



GUAJOME PARK ACADEMY  
2000 North Santa Fe Avenue  
Vista, California 92083  
Phone (760) 631-8500  
Website [www.guajome.net](http://www.guajome.net)

### Administration

Humphrey, Kevin  
Superintendent

Thompson, Judd  
Head of School

Arias, Lindsay  
Admin of GPPA

Perkins, Katy  
Admin of School Culture and  
Climate

Sterner, Mike  
Admin of Intervention and  
Student Support

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*Through innovation and excellence, our mission is to inspire and empower all learners to become responsible, critically thinking, compassionate global citizens who approach the future with curiosity, courage and resolve.*

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### **BOARD OF DIRECTORS MEETING AGENDA May 9, 2024**

**Regular Board of Directors Meeting**  
Public Session 4:00 p.m.  
Building 1, Student Services Building  
Administration Training Center

### Board of Directors

McAfee, Anna, Chair  
Duffy, Debbie, Vice Chair  
Harper, Sylvia  
Kildoo, Steve  
Semrow, Casey

### Student Board Representatives

Gomez, Sam

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<b>Agenda</b>	<b><u>Presenter</u></b>	<b><u>Action/ Information</u></b>
1. <b>PUBLIC SESSION- CALL TO ORDER (4:00 p.m.)</b> Roll call and establishment of quorum: Pledge of Allegiance	Anna McAfee	
2. <b>APPROVAL OF AGENDA</b> Recommended motion: The Board of Directors approve the agenda for the May 9, 2024 Board of Directors Meeting	Anna McAfee	<b>Action</b>
3. <b>PUBLIC COMMENTS ON AGENDA ITEMS</b> The Board welcomes and encourages public comments. Each Individual will be allotted a maximum of three minutes to address the Board. The Board will limit the total agenda time for Public input to 20 minutes.	Anna McAfee	<b>Information</b>
4. <b>PUBLIC COMMENTS ON NON-AGENDA ITEMS</b> The Board welcomes and encourages public comments. Each Individual will be allotted a maximum of three minutes to address the Board. The Board will limit the total agenda time for Public input to 20 minutes	Anna McAfee	<b>Information</b>
5. <b>HEAD OF SCHOOL REPORT</b>	Judd Thompson	<b>Information</b>
6. <b>CHARTER SCHOOL SUPERINTENDENT REPORT</b> A. General Updates B. Student Recognition C. Staff Recognitions D. Student Board Representative Recognition	Kevin Humphrey	<b>Information</b>
7. <b>ASB STUDENT BOARD REPRESENTATIVE REPORT</b>	Sam Gomez	<b>Information</b>
8. <b>EDUCATIONAL SERVICES</b>		

	A. Counselor Report	Danny Whittaker	Information
	B. MS and HS Course Catalog	Judd Thompson	Action
	C. GPA Student Handbook	Judd Thompson	Action
	D. GPPA Student Handbook	Lindsay Arias	Action
9.	<b>BUSINESS SERVICES</b>		
	A. Classified Employee Handbook	Judd Thompson	Action
	B. Certificated Employee Handbook	Judd Thompson	Action
	C. Employee Health Benefits	Kevin Humphrey	Action
	D. Job Descriptions	Judd Thompson	Action
	1. Media Services Tech		
	2. Behavioral Specialist		
	3. Finance/Payroll Tech		
	4. Fiscal Service Specialist		
	5. Family and Community Liaison		
	6. Teacher on Special Assignment		
	E. Salary Schedules	Kevin Humphrey	Action
10.	<b>BOARD OF DIRECTORS</b>		
	A. Board of Directors 2024-2025 Calendar Adoption	Anna McAfee	Action
	B. SDCOE Annual Resolutions		
	1. Designating Authorized Agent to Receive Mail and Pick up Warrants at the County Office- Resolution No. 01-2024/2025	Kevin Humphrey	Action
	2. Payment Order Resolution No. 02-2024/2025	Kevin Humphrey	Action
	3. Designating Authorized Agent to Sign School Orders (Commercial Warrants)- Resolution No.03-2024/2025	Kevin Humphrey	Action
	4. Authorization of Replacement of Warrants- Resolution No. 04-2024/2025	Kevin Humphrey	Action
	5. Declaration of Need for Fully Qualified Educators- Resolution No. 05-2024/2025	Kevin Humphrey	Action
			Action
The purpose of the consent calendar motion is to expedite action on routine agenda items. All agenda action items that are not held for discussion at the request member of the audience or Board member will be approved as written as part of a single motion Consent Calendar Motion. Action items designated or held for discussion will be acted upon individually.			
11.	<b>CONSENT CALENDAR</b>	Anna McAfee	Action
	A. APPROVAL OF MINUTES		
	1. Board of Directors Meeting Minutes March 7, 2024		
	2. Special Board Meeting Minutes April 11, 2024		
	B. EDUCATIONAL SERVICES		
	1. Riley's Farm- 5 <sup>th</sup> grade Field trip		
12.	<b>COMMUNICATION FROM THE BOARD</b>	Anna McAfee	

### 13. **ADJOURNMENT**

*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Office of the Charter School Superintendent at (760) 631-8500, Ext. 1222, at least 72 hours before the Board meeting.*

## Counseling Department Board Presentation

2023/2024

### Guajome Park Academy's Counseling Team

- Lupe Diaz: Counseling Assistant
- Alaina Krystek: Students with last names between A-G
- Danny Whittaker: Students with last names between H-N
- Jodi Richardson: Students with last names between O-Z



### Academic Guidance and Support

- One-on-one meetings with ALL high school students
- One-on-one meetings with middle school students (as needed)
- Classroom Presentations in ALL grades 6-12
- Transcript review multiple times per year
- Four-Year Plans
- Post Secondary Support

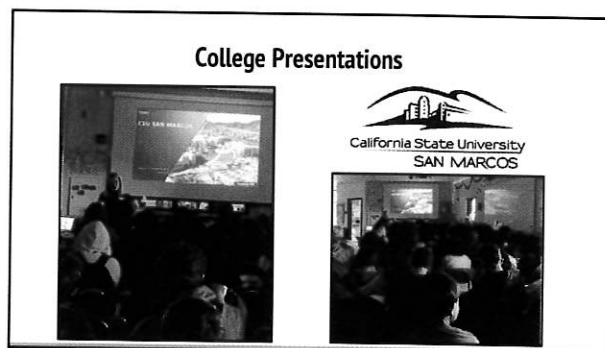
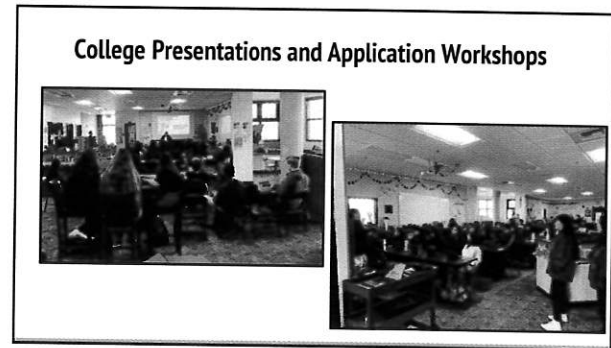
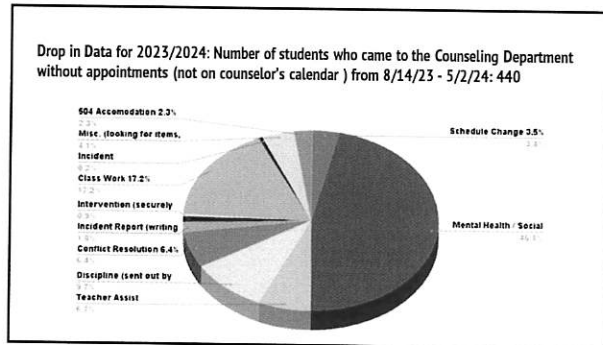


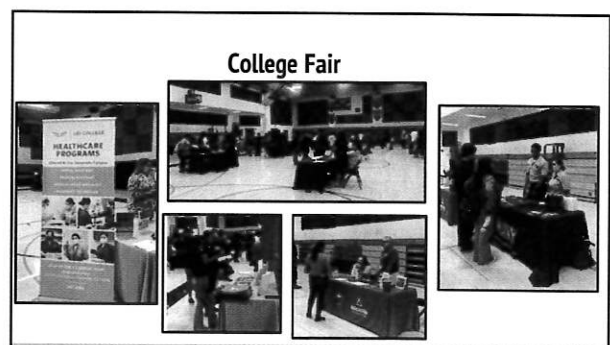
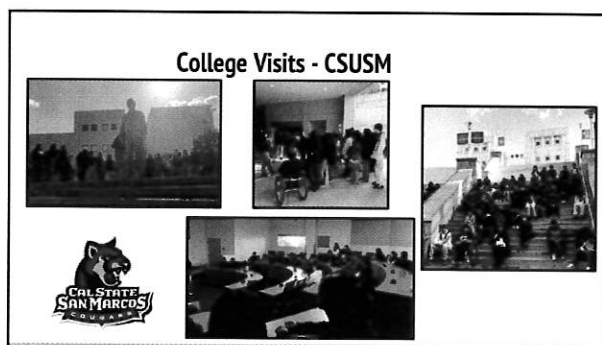
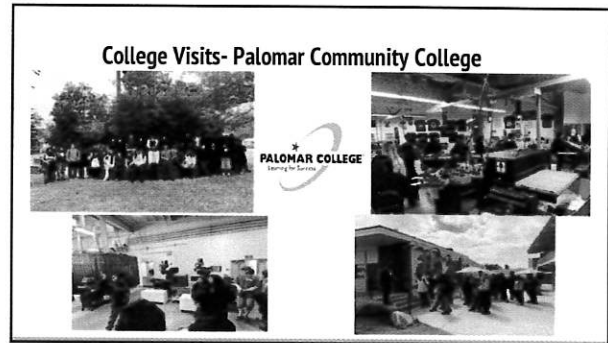
### Academic and Social/Emotional Intervention Support

- Credit recovery (graduation requirements)
- Credit remediation (A-G eligibility)
- Summer school
- Tutoring schedules
- S04/SST Team Member
- Communication with all stakeholders (school staff, families, outside organizations)
- Parent Conferences
- Regularly scheduled meetings with students in need
- Student drop ins (without appointments)
- Students on "Fast-Pass" Counselor
- Referrals to Community-Based Organizations:
  - North County Lifeline
  - Oceanside Family Counseling Center





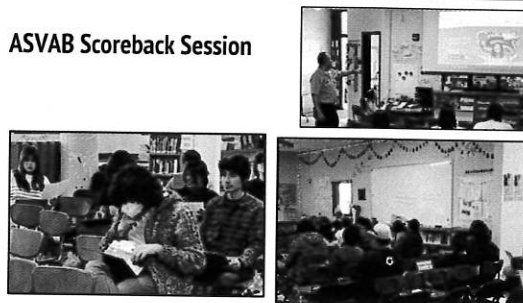




### College Fair



### ASVAB Scoreback Session



### Senior Clap Out 2023



**Thank You For Your Time!**

**GUAJOME PARK ACADEMY**

**AGENDA ITEM 8B**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 9, 2024

**SUBJECT: Middle School and High School Course Catalog Updates**

An overview of suggested updates and changes made to both the Middle and High School Course Catalogs for the 2024-25 School Year.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

None

Prepared by:  
Judd Thompson

Approved by:  
Kevin Humphrey, Superintendent

## Middle School Course Catalog Updates

2024-25 School Year

### Middle School Course Catalog Updates

- Course progressions
  - Accelerated math progression: Acceleration by 1 year
  - Middle school course schedule (6th grade wheel)
- Academic Policies
  - Removal of references to exit exams
  - Removal of the Academic Probation section
- CAASPP
  - Updated to include the California Science Test
  - Removal of the "Grade Bump Incentive"

### Courses Added

- AVID 7 and 8
- Advanced Art

### Courses Removed

- Intervention Lab
- GPAtv

### Course Revisions

- Study Skills
- Art

## High School Course Catalog Updates

2024-25 School Year

### High School Course Catalog Updates

- Course progressions
  - Accelerated math progression: addition of Integrated Math II
  - IBDP and IBCP progressions: updated to reflect course offerings
- Academic Policies
  - Removal of references to Senior Exit Outcomes and exit exams
  - Removal of the Academic Probation section
- CAASPP
  - Updated to include the California Science Test
  - Removal of the "Grade Bump Incentive"
- College and Career
  - Updated SAT and PSAT information
  - Updated UC ELC information
  - Updated NCAA eligibility requirements
- Hyperlinks updated

### Courses Added

- AVID 9 and 10
- Integrated Math II
- Intro to Film
- Beginning Art
- Advanced Art
- English 11 IB SL 1
- English 12 IB SL 2
- Modified English and modified math

### Courses Removed

- Graphic Design
- IB Physics HL 2
- IB Biology SL 1
- Geometry
- Art 1, 2, 3, and 4
- English 11 and ERWC
- Study Skills (offered in 6th grade)
- Intervention Lab

### Course Revisions

- IB Lang and Lit HL 1 and 2
- Transition skills

## **GUAJOME PARK ACADEMY**

## **AGENDA ITEM 8C**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 9, 2024

### **SUBJECT: GUAJOME PARK ACADEMY HANDBOOK ADOPTION**

GPA is adopting an updated handbook to reflect additions and revisions for the upcoming school year. Updates to the GPA handbook include these sections:

- ✓ Clarified Chromebook Use Agreement
- ✓ Added Language for Suspension Re-entry Procedures
- ✓ Updated Language for Academic Eligibility for Extra-curricular Activities

GPA's handbook additions and revisions will be presented with additional commentary and detailed explanations of updates.

