



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

**Board of Directors**

Llamas, Luis, Chair

Landin, Luis, Vice-Chair

Davenport, Joji

Hamamoto, Kathy

**Administration**

Humphrey, Kevin  
Superintendent

Dhillon, Mary  
Administrator

**BOARD OF DIRECTORS**

**Agenda**

**June 11, 2024**

**NO CLOSED SESSION**

**Regular Board of Directors Meeting**

Public Session 3:30 p.m.

Building 1, Student Services Building, Administrative  
Training Center

|    | <b><u>Agenda</u></b>  | <b><u>Presenter</u></b>   | <b><u>Action/<br/>Information</u></b>              |
|----|---|---|--|
| 1. | <b>PUBLIC SESSION – CALL TO ORDER (3:30 p.m.)</b><br>Roll call and establishment of quorum<br>Pledge of Allegiance  | Luis Llamas   |  |
| 2. | <b>APPROVAL OF AGENDA</b><br>Recommended motion: The Board of Directors approve the agenda for the June 11, 2024 Board of Directors Meeting   | Luis Llamas   | Action   |
| 3. | <b>PUBLIC COMMENTS ON AGENDA ITEMS</b><br>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.     |   |  |
| 4. | <b>PUBLIC COMMENTS ON NON-AGENDA ITEMS</b><br>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. |   |  |
| 5. | <b>CHARTER SCHOOL SUPERINTENDENT REPORT</b><br>A. General Updates   | Kevin Humphrey  | Information  |
| 6. | <b>BOARD OF DIRECTORS</b><br>A. Election of Board Members<br>B. Election of Board Officers 2024-2025 School Year<br>1. Board Chair<br>2. Board Vice Chair<br>3. Board Financial Officer<br>4. Board Secretary   | Luis Llamas<br><br>Luis Llamas<br>Luis Llamas<br>Luis Llamas<br>Luis Llamas | Action<br><br>Action<br>Action<br>Action<br>Action |
| 7. | <b>PUBLIC HEARING</b><br>A. The public will be given the opportunity to provide testimony on the Local Control and Accountability Proposal.   | Luis Llamas   |  |

**8. BUSINESS SERVICES**

|   |                      |        |
|---|----------------------|--------|
| A. Local Control and Accountability Plan Adoption | Kevin Humphrey       | Action |
| B. 2024-2025 Budget Adoption                      | Stephanie Whitehouse | Action |
| C. Capital Assets Policy                          | Stephanie Whitehouse | Action |
| D. Workplace Violence Prevention Plan             | Kevin Humphrey       | Action |
| E. Arts and Music Block Grant                     | Kevin Humphrey       | Action |
| F. 2022 Form 990                                  | Kevin Humphrey       | Action |

**9. EDUCATIONAL SERVICES**

|   |                |             |
|---|----------------|-------------|
| A. Local Indicators/Data Dashboard            | Kevin Humphrey | Information |
| B. Homeless Policy No. 6173-First Read        | Kevin Humphrey | Information |
| C. Reclassification Policy No 6174-First Read | Kevin Humphrey | Information |

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.

**10. CONSENT CALENDAR**

|  |             |        |
|--|-------------|--------|
| A. APPROVAL OF MINUTES                     | Luis Llamas | Action |
| 1. May 7, 2024- Board of Directors Meeting |             |        |

**11. COMMUNICATION FROM THE BOARD**

Luis Llamas

**12. PROPOSED AGENDA ITEMS FOR UPCOMING MEETINGS**

Luis Llamas

**13. FUTURE BOARD MEETING DATES**

- August 8, 2024 (3:00 p.m.)- Brown Act and Conflict of Interest Workshop
- September 10, 2024
- November 12, 2024
- December 10, 2024
- February 11, 2025
- March 11, 2025
- May 13, 2025
- June 10, 2025

**14. ADJOURNMENT**

Luis Llamas

*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.*

**GUAJOME LEARNING CENTERS**

**AGENDA ITEM 6A**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

**SUBJECT: Election of Board of Directors Members for the 2024-2025 School Year**

The Board has received two nominations for open Board member positions, to serve three-year terms.

- Kathy Hamamoto
- Brittany Bayley

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

The Board will consider the nomination and vote thereon.

Prepared by:

Dawn Voss

Approved by:

Kevin Humphrey, Superintendent

Guajome Learning Centers Board of Directors  
Nomination Form: Staff Director

**General Qualifications:** The qualifications for Directors are generally as follows: (1) No more than three (3) absences in a fiscal year (July 1 – June 30), without prior notification of personal necessity, for all Board meetings including regularly scheduled meetings, special meetings, and Board workshops (2) a willingness to actively support and promote Guajome Learning Centers; (3) a record of non adverse behavior toward Guajome Learning Centers; and (4) a dedication to Guajome Learning Centers' educational philosophy and goals. Nominees to the Board will be assessed as to their ability to maintain board confidentiality, comply with fiduciary standards, and the ability to keep the mission and vision of Guajome Learning Centers as a primary focus.

If you would like to nominate yourself or another person to serve on the GLC Board of Directors, please complete the form below with signatures of both the nominee and nominator. (Please print or type)

|                          |                      |                        |
|--------------------------|----------------------|------------------------|
| Name of Nominee          | Email                | Date                   |
| Brittany Bayley          | bayleybr@guajome.net | Friday, May 31st, 2024 |
| Address                  | City                 | Zip Code               |
| 1884 Fairway Park Unit A | Escondido            | 92026                  |
| Phone/day                | Phone/evening        | Cell Phone             |
|                          |                      | (858) 208-6218         |

Please give a brief description (not to exceed 150 words) of the nominee's background, including experiences, schools, committees, service clubs, community, and other related information that would pertain to serving on the GLC Board of Directors. (This information will be presented at a public meeting of the GLC Board of Directors.)

Brittany Bayley was born in North County where she received Bachelor's in History and German and her single subject teaching credential in social science and ELA at Cal State San Marcos. Brittany spent three years teaching 7th grade social science in San Pablo, California before moving back to San Diego to teach 7th and 8th ELA and ELD in Spring Valley. She made her way to Guajome and has been teaching 7th and 8th social science for the last six years. While at Guajome, Brittany has led the 8th grade DC/NYC trip for the last six years. She served as 7th grade lead and will serve as the social science ILT member at the start of the next academic year. Brittany is passionate about helping students find their way through their learning journeys—which looks different for every student.

I hereby certify that I am an (please check one) ☒ **interested** person (as defined above), that I meet the qualifications to serve on the GLC Board of Directors, and that I am willing to fulfill the responsibilities of serving on the GLC Board of Directors if appointed/elected. I further understand that it is my responsibility to promptly notify the President and/or Secretary of the GLC Board of Directors if I become ineligible for this position at any time during the nomination process or at any time during the term of office if I am appointed/elected.

Signature of Nominee

Printed Name \_\_\_\_\_

---

Phone

Signature of Nominator

Printed Name \_\_\_\_\_

---

Phone

Please return the completed and signed nomination form by **to Dawn Voss.**



**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

**SUBJECT: ELECTION OF BOARD OFFICERS**

The GLC Bylaws state: "The officers of this corporation shall be a President, a Secretary, and a Financial Officer. The corporation may also have, at the discretion of the Board, Chairman and Vice-Chairman of the Board. Any number of offices may be held by the same person, except that neither the Secretary nor the Financial Officer may serve concurrently as the president or of the Board."

Officers will take office effective at the regular August Board meeting.

***Chairman:***

The GLC Bylaws state: "The Chairman shall preside at all meetings of the Board and exercise and perform such other powers and duties as may from time to time be assigned by the Board."

Currently held by Luis Llamas

***Vice Chairman:***

The GLC Bylaws state: "In the absence or disability of the Chairman, the Vice Chairman shall perform the duties of the Chairman."

Currently held by Luis Landin

***Secretary (Not required to be member of the Board)***

The GLC Bylaws state: "The secretary shall keep or cause to be kept, at the principal office of the corporation the State of California, the original or a copy of the corporation's Articles of Incorporation and bylaws, as amended to date, and a register showing the names of all Directors and their respective addresses. The secretary shall keep the seal of the corporation and shall affix the same on such papers and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument. The secretary also shall keep or cause to be kept at the principal office. The secretary shall give or cause to be given notice of all the meetings of the Board required by these bylaws or by law to be given; shall keep the seal of the corporation in safe custody."

Currently held by Dawn Voss

***Financial Officer (Not required to be member of the Board)***

The GLC Bylaws state: "The financial officer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books of account shall at all times be open to inspection by any Director. The financial officer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation in such depositories as may be designated by the Board. The financial officer shall disburse the funds of the corporation as shall be ordered by the Board, shall render to the president and the Directors, upon request, an account of all transactions as financial officer.

Currently held by Stephanie Whitehouse

**FISCAL IMPACT:** None.

**RECOMMENDATION:** The Board will call for nominations and elect the following:

Chairman, Board Vice-Chair, Board Secretary (not required to be a Board member);  
Board Financial Officer (not required to be a Board member)

Prepared by: Dawn Voss

Approved by: Kevin Humphrey, Superintendent

## **GUAJOME LEARNING CENTERS**

## **AGENDA ITEM 8A**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

### **SUBJECT: GUAJOME LEARNING CENTERS LCAP ADOPTION**

The Guajome Learning Centers will be submitting the 2024-2025 Local Control Accountability Plan (LCAP). The 2024-2025 LCAP is a new document with newly adopted goals. It will be in year one of three year cycle.. We will discuss the adoption of the final document including all necessary updates as mandated.

### **FISCAL IMPACT:**

Will direct decisions on a portion of the revenues expected in 2024 through 2027.

### **RECOMMENDATION:**

Adoption

Prepared by:  
Kevin Humphrey

Approved by:  
Kevin Humphrey, Superintendent

**GUAJOME LEARNING CENTERS**

**AGENDA ITEM 8B**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

**SUBJECT: 2024-2025 Budget Adoption**

This presentation will cover the details of the current budget projection along with the initial projections for the proposed budget projections for 2024-2025, 2025-2026, and 2026-2027.

**FISCAL IMPACT:**

We are projecting a spending deficit of \$2,374.00 this year. We are projecting a small budget surplus over the next three years.

**RECOMMENDATION:**

Approval.

