreshments, decorations, games) for Guajome School's Bilingual Family Literacy Night
 - Lucy Davis requests to bank with the foundation to collect donations for the Book Fair - banking only
- #### **Friends of Tadpoles Expenditure Requests**
- Expenditure Funds for teacher appreciation birthday gifts for 2023/24 - \$250.00
 - Supplies for GPPA's Family Picnic (games, desserts and drinks) - Up to \$350.00
- Moved by Joely Gardner; second by Leslie Castillo; the Board unanimously approves the above expenditures with the following vote:
- Yes: Joely Gardner, Leslie Castillo, Michelle Gonzalez
- No: 0
- Absent: Shirley Koch
- 9. Organizational Update**
- Kevin Humphrey, GPA Superintendent, shared plans to continue outreach to alumni and other community and philanthropic leaders to help support the mission of the Foundation through collaboration and sharing ideas for future fundraising opportunities.
- 10. Communication from the Board**
- None

- 11. Proposed Agenda Items for Future Meetings** None

- 12. Future Board Meeting** October 26, 2023
November 30, 2023
December - No Meeting

- 13. Adjournment** Joely Gardner adjourned the meeting at 6:47 p.m.