### **FISCAL IMPACT:**

None

### **RECOMMENDATION:**

Administration recommends approval of the GPA Handbook

Prepared by:  
Judd Thompson

Approved by:  
Kevin Humphrey, Superintendent

# GPA STUDENT HANDBOOK UPDATES 2024-2025

Judd Thompson– Head of School

May 9, 2024

## Updates

- Return from Suspension Procedures
- A Restorative circle will be held with the parent/guardian, administrator, student, and other staff as needed. This may include staff involved in the incident, a teacher or staff member requested by the student, or representative from the Restorative Team.
- The team will review the student's Restorative Reflection worksheet.
- The student will set two goals for behavior change. Check-in dates for follow up will be scheduled.
- Expectations for reintegration and support will be explicitly outlined.
- Resources will be provided to parents



## Updates

### Academic Eligibility:

Students participating in co/extra-curricular activities must maintain a 2.0 gpa or better across all classes attempted.

1. In order to try out, practice, or participate in co/extra-curricular activities, a student must meet the following criteria:
  - a. A 2.0 grade point average with no more than one grade of "D" and no grade of "F" renders a student eligible for participation in co/extra-curricular activities.
  - b. A student with less than a 2.0 gpa with more than one grade of "D", and/or with a grade of "F" in any class will be placed on probationary status for a nine (9) week period. After the nine (9) week probationary period, student must not have an "F" in any class and not more than one grade of "D" in order to be reinstated as eligible to play for the next nine (9) week period.
  - c. The probationary procedure will be implemented at the beginning of each grading period and/or sport season. At the time of the grade check, athletes that do not meet eligibility requirements will be placed on Academic Probation. During the probationary period, the student will be permitted to practice and play in games.
  - d. Students on probation must turn in a weekly progress report for the entire 9 weeks. If there is continuous progress made, the student will continue to be able to participate in their given sport. If the student does not turn in or shows no progress on the report, the student will be deemed ineligible for the remainder of the grading period.
  - e. If a student receives below a 2.0 gpa, more than one grade of "D", and/or one grade of "F" for two consecutive grading periods, they will be ineligible for the entire following grading period.
  - a. For determining fall semester eligibility, students who are enrolled in and complete a remedial course will be able to count a course with a grade of "C" or better toward the final 2<sup>nd</sup> semester grades of the previous school year.
  - b. Exact dates of eligibility/ineligibility will be communicated to the student when status changes. These dates will be determined based upon reports from the results of each grading period as well as any suspendable events.
  - a. If a student is absent the day of a performance or event, they cannot participate in that extracurricular activity or athletic event.

## Updates

### Chromebooks Use Agreement:

I have read and understand the attached *Chromebook Use Agreement: Parent Guardian and Student Guidelines*. I give permission for my child to use a Chromebook in class and check out and take home when appropriate. I further understand that I may be financially responsible for any damage, destruction, or loss of the Chromebook caused by my child's negligence or willful misconduct in accordance with the California Education Code § 48904.

#### Chromebook Cost Examples

Chromebook Replacement: \$99

Chromebook Charger Replacement: \$40

Chromebook Camera Repair: \$50

#### I understand that my child is expected to:

- If checked out, bring the Chromebook to school every school day charged, ready-to-use
- Take reasonable steps to ensure that the Chromebook is not damaged or stolen
- Always use the Chromebook and Internet in a responsible manner consistent with Guajome Schools Acceptable Use Policies found in the Parent/Student Handbook
- Access his/her account(s) only

#### I understand that I am expected to:

- Supervise and monitor my child's use of the Chromebook while he/she is away from school
- Be responsible for the cost of repairing or replacing the Chromebook should the device be damaged, lost or stolen or if the student leaves Guajome without returning the Chromebook. The replacement cost of each Chromebook along with accompanying charging cable will be your responsibility.

## Updates

### *Stipulated Expulsion Notifications*

- Recommendation for Stipulated Expulsion – mailed on the fifth day of the original five-day suspension
- Parents Rights – mailed with the Recommendation for Stipulated Expulsion notice
- Agreement to Recommended Stipulated Expulsion – mailed on the fifth day of the original five-day suspension
- Superintendent Decision to Parent/Guardian – mailed the day following the Superintendent's approval of the Stipulated Expulsion

## QUESTIONS?

## **GUAJOME PARK ACADEMY**

## **AGENDA ITEM 8D**

**TO:** Board of Directors  
**FROM:** Kevin Humphrey  
**DATE:** May 9, 2024

### **SUBJECT: GUAJOME PARK PRIMARY ACADEMY HANDBOOK ADOPTION**

GPPA is adopting an updated handbook to reflect additions and revisions for the upcoming school year. Updates to the GPPA handbook include:

#### **Suspension Re-Entry Procedures for suspensions not recommending expulsion:**

- A Restorative circle will be held with the parent/guardian, administrator, student, and other staff as needed. This may include staff involved in the incident, a teacher or staff member requested by the student, or representative from the Restorative Team
- The team will review the student's Restorative Reflection worksheet.
- The student will set two goals for behavior change. Check-in dates for follow up will be scheduled
- Expectations for reintegration and support will be explicitly outlined
- Resources will be provided to parents

#### **Stipulated Expulsion Notifications**

- Recommendation for Stipulated Expulsion – mailed on the fifth day of the original five-day suspension
- Parents Rights – mailed with the Recommendation for Stipulated Expulsion notice
- Agreement to Recommended Stipulated Expulsion – mailed on the fifth day of the original five-day suspension
- Superintendent Decision to Parent/Guardian – mailed the day following the Superintendent's approval of the Stipulated Expulsion

GPPA's handbook additions and revisions will be presented with additional commentary and detailed explanations of updates.

#### **FISCAL IMPACT:**

None

#### **RECOMMENDATION:**

Administration recommends approval of the GPPA Handbook

Prepared by:  
Lindsay Arias

Approved by:  
Kevin Humphrey, Superintendent

**GUAJOME PARK ACADEMY**

**AGENDA ITEM 9 A & B**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 9, 2024

**SUBJECT: Certificated & Classified Handbook Revisions**

Based on our annual review of handbook policies, several policies have been amended and some new language has been included to address growing needs. This presentation will cover all proposed changes and provide rationale for those changes.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Adoption

Prepared by:  
Julie Hoopes

Approved by:  
Kevin Humphrey, Superintendent

# Guajome Schools

Handbook Revisions for 24/25 School Year

## SB 616 - Sick Days: Paid Sick Accrual and Use

- SB 616 increases an employee's entitlement to paid sick leave from three days to five days or from twenty-four hours to forty hours.

### Section III, C, 1

#### CURRENT:

For non-contracted employees (hourly staff), effective July 1, 2015 (AB 1522 "Healthy Workplaces, Healthy Families Act of 2014"), an employee who works thirty (30) or more days within a year from the beginning of employment is entitled to paid sick leave. Guajome provides twenty-four (24) hours of paid sick time at the beginning of each twelve (12) month employment period. Employees may use paid sick time beginning on the 90th day of employment. There is no accrual or carry-over of sick time from one year to the next. If twenty-four (24) hours of paid sick leave is exhausted, time off will be unpaid. If at the end of the school year, an hourly staff employee who does not utilize any of his or her available sick time for the year and has worked at least 30 days during the school year, will receive a bonus of \$200 in the June pay cycle.

#### PROPOSED REVISION:

For non-contracted employees (hourly staff), effective July 1, 2015 (AB 1522 "Healthy Workplaces, Healthy Families Act of 2014"), an employee who works thirty (30) or more days within a year from the beginning of employment is entitled to paid sick leave. **SB616 amends this act by increasing an employee's entitlement to paid sick leave from three days to five days or from twenty-four hours to forty hours.** Guajome provides **forty (40)** hours of paid sick time at the beginning of each twelve (12) month employment period. Employees may use paid sick time beginning on the 90th day of employment. There is no accrual or carry-over of sick time from one year to the next. **If forty (40)** hours of paid sick leave is exhausted, time off will be unpaid. If at the end of the school year, an hourly staff employee who does not utilize any of his or her available sick time for the year and has worked at least 30 days during the school year, will receive a bonus of \$200 in the June pay cycle.



## SB 848 - Reproductive Loss

- This policy is designed to provide support and understanding to employees experiencing reproductive loss events, including failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction.

### Section III, C, 1

#### PROPOSED Addition:

17. Eligible employees, who have completed at least 30 days of service, are entitled to up to five days of leave for reproductive loss events. This leave is unpaid unless the employee opts to utilize accrued and available paid sick leave.

If an employee experiences more than one reproductive loss within a 12-month period, the cumulative leave taken should not exceed 20 days within that time frame.

This leave can be taken intermittently but must be utilized within three months of the reproductive loss event, following any existing applicable leave policy of the employer.

## AB 2188 - Employment Protections for Cannabis Consumption

- AB 2188 prohibits employers from holding test results for non psychoactive cannabis metabolites against an applicant or employee if all the test reveals is evidence of past marijuana use.

### Section II, M

#### CURRENT:

GPA requires all prospective employees to complete a drug screening process at a designated local testing site. This test shall screen for substances that include but may not be limited to marijuana, cocaine, amphetamines, opiates, and PCP. Despite California being a state with legal use of recreational marijuana, GPA is bound to federal regulations as a public entity that receives federal funding and does not view positive test results for marijuana as employable. The use of any drugs (legal or non), alcohol, and tobacco or nicotine products are strictly prohibited on school property or at school-related events.

#### PROPOSED REVISION:

GPA requires all prospective employees to complete a drug screening process at a designated local testing site. This test shall screen for substances that include but may not be limited to marijuana, cocaine, amphetamines, opiates, and PCP. Despite California being a state with legal use of recreational marijuana, GPA is bound to federal regulations as a public entity that receives federal funding. **Guajome will not discriminate or take adverse action against an employee or applicant for cannabis (marijuana) use that is off duty and away from the workplace. However, employees may not possess or be under the influence of any drugs (legal or non), alcohol, and/or tobacco or nicotine products on school property or at school-related events. If these substances are present in your system during work or at the time of hire, you will violate this policy.**

### **Title 8 (T8) of the California Code of Regulations (CCR)**

- Requires every California employer to have an effective Injury and Illness Prevention Program that includes a system for communicating with employees on matters relating to occupational safety and health.
- If employers choose to establish a safety committee (which Guajome does), they should meet regularly but not less than quarterly.

#### **Section III, L - Classified / Section III, K - Certificated**

#### **CURRENT:**

GPA will form a committee that will study safety conditions on a bi-annual schedule. The recommendations of the Safety Committee will be presented to the GPA Safety Officer.

#### **PROPOSED REVISION:**

GPA will form a committee that will study safety conditions on a **quarterly** schedule. The recommendations of the Safety Committee will be presented to the GPA Safety Officer.

**GUAJOME PARK ACADEMY**

**AGENDA ITEM 9 C**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 9, 2024

**SUBJECT: Employee Health Benefits**

The Benefits Committee has held several meetings and fielded renewal offers through March & McLennan Agency (MMA) for all benefits plans. Plans were initially higher in their renewal rates but came down after negotiation through MMA. Two major steps were taken to help mitigate costs to the organization and to the individual:

1. A switch from Anthem to Cigna as it relates to a non-Kaiser option.
2. The proposal includes increasing the cost cap for employees from \$1300.00 a month to \$1,400.00 a month. The estimated shift in cost from employee to employer will be \$59,383.00 for next year.

Rates will increase by 7.5% for Guajome which is under the 9% increase that we project from year to year.

**FISCAL IMPACT:**

Total cost to the organization is \$1,958,598.9900 which signifies a 7.5% increase in rates.