Prepared by:  
Stephanie Whitehouse

Approved by:  
Kevin Humphrey, Superintendent

# Guajome Learning Centers

## Financial Update

Tuesday, June 11th




Presented By



## Presentation Agenda

- Budget Timeline
- Governor's May Revision
- GPA's Proposed Budget FY24-25
- GPA's Multi Year Financial Projections
- GPA's Estimated Actuals Update FY23-24
- Compliance Update

## Budget Timeline



```

graph TD
    Jan[January-April] --> May[May]
    May --> June[June]
    June --> EndJune[End of June]
    EndJune --> July[July]
    July --> Aug[August/September]
    Aug --> Oct[October/February]
    Oct --> Jan
  
```

- January-April**: In January, the governor presents preliminary budget proposal for next fiscal year. Begin preliminary budget draft for the next school year.
- May**: The governor releases May Revision. Revise for longer multi-year budget draft based on the May Revision.
- June**: The governor signs final budget. The board adopts initial budget for the following school year.
- End of June**: CDE Budget Due. Budget due to Authorizer.
- July**: Begin revisions to projected budget (as needed).
- August/September**: Revision to Projected Budget reflecting actual funding, enrollment, personnel and non-personnel historical data (as needed).
- October/February**: Continue to monitor projected budget as more actual information is available. Revise as needed.

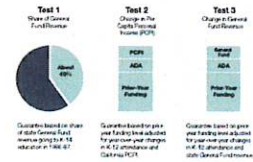
## Overview of Governor's 2024-25 May Revision

## What is Prop 98?

- Prop 98 is a constitutional amendment adopted by California voters in 1988 that establishes an annual minimum funding level for K-14 education each fiscal year –
- Referred to as the "Prop 98 Guarantee"
- Prop 98 funding comes from a combination of state General Fund revenue and local property taxes
- Approx 40% of the state's budget is the Prop 98 Guarantee

## Minimum Guarantee Depends on Various Inputs and Formulas

### Three Proposition 98 Tests



## Themes for the May Revision

- At the May Revision, Governor Gavin Newsom must resolve projected budget deficits in 2024-25 and 2025-26, and actual deficits in the current fiscal year
  - Outside education, he proposes significant spending cuts to government operations, reductions to programs, and pauses of new investments
  - Thankfully, K-14 education continues to be shielded from ongoing programmatic reductions
    - This is accomplished by fully depleting the Proposition 98 Rainy Day Fund, increasing the size of the Proposition 98 "funding maneuver," and adding one-time education cuts
- The Governor does not assume a recession, but includes risks that would affect Proposition 98 should they come to pass



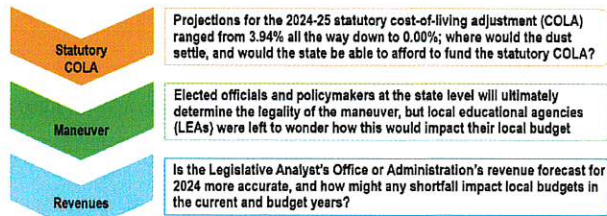
## Proposition 98

- Significant disparities between *budgeted* and *actual* state General Fund revenues create problems for the education budget—state and local
- Revenue volatility has led to multi-billion-dollar reductions in the Proposition 98 minimum guarantee for 2022-23 and 2023-24
- We are feeling the effects of the risky revenue assumptions underlying the 2022-23 funding level
- Governor Newsom's Proposition 98 "maneuver" has significant implications for future K-14 resources



### Local Impacts and Operational Considerations

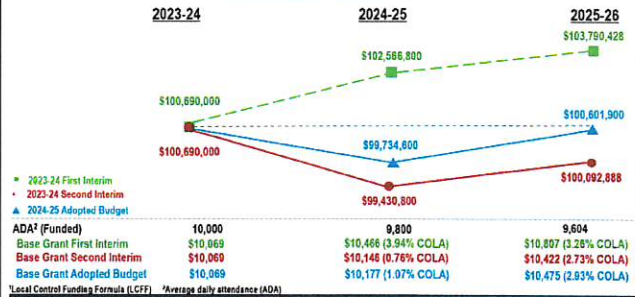
- The Governor's Budget in January resulted in more questions than answers



- The May Revision provides additional clarity; albeit, with less information than usual

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### A Tale of Three Multiyear LCFF<sup>1</sup> Revenue Projections



### 2024-25 LCFF Funding Factors

| Grade Span                                   | TK-3     | 4-6      | 7-8      | 9-12     |
|--|----------|----------|----------|----------|
| 2023-24 Base Grant per ADA                   | \$9,919  | \$10,069 | \$10,367 | \$12,015 |
| 1.07% COLA                                   | \$106    | \$108    | \$111    | \$129    |
| 2024-25 Base Grant per ADA                   | \$10,025 | \$10,177 | \$10,478 | \$12,144 |
| Grade Span Average                           | \$1,043  | —        | —        | \$316    |
| 2024-25 Adjusted Base Grant per ADA          | \$11,068 | \$10,177 | \$10,478 | \$12,460 |
| 20% Supplemental Grant per ADA <sup>1</sup>  | \$2,214  | \$2,035  | \$2,096  | \$2,492  |
| 65% Concentration Grant per ADA <sup>2</sup> | \$3,237  | \$2,977  | \$3,065  | \$3,645  |

TK Add-On (inclusive of COLA)

|  |         |   |   |   |
|--|---------|---|---|---|
|  | \$3,077 | — | — | — |
|--|---------|---|---|---|

<sup>1</sup>Maximum amount per ADA—to arrive at LEA's grant amount, multiply adjusted base grant per ADA by 20% and Unduplicated Pupil Percentage (UPP)

<sup>2</sup>Maximum amount per ADA—to arrive at LEA's grant amount, multiply adjusted base grant per ADA by 65% and UPP above 55%

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### SSC Financial Projection Dashboard

| Planning Factors                            |                      | 2023-24  | 2024-25  | 2025-26  | 2026-27  | 2027-28  |
|---|----------------------|----------|----------|----------|----------|----------|
| DOF <sup>1</sup> Planning COLA              |                      | 8.22%    | 1.07%    | 2.93%    | 3.08%    | 3.30%    |
| California CPI <sup>2</sup>                 |                      | 3.33%    | 3.10%    | 2.88%    | 2.87%    | 2.90%    |
| CalSTRS <sup>3</sup> Employer Rate          |                      | 19.10%   | 19.10%   | 19.10%   | 19.10%   | 19.10%   |
| CalPERS <sup>4</sup> Employer Rate          |                      | 26.88%   | 27.09%   | 27.80%   | 28.00%   | 29.20%   |
| Unemployment Insurance                      |                      | 0.05%    | 0.05%    | 0.05%    | 0.05%    | 0.05%    |
| California Lottery                          | Unrestricted per ADA | \$177.00 | \$177.00 | \$177.00 | \$177.00 | \$177.00 |
|   | Restricted per ADA   | \$72.00  | \$72.00  | \$72.00  | \$72.00  | \$72.00  |
| Mandate Block Grant (District) <sup>5</sup> | Grades K-8 per ADA   | \$37.81  | \$38.21  | \$39.33  | \$40.54  | \$41.88  |
|   | Grades 9-12 per ADA  | \$72.84  | \$73.62  | \$75.79  | \$78.11  | \$80.69  |
| Mandate Block Grant (Charter)               | Grades K-8 per ADA   | \$19.85  | \$20.08  | \$20.65  | \$21.29  | \$21.99  |
|   | Grades 9-12 per ADA  | \$55.17  | \$55.78  | \$57.39  | \$59.18  | \$61.11  |

<sup>1</sup>Department of Finance, <sup>2</sup>Consumer Price Index, <sup>3</sup>California State Teachers' Retirement System, <sup>4</sup>California Public Employees' Retirement System, <sup>5</sup>County Office of Education Mandate Block Grant for 2024-25: \$38.21 per ADA grades K-8; \$73.62 per ADA grades 9-12; \$1.28 per unit of countywide ADA

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### What's Not in the May Revision, But Could Be in the Final Budget

Despite the deteriorating revenue situation, Governor Newsom does not rely on deferrals to balance the Proposition 98 side of the budget.

- This could change between now and the final 2024-25 Enacted Budget, especially if the Legislature rejects the Proposition 98 funding maneuver or any significant one-time cuts and needs other Proposition 98 solutions as a result.

It is full steam ahead with Universal Transitional Kindergarten implementation, with no student-teacher ratio relief proposed for 2025-26 when ratios drop from 12:1 to 10:1.



Although several pots of one-time funds are being pulled back, including funding to increase access to inclusive early learning and care programs for children with disabilities, there are no ongoing programmatic reductions within core K-12 programs.



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12

### Current Update

Although detailed "trailer bill" language is not available, CSDC has been informed that the re-appropriation of funding in the current year should not lead to an appreciable funding deferral this summer. Next summer, however, would include a significant deferral in the \$2 billion range, perhaps delaying roughly one-quarter of the June 2025 Principal Apportionment briefly into the following month.

### Guajome Learning Centers' FY24-25 Proposed Budget

### Budget Assumptions - Revenue

- Enrollment is projected at 75 students with a 95% attendance rate
- LCFF revenue assumptions are per the Governor's May revise
  - 1.07% statutory COLA
- No COLA applied to categorical programs
- All ESSER and Covid Related Relief funds have been spent as of 6/30/24
- Other significant one time funds in the budget will be covered in a later slide





## Guajome Learning Centers' Multi-year Projections

## MYP Budget Assumptions

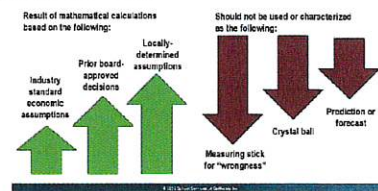
- Revenue
  - FCMAT'S LCFF calculator is used for LCFF
  - No changes to enrollment or ADA
  - School Services of California's May revise Dartboard is used for lottery, mandated block grant
- Expense
  - Staffing step and column increases are actual for one year out then School Services of California's May revise Dartboard is used in our years and also applied to operating expenses

## Multi-year Budget Summary

|                                  | 2023-24           | 2024-25        | 2025-26    | 2026-27    |
|----------------------------------|-------------------|----------------|------------|------------|
|                                  | Estimated Actuals | Initial Budget | BUDGET     | BUDGET     |
| Enrollment                       | 91                | 75             | 75         | 75         |
| FF ADA                           | 71                | 69             | 69         | 69         |
| WELL 9006 LCFF Income            | \$ 938,771        | \$ 881,647     | \$ 909,636 | \$ 937,451 |
| 8000-8009 Federal Income         | \$ -              | \$ -           | \$ -       | \$ -       |
| 8000-8009 State Income           | \$ 18,315         | \$ 51,515      | \$ 61,214  | \$ 21,447  |
| 8000-8799 Local Income           | \$ 20,000         | \$ 20,000      | \$ 20,000  | \$ 20,000  |
| TOTAL INCOME                     | \$ 977,086        | \$ 933,162     | \$ 990,846 | \$ 978,898 |
| Total 1000 Certificated Salaries | \$ 627,187        | \$ 592,696     | \$ 606,212 | \$ 616,552 |
| Total 2000 Certificated Salaries | \$ 57,079         | \$ 49,500      | \$ 47,615  | \$ 49,060  |
| Total 3000 Employee Benefits     | \$ 263,346        | \$ 190,484     | \$ 196,965 | \$ 200,154 |
| Total 4000 Supplies              | \$ 2,000          | \$ 2,000       | \$ 2,000   | \$ 2,139   |
| Total 5000 Services and Opaid    | \$ 209,568        | \$ 181,103     | \$ 185,379 | \$ 187,705 |
| Total 6000 Capital Outlay        | \$ -              | \$ -           | \$ -       | \$ -       |
| TOTAL EXPENSE                    | \$ 999,160        | \$ 915,684     | \$ 938,161 | \$ 955,650 |
| SURPLUS/DEFICIT                  | \$ (22,074)       | \$ 43,878      | \$ 52,685  | \$ 23,248  |

## Multi Year Projections (MYP)

- "MYP Budgets are exactly wrong but approximately right based on assumptions at that time" - SSCal



## Estimated Actuals FY23-24

|                                  | 2023-24<br>SECOND<br>BUDGET | 2023-24<br>ESTIMATED<br>ACTUALS | (1) Difference | (%) Difference | Description/Explanation                          |
|----------------------------------|-----------------------------|---------------------------------|----------------|----------------|--|
| Revenues                         | 25                          | 33                              | 8              | 32%            | Increase in students                             |
| FY ADK                           | 10                          | 14                              | 4              | 40%            | Increase in students but offset by June decrease |
| ADK BPPG LEFF Income             | \$ 121,565                  | \$ 131,771                      | \$ 10,206      | 8%             | Increase in ADK                                  |
| ADK BPPG Federal Income          | \$ -                        | \$ -                            | \$ -           | 0%             |  |
| ADK BPPG State Income            | \$ 18,113                   | \$ 18,113                       | \$ -           | 0%             |  |
| ADK BPPG Local Income            | \$ 20,000                   | \$ 20,000                       | \$ -           | 0%             |  |
| TOTAL REVENUE                    | \$ 139,678                  | \$ 150,884                      | \$ 11,206      | 8%             |  |
| Total 1000 Civilian and Veterans | \$ 417,892                  | \$ 397,187                      | \$ -20,705     | -5%            |  |
| Total 1000 Civilian and Veterans | \$ 417,892                  | \$ 397,187                      | \$ -20,705     | -5%            |  |
| Total 1000 Employee Benefits     | \$ 224,895                  | \$ 201,548                      | \$ -23,347     | -10%           |  |
| Total 1000 Supplies              | \$ 2,000                    | \$ 2,000                        | \$ -           | 0%             |  |
| Total 1000 Services and Other    | \$ 200,000                  | \$ 200,000                      | \$ -           | 0%             |  |
| Total 1000 Capital Outlay        | \$ -                        | \$ -                            | \$ -           | 0%             |  |
| TOTAL EXPENSE                    | \$ 844,787                  | \$ 799,735                      | \$ -45,052     | -5%            |  |
| SURPLUS/DEFICIT                  | \$ (445,109)                | \$ (648,851)                    | \$ -203,742    | -46%           |  |

## Compliance Update

- June 2024
  - Action: 2023-24 Initial budget
  - Action: 2023-24 LCAP which includes Budget Overview for Parents and Action Tables
- Upcoming
  - Action: Education Protection Act FY23-24 Actuals, and FY24-25 Budget
  - Action: 2023-24 Unaudited Actuals (Sept)

|   | 2023-24<br>ADOPTED<br>BUDGET | 2023-24<br>FIRST<br>INTERIM | 2023-24<br>SECOND<br>INTERIM | 2023-24<br>PROJECTED<br>ACTUALS | 2024-25<br>ADOPTED<br>BUDGET | 2025-26<br>PROJECTED<br>BUDGET |
|---|------------------------------|-----------------------------|------------------------------|---------------------------------|------------------------------|--------------------------------|
| <b>A. REVENUES</b>                                |                              |                             |                              |                                 |                              |                                |
| 1) Revenue Limit Sources                          | 823,005                      | 915,206                     | 878,945                      | 938,771                         | 881,647                      | 909,636                        |
| 2) Federal Revenues                               | -                            | -                           | -                            | -                               | -                            | -                              |
| 3) Other State Revenues                           | 18,536                       | 49,813                      | 55,051                       | 18,315                          | 51,825                       | 61,224                         |
| 4) Other Local Revenues                           | 20,000                       | 20,000                      | 20,000                       | 20,000                          | 20,000                       | 20,000                         |
| <b>TOTAL REVENUES</b>                             | <b>861,541</b>               | <b>985,019</b>              | <b>953,996</b>               | <b>977,086</b>                  | <b>953,472</b>               | <b>990,860</b>                 |
| <b>B. EXPENDITURES</b>                            |                              |                             |                              |                                 |                              |                                |
| 1) Certificated Salaries                          | 515,623                      | 423,803                     | 497,052                      | 507,187                         | 392,696                      | 404,202                        |
| 2) Classified Salaries                            | -                            | 123,558                     | 41,959                       | 57,039                          | 46,260                       | 47,615                         |
| 3) Employee Fringes                               | 151,376                      | 226,007                     | 203,695                      | 203,346                         | 190,484                      | 196,065                        |
| 4) Books, Supplies, Non-Capital Equip             | 2,000                        | 2,000                       | 2,000                        | 2,000                           | 2,000                        | 2,057                          |
| 5) Services, Other Operating Exp                  | 260,190                      | 209,652                     | 209,289                      | 209,888                         | 281,203                      | 288,980                        |
| 6) Capital Outlay                                 |                              |                             |                              |                                 |                              |                                |
| <b>TOTAL EXPENDITURES</b>                         | <b>929,189</b>               | <b>985,020</b>              | <b>953,995</b>               | <b>979,460</b>                  | <b>912,643</b>               | <b>938,919</b>                 |
| <b>C. EXCESS/DEFICIENT REVENUE OVER EXPENSES</b>  | <b>(67,648)</b>              | <b>(1)</b>                  | <b>1</b>                     | <b>(2,374)</b>                  | <b>40,829</b>                | <b>51,941</b>                  |
| <b>D. OTHER FINANCING SOURCES/USES</b>            |                              |                             |                              |                                 |                              |                                |
| 1) Interfund Transfers                            |                              |                             |                              |                                 |                              |                                |
| a) Transfers In                                   | -                            |                             |                              |                                 |                              |                                |
| b) Transfers Out                                  | -                            |                             |                              |                                 |                              |                                |
| 2) Other Sources/Uses                             |                              |                             |                              |                                 |                              |                                |
| a) Sources  | -                            |                             |                              |                                 |                              |                                |
| b) Uses   | -                            |                             |                              |                                 |                              |                                |
| <b>3) TOTAL OTHER FINANCING S/U</b>               | <b>-</b>                     |                             |                              |                                 |                              |                                |
| <b>E. NET INCREASE (DECREASE) IN FUND BALANCE</b> | <b>(67,648)</b>              | <b>(1)</b>                  | <b>1</b>                     | <b>(2,374)</b>                  | <b>40,829</b>                | <b>51,941</b>                  |
| <b>F. FUND BALANCE, RESERVES</b>                  |                              |                             |                              |                                 |                              |                                |
| 1) Beginning Balance/July 1                       | 791,350                      | 791,350                     | 791,350                      | 791,351                         | 791,352                      | 791,353                        |
| 2) Ending Balance                                 | 723,702                      | 723,701                     | 723,702                      | 721,328                         | 762,157                      | 814,098                        |
| <b>Components of Fund Balance</b>                 |                              |                             |                              |                                 |                              |                                |
| Restricted for Econ Uncert.                       | 27,876                       | 29,551                      | 28,620                       | 29,384                          | 27,379                       | 28,168                         |
| Restricted for Special Purposes                   | 695,826                      | 694,150                     | 695,082                      | 691,944                         | 734,778                      | 785,930                        |
| Undesignated                                      |                              |                             |                              |                                 |                              |                                |
| <b>Total Components of Fund Balance</b>           | <b>723,702</b>               | <b>723,701</b>              | <b>723,702</b>               | <b>721,328</b>                  | <b>762,157</b>               | <b>814,098</b>                 |