**RECOMMENDATION:**

Action

Prepared by:  
Kevin Humphrey

Approved by:  
Kevin Humphrey, Superintendent



# Financial Summary

## Final Renewals – Total Premium

MEDICAL	Enrollment	Current Estimated Annual Costs	Initial Renewal Anthem & Kaiser	Negotiated Renewal Anthem & Kaiser	Option #1 Cigna Select HMO/Full HMO/OAP & Kaiser
<b>Total Premium Cost</b>					
<b>Medical Coverage</b>					
Kaiser HMO	62	\$866,716	\$1,006,531	\$980,596	\$980,596
Anthem Priority Select HMO	42	\$622,355	\$708,844	\$696,417	\$625,443
Anthem Select HMO	8	\$81,694	\$93,049	\$91,416	\$82,103
Anthem Classic PPO	17	\$210,464	\$239,719	\$235,509	\$242,931
<b>TOTAL MEDICAL</b>	<b>129</b>	<b>\$1,781,229</b>	<b>\$2,048,143</b>	<b>\$2,003,938</b>	<b>\$1,931,073</b>
\$ Change from Renewal		\$266,914	\$266,914	\$222,709	\$149,844
% Change from Renewal		15.0%	15.0%	12.5%	8.4%
<b>Dental Coverage</b>					
Cigna DHMO	19	\$8,460	\$8,460	\$8,460	\$8,460
Cigna DPPPO	110	\$148,451	\$148,451	\$148,451	\$148,451
<b>TOTAL DENTAL</b>	<b>129</b>	<b>\$156,911</b>	<b>\$156,911</b>	<b>\$156,911</b>	<b>\$156,911</b>
\$ Change from Renewal		\$0	\$0	\$0	\$0
% Change from Renewal		0%	0%	0%	0%
<b>Vision Coverage</b>					
Eyemed	130	\$24,640	\$24,640	\$24,640	\$24,640
<b>TOTAL VISION</b>	<b>130</b>	<b>\$24,640</b>	<b>\$24,640</b>	<b>\$24,640</b>	<b>\$24,640</b>
\$ Change from Current		\$0	\$0	\$0	\$0
% Change from Current		0%	0%	0%	0%
<b>Basic Life/AD&amp;D Coverage (ER Paid)</b>					
MOO Life/AD&D		\$10,874	\$10,874	\$10,874	\$10,874
MOO Dependent Life		\$662	\$662	\$662	\$662
<b>TOTAL Life/AD&amp;D</b>		<b>\$11,537</b>	<b>\$11,536</b>	<b>\$11,536</b>	<b>\$11,536</b>
\$ Change from Current		\$0	\$0	\$0	\$0
% Change from Current		0%	0%	0%	0%
<b>Combined Health Plans</b>					
\$ Change from Current		\$1,974,317	\$2,241,230	\$2,197,025	\$2,124,160
% Change from Current			13.5%	11.3%	7.6%

# Financial Summary – Guajome Cost

## Final Renewals – Based on \$1,400/month

	Enrollment	Current Estimated Annual Costs	Initial Renewal Anthem & Kaiser	Negotiated Renewal Anthem & Kaiser	Option #1 Cigna Select HMO/Full HMO/ OAP & Kaiser
<b>Total Guajome Cost</b>			(Status Quo Enrollment)	(Status Quo Enrollment)	(Status Quo Enrollment)
<b>Medical Coverage</b>					
Kaiser HMO	62	\$796,464	\$900,499	\$890,067	\$890,067
Anthem Priority Select HMO	42	\$550,975	\$618,846	\$610,635	\$563,829
Anthem Select HMO	8	\$80,584	\$90,817	\$89,517	\$82,103
Anthem Classic PPO	17	\$200,929	\$226,922	\$223,527	\$229,512
<b>TOTAL Medical</b>	129	\$1,628,952	\$1,837,084	\$1,813,746	\$1,765,511
\$ Change from Current			\$208,132	\$184,794	\$136,559
%Change from Current			12.8%	11.3%	8.4%
<b>Dental Coverage</b>					
Cigna DHMO	19	\$8,460	\$8,460	\$8,460	\$8,460
Cigna DPPD	110	\$148,451	\$148,451	\$148,451	\$148,451
<b>TOTAL DENTAL</b>	129	\$156,911	\$156,911	\$156,911	\$156,911
\$ Change from Current			\$0	\$0	\$0
%Change from Current			0.0%	0.0%	0.0%
<b>Vision Coverage</b>					
EyeMed	130	\$24,640	\$24,640	\$24,640	\$24,640
<b>TOTAL VISION</b>			\$24,640	\$24,640	\$24,640
\$ Change from Current			\$0	\$0	\$0
%Change from Current			0.0%	0.0%	0.0%
<b>Basic Life/AD&amp;D Coverage (ER Paid)</b>					
MOO Life/AD&D		\$10,874	\$10,874	\$10,874	\$10,874
MOO Dependent Life		\$662	\$662	\$662	\$662
<b>TOTAL LIFE/AD&amp;D</b>		\$11,537	\$11,536	\$11,536	\$11,536
\$ Change from Current			\$0	\$0	\$0
%Change from Current			0.0%	0.0%	0.0%
<b>Combined Health Plans</b>					
\$ Change from Current		\$1,822,040	\$2,030,171	\$2,006,833	\$1,958,598
% Change from Current			11.4%	10.1%	7.5%



# Financial Summary – Guajome Cost

Based on Current Contribution Strategy (\$1,300/month)

MEDICAL	Enrollment	Current Estimated Annual Costs	Initial Renewal Anthem & Kaiser	Negotiated Renewal Anthem & Kaiser	Option #1 Cigna Select HMO/Full HMO/ OAP & Kaiser
Total Guajome Cost					
Medical Coverage			(Status Quo Enrollment)	(Status Quo Enrollment)	(Status Quo Enrollment)
Kaiser HMO	62	\$796,464	\$850,099	\$845,078	\$845,078
Anthem Priority Select HMO	42	\$550,975	\$585,262	\$583,478	\$553,029
Anthem Select HMO	8	\$80,584	\$89,617	\$88,317	\$80,909
Anthem Classic PPO	17	\$200,929	\$224,522	\$221,127	\$227,112
TOTAL Medical	129	\$1,628,953	\$1,749,500	\$1,738,000	\$1,706,128
\$ Change from Current			\$120,547	\$109,047	\$77,175
%Change from Current			7.4%	6.7%	4.7%
Dental Coverage					
Cigna DHMO	19	\$8,460	\$8,460	\$8,460	\$8,460
Cigna DPPPO	110	\$148,451	\$148,451	\$148,451	\$148,451
TOTAL DENTAL	129	\$156,911	\$156,911	\$156,911	\$156,911
\$ Change from Current			\$0	\$0	\$0
%Change from Current			0.0%	0.0%	0.0%
Vision Coverage					
Eyemed	130	\$24,640	\$24,640	\$24,640	\$24,640
TOTAL VISION		\$24,640	\$24,640	\$24,640	\$24,640
\$ Change from Current			\$0	\$0	\$0
%Change from Current			0.0%	0.0%	0.0%
Basic Life/AD&D Coverage (ER Paid)					
MOO Life/AD&D		\$10,874	\$10,874	\$10,874	\$10,874
MOO Dependent Life		\$662	\$662	\$662	\$662
TOTAL LIFE/AD&D		\$11,537	\$11,536	\$11,536	\$11,536
\$ Change from Current			\$0	\$0	\$0
%Change from Current			0.0%	0.0%	0.0%
Combined Health Plans					
\$ Change from Current		\$1,822,041	\$1,942,587	\$1,931,087	\$1,899,215
% Change from Current			\$120,546	\$109,046	\$77,174
			6.6%	6.0%	4.2%

**GUAJOME PARK ACADEMY**

**AGENDA ITEM 9D**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 9, 2024

**SUBJECT: Job Descriptions**

The proposed job descriptions provide comprehensive responsibilities, qualifications and expectations for each of the following roles:

1. Media Services Technician
2. Behavioral Specialist
3. Finance/Payroll Technician
4. Fiscal Services Specialist
5. Family and Community Liaison
6. Teacher on Special Assignment – Athletic Director and Climate/Culture Oversight

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Adoption

Prepared by:  
Julie Hoopes

Approved by:  
Kevin Humphrey, Superintendent

**GUAJOME SCHOOLS  
JOB DESCRIPTION**

**TITLE OF POSITION:                      MEDIA SERVICES TECHNICIAN**

- A. Primary Function: Under the supervision of an Administrator or his/her designee, the Media Services Technician will coordinate with school stakeholders to identify and select educational resources, oversee library orientations, process new materials, maintain inventories, prepare various documents, regulate circulation, handle audiovisual equipment, design visually appealing displays, deliver instructional sessions, curate social media content, draft and edit student newsletters, and provide comprehensive support for scholarship applications.
- B. Directly Responsible To: Administrator or His / Her Designee
- C. Status:                      Non-exempt
- D. Assigned Responsibilities:
1. Collaborate with teachers, students, and administrators to identify resource materials suitable for classroom instruction, assignments, and individual student needs.
  2. Support students and staff in researching materials tailored for classroom curriculum and facilitate their process in locating and selecting relevant resources.
  3. Design and deliver comprehensive library orientations, encompassing the utilization of library resources such as materials, catalogs, internet resources, digital libraries, databases, research techniques, and proper care of materials.
  4. Supervise student activities and behavior within the library premises to ensure a secure and conducive learning environment.
  5. Process new media materials, including books and periodicals; enter book, periodical, and other material information into the computer system.
  6. Manage and update inventories of materials and devices, including library books, textbooks, hardware/software, digital media devices, media equipment, and instructional materials.
  7. Create both manual and electronic documents, forms, and reports, including but not limited to the library budget, student fine billing, financial reports, money management tasks such as deposit preparation and receipt issuance, device coverage claim forms, statistical data collection, scheduling reports, overdue item lists, textbook orders, and financial records.
  8. Prepare and maintain records on circulation and distribution, book orders, new books, lost and damaged books, overdue books, purchase orders, and student/staff use of media and audiovisual materials to regulate utilization and accessibility of items within the collection.
  9. Schedule, circulate, adjust, and maintain a variety of audiovisual equipment; perform minor repairs and arrange for major repairs according to established guidelines; maintain repair records; mend and repair books and materials.
  10. Create visually captivating bulletin boards and displays to create an orderly and welcoming environment.
  11. Provide instruction in a class and/or library setting as necessary.
  12. Manages and curates content for various social media platforms to engage with the school community, promote events, and highlight achievements.
  13. Compile, draft, and edit content for the student newsletter, ensuring accuracy, relevance, and student/community engagement.
  14. Provide comprehensive assistance to students in navigating scholarship opportunities, including research, application guidance, and support in preparing materials.
  15. Manage the career center to facilitate student engagement and foster opportunities for personal and professional growth.
  16. Perform related duties as assigned.
- E. Knowledge and Abilities:
- KNOWLEDGE OF:
- Computer applications/technology regarding circulation, cataloging, and research

- School media-center functions, procedures, practices, and terminology
- Media reference materials and sources
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Classification systems
- Principles of training and providing work direction
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Basic arithmetic
- Operation of a computer terminal, business machines, and audiovisual equipment
- Record-keeping techniques

ABILITY TO:

- Apply and explain media center rules, regulations, and policies
- Maintain a consistently friendly and cooperative manner
- Monitor and maintain acceptable student behavior
- Train and provide work direction to others
- Operate, maintain, and perform routine repairs to audio-visual equipment
- Operate media center computer hardware and software and learn new media management software
- Bend, stoop, and lift properly
- Maintain records and files using alpha and numeric systems
- Work effectively with constant interruptions
- Maintain media center in a neat and orderly condition
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Work independently with little direction
- Meet schedules and timelines

F. Physical Demands/Environment: The physical requirements outlined below are examples of the physical aspects that the person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone and in addressing co-workers.
- Occasional or frequent standing, walking, sitting, bending, lifting, and reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and /or manipulate objects, operate mechanical equipment, and move about the work area.
- Work environment in an office setting with possibility of high noise levels and perceiving a variety of office related sounds by ear.

G. Education and Experience:

Minimum of three years of office/clerical background or related experience.

## **GUAJOME SCHOOLS**

### **JOB DESCRIPTION**

**TITLE OF POSITION:**      **BEHAVIOR PROGRAM SPECIALIST**

A.      Primary Function: Under the direction of the Special Education Program Coordinator, organizes, coordinates and supervises the implementation of behavioral programs for students. The Behavior Program Specialist works with staff and both general education and special education students who are exhibiting behavioral and social/emotional needs that impact their ability to participate in the educational setting and/or the implementation of the goals and objectives of their IEPs.

B.      Directly Responsible To: Special Education Program Coordinator

C.      Status: Exempt

D.      Assigned Responsibilities:

1. Assists and monitors the development of goals and objectives and the implementation of appropriate programs for students with behavioral, emotional and autism spectrum disorders.
2. Observes students who exhibit problem behavior.
3. Conducts direct behavior analysis of students leading to and including development of behavior goals, behavior contracts, behavior support plans.
4. Reviews available data such as assessment reports prepared by other professionals and other student records.
5. Collects data, analyzes data and assists staff in the writing of FBAs.
6. Collaborates with school psychologists, teachers, instructional aides and counselors to collect and analyze behavioral observation data and assists in the development of behavior intervention plans. Works with school personnel to implement the behavior plans.
7. Assists in the writing of behavior IEP goals and objectives.
8. Oversees and guides the use of applied behavior analysis instructional methods in moderate-severe programs. Develops strategies that will address identified problem behaviors. Teach strategies that strengthen or increase appropriate behaviors.
9. Assists in the behavioral assessment and placement of students in specific program components and monitors the continuous progress of students.
10. Provides effective professional development for staff members, teacher aides, volunteers and parents in the area of behavior.
11. Functions as a behavioral resource to staff.
12. Performs other duties as assigned.

E.      Education and/or Experience:

- Bachelor's Degree from a regionally accredited university
- Valid California Special Education Teaching credential
- Two (2) years of educational experience working with students who exhibit challenging behaviors



- Proven ability to perform at a high level of competence in positions of leadership and responsibility
- Certificate of Completion in an Applied Behavior Analysis Course Sequence from a regionally accredited institution (desired)

F. Qualifications

Knowledge of:

- Behavior management and behavior analysis
- The relationships between student behavior and methods of instruction
- Principles, practices, theories, techniques and strategies to support students and families
- Child health and development
- Use of technology within school setting for use by specialized professionals

Abilities to:

- Communicate and interact effectively with students, teachers, parents, colleagues and community leaders
- Utilize instructional technology tools and materials
- Work in a diverse socio-economic and multicultural community
- Maintain consistent, punctual and regular attendance
- Establish positive relationships among staff members at all levels
- Work effectively and flexibly in a variety of environments
- Read a variety of materials
- Assist students, families, or staff
- Work independently with little direction

G. Physical Demands:

The physical requirements outlined below are examples of the physical aspects that the person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

1. Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
2. Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 20 feet.
3. Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone and in addressing groups.
4. Occasional or frequent standing, walking, sitting, bending, and reaching for extended periods of time.
5. Sufficient manual dexterity and/or mobility to grasp and /or manipulate objects,



operate mechanical  
equipment, and move about the work area.

6. Work environments include exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work related hazards.

H. Expectations:

The employee is expected to be an advocate of the Charter School movement and specifically support all Guajome programs.