| Assumptions                                    | 2023-24<br>ADOPTED<br>BUDGET | 2023-24<br>FIRST<br>INTERIM | 2023-24<br>SECOND<br>INTERIM | 2023-24<br>PROJECTED<br>ACTUALS | 2024-25<br>ADOPTED<br>BUDGET | 2025-26<br>PROJECTED<br>BUDGET |
|--|------------------------------|-----------------------------|------------------------------|---------------------------------|------------------------------|--------------------------------|
| <b><u>REVENUE</u></b>                          |                              |                             |                              |                                 |                              |                                |
| 1. STATUTORY COLA                              | 8.22%                        | 8.22%                       | 8.22%                        | 8.22%                           | 1.07%                        | 5.38%                          |
| 2. INDIRECT COST RATE                          | 5.00%                        | 5.00%                       | 5.00%                        | 5.00%                           | 5.00%                        | 5.00%                          |
| 3. CALIFORNIA CPI                              | 3.55%                        | 3.55%                       | 3.55%                        | 3.55%                           | 3.10%                        | 2.23%                          |
| 4. LOTTERY                                     |                              |                             |                              |                                 |                              |                                |
| Unrestricted                                   | \$177.00                     | \$177.00                    | \$177.00                     | \$177.00                        | \$177.00                     | \$163.00                       |
| Restricted                                     | \$72.00                      | \$72.00                     | \$72.00                      | \$72.00                         | \$72.00                      | \$65.00                        |
| 5. MANDATED BLOCK GRANT                        |                              |                             |                              |                                 |                              |                                |
| K - 8th Grade                                  | \$19.85                      | \$19.85                     | \$19.85                      | \$19.85                         | \$20.06                      | \$19.33                        |
| 9th - 12th Grade                               | \$55.17                      | \$55.17                     | \$55.17                      | \$55.17                         | \$55.76                      | \$53.72                        |
| 6. ENROLLMENT ESTIMATES                        |                              |                             |                              |                                 |                              |                                |
| Totals   | 64                           | 74                          | 74                           | 74                              | 75                           | 75                             |
| 7. AVERAGE DAILY ATTENDANCE                    |                              |                             |                              |                                 |                              |                                |
| Attendance Rate                                | 97%                          | 97%                         | 97%                          | 97%                             | 92%                          | 92%                            |
| <b><u>EXPENDITURES</u></b>                     |                              |                             |                              |                                 |                              |                                |
| 1. FRINGE BENEFIT RATES                        |                              |                             |                              |                                 |                              |                                |
| STRS State Teachers Retirement System (Tier 1) | 19.10%                       | 19.10%                      | 19.10%                       | 19.10%                          | 19.10%                       | 19.10%                         |
| PERS Public Employee Retirement System         | 26.68%                       | 26.68%                      | 26.68%                       | 26.68%                          | 27.05%                       | 26.68%                         |
| Social Security                                | 6.20%                        | 6.20%                       | 6.20%                        | 6.20%                           | 6.20%                        | 6.20%                          |
| Medicare                                       | 1.45%                        | 1.45%                       | 1.45%                        | 1.45%                           | 1.45%                        | 1.45%                          |
| SUI State Unemployment Insurance               | 0.50%                        | 0.50%                       | 0.50%                        | 0.50%                           | 0.05%                        | 0.50%                          |
| Workers Compensation                           | 1.22%                        | 1.22%                       | 1.22%                        | 1.22%                           | 1.22%                        | 1.22%                          |
| Health Insurance Percentage Increase           | 10.00%                       | 10.00%                      | 10.00%                       | 10.00%                          | 7.50%                        | 10.00%                         |
| Health Insurance Average cost per year         | \$15,817                     | \$15,817                    | \$15,817                     | \$15,817                        | \$14,000                     | \$15,817                       |
| 2. EMPLOYEE SALARY STEP INCREASES              |                              |                             |                              |                                 |                              |                                |
| Certificated                                   | 2.59%                        | 2.59%                       | 2.59%                        | 2.59%                           | 2.59%                        | 2.59%                          |
| Classified                                     | 3.50%                        | 3.50%                       | 3.50%                        | 3.50%                           | 3.50%                        | 3.50%                          |
| Estimated for Certificated Column Changes      | \$20,001                     | \$20,000                    | \$20,000                     | \$20,000                        | \$20,000                     | \$20,000                       |

| REVENUES                             | 2023-24 |         | 2023-24 |         | 2023-24 |         | 2023-24   |         | 2023-24 |         | 2024-25   |         | 2025-26 |  |
|--------------------------------------|---------|---------|---------|---------|---------|---------|-----------|---------|---------|---------|-----------|---------|---------|--|
|                                      | ADOPTED | BUDGET  | FIRST   | INTERIM | SECOND  | INTERIM | PROJECTED | ACTUALS | ADOPTED | BUDGET  | PROJECTED | BUDGET  |         |  |
| Total Student Enrollment             |         | 64      |         | 74      |         | 74      |           | 74      |         | 75      |           | 75      |         |  |
| Total Student ADA                    |         | 97%     |         | 97%     |         | 97%     |           | 97%     |         | 92%     |           | 92%     |         |  |
| Revenue Limit Sources                |         |         |         |         |         |         |           |         |         |         |           |         |         |  |
| 8012 Education Protection Account    | \$      | 232,022 | \$      | 256,353 | \$      | 250,780 | \$        | 289,033 | \$      | 256,677 | \$        | 272,997 |         |  |
| 8011 LCFF Apportionment              | \$      | 334,132 | \$      | 367,251 | \$      | 300,315 | \$        | 349,423 | \$      | 324,655 | \$        | 336,324 |         |  |
| 8096 In lieu of Property Taxes       | \$      | 256,851 | \$      | 291,602 | \$      | 327,850 | \$        | 300,315 | \$      | 300,315 | \$        | 300,315 |         |  |
| TOTALS                               | \$      | 823,005 | \$      | 915,206 | \$      | 878,945 | \$        | 938,771 | \$      | 881,647 | \$        | 909,636 |         |  |
| Other Federal Revenues               |         |         |         |         |         |         |           |         |         |         |           |         |         |  |
| All Other Federal Revenue            |         |         |         |         |         |         |           |         |         |         |           |         |         |  |
| TOTALS                               | \$      | -       | \$      | -       | \$      | -       | \$        | -       | \$      | -       | \$        | -       |         |  |
| Other State Revenues                 |         |         |         |         |         |         |           |         |         |         |           |         |         |  |
| 8550 Mandated Costs                  | \$      | 2,864   | \$      | 3,129   | \$      | 3,129   | \$        | 3,129   | \$      | 2,397   | \$        | 2,397   |         |  |
| 8560 State Lottery - CY Unrestricted | \$      | 10,883  | \$      | 12,705  | \$      | 9,735   | \$        | 9,735   | \$      | 13,275  | \$        | 13,275  |         |  |
| 8560 State Lottery - CY Restricted   | \$      | 4,289   | \$      | 5,168   | \$      | 4,951   | \$        | 4,951   | \$      | 5,775   | \$        | 5,775   |         |  |
| All Other State Revenue              | \$      | 500     | \$      | 28,811  | \$      | 37,236  | \$        | 500     | \$      | 30,378  | \$        | 39,777  |         |  |
| TOTALS                               | \$      | 18,536  | \$      | 49,813  | \$      | 55,051  | \$        | 18,315  | \$      | 51,825  | \$        | 61,224  |         |  |
| Other Local Revenues                 |         |         |         |         |         |         |           |         |         |         |           |         |         |  |
| 8660 Interest                        | \$      | 20,000  | \$      | 20,000  | \$      | 20,000  | \$        | 20,000  | \$      | 20,000  | \$        | 20,000  |         |  |
| 8677 SpEd Reimbursement              | \$      | -       |         |         |         |         |           |         | \$      | -       | \$        | -       |         |  |
| 8699 Contributions / Donations       |         |         |         |         |         |         |           |         |         |         |           |         |         |  |
| TOTALS                               | \$      | 20,000  | \$      | 20,000  | \$      | 20,000  | \$        | 20,000  | \$      | 20,000  | \$        | 20,000  |         |  |
| TOTAL REVENUE                        | \$      | 861,541 | \$      | 985,019 | \$      | 953,996 | \$        | 977,086 | \$      | 953,472 | \$        | 990,860 |         |  |



|   | 2023-24<br>ADOPTED<br>BUDGET | 2023-24<br>FIRST<br>INTERIM | 2023-24<br>SECOND<br>INTERIM | 2023-24<br>PROJECTED<br>ACTUALS | 2024-25<br>ADOPTED<br>BUDGET | 2025-26<br>PROJECTED<br>BUDGET |
|---|------------------------------|-----------------------------|------------------------------|---------------------------------|------------------------------|--------------------------------|
| <b>EXPENDITURES</b>                       |                              |                             |                              |                                 |                              |                                |
| <i>Certificated Salaries</i>              |                              |                             |                              |                                 |                              |                                |
| 1000-1999                                 | \$ 515,623                   | \$ 423,803                  | \$ 497,052                   | \$ 507,187                      | \$ 392,696                   | \$ 404,202                     |
| <i>Classified Salaries</i>                |                              |                             |                              |                                 |                              |                                |
| 2000-2999                                 | \$ -                         | \$ 123,558                  | \$ 41,959                    | \$ 57,039                       | \$ 46,260                    | \$ 47,615                      |
| <i>Employee Fringes</i>                   |                              |                             |                              |                                 |                              |                                |
| 3000-3999                                 | \$ 151,376                   | \$ 226,007                  | \$ 203,695                   | \$ 203,346                      | \$ 190,484                   | \$ 196,065                     |
| <i>Books and Supplies</i>                 |                              |                             |                              |                                 |                              |                                |
| 4000-4999                                 | \$ 2,000                     | \$ 2,000                    | \$ 2,000                     | \$ 2,000                        | \$ 2,000                     | \$ 2,057                       |
| <i>Services, Other Operating Expenses</i> |                              |                             |                              |                                 |                              |                                |
| 5000-5999                                 | \$ 260,190                   | \$ 209,652                  | \$ 209,289                   | \$ 209,888                      | \$ 281,203                   | \$ 288,980                     |
| <i>Capital Outlay</i>                     |                              |                             |                              |                                 |                              |                                |
| 6000-6999                                 |                              |                             |                              |                                 |                              |                                |
| <b>TOTAL EXPENDITURES</b>                 | <b>\$ 929,189</b>            | <b>\$ 985,020</b>           | <b>\$ 953,995</b>            | <b>\$ 979,460</b>               | <b>\$ 912,643</b>            | <b>\$ 938,919</b>              |

|                                      |          | 2023-24           | 2023-24          | 2023-24           | 2023-24              | 2024-25           | 2025-26             |
|--------------------------------------|----------|-------------------|------------------|-------------------|----------------------|-------------------|---------------------|
|                                      | Object # | ADOPTED<br>BUDGET | FIRST<br>INTERIM | SECOND<br>INTERIM | PROJECTED<br>ACTUALS | ADOPTED<br>BUDGET | PROJECTED<br>BUDGET |
| EXPENDITURES:                        |          |                   |                  |                   |                      |                   |                     |
| CERTIFICATED                         | 1100     | 515,623           | 423,803          | 497,052           | 507,187              | 392,696           | 404,202             |
| CLASSIFIED                           | 2000     |                   | 123,558          | 41,959            | 57,039               | 46,260            | 47,615              |
| Payroll - Fringes                    | 3000     | 151,376           | 226,007          | 203,695           | 203,346              | 190,484           | 196,065             |
| TOTAL PAYROLL EXPENSES               |          | \$ 666,999        | \$ 773,368       | \$ 742,706        | \$ 767,572           | \$ 629,440        | \$ 647,882          |
| TEXTBOOKS                            | 4100-000 |                   |                  |                   |                      |                   |                     |
| OTHER BOOKS                          | 4200-000 |                   |                  |                   |                      |                   |                     |
| MATERIALS & SUPPLIES                 | 4300-000 | 2,000             | 2,000            | 2,000             | 2,000                | 2,000             | 2,057               |
| SUBSCRIPTIONS                        | 4300-011 |                   |                  |                   |                      |                   |                     |
| TESTING ASSESSMENT                   | 4300-021 |                   |                  |                   |                      |                   |                     |
| MAINT/OPER MATERIALS/SUPPLIES        | 4300-101 |                   |                  |                   |                      |                   |                     |
| NON-CAPITALIZED F&E (\$4999 & under) | 4400-001 |                   |                  |                   |                      |                   |                     |
| NON-CAPITALIZED F&E (\$4999 & over)  | 4400-002 |                   |                  |                   |                      |                   |                     |
| 4000's                               |          | \$ 2,000          | \$ 2,000         | \$ 2,000          | \$ 2,000             | \$ 2,000          | \$ 2,057            |
| MILEAGE                              | 5200-002 |                   |                  |                   |                      |                   |                     |
| CONFERENCES                          | 5200-004 | 500               | 500              | 500               | 500                  | 9,301             | 9,301               |
| DUES & MEMBERSHIPS                   | 5300-000 | 2,000             | 2,000            | 2,000             | 2,000                | 2,000             | 2,057               |
| WASC                                 | 5300-004 | 2,000             | 2,000            | 2,000             | 2,000                | 2,000             | 2,057               |
| PROPERTY & LIABILITY INSURANCE       | 5450-001 | 10,000            | 10,000           | 10,000            | 10,000               | 10,000            | 10,286              |
| D&O INSURANCE                        | 5450-002 |                   |                  |                   |                      |                   |                     |
| GAS & ELECTRIC                       | 5500-004 |                   |                  |                   |                      |                   |                     |
| LEASE-BLDG & GROUNDS                 | 5600-001 |                   |                  |                   |                      |                   |                     |
| CONTRACTS - MAINT AGREEMENTS         | 5600-006 |                   |                  |                   |                      |                   |                     |
| OTHER ADMIN/OPERATING EXPENSE        | 5800-009 |                   |                  |                   |                      |                   |                     |
| OTHER CONTRACTED SERVICES            | 5800-011 |                   | 14,000           |                   |                      |                   |                     |
| MOU WITH GPA                         | 5800-011 | 200,000           | 151,000          | 165,000           | 175,000              | 228,086           | 234,609             |
| SpEd Transfer                        | 5800-011 |                   |                  |                   |                      |                   |                     |
| FIELD TRIPS                          | 5800-016 |                   |                  |                   |                      |                   |                     |
| SOFTWARE                             | 5800-022 | 20,000            | 20,000           | 20,000            | 10,000               | 20,000            | 20,572              |
| SDCOE - PAYROLL                      | 5800-030 | 1,000             | 1,000            | 1,000             | 1,000                | 1,000             | 1,029               |
| CALSTRS PENALTIES & INTEREST         | 5800-031 |                   |                  |                   |                      |                   |                     |
| VUSD OVERSIGHT FEES 1%               | 5800-050 | 24,690            | 9,152            | 8,789             | 9,388                | 8,816             | 9,069               |
| LEGAL FEES                           | 5800-101 |                   |                  |                   |                      |                   |                     |
| 5000's                               |          | \$ 260,190        | \$ 209,652       | \$ 209,289        | \$ 209,888           | \$ 281,203        | \$ 288,980          |
| LEASE/PURCHASE FO EQUIP.             | 6400-005 |                   |                  |                   |                      |                   |                     |
| 6000's                               |          |                   |                  |                   |                      |                   |                     |
| TOTAL EXPENSE                        |          | \$ 929,189        | \$ 985,020       | \$ 953,995        | \$ 979,460           | \$ 912,643        | \$ 938,919          |

Guajome Park Academy  
Multi Year Budget Detailed  
FISCAL YEAR 2024-2025

| Object Code   | Res Code | Object Title  | COLA       |            | CPI Index  |            |
|---|----------|---|------------|------------|------------|------------|
|   |          |   | 1.0107     | 1.0293     | 1.0308     | 1.0330     |
| INCOME  |          |   | 1.0310     | 1.0286     | 1.0287     | 1.0280     |
| 8011-8096 Local Control Funding Formula Sources (per FCMAT LCFF Calc) |          |   |            |            |            |            |
| 8011000   |          | 0 Rev Limit State Aid-Current Ye                                    | 7,580,364  | 7,962,739  | 8,224,029  | 8,495,330  |
| 8012000   |          | 0 Epa State Aid - Current Year                                      | 4,057,028  | 4,337,909  | 4,641,818  | 4,977,464  |
| 8019  |          | 0 Charter Schools General Purpose - Prior Year                      | -          |            |            |            |
| 8096000   |          | 0 Trfr To Cht Sch In Lieu Proptx                                    | 5,529,226  | 5,529,226  | 5,529,226  | 5,529,226  |
| Total 8011-8096 Local Control Funding Formula Sources                 |          |   | 17,166,618 | 17,829,874 | 18,395,073 | 19,002,020 |
|   |          |   |            |            |            |            |
| 8100-8299 Federal Income  |          |   |            |            |            |            |
| 8181  |          | 3310 Federal Special Education (IDEA) Part B, Sec 611               | 216,071    | 216,071    | 216,071    | 216,071    |
| 8182  |          | 0 Special Ed: IDEA Mental Health                                    | 14,107     |            |            |            |
| 8220000   |          | 0 Child Nutrition - Federal   | 459,000    | 459,000    | 459,000    | 459,000    |
| 8290000   |          | 3010 Title I, Part A  | 317,880    | 317,880    | 317,880    | 317,880    |
| 8290000   |          | 4035 Title II, Supporting Effective Instruction                     | 40,519     | 40,519     | 40,519     | 40,519     |
| 8290000   |          | 4203 Title III, English Learner                                     | 16,844     | 16,844     | 16,844     | 16,844     |
| 8290000   |          | 4201 Title III, Immigrant Student Program                           | 1,201      | 1,201      | 1,201      | 1,201      |
| 8290000   |          | 4127 Title IV   | 28,466     | 28,466     | 28,466     | 28,466     |
| 8290000   |          | All Other Federal Revenue   | -          |            |            |            |
| Total 8100-8299 Federal Income  |          |   | 1,094,088  | 1,079,981  | 1,079,981  | 1,079,981  |
|   |          |   |            |            |            |            |
| 8300-8599 State Income  |          |   |            |            |            |            |
| 8311  |          | 6500 Special Ed - AB602   | 1,119,098  | 1,119,098  | 1,119,098  | 1,119,098  |
| 8677001   |          | 6546 SPED - ERHMS Level 2   | 97,434     | 97,434     | 97,434     | 97,434     |
| 8677001   |          | 6512 SPED - ERHMS Level 3   | 84,004     | 84,004     | 84,004     | 84,004     |
| 8677001   |          | 3305 SPED ARP   | -          |            |            |            |
| 8560000   |          | 1100 Lottery - non prop (estimated)                                 | 223,971    | 223,971    | 223,971    | 223,971    |
| 8590000   |          | 2600 Expanded Learning Opportunities Program FY23-24                | 396,030    | 486,066    | 486,066    | 486,066    |
| 8520000   |          | 5310 Child Nutrition - State  | 361,000    | 361,000    | 361,000    | 361,000    |
| 8590000   |          | 6030 Charter School Facility Grant Program                          | 96,837     | 99,674     | 102,744    | 106,134    |
| 8590000   |          | 6053 2021 Universal Prekindergarten Planning & Implementation Grant | -          | 57,607     |            |            |
| 8590000   |          | 6266 One Time Educator Effectiveness Grant                          | 20,530     | 145,000    | 140,132    |            |
| 8560000   |          | 6300 Lottery - prop 20 (estimated)                                  | 91,107     | 91,107     | 91,107     | 91,107     |
| 8590000   |          | 6331 Community School   | 101,000    | -          |            |            |



Guajome Park Academy  
Multi Year Budget Detailed  
FISCAL YEAR 2024-2025

|                              |          | COLA  |            | CPI Index  |            |            |  |
|------------------------------|----------|---|------------|------------|------------|------------|--|
| Object Code                  | Res Code | Object Title  |            |            |            |            |  |
| INCOME                       |          |   |            |            |            |            |  |
| FY24-25 Budget               |          |   | FY25-26    | FY26-27    | FY27-28    |            |  |
| 8590000                      |          | 6762 Arts, Music, and Instructional Materials Discretionary Block Grant | 393,308    | -          | -          |            |  |
| 8520000                      |          | 7028 State Child Nutrition - Equipment/ Infrastructure                  | 50,000     | 11,160     |            |            |  |
| 8520000                      |          | 7029 State Child Nutrition - Training                                   | -          | 5,785      |            |            |  |
| 8590000                      |          | 7412 A-G Access Grants  | 53,216     |            |            |            |  |
| 8590000                      |          | 7413 A-G Learning Loss Mitigation Grant                                 | 37,500     |            |            |            |  |
| 8590000                      |          | 7435 Learning Recovery Emergency Block Grant                            | -          | 774,670    | 774,670    |            |  |
| 8550000                      |          | 0 Mandated Block Grant  | 41,646     | 39,791     | 39,791     |            |  |
| 8590000                      |          | 7810 Ethnic Studies   | -          | -          | -          |            |  |
| 8590000                      |          | 0 All Other State Revenues  | -          | -          | -          |            |  |
| Total 8300-8599 State Income |          |   | 3,166,680  | 3,305,720  | 3,520,016  | 3,397,030  |  |
| 8600-8799 Local Income       |          |   |            |            |            |            |  |
| 8660000                      |          | Interest  | -          | -          | -          |            |  |
| 8634001                      |          | Food Services Window Sales  | 300,000    | 300,000    | 300,000    | 300,000    |  |
| 8699001                      |          | Cobra Reimbursement   | 25,000     | 25,000     | 25,000     | 25,000     |  |
| 8699010                      |          | Glc Mou   | -          | -          | -          | -          |  |
| 8999                         |          | Prior Year Adjustment   | 228,086    | 228,086    | 228,086    | 228,086    |  |
| Total 8600-8799 Local Income |          |   | 553,086    | 553,086    | 553,086    | 553,086    |  |
| TOTAL INCOME                 |          |   | 21,980,472 | 22,768,660 | 23,548,156 | 24,032,116 |  |
| EXPENSE                      |          |   |            |            |            |            |  |
| 1000 Certificated Salaries   |          |   |            |            |            |            |  |
| 1100001                      |          | Teacher Reg Contract Salaries   | 7,943,958  | 8,200,339  | 8,452,910  | 8,731,856  |  |
| 1100002                      |          | Teacher Hourly Salaries   | 63,821     | 63,821     | 65,787     | 67,958     |  |
| 1100003                      |          | Teacher Sub   | 37,450     | 37,450     | 38,603     | 39,877     |  |
| 1100005                      |          | Coaches   | 24,483     | 24,483     | 25,237     | 26,070     |  |
| 1100007                      |          | Teacher Added Responsibility  | 96,948     | 96,948     | 99,934     | 103,232    |  |
| 1100010                      |          | Retired Teacher Consultancy   | -          | -          | -          | -          |  |
| 1200001                      |          | Pupil Support Services  | 544,853    | 551,862    | 568,859    | 587,631    |  |
| 1200002                      |          | Pupil Support Services  | 1,062      | 1,062      | 1,094      | 1,131      |  |
| 1300001                      |          | Monthly Admin Salaries  | 785,417    | 802,815    | 827,542    | 854,851    |  |