**GUAJOME SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**TITLE OF POSITION:**            **FINANCE/PAYROLL TECHNICIAN**

- A. Primary Function: Perform all responsible payroll duties related to Guajome Schools; process payroll and related records for all classified, certificated, and hourly employees; perform a variety of technical accounting duties related to the preparation, maintenance, and review of financial records and accounts.
- B. Directly Responsible To: Classified Coordinator
- C. Status: Non-exempt
- D. Assigned Responsibilities:
1. Process payroll and related records; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, and insurance and maintain records of deductions; verify and input data and volunteer deductions for employee benefits and employee status; input W-4 information.
  2. Code timesheets and prepare for payroll input.
  3. Process and track employee leave, sick time, and related records.
  4. Monitor changes in payroll data; prepare changes, corrections, or adjustments as necessary; notify proper authorities.
  5. Prepare employee year end W-2's.
  6. Maintain confidential records of individual earnings, deductions, and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates, and related data.
  7. Respond to questions or complaints from employees, management, and outside agencies regarding pay, deductions, sick leave, and other payroll information; and questions regarding interpretation of laws, regulations, contracts, Guajome policies, and payroll and/or accounting procedures.
  8. Assist the Account Specialist with projected budgets and spreadsheets for assigned programs; prepare and monitor budget revisions; code budget accounts.
  9. Does financial reconciliation and posting.
  10. Sort and distribute paychecks according to established procedures and guidelines.
  11. Prepare and maintain payroll files and records/documents relating to work performed.
  12. Process payroll-related sections of various employment verification forms.
  13. Perform technical finance duties in support of the Guajome Business Office.
  14. Prepare complete financial statements assuring proper financial controls and practices in conjunction with accepted accounting principles.
  15. Prepare and maintain a variety of financial and accounting records, ledgers, and reports; maintain a variety of files.
  16. Provide information to Guajome personnel regarding various financial records, budgets, accounts, and programs.
  17. Prepare and review expense transfers; input transfer data into computer and verify for accuracy.
  18. Prepare financial, payroll, statistical, and analytical reports as mandated by County, State, and Federal agencies.
  19. Manage specialized accounting tasks for student body accounts, ensuring compliance with ASB policies and procedures and accurate financial record-keeping.
  20. Collect, receipt, and deposit monies for various student functions and activities, maintaining accurate financial records and reports.
  21. Distribute funds, reconcile accounts, process checks, and prepare purchase orders to support student body activities.
  22. Communicate with stakeholders including suppliers, vendors, parents, and administrators regarding financial procedures and matters related to student activities.
  23. Perform other clerical duties in support of office activities.
  24. Perform related duties as assigned.

E. Knowledge and Abilities:

**KNOWLEDGE OF:**

- Payroll, accounting, and fiscal systems, policies, procedures, and practices.
- Payroll, accounting, and fiscal operations.

- Modern office practices, procedures, and equipment.
- Record keeping techniques.
- Organization, operations, policies, and objectives of the organization.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a personal computer.
- Technical aspects of field of specialty.
- Mathematical computations with speed and accuracy.
- Audit procedures.

ABILITY TO:

- Perform complex, professional, and technical payroll and accounting work involved in the preparation and maintenance of financial records.
- Maintain a variety of payroll and financial records, accounts, and funds.
- Analyze and resolve problems and draw accurate conclusions.
- Prepare clear and accurate financial statements.
- Work independently with little direction.
- Perform specialized accounting and financial record keeping duties to assure accurate accounting of financial accounts.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a variety of office machines including typewriter, calculator, and computer.
- Establish and maintain cooperative and effective working relationships with others.

F. Education and Experience:

Any combination equivalent to: graduation from high school and two years of college-level training in specialized coursework in accounting, bookkeeping, or related field and a minimum of two years responsible working experience in a school accounting, payroll, business, or in a finance department.

G. Working Environment:

Office environment.

Physical Abilities:

Seeing to read, review, and assure accuracy of financial documents, statements, and reports. Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time.

**GUAJOME SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**TITLE OF POSITION:**                      **FISCAL SERVICES SPECIALIST**

- A.     **Primary Function:**    Oversee the financial operations within Guajome Schools, ensuring compliance with fiscal policies and procedures. Manage budgetary allocations, process payroll, track expenditures, and prepare financial reports. Collaborate with staff to develop and monitor department budgets, analyze financial data to identify trends, and provide recommendations for improving fiscal efficiency. Assisting with audits, reconcile accounts, and maintain accurate financial records to support informed decision-making by school administrators and stakeholders.
- B.     **Directly Responsible To:**    GPA Management
- C.     **Status:**    Non-exempt
- D.     **Assigned Responsibilities:**

**Related to Accounting:**

1.    Perform professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting.
2.    Develop and preserve department budgets, including the implementation and management of title funding programs.
3.    Prepare and maintain financial claims, records, reports and budget revisions for various accounting areas; maintain efficient and effective record-keeping systems and audit trails.
4.    Review budget documentation to assure that expenditures are properly charged and do not exceed appropriations and establish financial reports to forecast budgets for the board.
5.    Prepare, maintain, and review financial records, accounts, and claims for specialized funds.
6.    Analyze operations and develop and recommend more efficient and effective methods, systems, and flow of work.
7.    Prepare resource, object and program budget numbers; conduct financial reviews of specialized accounts, reconcile bank statements and procurement cards, and prepare summarized financial reports.
8.    Receive and process incoming financial documents; perform financial reconciling and posting; maintain records for assigned accounts.
9.    Oversee and participate in processing a variety of purchasing documents; examine and check requisitions; monitor departmental accounts to assure adequate funds for purchases.
10.   Assist in processing contracts, leases, utilities, and service agreements and other invoices and process invoices for audit and payment.
11.   Maintain and process accounts payable and accounts receivable documentation.
12.   Process employee revolving cash reimbursements.
13.   Monitor, maintain, record, and file accurate records of revolving cash reimbursement transactions.
14.   Maintain records of bank deposits including financial records, reports, documents, and files. Perform monthly clearing of financials from bank to accounting system.
15.   Collaborate with auditors by furnishing necessary supporting documentation and information promptly and accurately.
16.   Resolve suspense items for both expenses and revenues, ensuring accurate allocation to the appropriate account funds.
17.   Perform related duties as assigned.

**Related to Payroll:**

1.    Input, update, and audit payroll receipts and disbursements of compensation funds paid to employees.
2.    Maintain written and oral contact with staff members.
3.    Provide employees with updated records and other payroll-related information as appropriate; update employee information in appropriate system as needed.
4.    Process and track leave, sick, vacation, and related records.
5.    Review and verify timesheets.
6.    Manage all aspects of payroll administration, including processing monthly and off cycle payrolls, accurately maintaining payroll data, processing GPADJ's, generating pay warrants, handling retirement contributions and clearing payroll suspense.
7.    Conduct payroll verifications and manage documentation regarding tax forms, voluntary deductions, benefits, and direct deposit.
8.    Process salary worksheets relating to FMLA, early terminations, late starts and resignations
9.    Manage salary related documentation for requests for verifications of employment and/or unemployment.
10.   Create and update salary schedules.

**Related to Conference Attendance:**

1.    Monitor, maintain, record, and file accurate records of conference attendance/reimbursement transactions.
2.    Make online air and ground transportation reservations for attendees.
3.    Coordinate with assigned staff as necessary.
4.    Book hotel reservations as necessary.

**Related to Purchasing:**

1.    Work with Guajome staff in selection of ordering of supplies and materials.

2. Process requests for proposals, bids, online purchases, purchase orders, verbal and written quotes.
3. Track invoices to ensure materials have been received and prepare payment.

Related to ASB:

Perform specialized accounting and financial record-keeping duties to assure accurate accounting of Associated Student Body (ASB), athletic and other student's accounts; assure compliance with applicable provisions of the ASB policies and procedures; prepare and maintain accurate records and reports related to assigned accounts.

1. Perform specialized accounting and financial record-keeping duties to assure sound fiscal management of student body accounts.
2. Collect and receipt monies related to student functions including club accounts, ASB funds, yearbooks, field trips, athletic events, student activities, and a variety of other fees; prepare related paperwork and correspondence; count and record monies into proper accounts; prepare and make bank deposits.
3. Prepare and maintain financial records for student body activities, clubs and the associated student body; assemble, tabulate, check and file ASB and financial data including invoice and purchase order files, savings and checking account records; prepare a variety of reports including reconciliation's, and end of month and year reports.
4. Distribute funds; post to appropriate accounts; process checks for reimbursement.
5. Reconcile checking, and other assigned accounts; assist with maintaining assigned budgets; process monthly closing of ASB and other assigned accounts; post earned interest; prepare related reports; reconcile reports with budget activity and make related adjustments as assigned.
6. Prepare, issue and process ASB and other purchase orders; disburse funds; utilize a computerized system to input checks, purchase orders and invoices related to financial responsibilities of a variety of student body activities; verify amounts and obtain proper signatures; mail checks in a timely manner.
7. Prepare and maintain financial files, records and reports related to assigned budgets and activities; prepare files for storage; prepare special financial reports for advisors/sponsors as needed; process a variety of forms and applications related to assigned activities.
8. Communicate with suppliers, vendors, parents and others regarding procedures and related matters; communicate with department heads and administrators regarding student activities, collection of monies, auditing.

Related to Transportation:

1. Obtain and schedule transportation for all school field trips and all athletic away games.

Related to Attendance Reporting:

1. Develop and manage spreadsheets to accurately track attendance accounting across both GPA and GLC districts, ensuring data integrity and compliance with established guidelines.
2. Compile and submit P1, P2, and Annual reports three times per year for each district, ensuring accuracy and timeliness.
3. Formulate and finalize the school calendar and instructional minutes on an annual basis and collaborate with Registrar/Data Support Systems Specialist.

Related to Child Nutrition Services:

1. Compile monthly reports for National School Lunch Program

E. Knowledge and Abilities:

KNOWLEDGE OF:

- Accounting and fiscal systems, policies, procedures, and practices
- Accounting and fiscal operations
- Modern office practices, procedures, and equipment
- Record keeping techniques
- Organization, operations, policies, and objectives of the organization
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a personal computer
- Technical aspects of field of specialty
- Applicable sections of the ASB rules and regulations
- Mathematical computations with speed and accuracy
- Travel industry including airlines, rental car agencies and hotels
- Online travel arrangement opportunities
- Audit procedures

ABILITY TO:

- Perform professional and technical accounting work involved in the preparation and maintenance of financial records.
- Maintain a variety of fiscal records, accounts, and funds.
- Analyze and resolve problems and draw accurate conclusions.
- Prepare clear and accurate financial statements.

- Work independently with little direction.
- Perform specialized accounting and financial record keeping duties to assure accurate accounting of ASB accounts
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.
- Work confidently with discretion.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a variety of office machines including typewriter, calculator, and computer.
- Conduct internet searches.
- Establish and maintain cooperative and effective working relationships with others.

F. Physical Demands/Environment:

The physical requirements outlined below are examples of the physical aspects that the person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone and in addressing co-workers.
- Occasional or frequent standing, walking, sitting, bending, lifting, and reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and /or manipulate objects, operate mechanical equipment, and move about the work area.
- Work environment in an office setting with possibility of high noise levels and perceiving a variety of office related sounds by ear.

G. Education and Experience: Any combination equivalent to: graduation from high school and a minimum of five years responsible working in a school accounting, business, or in a finance department. Experience working with Associated Student Bodies desirable. A minimum of two years college with a focus in accounting or business desired.

**GUAJOME SCHOOLS**  
**CLASSIFIED JOB DESCRIPTION**

TITLE OF POSITION: Family and Community Liaison

- A. Primary Function: The Family and Community Liaison, under the guidance of GPA Management, plays a pivotal role in fostering a supportive environment for families with school-aged children, particularly those deemed at-risk. By facilitating communication between families, community agencies, and the school, this role aims to enhance student attendance, academic performance, and overall well-being. The ideal candidate will demonstrate cultural competency and possess strong interpersonal skills to effectively engage with diverse populations.
- B. Directly Responsible To: GPA Management
- C. Status: Non-exempt
- D. Assigned Responsibilities :
- Collaborate with administration and school staff to develop and implement programs promoting parent and family involvement, with a focus on enhancing attendance and academic achievement for Title I students.
  - Recruit and organize parent volunteers, including interpreters, to provide support for home-school needs, facilitate communication, and establish parent networks.
  - Offer personalized parent-to-parent support through community outreach efforts, encouraging involvement in school and community-based volunteer opportunities.
  - Lead initiatives to address truancy issues by working closely with families, school administration, legal entities, and public safety agencies to identify challenges and implement strategies to improve student conduct and attendance.
  - Serve as a resource for families by providing information, referrals, and assistance in navigating available services within the broader community.
  - Coordinate and facilitate workshops for parents on relevant topics, fostering positive relationships with schools and promoting student success.
  - Represent the district at public awareness events and community gatherings, including evenings and weekends as needed.
  - Maintain accurate records of parent interactions, volunteer activities, workshop attendance, and expenses incurred.
  - Stay informed about community resources and trends by attending relevant programs and events.
  - Assist students and families with residency issues as needed.
  - Perform other duties as assigned to support the overarching goals of the position.
  - Identify grants and funding sources to help support the community
  - Conduct needs assessments to identify how to support the Guajome community
  - Manage community service initiatives, facilitating student engagement and fostering opportunities for personal and professional growth.