**Guajome Park Academy**  
**Multi Year Budget Detailed**  
**FISCAL YEAR 2024-2025**

| Object Code                      | Res Code | Object Title                    | COLA      |           | CPI Index  |            |
|----------------------------------|----------|---------------------------------|-----------|-----------|------------|------------|
|                                  |          |                                 | 1.0107    | 1.0293    | 1.0308     | 1.0330     |
| INCOME                           |          |                                 | 1.0310    | 1.0286    | 1.0287     | 1.0280     |
| FY24-25 Budget                   |          |                                 | FY25-26   |           | FY26-27    | FY27-28    |
| Total 1000 Certificated Salaries |          |                                 | 9,497,992 | 9,778,780 | 10,079,966 | 10,412,605 |
|                                  |          |                                 |           |           |            |            |
| 2000 Classified Salaries         |          |                                 |           |           |            |            |
| 2100001                          |          | Instr'L Aide Monthly Salaries   | 411,000   | 438,043   | 451,535    | 466,436    |
| 2100002                          |          | Instr'L Aide Hourly Salaries    | 44,675    | 44,675    | 46,051     | 47,570     |
| 2100011                          |          | Instr'L Aide Overtime Salaries  | -         | -         | -          | -          |
| 2100020                          |          | Walk-On Coaches                 | 27,350    | 27,350    | 28,192     | 29,123     |
| 2200001                          |          | Monthly Classified Support      | 269,072   | 279,470   | 288,078    | 297,584    |
| 2200002                          |          | Hourly Classified Support       | 74,003    | 74,003    | 76,282     | 78,799     |
| 2200011                          |          | Overtime Classified Support     | 4,203     | 4,203     | 4,333      | 4,476      |
| 2300001                          |          | Class.Mgmt Monthly Salaries     | 191,808   | 191,808   | 197,715    | 204,240    |
| 2400001                          |          | Office Monthly Salaries         | 879,147   | 903,026   | 930,839    | 961,557    |
| 2400002                          |          | Office Hourly Salaries          | 438       | 438       | 452        | 467        |
| 2400003                          |          | Classified Added Responsibility | 6,568     | 5,736     | 5,913      | 6,108      |
| 2400011                          |          | Office Overtime Salaries        | 9,543     | 9,543     | 9,836      | 10,161     |
| 2900001                          |          | Other Classified                | 59,890    | 62,885    | 64,821     | 66,960     |
| 2900002                          |          | Other Classified Hourly Salary  | 179,003   | 211,533   | 218,048    | 225,243    |
| Total 2000 Classified Salaries   |          |                                 | 2,156,698 | 2,252,712 | 2,322,095  | 2,398,724  |
|                                  |          |                                 |           |           |            |            |
| 3000 Employee Benefits           |          |                                 | -         |           |            |            |
| 3111000                          |          | STRS, Certificated Positions    | 1,790,500 | 1,843,690 | 1,900,476  | 1,963,192  |
| 3112000                          |          | STRS, Classified Positions      | 14,394    | 16,363    | 16,867     | 17,424     |
| 3211000                          |          | PERS, Certificated Positions    | 25,039    | 25,662    | 26,452     | 27,325     |
| 3212000                          |          | PERS Classified Positions       | 523,719   | 549,877   | 566,813    | 585,518    |
| 3311000                          |          | OASDI, Certificated Positions   | 7,289     | 7,432     | 7,661      | 7,914      |
| 3312000                          |          | OASDI, Classified Positions     | 129,420   | 134,734   | 138,883    | 143,467    |
| 3321000                          |          | Medicare Certificated Position  | 137,633   | 141,704   | 146,069    | 150,889    |
| 3322000                          |          | Medicare Classified Positions   | 31,360    | 32,553    | 33,555     | 34,663     |
| 3401000                          |          | Health & Welfare Benefits, cer  | 1,331,133 | 1,412,166 | 1,455,661  | 1,503,697  |
| 3402000                          |          | Health & Welfare Benefits, cla  | 554,569   | 598,934   | 617,381    | 637,755    |
| 3501000                          |          | State Unemployment Insurance,   | 4,746     | 48,863    | 50,368     | 52,031     |
| 3502000                          |          | State Unemployment Insurance,   | 1,081     | 11,225    | 11,571     | 11,953     |

Guajome Park Academy  
Multi Year Budget Detailed  
FISCAL YEAR 2024-2025

| Object Code                                    | Res Code | Object Title                       | COLA      |           |
|--|----------|------------------------------------|-----------|-----------|
|  |          |                                    | CPI Index |           |
| INCOME   |          |                                    |           |           |
| 3601000  |          | Workers' Compensation Insuranc     | 1.0107    | 1.0330    |
| 3602000  |          | Workers' Compensation Insuranc     | 1.0310    | 1.0287    |
| 3901000  |          | Other Benefits, certificated p     |           |           |
| 3902000  |          | Other Benefits, classified         |           |           |
|  |          | FY24-25 Budget                     | FY25-26   | FY26-27   |
|  |          | 108,208                            | 111,409   | 114,840   |
|  |          | 24,656                             | 25,593    | 26,381    |
|  |          | -                                  | -         | -         |
|  |          | -                                  | -         | -         |
|  |          | 4,683,746                          | 4,960,205 | 5,112,979 |
|  |          | -                                  |           | 5,281,708 |
|  |          | -                                  |           |           |
| 4000 Books and Supplies                        |          |                                    |           |           |
| 4100000  |          | Textbooks                          | 40,000    | 41,144    |
| 4200000  |          | Books Other Than Textbooks         | -         | -         |
| 4300000  |          | Materials and Supplies             | 330,000   | 339,438   |
| 4300011  |          | Subscriptions                      | 500       | 514       |
| 4300021  |          | Testing Assessment                 | 45,000    | 46,287    |
| 4300101  |          | Maint/Operation Materials/Supplies | 50,000    | 51,430    |
| 4400001  |          | Non-Cap Equip (\$4999 & under)     | 100,000   | 102,860   |
| 4700000  |          | Food                               | 365,000   | 375,439   |
|  |          | 930,500                            | 957,112   | 984,581   |
|  |          |                                    |           | 1,012,150 |
| 5000 Services and Other Operating Expenditures |          |                                    |           |           |
| 5200001  |          | Meetings                           | 10,000    | 10,286    |
| 5200002  |          | Mileage Allow/Reimbursement        | 2,500     | 2,572     |
| 5200003  |          | IB Training & Conferences          | 50,000    | 51,430    |
| 5200004  |          | Conferences                        | 93,000    | 170,660   |
| 5200005  |          | Staff Development - In House       | 42,000    | 43,201    |
| 5300000  |          | Dues & Memberships                 | 40,761    | 41,926    |
| 5300004  |          | WASC Annual Membership             | 2,500     | 2,572     |
| 5450001  |          | Property & Liability Insurance     | 185,000   | 190,291   |
| 5500004  |          | Gas & Electric                     | 362,743   | 373,117   |
| 5500005  |          | Irrigation/Sewer                   | 38,642    | 39,748    |
| 5500008  |          | Contracted Trash Disposal          | 18,727    | 19,262    |
| 5500009  |          | Contracted Pest Services           | 2,075     | 2,135     |
| 5500010  |          | Contracted Cleaning Service        | 209,300   | 215,286   |
| 5600001  |          | Lease - Buildings & Grounds        | 129,264   | 132,961   |
|  |          |                                    |           | 136,777   |
|  |          |                                    |           | 221,465   |
|  |          |                                    |           | 2,196     |
|  |          |                                    |           | 2,257     |
|  |          |                                    |           | 227,666   |
|  |          |                                    |           | 140,607   |



**Guajome Park Academy**  
**Multi Year Budget Detailed**  
**FISCAL YEAR 2024-2025**

| Object Code  | Res Code | Object Title                    | COLA      |        | FY24-25 Budget |  | FY25-26   |  | FY26-27   |  | FY27-28   |        |
|--|----------|---------------------------------|-----------|--------|----------------|--|-----------|--|-----------|--|-----------|--------|
|  |          |                                 | CPI Index |        |                |  |           |  |           |  |           |        |
| INCOME   |          |                                 |           |        |                |  |           |  |           |  |           |        |
| 5600004  |          | Facility Rental                 |           | 1.0107 | 5,022          |  | 5,166     |  | 5,314     |  | 5,463     | 1.0330 |
| 5600005  |          | Rental/Lease Of Vehicles        |           | 1.0310 | 1,000          |  | 1,029     |  | 1,058     |  | 1,088     | 1.0280 |
| 5600006  |          | Contracts - Maint Agreement     |           |        | 36,000         |  | 37,030    |  | 38,092    |  | 39,159    |        |
| 5600007  |          | Grounds Maint/Repairs           |           |        | 150,000        |  | 154,290   |  | 158,718   |  | 163,162   |        |
| 5600008  |          | Rental/Lease of Equipment       |           |        | 56,000         |  | 57,602    |  | 59,255    |  | 60,914    |        |
| 5600009  |          | Maint/Repair Service Call       |           |        | 300,000        |  | 308,580   |  | 317,436   |  | 326,324   |        |
| 5600020  |          | Site Improvements               |           |        | 50,000         |  | 51,430    |  | 52,906    |  | 54,387    |        |
| 5800001  |          | NonInstructional Consultants    |           |        | 404,858        |  | 416,437   |  | 428,389   |  | 440,384   |        |
| 5800002  |          | Bank Expenses                   |           |        | 2,370          |  | 2,437     |  | 2,507     |  | 2,578     |        |
| 5800007  |          | Contracted Services - Flex Plan |           |        | 4,800          |  | 4,937     |  | 5,079     |  | 5,221     |        |
| 5800008  |          | Subs                            |           |        | 189,458        |  | 194,876   |  | 200,469   |  | 206,082   |        |
| 5800009  |          | Other Admin/Operating Expenses  |           |        | 20,000         |  | 20,572    |  | 21,162    |  | 21,755    |        |
| 5800011  |          | Other Contracted Services       |           |        | 261,708        |  | 269,193   |  | 276,919   |  | 284,673   |        |
| 5800013  |          | Instructional Consultants       |           |        | 665,000        |  | 684,019   |  | 703,650   |  | 723,353   |        |
| 5800014  |          | Employment Services             |           |        | 15,808         |  | 16,260    |  | 16,727    |  | 17,195    |        |
| 5800015  |          | Site Security Services          |           |        | 7,164          |  | 7,369     |  | 7,580     |  | 7,793     |        |
| 5800016  |          | Field Trips                     |           |        | 75,000         |  | 77,145    |  | 79,359    |  | 81,581    |        |
| 5800022  |          | Software Licensing              |           |        | 260,000        |  | 267,436   |  | 275,111   |  | 282,815   |        |
| 5800030  |          | Sdcoe Fis/Pr/Po/Fa/Bps          |           |        | 14,000         |  | 14,400    |  | 14,814    |  | 15,228    |        |
| 5800050  |          | VUSD Oversight Fees 3%          |           |        | 514,999        |  | 469,720   |  | 483,201   |  | 496,731   |        |
| 5800054  |          | VUSD Print Shop Expenses        |           |        | 300            |  | 309       |  | 317       |  | 326       |        |
| 5800101  |          | Legal                           |           |        | 42,000         |  | 43,201    |  | 44,441    |  | 45,685    |        |
| 5800104  |          | Advertising                     |           |        | 1,000          |  | 1,029     |  | 1,058     |  | 1,088     |        |
| 5900002  |          | Postage                         |           |        | 8,172          |  | 8,406     |  | 8,647     |  | 8,889     |        |
| 5900003  |          | Other Postage-Special Delivery  |           |        | 1,500          |  | 1,543     |  | 1,587     |  | 1,632     |        |
| 5900006  |          | Telephone-Internet Expense      |           |        | 37,419         |  | 38,490    |  | 39,594    |  | 40,703    |        |
| 5900010  |          | Cellular Phones                 |           |        | 6,000          |  | 6,172     |  | 6,349     |  | 6,526     |        |
| Total 5000 Services and Other Operating Expenditures |          |                                 |           |        | 4,316,090      |  | 4,454,523 |  | 4,582,368 |  | 4,710,674 |        |
| 6000 Capital Outlay                                  |          |                                 |           |        |                |  |           |  |           |  |           |        |
| 6900   |          |                                 |           |        |                |  |           |  |           |  |           |        |
| Depreciation Expense                                 |          |                                 |           |        | 171,772        |  | 171,772   |  | 171,772   |  | 171,772   |        |
| Total 6000 Capital Outlay                            |          |                                 |           |        | 171,772        |  | 171,772   |  | 171,772   |  | 171,772   |        |

Guajome Park Academy  
Multi Year Budget Detailed  
FISCAL YEAR 2024-2025

| Object Code            | Res Code | Object Title           | COLA          |               |               |               | FY24-25 Budget | FY25-26 | FY26-27 | FY27-28 |
|------------------------|----------|------------------------|---------------|---------------|---------------|---------------|----------------|---------|---------|---------|
|                        |          |                        | CPI Index     | 1.0107        | 1.0293        | 1.0308        |                |         |         |         |
|                        |          |                        | 1.0310        | 1.0286        | 1.0287        | 1.0280        |                |         |         |         |
| INCOME                 |          |                        |               |               |               |               |                |         |         |         |
| 7000 Other Outgo       |          |                        |               |               |               |               |                |         |         |         |
| 7221                   |          | Transfers to District  | -             |               |               |               |                |         |         |         |
| 7438                   |          | Debt Service- Interest | -             |               |               |               |                |         |         |         |
| Total 7000 Other Outgo |          |                        | -             | -             | -             | -             |                |         |         | -       |
| TOTAL EXPENSE          |          |                        |               |               |               |               |                |         |         |         |
|                        |          |                        | 21,756,797    | 22,575,104    | 23,253,762    | 23,987,633    |                |         |         |         |
| SURPLUS/(DEFICIT)      |          |                        |               |               |               |               |                |         |         |         |
|                        |          |                        | 223,674       | 193,557       | 294,394       | 44,483        |                |         |         |         |
| BEGINNING FUND BALANCE |          |                        |               |               |               |               |                |         |         |         |
|                        |          |                        | \$ 17,739,324 | \$ 17,962,998 | \$ 18,156,555 | \$ 18,450,949 |                |         |         |         |
| ENDING FUND BALANCE    |          |                        |               |               |               |               |                |         |         |         |
|                        |          |                        | \$ 17,962,998 | \$ 18,156,555 | \$ 18,450,949 | \$ 18,495,432 |                |         |         |         |
| 5% of expense          |          |                        | 1,087,840     | 1,128,755     | 1,162,688     | 1,199,382     |                |         |         |         |
| 1% of expense          |          |                        | 217,568       | 225,751       | 232,538       | 239,876       |                |         |         |         |



| WHITEHOUSE CPAS INC.                   |   |              |                         |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  |                     |                              |                                |
|--|---|--------------|-------------------------|----------------|------------------|---------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-----------------|-----------------|---------------|------------------|---------------------|------------------------------|--------------------------------|
| FY23-24                                | Object Code   | Object Title | Current Year<br>FY23-24 | Actual<br>July | Actual<br>August | Actual<br>September | Actual<br>October | Actual<br>November | Actual<br>December | Actual<br>January | Actual<br>February | Actual<br>March | Actual<br>April | Actual<br>May | FORECAST<br>June | FORECAST<br>Accrual | Forecast<br>FY23-24<br>Total | Variance<br>Forecast to Budget |
| INCOME                                 | 8011-8096 Local Control Funding Formula Sources (per FCMAT LCFF Calc) |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  |                     |                              |                                |
|  | 8011000 Rev Limit State Aid-Current Yr                                |              | 349,423                 |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | 349,423             | 349,423                      |                                |
|  | 8012000 Epa State Aid - Current Year                                  | ##### ####   | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | 289,033             | 289,033                      |                                |
|  | 8019 Charter Schools General Purpose - Prior Year                     |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | -                   | -                            |                                |
|  | 8096000 Trfr To Ch Sch In Lieu Propri                                 |              | 300,315                 |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | 300,315             | 300,315                      |                                |
|  | Total 8011-8096 Local Control Funding Formula Sources                 |              | 938,771                 | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | 938,771                      | 938,771                        |
| 8100-8299 Federal Income               | All Other Federal Revenue   |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | Total 8100-8299 Federal Income  |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
| 8300-8599 State Income                 | Lottery - non prop (estimated)  |              | 9,735                   |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | 9,735               | 9,735                        |                                |
|  | One Time Educator Effectiveness Grant                                 |              | 500                     |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | 500                 | 500                          |                                |
|  | Lottery - prop 20 (estimated)   |              | 4,951                   |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | 4,951               | 4,951                        |                                |
|  | Arts, Music, and Instructional Materials Discretionary Block t        |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | -                   | -                            |                                |
|  | A-G Access Grants   |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | -                   | -                            |                                |
|  | A-G Learning Loss Mitigation Grant                                    |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | -                   | -                            |                                |
| 8590000                                | Learning Recovery Emergency Block Grant                               |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | -                   | -                            |                                |
|  | Mandated Block Grant  |              | 3,129                   |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | 3,129               | 3,129                        |                                |
|  | Ethnic Studies  |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | -                   | -                            |                                |
|  | All Other State Revenues  |              | -                       |                |                  |                     |                   |                    |                    |                   |                    |                 |                 |               |                  | -                   | -                            |                                |
| Total 8300-8599 State Income           |   |              | 18,315                  | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | 18,315              | 18,315                       | -                              |
| 8600-8799 Local Income                 | Interest  |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | Total 8600-8799 Local Income  |              | 20,000                  | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | 20,000              | 20,000                       | -                              |
|  | TOTAL INCOME  |              |                         | 977,086        | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | 977,086             | 977,086                      | -                              |
| EXPENSE                                | 1000 Certificated Salaries  |              |                         | 487,522        | 9,514            | 33,785              | 65,649            | 41,369             | 41,369             | 41,369            | 41,369             | 41,551          | 41,619          | 67,212        | 41,369           | 866                 | 499,963                      | (12,441)                       |
|  | 1100001 Teacher Reg Contract Salaries                                 |              | 9,530                   | -              | -                | 900                 | 1,155             | 1,455              | 840                | 360               | -                  | -               | -               | 1,648         | -                | -                   | 7,224                        | 2,306                          |
|  | 1100002 Teacher Hourly Salaries                                       |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 1100003 Teacher Sub   |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 1100007 Teacher Added Responsibility                                  |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 1100010 Retired Teacher Consultancy                                   |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 1200001 Pupil Support Services  |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 1300001 Monthly Admin Salaries  |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | Total 1000 Certificated Salaries                                      |              |                         | 487,052        | 9,514            | 33,785              | 66,804            | 42,824             | 41,729             | 41,369            | 41,551             | 41,619          | 41,619          | 68,860        | 42,235           | -                   | 507,187                      | (10,135)                       |
|  | 2000 Classified Salaries  |              |                         | -              | -                | 7,065               | 6,816             | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | 13,881                       | (13,881)                       |
|  | 2100001 Instr'L Aide Monthly Salaries                                 |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 2100002 Instr'L Aide Hourly Salaries                                  |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 2100020 Walk-On Coaches   |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
| 2200001 Monthly Classified Support     |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            |                                |
| 2200002 Hourly Classified Support      |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            |                                |
| 2300001 Overtime Classified Support    |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            |                                |
| 2300001 Class.Mgmt Monthly Salaries    |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            |                                |
| 2400001 Office Monthly Salaries        |   | 41,959       | 3,330.08                | 3,330.08       | 5,328.13         | 3,330.08            | 3,330.08          | 3,330.08           | 3,330.08           | 3,330.08          | 3,330.08           | 3,330.08        | 3,330.08        | 4,528.91      | 3,330.08         | -                   | 43,158                       | (1,199)                        |
| 2400002 Office Hourly Salaries         |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
| 2400011 Office Overtime Salaries       |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
| 2900001 Other Classified               |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
| 2900002 Other Classified Hourly Salary |   | -            | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
| Total 2000 Classified Salaries         |   |              | 41,959                  | 3,330          | 10,395           | 10,146              | 5,328             | 3,330              | 3,330              | 3,330             | 3,330              | 3,330           | 3,330           | 4,529         | 3,330            | -                   | 57,039                       | (15,080)                       |
| 3000 Employee Benefits                 | 3111000 STRS, Certificated Positions                                  |              | 90,555                  | 8,614          | 7,802            | 7,927               | 12,552            | 3,835              | 1,265              | 7,970             | 7,902              | 7,936           | 7,949           | 8,550         | 7,970            | (20)                | 90,254                       | 301                            |
|  | 3112000 STRS, Classified Positions                                    |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 3211000 PERS, Certificated Positions                                  |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 3212000 PERS, Classified Positions                                    |              | 10,662                  | 2,079          | 888              | 888                 | 1,772             | 355                | (836)              | 888               | 888                | 888             | 888             | 888           | 888              | -                   | 9,678                        | 984                            |
|  | 3311000 OASDI, Certificated Positions                                 |              | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                   | -                            | -                              |
|  | 3312000 OASDI, Classified Positions                                   |              | 2,601                   | 206            | 207              | 207                 | 330               | 207                | 207                | 207               | 207                | 207             | 207             | 281           | 218              | -                   | 2,688                        | (87)                           |
|  | 3321000 Medicare Certificated Position                                |              | 7,207                   | 138            | 587              | 596                 | 963               | 615                | 606                | 599               | 594                | 597             | 598             | 848           | 643              | -                   | 7,384                        | (177)                          |
|  | 3322000 Medicare Classified Positions                                 |              | 608                     | 48             | 48               | 77                  | 48                | 48                 | 48                 | 48                | 48                 | 48              | 48              | 66            | 51               | -                   | 629                          | (20)                           |
|  | 3401000 Health & Welfare Benefits, cer                                |              | 76,384                  | 48             | 6,944            | 6,944               | 6,944             | 6,944              | 6,944              | 6,944             | 6,944              | 6,944           | 6,944           | 6,944         | 6,944            | -                   | 76,384                       | -                              |
|  | 3402000 Health & Welfare Benefits, cl                                 |              | 8,886                   | 808            | 808              | 808                 | 808               | 808                | 808                | 808               | 808                | 808             | 808             | 808           | 808              | -                   | 8,886                        | -                              |
|  | 3501000 State Unemployment Insurance,                                 |              | 249                     | 604            | 20               | 21                  | 33                | 21                 | 21                 | 21                | 21                 | 21              | 21              | 21            | 29               | (32)                | 46                           | (1)                            |
|  | 3502000 State Unemployment Insurance,                                 |              | 21                      | 2              | 2                | 2                   | 3                 | 2                  | 2                  | 2                 | 2                  | 2               | 2               | 2             | 2                | -                   | 22                           | -                              |
|  | 3601000 Workers' Compensation Insurance                               |              | 6,014                   | 125            | 535              | 544                 | 875               | 561                | 553                | 547               | 542                | 544             | 545             | 749           | 535              | -                   | 6,656                        | (641)                          |