E. Knowledge and Abilities:

- Knowledge of federal, state, and district-level programs aimed at supporting at-risk students and families, particularly those related to attendance and academic achievement.
- Familiarity with the subjects taught in district schools and basic record-keeping practices.
- Proficiency in using personal computers for data entry and communication purposes.
- Strong interpersonal skills, including the ability to work collaboratively with diverse stakeholders and demonstrate sensitivity to cultural differences.
- Fluency in a second language preferred.

F. Education and Experience

Any combination equivalent to a high school diploma or supplemented by specialized training in business, office management, or a related field, coupled with a minimum of two (2) years of demonstrated proficiency in administrative support roles.

G. Physical Demands/Environment:

The physical requirements outlined below are examples of the physical aspects that the person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone and in addressing co-workers.
- Occasional or frequent standing, walking (including, but not limited to, walking on uneven surfaces), sitting, bending, lifting, and reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and /or manipulate objects, operate mechanical equipment, and move about the work area.
- Work environment in an office setting with possibility of high noise levels and quick work pace; and perceiving a variety of office related sounds by ear.
- Occasionally involves working outdoors and exposure to inclement weather.
- Work effectively under stressful situations and respond to the unpredictable behaviors of students.
- Infrequently involves exposure to traffic congestion.
- May rarely involve exposure to bio-hazardous waste.

H. Other Requirements:

Support the Mission and Vision of Guajome Schools; exercise good judgment and moral character. Complete fingerprint, TB, and drug screening clearance.



**Guajome Schools**  
**CERTIFICATED JOB DESCRIPTION**

TITLE OF POSITION: TEACHER ON SPECIAL ASSIGNMENT (TOSA) – ATHLETIC DIRECTOR AND CLIMATE/CULTURE OVERSIGHT

Primary Function: The Teacher on Special Assignment (TOSA) Athletic Director is responsible for initiating, implementing, supervising, and evaluating the operation of the athletic program to ensure conformity with state laws, CIF laws, and school policies regarding the operation, financial procedures, and maintenance of records and documents. Provides leadership, collaboration and coordination of the athletic program.

Directly Responsible To: Superintendent

Status: Exempt

ESSENTIAL FUNCTIONS:

1. Oversee and provide support for the ASB program for grades 6-12.
2. Supervise selected aspects of the extra-curricular programs including athletics, social activities, assemblies, incentive programs, etc.
3. Coordinate and/or provide support for school events that relate to Guajome's culture and climate. These events include, but are not limited to Stakeholder's Day, graduation/promotion, orientations, etc.
4. Work in conjunction with stakeholders to develop clubs and programs that support a positive culture and climate for the organization.
5. Schedule all athletic contests between Guajome and competing schools by contract. Revise schedule as needed due to unforeseen circumstances such as weather conditions, facility issues, or official problems. Equitably reserve appropriate contest and practice facilities for all athletic programs. Work with the City of Vista to manage shared facilities.
6. Order officials for all contests, ensure appropriate paperwork required of them has been completed.
7. Order and revise as necessary all transportation for athletic related contests including all lower and upper division teams, both boys and girls.
8. Ensure Guajome transportation/field trip protocols are followed, including Parent Permission forms, and Board approvals, if needed.
9. Completion of CIF reports or other information as needed to satisfy policy and procedures including disseminating information to the school staff.
10. Monitor the athletic budget and inform coaches of balances through timely communications.
11. Order supplies and equipment as necessary for the athletic program and follow purchasing guidelines with the assistance from the finance staff.
12. Assist in the selection and dismissal of coaches and evaluation of the athletic program.
13. Verify clearance of all coaching staff, assistant coaches, and parent volunteers.
14. Chair regular coach's meetings and special seasonal coach's meetings, prepare the agenda, and distribute appropriate materials as needed.
15. Supervise athletic contests at home and ensure the coach attends and supervises all away games.
16. Attend League Athletic Director and Administrative meetings as scheduled.
17. Advise and ensure all coaches conform with Board, OHSAA, league policies and regulations and with state and federal laws.
18. Supervise the preparation and verify all athletic eligibility lists.
19. Share game schedules with designated Guajome staff for posting on Athletics web page.
20. Perform related duties as directed by the Superintendent and/or the Head of School.
21. Identify student needs and cooperate with other staff members in assessing and helping students solve health, attitude, and learning difficulties.

22. Assume responsibility for a reasonable amount of non-teaching activities such as directing of extra-curricular work, teachers' meetings, in-service training, curricula revision, student supervision, back-to-school night and other similar activities.
23. Be familiar with California Standards for the Teaching Profession.
24. Be responsible for other duties as assigned

KNOWLEDGE OF:

Principles, theories, methods, techniques, and strategies pertaining to teaching students of all ages; growth, development, and behavior characteristics of students of all ages; educational curriculum and instructional goals and objectives; Common Core/California Content Standards; classroom management techniques, behavior management and behavior shaping strategies; conflict resolution procedures; cultural and socio-economic differences of the student population; citizenship, communication and interpersonal skills, problem solving skills, and critical thinking; administrative regulations, policies and procedures; technology and student databases, computer programs, and multimedia devices.

ABILITY TO:

Apply concepts and abstract learning to practical situations; provide effective learning experiences for students with a wide range of socio-economic and cultural backgrounds with varying mental, social, and emotional levels; effectively assess the educational needs of students and design, develop, and implement sound individualized education plans; communicate effective oral and written directions; direct, motivate, and listen and encourage students and parents/guardians; encourage coaches to analyze and assess student learning and achievement.

PHYSICAL DEMANDS/ENVIRONMENT:

Continual speaking; standing for long periods of time; frequent sitting, reaching, walking, bending, grasping and pinching; occasional lifting and carrying, squatting, twisting or kneeling. Uneven surfaces, noise, quick work pace. Requires that the incumbent work effectively under stressful situations and respond to the unpredictable behaviors of students. Frequent use of computer screen. Involves working outdoors and exposure to inclement weather. Infrequently involves exposure to traffic congestion. May rarely involve exposure to biohazardous waste.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or higher
- Valid and appropriate California Teacher Credential with CLAD or SDAIE certification/EL Authorization
- Qualified to teach based on Every Student Succeeds Act ("ESSA") requirements
- Appropriate experience desired
- TB Test

OTHER REQUIREMENTS:

Support the Mission and Vision of Guajome Schools; exercise good judgment and moral character.

**GUAJOME PARK ACADEMY**

**AGENDA ITEM 9E**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 1, 2024

**SUBJECT: FY 242/5 Salary Schedule**

FY 24/25 Salary Schedules for Certificated and Classified

**RECOMMENDATION:**

Approval

Prepared by:  
Kendria Tavares, Business Services

Approved by:  
Kevin Humphrey, Superintendent

GUADALUPE SCHOOLS  
CLASSIFIED HOURLY OCCUPATIONAL THERAPIST SALARY SCHEDULE

2024-25

NON- EXEMPT

EXEMPT

GROUP 14

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range						
1	43.00	45.15	47.41	49.78	52.27	54.88

Job Title		Range
Occupational Therapist		1

GUADALUPE SCHOOLS  
MANAGEMENT SALARY SCHEDULE (ANNUAL)  
EXEMPT

2024-25

BASED ON 225 CALENDAR DAYS

GROUP 27

Range	STEP	STEP	STEP	STEP	STEP	STEP	STEPS	STEPS	STEPS	STEPS	STEPS	STEP
	1	2	3	4	5	6	7-9	10-14	15-19	20-24	25	
52	64,330	67,546	70,923	74,470	78,193	82,103	86,208	90,518	95,044	99,796	104,786	
Job Classification		Range		Days								
Plant Manager		52		225								

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

GUADALUPE SCHOOLS  
MANAGEMENT SALARY SCHEDULE (ANNUAL)

EXEMPT  
2024-25

BASED ON 220 CALENDAR DAYS

GROUP 28												
Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25	
60	111,821	115,735	119,785	123,978	128,317	132,808	137,457	142,267	147,247	152,401	157,735	
Job Classification				Range	Days							
Directors				60	220							

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

**GUADALUPE SCHOOLS**  
**MANAGEMENT SALARY SCHEDULE (ANNUAL)**

**EXEMPT**

**2024-25**

**BASED ON 205 CALENDAR DAYS**

**GROUP 36**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
Range	62,375	65,494	68,768	72,207	75,817	79,608	83,589	87,768	92,156	96,764	101,602

Job Classification	Range	Days
Site Manager	50	205

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

**GUADALUPE SCHOOLS  
MANAGEMENT SALARY SCHEDULE (ANNUAL)**

EXEMPT

2024-25

BASED ON 205 CALENDAR DAYS

GROUP 38

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
Range											
57	91,836	95,050	98,377	101,820	105,384	109,072	112,890	116,841	120,931	125,163	129,544

Job Classification	Range	Days
Coordinators	57	205

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.



**GUADALUPE SCHOOLS**  
**SALARY SCHEDULE (ANNUAL)**

**NON EXEMPT**

**2024-25**

**BASED ON 205 CALENDAR DAYS**

**GROUP 37**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
Range											
30	53,396	56,066	58,869	61,812	64,903	68,148	71,555	75,133	78,890	82,834	86,976
31	69,380	72,849	76,491	80,316	84,332	88,548	92,976	97,625	102,506	107,631	113,013

Job Classification	Range	Days
Accountant Specialist	30	205
Human Resources Specialist	30	205
Fiscal Services Specialist	31	205

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

**GUADALUPE SCHOOLS**  
**OFFICE/TECHNICAL SALARY SCHEDULE (ANNUAL)**  
**NON- EXEMPT**  
**2024-25**  
**BASED ON 215 CALENDAR DAYS**

GROUP 40											
Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
27	63,167	66,325	69,642	73,124	76,780	80,619	84,650	88,882	93,326	97,993	102,892
Job Classification				Range	Days						
Student Data Systems Specialist				27	215						

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

**GUADALUPE SCHOOLS**  
**OFFICE/TECHNICAL SALARY SCHEDULE (ANNUAL)**  
**NON- EXEMPT**  
**2024-25**  
**BASED ON 210 CALENDAR DAYS**

GROUP 41												
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25	
Range												
29	46,925	49,271	51,735	54,322	57,038	59,890	62,884	66,028	69,330	72,796	76,436	
58	67,127	70,483	74,008	77,708	81,593	85,673	89,957	94,455	99,177	104,136	109,343	

Job Classification	Range	Days
GESS Manager	29	210
Registrar	29	210
Executive Assistant	58	210

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

GUADALUPE SCHOOLS  
OFFICE/TECHNICAL SALARY SCHEDULE (ANNUAL)  
NON- EXEMPT  
2024-25  
BASED ON 200 CALENDAR DAYS

GROUP 42												
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25	
Range 19	32,032	33,634	35,315	37,081	38,935	40,882	42,926	45,072	47,326	49,692	52,177	
Job Classification				Range	Days							
Kitchen Manager				19	200							

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

GUADALOME SCHOOLS  
OFFICE/TECHNICAL SALARY SCHEDULE (ANNUAL)  
NON- EXEMPT  
2024-25

BASED ON 195 CALENDAR DAYS

GROUP 43

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
22	38,058	39,961	41,959	44,057	46,260	48,573	51,001	53,551	56,229	59,040	61,992

Job Classification	Range	Days
Media Services Tech	22	195
Office Assistant	22	195

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

GUADALUPE SCHOOLS  
OFFICE/TECHNICAL SALARY SCHEDULE (ANNUAL)  
NON- EXEMPT  
2024-25  
BASED ON 185 CALENDAR DAYS

GROUP 45											
STEP	STEP	STEP	STEP	STEP	STEP	STEPS	STEPS	STEPS	STEPS	STEPS	STEP
Range	1	2	3	4	5	6	7-9	10-14	15-19	20-24	25
21	29,900	31,395	32,964	34,613	36,343	38,160	40,068	42,072	44,175	46,384	48,703
22	36,414	38,235	40,146	42,154	44,261	46,475	48,798	51,238	53,800	56,490	59,315
23	38,021	39,922	41,918	44,013	46,214	48,525	50,951	53,499	56,174	58,982	61,931
24	38,983	40,932	42,979	45,128	47,384	49,754	52,241	54,853	57,596	60,476	63,500
33	36,107	37,912	39,808	41,798	43,888	46,082	48,386	50,806	53,346	56,013	58,814

Job Classification	Range	Days
Library Technician	21	185
Health Services Technician	22	185
Health Services Specialist	23	185
HR / Finance Technician	24	185
Administrative Assistant	24	185
Attendance Technician	33	185
Family & Community Liaison	33	185
Office Assistant	33	185

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

GUAYOME SCHOOLS  
PARAPROFESSIONAL SALARY SCHEDULE (ANNUAL)  
NON- EXEMPT

2024-25

BASED ON 175 CALENDAR DAYS

GROUP 47

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
12	26,779	28,118	29,524	31,000	32,550	34,178	35,887	37,681	39,565	41,543	43,621
13	32,482	34,106	35,812	37,602	39,483	41,457	43,529	45,706	47,991	50,391	52,910
15	39,388	41,358	43,425	45,597	47,877	50,270	52,784	55,423	58,194	61,104	64,159

Job Classification		Range	Days
Instructional Assistant I		12	175
Instr. Asst. Sped I		12	175
Instructional Assistant II		13	175
Instr. Asst. Sped II		13	175
Campus Security I		13	175
Campus Security II		15	175

Note: Salaries will be prorated using the listed rates for contracts that contain more or fewer days than what is listed.

**GUADALUPE SCHOOLS**  
**CLASSIFIED HOURLY SALARY SCHEDULE**

**NON- EXEMPT**

**2024-25**

**GROUP 35**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
<b>Range</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7-9</b>	<b>10-14</b>	<b>15-19</b>	<b>20-24</b>	<b>25</b>
<b>9</b>	16.00	16.80	17.64	18.52	19.45	20.42	21.44	22.51	23.64	24.82	26.06
<b>10</b>	17.06	17.92	18.81	19.75	20.74	21.78	22.87	24.01	25.21	26.47	27.79
<b>12</b>	19.13	20.08	21.09	22.14	23.25	24.41	25.63	26.92	28.26	29.67	31.16
<b>13</b>	23.20	24.36	25.58	26.86	28.20	29.61	31.09	32.64	34.28	35.99	37.79
<b>15</b>	28.13	29.54	31.01	32.56	34.19	35.90	37.70	39.58	41.56	43.64	45.82
<b>16</b>	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
<b>17</b>	24.40	25.62	26.90	28.24	29.65	31.14	32.69	34.33	36.04	37.85	39.74
<b>18</b>	26.34	27.66	29.04	30.49	32.02	33.62	35.30	37.06	38.92	40.86	42.91

<b>Job Classification</b>	<b>Range</b>
Student Worker	9
CNS Assistant	10
After School Instructional Assistant	10
GPPA Lunchtime Supervision	10
Instructional Assistant I	12
Instructional Assistant II	13
Instructional Assistant Speed I	12
Instructional Assistant Speed II	13
GESS SITE Lead	13
Campus Security I	13
Campus Security II	15
Enrichment Support	16
Hourly Office Assistant Support	17
Hourly HR / Finance Technician	18



**GUAJOME SCHOOLS  
CERTIFICATED TEACHERS  
2024-25  
180 DAYS  
GROUP 11**

<b>STEPS</b>	<b>BA DEGREE RANGE 1</b>	<b>BA + 15 RANGE 2</b>	<b>BA + 30 RANGE 3</b>	<b>BA + 45 RANGE 4</b>	<b>BA + 60 RANGE 5</b>	<b>BA + 90 or BA + 75 (incl MA) RANGE 6</b>	<b>STEPS</b>
1	60,060	60,060	60,060	62,613	65,166	70,194	1
2	60,060	60,060	62,253	64,807	67,360	72,497	2
3	60,060	62,253	64,447	67,000	69,553	74,800	3
4	62,253	64,447	66,640	69,194	71,747	77,104	4
5	64,447	66,640	68,834	71,387	73,940	79,407	5
6	66,640	68,834	71,027	73,581	76,134	81,710	6
7	66,640	71,027	73,221	75,774	78,327	84,013	7
8	66,640	71,027	75,414	77,968	80,521	86,316	8
9	66,640	71,027	77,608	80,161	82,714	88,619	9
10	66,640	71,027	79,801	82,355	84,908	90,923	10
11	66,640	71,027	81,995	84,548	87,101	93,226	11
12	66,640	71,027	81,995	86,741	89,295	95,529	12
13	66,640	71,027	81,995	86,741	91,488	97,832	13
14	66,640	71,027	81,995	86,741	91,488	97,832	14
15	66,640	71,027	81,995	86,741	93,682	97,832	15
16	66,640	71,027	84,188	88,935	93,682	97,832	16
17	66,640	71,027	86,382	91,128	95,875	100,135	17
18	66,640	71,027	86,382	91,128	95,875	100,135	18
19	66,640	71,027	86,382	91,128	98,069	102,438	19
20	66,640	71,027	86,382	91,128	98,069	102,438	20
21	66,640	71,027	88,575	93,322	100,262	104,742	21
22	66,640	71,027	88,575	93,322	100,262	104,742	22
23	66,640	71,027	88,575	93,322	100,262	104,742	23
24	66,640	71,027	88,575	93,322	102,456	107,045	24
25	66,640	71,027	88,575	93,322	102,456	107,045	25
26	66,640	71,027	88,575	93,322	102,456	107,045	26
27	66,640	71,027	88,575	93,322	102,456	109,348	27
28	66,640	71,027	88,575	93,322	102,456	109,348	28
29	66,640	71,027	88,575	93,322	102,456	109,348	29
30	66,640	71,027	88,575	93,322	102,456	111,651	30

An additional stipend of \$2,000 will be allowed for a single earned Masters and Doctoral Degree from an accredited college or university.

**TEACHER HOURLY RATE IS \$30.00**

**GUAJOME SCHOOLS  
CERTIFICATED COUNSELOR  
2024-25  
192 DAYS  
GROUP 12**

<b>STEPS</b>	<b>BA DEGREE</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>BA + 36</b>	<b>BA + 48 (incl MA)</b>	<b>BA + 90 or BA + 75 (incl MA)</b>	<b>STEPS</b>
	<b>RANGE 1</b>	<b>RANGE 2</b>	<b>RANGE 3</b>	<b>RANGE 4</b>	<b>RANGE 5</b>	<b>RANGE 6</b>	
<b>1</b>	67,267	68,612	68,612	69,298	71,377	74,946	<b>1</b>
<b>2</b>	-	68,612	68,612	71,377	73,519	77,195	<b>2</b>
<b>3</b>	-	68,612	70,671	73,519	75,724	79,511	<b>3</b>
<b>4</b>	-	68,612	72,791	75,724	77,996	81,896	<b>4</b>
<b>5</b>	-	70,671	74,975	77,996	80,336	84,353	<b>5</b>
<b>6</b>	-	72,791	77,224	80,336	82,746	86,883	<b>6</b>
<b>7</b>	-	74,975	79,541	82,746	85,228	89,490	<b>7</b>
<b>8</b>	-	-	81,927	85,228	87,785	92,174	<b>8</b>
<b>9</b>	-	-	84,385	87,785	90,419	94,940	<b>9</b>
<b>10</b>	-	-	86,916	90,419	93,131	97,788	<b>10</b>
<b>11</b>	-	-	-	93,131	95,925	100,722	<b>11</b>
<b>12</b>	-	-	-	93,131	98,803	103,743	<b>12</b>
<b>13</b>	-	-	-	93,131	101,767	106,855	<b>13</b>
<b>14</b>	-	-	-	95,925	101,767	106,855	<b>14</b>
<b>15</b>	-	-	-	98,803	101,767	106,855	<b>15</b>
<b>16</b>	-	-	-	101,767	104,820	110,061	<b>16</b>
<b>17</b>	-	-	-	101,767	107,965	113,363	<b>17</b>
<b>18</b>	-	-	-	101,767	107,965	113,363	<b>18</b>
<b>19</b>	-	-	-	101,767	111,204	116,764	<b>19</b>
<b>20</b>	-	-	-	101,767	111,204	116,764	<b>20</b>
<b>21</b>	-	-	-	101,767	114,540	120,267	<b>21</b>
<b>22</b>	-	-	-	104,820	114,540	123,875	<b>22</b>
<b>23</b>	-	-	-	-	114,540	123,875	<b>23</b>
<b>24</b>	-	-	-	-	117,976	127,591	<b>24</b>
<b>25</b>	-	-	-	-	117,976	127,591	<b>25</b>
<b>26</b>	-	-	-	-	117,976	127,591	<b>26</b>
<b>27</b>	-	-	-	-	117,976	131,419	<b>27</b>
<b>28</b>	-	-	-	-	117,976	131,419	<b>28</b>
<b>29</b>	-	-	-	-	117,976	131,419	<b>29</b>
<b>30</b>	-	-	-	-	117,976	131,419	<b>30</b>

An additional stipend of \$2,000 will be allowed for a single earned Masters and Doctoral Degree from an accredited college or university.

**TEACHER HOURLY RATE IS \$30.00**

**GUAJOME SCHOOLS**  
**PSYCHOLOGIST**  
**SPEECH & LANGUAGE PATHOLOGIST**  
**2024-25**  
**180 DAYS**  
**GROUP 13**

STEPS	RANGE 1
1	73,500
2	76,440
3	79,498
4	82,678
5	85,985
6	89,424
7	89,424
8	89,424
9	93,001
10	93,001
11	93,001
12	93,001
13	93,001
14	93,001
15	96,721
16	96,721
17	96,721
18	96,721
19	96,721
20	96,721
21	100,590
22	100,590
23	100,590
24	104,613
25	104,613
26	104,613
27	108,798
28	108,798
29	108,798
30	113,150

An additional stipend of \$2,000 will be allowed for a single earned Masters and Doctoral Degree from an accredited college or university.

**TEACHER HOURLY RATE IS \$30.00**

**GUAJOME SCHOOLS  
OCCUPATIONAL  
THERAPIST  
2024-25  
HOURLY  
GROUP 14**

<b>STEPS</b>	<b>RANGE 1</b>
<b>1</b>	\$ 43.00
<b>2</b>	\$ 45.15
<b>3</b>	\$ 47.41
<b>4</b>	\$ 49.78
<b>5</b>	\$ 52.27
<b>6</b>	\$ 54.88

**GUAJOME PARK ACADEMY  
CERTIFICATED COORDINATOR SCHEDULE  
2024-25  
GROUP 20**

**205 Days**

**RANGE 3**

<b>STEP</b>	<b>Annual</b>	<b>Monthly</b>	<b>Per Diem</b>
<b>1</b>	91,836	7,653	447.98
<b>2</b>	95,050	7,921	463.66
<b>3</b>	98,377	8,198	479.89
<b>4</b>	101,820	8,485	496.68
<b>5</b>	105,384	8,782	514.07
<b>6</b>	109,072	9,089	532.06
<b>7-10</b>	112,890	9,408	550.68
<b>11-15</b>	116,841	9,737	569.96
<b>16-20</b>	120,931	10,078	589.91

An additional stipend of \$2,000 will be allowed for a single earned Masters and Doctoral Degree from an accredited college or university.

**GUAJOME PARK ACADEMY**  
**CERTIFICATED ADMINISTRATION SCHEDULE**  
**2024-25**  
**GROUP 48**  
**Assistant Site Administrator**  
**210 Days**  
**RANGE 1**

STEP	Annual	Monthly	Per Diem
1	108,380	9,032	516.09
2	112,173	9,348	534.16
3	116,099	9,675	552.85
4	120,163	10,014	572.20
5	124,368	10,364	592.23
6	128,721	10,727	612.96
7-10	133,227	11,102	634.41
11-15	137,889	11,491	656.62
16-20	142,716	11,893	679.60

An additional stipend of \$2,000 will be allowed for a single earned Masters and Doctoral Degree from an accredited college or university.

**GUAJOME PARK ACADEMY**  
**CERTIFICATED ADMINISTRATION SCHEDULE**  
**GROUP 19**  
**2024-25**  
**Head of School**  
**215 Days**  
**RANGE 1**

	Annual	Monthly	Per Diem
STEP			
<b>1</b>	117,874	9,823	548.25
<b>2</b>	123,768	10,314	575.66
<b>3</b>	129,956	10,830	604.45
<b>4</b>	136,454	11,371	634.67
<b>5-6</b>	143,277	11,940	666.40
<b>7-8</b>	150,440	12,537	699.72
<b>9-10</b>	157,962	13,164	734.71

An additional stipend of \$2,000 will be allowed for  
 a single earned Masters and Doctoral Degree  
 from an accredited college or university.



**GUAJOME PARK ACADEMY**  
**CERTIFICATED ADMINISTRATION SCHEDULE**  
**2024-25**  
**GROUP 23**  
**Superintendent**  
**220 Days**  
**RANGE 2**

<b>STEP</b>	<b>Annual</b>	<b>Monthly</b>	<b>Per Diem</b>
<b>1</b>	135,000.00	11,250.00	613.64
<b>2</b>	135,000.00	11,250.00	613.64
<b>3</b>	155,000.00	12,916.67	704.55
<b>4</b>	160,053.00	13,337.75	727.51
<b>5</b>	160,053.00	13,337.75	727.51
<b>6</b>	175,000.00	14,583.33	795.45
<b>7</b>	180,000.00	15,000.00	818.18
<b>8</b>	185,000.00	15,416.67	840.91
<b>9</b>	190,000.00	15,833.33	863.64
<b>10</b>	195,000.00	16,250.00	886.36

**GUAJOME PARK ACADEMY**

**AGENDA ITEMS 10 A**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 9, 2024

**SUBJECT: 2024-2025 GPA Board Meeting Dates Calendar and Board Meeting Agenda Calendar**

The 2024-2025 Board Agenda and Board Meeting calendars will be reviewed and presented for approval. Calendars have been updated and dates revised as needed.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Approval

Prepared by:  
Dawn Voss

Approved by:  
Kevin Humphrey, Superintendent



**Guajome Schools**  
**"California Public Certified Charter Schools"**

2000 North Santa Fe Avenue  
Vista, Ca. 92083

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**Guajome Park Academy**  
**Meeting Calendar**  
**Board of Directors**  
**2024-2025**

*The Board of Directors meets on the first Thursday of each month unless otherwise noted. Meetings are held at Guajome Park Academy in Building 1; Student Services Building; Upper Administration Training Center located at 2000 North Santa Fe Avenue, Vista, CA 92083. Public session begins at 4:00 p.m. Closed Executive Session precedes Public Session on the same day at 3:30 p.m. unless otherwise posted.*

**August 8, 2024**

**(3:00 p.m. - Conflict of Interest and Brown Act Training)**

**September 12, 2024**

**October 3, 2024**

**November 7, 2024**

**December 5, 2024**

**January – No Regular Meeting**

**February 6, 2025**

**March 6, 2025**

**April – No Regular Meeting**

**May 1, 2025**

**June 12, 2025**

**July – No Regular Meeting**

**Guajome Park Academy  
Board of Directors  
Annual Agenda Calendar  
2024-2025 School Year**

July	August	September	October	November	December
<ul style="list-style-type: none"> <li>No Regular Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Report</li> <li>Instructional Minute Adoption</li> <li>English Language Learners Report</li> <li>Brown Act Training &amp; Conflict of Interest Training</li> </ul>	<ul style="list-style-type: none"> <li>Appoint Student Directors</li> <li>Strategic Planning Update</li> <li>Special Education Allocation Plan</li> <li>Student Conduct Data Report</li> <li>Education Protection Account</li> <li>Goal Setting Workshop</li> <li>Educator Effectiveness Plan</li> <li>Unaudited Actuals</li> </ul>	<ul style="list-style-type: none"> <li>Student Performance Index Review</li> <li>Appoint Finance Committee</li> <li>Nutrition Services Report</li> <li>Foundation Report</li> <li>Bylaws Review</li> <li>Superintendent Goal Setting</li> <li>State of School Address</li> <li>Comprehensive School Safety Plan</li> <li>Student Conduct Data Report</li> </ul>	<ul style="list-style-type: none"> <li>Technology Report</li> <li>International Baccalaureate Report</li> <li>Review of Local Indicator /Data Dashboard</li> <li>CAASP Data</li> </ul>	<ul style="list-style-type: none"> <li>First Interim Budget Report</li> <li>LCAP Updates and Revisions</li> <li>Course Catalog</li> <li>Audit Report</li> </ul>

\*Finance Committee Meeting

January	February	March	April	May	June
No Regular Meeting	<ul style="list-style-type: none"> <li>• Superintendent's Evaluation (Executive)</li> <li>• Budget Report</li> <li>• Governor's Budget Proposal</li> <li>• LCAP Report</li> <li>• Arts Report</li> <li>• Special Education Report</li> </ul>	<ul style="list-style-type: none"> <li>• Second Interim SARC Report</li> <li>• School Calendar</li> <li>• K-5 Report</li> <li>• LCAP Updates and Revisions</li> <li>• Athletic Report</li> <li>• Counseling Report</li> </ul>	No Regular Meeting	<ul style="list-style-type: none"> <li>• Text book Adoptions</li> <li>• Athletic Report</li> <li>• Fine Arts Report</li> <li>• Counselor Report</li> <li>• Staff Recognition (Certificated &amp; Classified)</li> <li>• Student Board Representative Recognition</li> <li>• Approval of Annual SDCOE</li> <li>• Health Benefits Approval</li> <li>• Student Handbook Adoptions</li> <li>• Course Catalogue Adoptions</li> <li>• Board of Directors Calendar Adoption</li> <li>• Staff Handbook Revisions</li> <li>• Culture/Climate Report</li> </ul>	<ul style="list-style-type: none"> <li>• Resolutions</li> <li>• Intent to Apply for Federal Funding</li> <li>• Board Member Recognition</li> <li>• Appoint New Board Members</li> <li>• Election of Board Officers</li> <li>• Projected Year End Fiscal Report</li> <li>• Adoption of the Proposed Budget</li> <li>• LCAP Adoption</li> </ul>
*Finance Committee Meeting end of February					
*Finance Committee Meeting					

**GUAJOME PARK ACADEMY**

**AGENDA ITEM 10 B 1-7**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** May 9, 2024

**SUBJECT: SDCOE Annual Resolutions**

The San Diego County Office of Education requires a variety of resolutions be kept on file on behalf of each school or district within the county. This presentation will cover resolutions meant to be kept on file to address replacement of warrants, updating authorized personnel lists, authorization for release of information, and authorization of payment.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Adoption

Prepared by:  
Kevin Humphrey

Approved by:  
Kevin Humphrey, Superintendent

**GUAJOME PARK ACADEMY  
2000 NORTH SANTA FE AVENUE  
VISTA, CA 92083  
(760) 631-8500**

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL  
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

**Resolution # 01–2024/2025**

***Guajome Park Academy Charter School, San Diego County ON MOTION OF member \_\_\_\_\_, seconded by member \_\_\_\_\_, effective July 1, 2024 through June 30, 2025.***

**IT IS RESOLVED AND ORDERED that:**

1. The authorized agent (one person only) to receive mail from the Payroll Sections is **Kevin Humphrey.**
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are: **Kevin Humphrey, Judd Thompson, Kendria Tavares, Julie Hoopes and Vista Unified School District authorized agent.**
3.

	Mail	Hold	Consortium	
Check One	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly Payroll warrants each and every month.
Check One	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily/Hourly payroll warrants each and every month.

**IT IS FURTHER RESOLVED** that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

**PASSED AND ADOPTED** by said Governing Board on May 9, 2024 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA     )  
COUNTY OF SAN DIEGO    )     SS



I, Dawn Voss, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp)

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**GUAJOME PARK ACADEMY  
2000 NORTH SANTA FE AVENUE  
VISTA, CA 92083  
(760) 631-8500**

**PAYMENT ORDER RESOLUTION**

**Resolution # 02 – 2024/2025**

***Guajome Park Academy Charter School, San Diego County ON MOTION OF member \_\_\_\_\_, seconded by member \_\_\_\_\_, effective July 1, 2024 through June 30, 2025.***

**IT IS RESOLVED AND ORDERED** that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title 1 of the Government Code (all districts), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

**Kevin Humphrey, Superintendent  
or  
Judd Thompson, Head of School**

**IT IS FURTHER RESOLVED AND ORDERED** that, in accordance with the payroll procedure provided in Education Code Section 45310 (merit system districts only), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

**Kevin Humphrey, Superintendent**

**IT IS FURTHER RESOLVED** that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

**PASSED AND ADOPTED** by said Governing Board on May 9, 2024 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA     )  
COUNTY OF SAN DIEGO    )     SS

Secretary/Clerk of the Governing Board

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**GUAJOME PARK ACADEMY  
2000 NORTH SANTA FE AVENUE  
VISTA, CA 92083  
(760) 631-8500**

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS  
(COMMERCIAL WARRANTS)**

**Resolution # 03 – 2024/2025**

***Guajome Park Academy Charter School, San Diego County ON MOTION OF member \_\_\_\_\_, seconded by member \_\_\_\_\_, effective July 1, 2024 through June 30, 2025.***

**IT IS RESOLVED AND ORDERED** that, pursuant to the provisions of Education Code Section 42632 or 85232, **Kevin Humphrey or Judd Thompson** be and are hereby authorized to sign any and all orders in the name of said charter school, drawn on the funds of said charter school.

**IT IS FURTHER RESOLVED** that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

**PASSED AND ADOPTED** by said Governing Board on May 9, 2024 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA     )  
COUNTY OF SAN DIEGO   )     SS

I, \_\_\_\_\_, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):	Facsimile signature(s), if applicable: (Rubber Stamp)
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GUAJOME PARK ACADEMY  
2000 NORTH SANTA FE AVENUE  
VISTA, CA 92083  
(760) 631-8500**

**AUTHORIZATION OF REPLACEMENT OF WARRANTS**

**Resolution # 04 – 2024/2025**

***Guajome Park Academy Charter School, San Diego County ON MOTION OF member \_\_\_\_\_, seconded by member \_\_\_\_\_, effective July 1, 2024 through June 30, 2025. This resolution is adopted:***

**WHEREAS**, during the course of business, Guajome Park Academy issues payroll and commercial warrants for the payments of goods and services received by Guajome Park Academy; and

**WHEREAS**, payroll and commercial warrants are lost, stolen, mutilated, or expire upon occasion; and

**WHEREAS**, a petition for issuance of a new warrant may be presented by the payee pursuant to Government Code section 29802.

**NOW, THEREFORE BE IT RESOLVED** by the Governing Board of Guajome Park Academy, located in San Diego County, California, that the following persons shall be authorized to reissue new payroll and commercial warrants upon presentation of a properly completed petition for issuance of a new warrant if such new warrant does not exceed the amount of the original warrant.

\_\_\_\_\_  
Kevin Humphrey, Superintendent (Manual Signature)

\_\_\_\_\_  
Facsimile Signature

\_\_\_\_\_  
Judd Thompson, Head of School (Manual Signature)

\_\_\_\_\_  
Facsimile Signature

**IT IS FURTHER RESOLVED** that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

**PASSED AND ADOPTED** by said Governing Board on May 9, 2024 the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA     )  
COUNTY OF SAN DIEGO    )     SS

I, Dawn Voss, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

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Secretary/Clerk of the Governing Board

**GUAJOME PARK ACADEMY  
2000 NORTH SANTA FE AVENUE  
VISTA, CA 92083  
(760) 631-8500**

**RESOLUTION OF DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS**

**Resolution # 05 – 2024/2025**  
ORIGINAL DECLARATION OF NEED FOR YEAR: **2024/2025**

***Guajome Park Academy Charter School, CDS code 3768452 3730942, San Diego County,***  
***ON MOTION OF member \_\_\_\_\_, seconded by member***  
\_\_\_\_\_, effective July 1, 2024 through June 30, 2025.

By submitting this annual declaration, Guajome Park Academy is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made.
- If a suitable fully prepared teacher is not available to Guajome Park Academy, reasonable effort will be made to recruit based on the priority stated below.

The governing board of Guajome Park Academy specified above adopted this declaration at a regularly scheduled public meeting held on May 2, 2024 certifying that there is an insufficient number of certificated persons who meet the specified employment criteria for the position(s) listed on the attached form. The **attached** form was part of the board agenda, and the declaration did NOT appear as part of a consent calendar.

**PASSED AND ADOPTED** by said Governing Board on May 9, 2024 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA     )  
COUNTY OF SAN DIEGO    )     SS

I, Dawn Voss, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Office Phone: (760) 831-8500  
Office Fax: (760) 631-8503  
Email: [vossda@guajome.net](mailto:vossda@guajome.net)





State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2024-2025

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Guajome Park Academy District CDS Code: 3730942

Name of County: \_\_\_\_\_ County CDS Code: \_\_\_\_\_

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 5/9/2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

#### ► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

Dawn Voss

Board Secretary

*Name*

*Signature*

*Title*

760-631-8503

760-631-8500

05/09/2024

*Fax Number*

*Telephone Number*

*Date*

2000 N. Santa Fe Avenue, Vista, CA 92083

*Mailing Address*

vossda@guajome.net

*EMail Address*

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_



The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	5
Bilingual Authorization (applicant already holds teaching credential)	5
List target language(s) for bilingual authorization: Spanish; German	
Resource Specialist	5
Teacher Librarian Services	
Emergency Transitional Kindergarten (ETK)	2

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	5
Single Subject	12
Special Education	5
TOTAL	22

**Authorizations for Single Subject Limited Assignment Permits**

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	1
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	1
English	2	Science: Chemistry	1
Foundational-Level Math	1	Science: Geoscience	1
Foundational-Level Science	1	Science: Physics	1
Health		Social Science	1
Home Economics		Theater	
Industrial & Technology Education	1	World Languages (specify)	Spanish: 1

### EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. We have not had applicants.

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 0

If yes, list each college or university with which you participate in an internship program.

We have used National University in the past.

If no, explain why you do not participate in an internship program.

# GPA TRIP AUTHORIZATION/TRANSPORTATION REQUEST

## SCHOOL/DEPARTMENT USE ONLY

### INSTRUCTIONS FOR ORIGINATOR:

1. Refer to GPA Administrative Procedures (A.P.) 6102.
2. Use separate form for each trip requested.
3. Submit request to site administrator at least twenty (20) working days prior to date of in-county trips and thirty-five (35) days for out of county or overnight trips, as these require Board approval. In the case of the latter, site administrator presents form to the Board.
4. Obtain parent permission for each student. (GPA Form F200.)

### VEHICLE REQUIREMENTS

#### NUMBER OF INDIVIDUALS ON TRIP

Students: (Grade Level(s)) 5th  
 Names of Teachers/Staff: (please print) Moore  
Wunder  
 Address/City 2

Parents & Other Adults 13  
 Adult/Student ☐ to Met ☒ Yes ☐ No ☐

#### MODE OF TRANSPORTATION

Type ☐ Public ☒ Private  
Car  
 Quantity 13-15

### CONTACT PERSON AT DESTINATION

Name Christal Moore  
 Title teacher  
 Telephone Number 1619-972-4539  
 Guided Tour ☒ Yes ☐ No  
 Additional Instructions \_\_\_\_\_

### DESTINATION

Place of Visit Riley's Farm

#### List any High Risk Activity:

Overnight Trip ☐ Yes ☐ No ☒  
 If an overnight trip, has fingerprinting requirement for adult(s) been addressed?  
☐ Yes ☐ No  
 Out-of-County Trip ☒ Yes ☐ No  
 Planned Stops Yes ☐ # \_\_\_\_\_ No ☒  
 If planned stops, list location(s) \_\_\_\_\_

Date of Arrival at Destination May 21, 2024  
 Time of Arrival 9:30 A.M. ☒ P.M.  
 Date of Departure May 21, 2024  
 Time of Departure \_\_\_\_\_ A.M. 2:00 P.M.

### FEES/COSTS

Total Cost of Trip \$1,300  
 Trip financed from the following:  
 School Budget ☐ Fundraising ☐ Donations ☒  
 GPA Foundation ☐ Grant ☐ \_\_\_\_\_ (Name)  
 Other ☐ \_\_\_\_\_

### PURPOSE/SELECTION/NOTIFICATION OF TRIP

Instructional Purpose of Trip This trip is to support the 5th grade American Revolution standards.  
 How were students selected for this trip? All 5th graders  
 When and how were students and parents notified? Parent Square and Paper  
 (Attach all existing flyers and notices to this request)

Name of Originator Christal Moore School Site GRPA Telephone Number x5112  
 Signature of Originator [Signature] Position Teacher Date Signed 5/1/24

### SITE ADMINISTRATOR USE ONLY

☒ Approved ☐ Disapproved - Reason \_\_\_\_\_  
 Signature of Site Administrator Lindsay Aris Date Signed 5.1.24

OUT-OF-COUNTY/OVERNIGHT: Board Approval ☐ Not required ☐ Required ☐

### CENTRAL ADMINISTRATION OFFICE USE ONLY

☐ Approved ☐ Disapproved - Reason \_\_\_\_\_  
 Signature of Charter School Superintendent or Designee \_\_\_\_\_ Date Signed \_\_\_\_\_

## Hear Ye, Hear Ye, All 5<sup>th</sup> Graders!



GPPA 5th grade students are going back in time on Tuesday, May 21, 2022!

The 5th grade class is taking a field trip to Riley's Farm, in Oak Glen, where they will be transported back to 1775 during the American Revolution! The students will be driven by bus to the farm where they will spend the day participating in several hands-on activities centered around colonial life. They may learn about The Stamp Act, how to weave, learn about etiquette of the time or be part of the Admiralty Court. They may also learn about being part of a Militia and at the end of the day, take part in a skirmish.

**We need all students at school no later than 7:15 am. The cars will leave no later than 7:30 a.m..** It takes about 2 hrs to get to the farm. The field trip runs from 10 am until about 2pm. The Students will arrive back at GPA by 4pm.

An additional snack or lunch is recommended. Please bring a disposable water bottle, as well. We are asking for a donation of \$30.00 per student to be sent in by May 17th. Please make checks payable to GPA. Any extra donations are appreciated to help sponsor a student in need!

**\*\*Please fill out the attached permission slip, and the portion below, and return it with your donation, no later than Friday, May 17th.**

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Scholar Name: \_\_\_\_\_

***For this trip, we can only take chaperones that are willing to drive.***

\_\_\_\_\_ I can drive to Riley's farm. I am a *cleared chaperone*, and will be cleared to drive by May 17th.

My scholar needs a school lunch for this trip Yes \_\_\_\_\_ No \_\_\_\_\_

Guajome Schools  
**PARENT PERMISSION FORM**

For Student Participation in Off-Campus Activity/Field Trip

Destination: Riley's Farm Supervising Teacher: Moore/Wunder  
Date of Activity: Tuesday, May 21<sup>st</sup>  
Departure Time: 7:15 a.m. Return Time: 4 pm

Type of Transportation: ☐ Bus ☒ Private Vehicle ☐ Walk

Student will need: Sack Lunch/Snack \_\_\_\_\_  
Money (amount/purpose) \_\_\_\_\_  
Special clothing and/or equipment (specify) \_\_\_\_\_

The undersigned parent/guardian of \_\_\_\_\_ age \_\_\_\_\_, a student of Guajome Schools ("GS"), hereby voluntarily agrees permission for said student to participate in all aspects of the above named field trip or activity.

Permission is hereby granted to any adult to seek and obtain whatever medical assistance and services deemed necessary while on such field trip or activity, if services are required.

**RELEASE FROM LIABILITY AND INDEMNIFICATION:** For and in consideration of permitting the above named student to attend the above-described field trip or other off-site activity (the "Activity") which may include transportation by a private vehicle, I hereby voluntarily release from liability and waive any and all claims or causes of action for personal injury or death occurring to the Student or others, or property damage arising from the negligence of Guajome Schools (GS) or otherwise, against GS or any of its officers, agents, teachers, or employees. I hereby release GS from liability for myself and my heirs, executors, administrators and assigns, and I shall indemnify and hold harmless GS from any and all such claims or causes of action. I hereby acknowledge that I understand the effects of releasing GS of all such liability, including that caused by negligence.

Please list pertinent medical history (e.g., drug, food, or environmental allergies, bee stings, previous illness, injury, activity limitations, current medications). Include signs and symptoms of an allergic reaction and what treatment your child seeks when a reaction occurs. Also include side effects of current medications. Please write "N/A" if this is not applicable.

If parent/guardian cannot be reached in the event of an emergency, please contact:

Name	Relationship	Home/Cell/Work Phone
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Name	Relationship	Home/Cell/Work Phone
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Name of Student (please print)	Signature of Parent/Guardian	Date
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Address
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Signature of Sponsor/Administrator	Date	Home Phone	Work Phone
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Cell Phone
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Student's address and telephone (if different from above):

Address	City	Zip	Phone
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**Guajome Park Academy**  
2000 North Santa Fe Avenue, Vista, CA 92083  
Phone: 760-631-8500      Website: [www.guajome.net](http://www.guajome.net)

Board of Directors  
**REGULAR MEETING**  
**UNADOPTED MINUTES**  
**March 7, 2024**

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1. **Public Session - Call to Order**

Anna McAfee called the meeting to order in public session at 4:00 p.m. in Building 1, Student Services Building, Administrative Training Center.

Roll Call and Establishment of Quorum:

Members Present: Anna McAfee, Sylvia Harper, Steve Kildoo, Casey Semrow, Debbie Duffy
  2. **Approval of Agenda**

Moved by Debbie Duffy; second by Sylvia Harper; the Board unanimously approved the agenda with the following vote:

Yes: Sylvia Harper, Casey Semrow, Anna McAfee, Steve Kildoo, Debbie Duffy  
No: 0
  3. **Public Comments on Agenda Items**

None
  4. **Public Comments on Non-Agenda Items**

None
  5. **Head of School Report**

Judd Thompson reported updates about current and upcoming events at Guajome Park Academy.
  6. **Charter School Superintendent Report**
    - A. **General Update**

Kevin Humphrey reported on general updates at Guajome Park Academy.
    - B. **Student Recognition**

GPA senior, Valeria Perez Martin, was recognized by the Board for receiving the Rising Star Award in April.
  7. **ASB Student Board Representative Report**
    - A. **One-time off-schedule payment**

Sam Gomez presented the events and projects that GPA high school and middle school ASB have been working on, as well as the various fundraisers that GPA class leaders and clubs have planned.

Sylvia Harper and Casey Semrow recused themselves for item 8A.
  8. **Fiscal Services**
    - A. **Second Interim**

Stephanie Whitehouse presented the Second Interim report for Board approval and provided details and clarifications for updates from the adopted budget in the areas of Expenditure, Revenue, Reserves, and Assumptions for consideration during the budgeting process. Projections for two subsequent years were included. Discussion included considerations for upcoming changes and the impact of those changes.

Fiscal Impact: \$1,053,276 expected revenue over expenditures.

Moved by Steve Kildoo; second by Debbie Duffy; the Board unanimously approved the Second Interim Report with the following vote:

Yes: Anna McAfee, Steve Kildoo, Debbie Duffy

No: 0  
Recusal: Sylvia Harper, Casey Semrow

**Sylvia Harper and Casey Semrow rejoined the meeting.**

**B. LCAP Updates**

Kevin Humphrey provided an LCAP update to the Board including a timeline and the progress of developing a new GPA LCAP.

**C. VUSD MOU**

Kevin Humphrey presented the updated facilities agreement with Vista Unified School District for Board approval. Updates include further clarification of the responsibilities for maintenance of the facility as well as new dates for the length of the MOU that reflect the charter renewal extension provided to Guajome Park Academy as a result of Covid 19.

Moved by Debbie Duffy; second by Sylvia Harper; the Board unanimously approved the VUSD MOU with the following vote:

Yes: Anna McAfee, Steve Kildoo, Debbie Duffy, Sylvia Harper, Casey Semrow  
No: 0

**D. Publishing of an RFQ with a 4217 Stipulation**

Kevin Humphrey provided information to the board of Guajome Park Academy's intention to solicit qualifications proposals for qualified Firms to provide design, assessment, implementation, documentation, and reporting services required for award and administration of funds under the AB 841 CalSHAPE program. The purpose of this RFQ is to find a qualified firm to complete all necessary steps under AB841 CalSHAPE guidelines, this includes but is not limited to the installation of all necessary equipment. This RFQ describes the background and services needed, the selection process and the minimum information that must be included when responding to this RFQ. The school expects all proposed Firms to be familiar with the CalSHAPE program and supporting Guidelines prepared by the California Energy Commission.

**E. Notice of a Public Hearing on item 8D**

Kevin Humphrey provided notice to the public of the opportunity to provide comment on the utilization of the selected vendor proficid ebay the RFQ with a 4217 Stipulation process. This public hearing will take place during the scheduled Board meeting on April 11, 2024.

**9. Educational Services**

**A. 2024-2025 GPPA and GPA School Calendar Update**

Judd Thompson presented the 2024-25 school calendar for Board approval. All requirements are met for total school days that will translate to meeting all legal requirements for instructional minutes. A modification was made for Stakeholders Day, originally scheduled for May 2, 2025 will now be scheduled on March 1, 2025.

Moved by Sylvia Harper; second by Steve Kildoo; the Board unanimously approved the 2024-2025 GPA School Calendar with the following vote:

Yes: Anna McAfee, Steve Kildoo, Debbie Duffy, Sylvia Harper, Casey Semrow  
No: 0

**B. SARC Report**

Judd Thompson provided the board with the executive summary of the School Accountability Report Card. This executive summary of the School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of information related to individual public schools. Most data presented in this report are reported for the 2022–23 school year. School finances and school completion data are reported for the 2022–23 school year. Contact information, facilities, curriculum and instructional materials, and select teacher data are reported for the 2023–24 school year.



### **C. Special Education Report**

Karen Whitworth, the GPA SPED Coordinator, provided the board with an overview of the Special Education Department program including student data, organizational systems, course overview, and anticipated future direction.

#### **10. Consent Calendar**

The purpose of the consent calendar motion is to expedite action on routine agenda items. All agenda action items that are not held for discussion at the request of a member of the audience or Board member will be approved as written as part of a single motion Consent Calendar Motion. No action items were held for discussion.

Moved by Casey Semrow; second by Debbie Duffy; the Board unanimously approved the Consent Calendar with the following vote:

Yes: Anna McAfee, Debbie Duffy, Sylvia Harper, Steve Kildoo, Casey Semrow

No: 0

Absent: None

#### **Consent Calendar**

##### **A. APPROVAL OF MINUTES**

1. Board of Directors Minutes, February 1, 2024

2. Special Board Meeting Minutes, February 13, 2024

##### **B. Fieldtrip - Senior Grad Bash**

#### **11. Communication From The Board**

Anna McAfee reminded the board of the Laptop Scholarship funds due by the May GPA BOD meeting.

#### **12. Proposed Agenda Items for Upcoming Meetings**

None

#### **13. Future Board Meeting Dates**

- April 11, 2024
- May 7, 2024
- June 13, 2024

#### **14. Adjournment**

Anna McAfee adjourned the meeting at 5:02 pm

# Guajome Park Academy

2000 North Santa Fe. Avenue, Vista, CA 92083  
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## Board of Directors REGULAR MEETING UNADOPTED MINUTES April 11, 2024

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- 1. Public Session - Call to Order**

Anna McAfee called the meeting to order in public session at 4:00 p.m. in Building 1, Student Services Building, Administrative Training Center.

Roll Call and Establishment of Quorum:

Members Present: Anna McAfee, Sylvia Harper, Steve Kildoo, Casey Semrow  
Absent: Debbie Duffy
- 2. Approval of Agenda**

Moved by Sylvia Harper; second by Casey Semrow; the Board unanimously approved the agenda with the following vote:

Yes: Sylvia Harper, Casey Semrow, Anna McAfee, Steve Kildoo  
No: 0  
Absent: Debbie Duffy
- 3. Public Comments on Agenda Items**

None
- 4. Public Comments on Non-Agenda Items**

None
- 5. Public Hearing**

The public was given the opportunity to provide testimony on a proposal regarding the RFQ with a 4217 Stipulation. No members of the public provided testimony.
- 6. Board of Directors**

**A. Board Approval of Utilizing 4217 with Selected Vendor**

Judd Thompson reported that Guajome Park Academy publicly posted a Request for Qualifications on 3/11/24 to select a vendor to help Guajome utilize its CALSHAPE funding. One bid, from Veregy, was received before the deadline of 3/27/24. It is the recommendation that the Board accept Veregy's bid to move forward with the CALSHAPE renovations.

Moved by Steve Kildoo; second by Sylvia Harper; Board unanimously approved the bid from Veregy for the CALSHAPE renovations with the following vote:

Yes: Anna McAfee, Sylvia Harper, Casey Semrow, Steve Kildoo  
No: 0  
Absent: Debbie Duffy

**Sylvia Harper and Casey Semrow recused themselves from item 7A.**
- 7. Human Resources**

**A. One-time off-schedule payment**

Judd Thompson reported to the Board the recommendation to provide a one-time off-schedule payment to staff (excluding the superintendent), that will amount to a 3% salary increase for each full time employee at Guajome Schools. Combining this with the 5% off-schedule payment provided to staff in November, Guajome will have equaled the 8% COLA provided by the state for the 2023-24 school year.

Moved by Anna McAfee; second by Steve Kildoo; Board unanimously approved the 3% one-time off schedule payment to full time staff at Guajome Schools with the following vote:

Yes: Anna McAfee, Steve Kildoo

No: 0

Absent: Debbie Duffy

Recusal: Sylvia Harper, Casey Semrow

**Sylvia Harper and Casey Semrow rejoined the meeting.**

**8. Adjournment**

Anna McAfee adjourned the Public Session meeting at 4:05 p.m.