FY23-24

| Object Code                  | Object Title                    | Current Year<br>FY23-24 | Actual<br>July | Actual<br>August | Actual<br>September | Actual<br>October | Actual<br>November | Actual<br>December | Actual<br>January | Actual<br>February | Actual<br>March | Actual<br>April | Actual<br>May | FORECAST<br>June | FORECAST<br>Actual | Forecast<br>FY23-24<br>Total | Variance<br>Forecast to Budget |
|------------------------------|---------------------------------|-------------------------|----------------|------------------|---------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-----------------|-----------------|---------------|------------------|--------------------|------------------------------|--------------------------------|
| 3602000                      | Workers' Compensation Insurance | 508                     | 44             | 44               | 44                  | 70                | 44                 | 44                 | 44                | 44                 | 44              | 44              | 59            | 42               | -                  | 564                          | (56)                           |
| 3901000                      | Other Benefits, certificated p  | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                  | -                            | -                              |
| 3902000                      | Other Benefits, classified      | -                       | -              | -                | -                   | -                 | -                  | -                  | -                 | -                  | -               | -               | -             | -                | -                  | -                            | -                              |
| Total 3000 Employee Benefits |                                 | 203,695                 | 11,860         | 17,885           | 18,028              | 24,427            | 13,440             | 9,063              | 18,078            | 17,199             | 18,039          | 18,054          | 19,226        | 18,068           | (20)               | 203,346                      | 349                            |

4000 Books and Supplies

|                     |                                    |       |   |   |        |       |       |   |        |        |       |       |        |   |       |       |   |
|---------------------|------------------------------------|-------|---|---|--------|-------|-------|---|--------|--------|-------|-------|--------|---|-------|-------|---|
| 4100000             | Textbooks                          | -     | - | - | -      | -     | -     | - | -      | -      | -     | -     | -      | - | -     | -     | - |
| 4200000             | Books Other Than Textbooks         | -     | - | - | -      | -     | -     | - | -      | -      | -     | -     | -      | - | -     | -     | - |
| 4300000             | Materials and Supplies             | 2,000 | - | - | 117.01 | 96.06 | 68.43 | - | 140.22 | 119.66 | 86.93 | 64.78 | 172.14 | - | 1,135 | 2,000 | - |
| 4300011             | Subscriptions                      | -     | - | - | -      | -     | -     | - | -      | -      | -     | -     | -      | - | -     | -     | - |
| 4300021             | Testing Assessment                 | -     | - | - | -      | -     | -     | - | -      | -      | -     | -     | -      | - | -     | -     | - |
| 4300101             | Maint/Operation Materials/Supplies | -     | - | - | -      | -     | -     | - | -      | -      | -     | -     | -      | - | -     | -     | - |
| 4400001             | Non-Cap Equip (\$4999 & under)     | -     | - | - | -      | -     | -     | - | -      | -      | -     | -     | -      | - | -     | -     | - |
| 4700000             | Food                               | -     | - | - | -      | -     | -     | - | -      | -      | -     | -     | -      | - | -     | -     | - |
| Total 4000 Supplies |                                    | 2,000 | - | - | 117    | 96    | 68    | - | 140    | 120    | 87    | 65    | 172    | - | 1,135 | 2,000 | - |

5000 Services and Other Operating Expenditures

|  |                                |         |   |        |       |        |          |     |        |        |   |   |     |   |         |         |         |
|--|--------------------------------|---------|---|--------|-------|--------|----------|-----|--------|--------|---|---|-----|---|---------|---------|---------|
| 5200001  | Meetings                       | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5200002  | Mileage Allow/Reimbursement    | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5200003  | IB Training & Conferences      | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5200004  | Conferences                    | 500     | - | 199    | -     | 599    | -        | 42  | -      | -      | - | - | -   | - | (340)   | 500     | -       |
| 5200005  | Staff Development - In House   | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5300000  | Dues & Memberships             | 2,000   | - | -      | -     | -      | -        | 167 | -      | -      | - | - | -   | - | -       | 2,000   | -       |
| 5300004  | WASC Annual Membership         | 2,000   | - | -      | 1,190 | -      | -        | -   | -      | -      | - | - | -   | - | -       | 810     | 2,000   |
| 5450001  | Property & Liability Insurance | 10,000  | - | 6,920  | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | 3,080   | 10,000  |
| 5800011  | Other Contracted Services      | 165,000 | - | 1,000  | 2,858 | 457    | -        | -   | -      | -      | - | - | -   | - | -       | 170,685 | 175,000 |
| 5800022  | Software Licensing             | 20,000  | - | 4,330  | -     | 395.00 | 1,925.00 | -   | 301.13 | 345.00 | - | - | -   | - | -       | 2,704   | 10,000  |
| 5800030  | Sidcoe Fit/Pt/Fa/Bps           | 1,000   | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | 1,000   | 1,000   |
| 5800050  | VUSD Oversight Fee 3%          | 9,388   | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | 9,388   | -       |
| 5800054  | VUSD Print Shop Expenses       | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5800101  | Legal                          | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5800104  | Advertising                    | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | (600)   | -       | -       |
| 5900002  | Postage                        | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5900003  | Other Postage-Special Delivery | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5900006  | Telephone-Internet Expense     | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| 5900010  | Cellular Phones                | -       | - | -      | -     | -      | -        | -   | -      | -      | - | - | -   | - | -       | -       | -       |
| Total 5000 Services and Other Operating Expenditures |                                | 209,888 | - | 12,449 | 4,048 | 1,451  | 1,925    | 208 | 301    | 345    | - | - | 600 | - | 188,561 | 209,888 | (0)     |

6000 Capital Outlay

|      |                      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|------|----------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6900 | Depreciation Expense | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
|------|----------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

7000 Other Outgo

|         |                       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---------|-----------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 7221    | Transfers to District | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 7999000 | Suspense              | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 7999001 | Suspense              | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 7999002 | Suspense              | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 7999003 | Suspense              | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

Total 7000 Other Outgo

|                |  |         |        |        |        |        |        |        |        |        |        |        |        |        |         |         |          |
|----------------|--|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|----------|
| Total Expenses |  | 954,594 | 24,705 | 74,514 | 67,024 | 98,107 | 61,588 | 54,811 | 63,578 | 62,363 | 63,007 | 63,067 | 93,386 | 63,634 | 189,675 | 979,459 | (24,865) |
|----------------|--|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|----------|

Surplus (Deficit)

|                   |  |        |          |          |          |          |          |          |          |          |          |          |          |          |         |         |        |
|-------------------|--|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|---------|--------|
| Surplus (Deficit) |  | 22,492 | (24,705) | (74,514) | (67,024) | (98,107) | (61,588) | (54,811) | (63,578) | (62,363) | (63,007) | (63,067) | (93,386) | (63,634) | 787,410 | (2,373) | 24,865 |
|-------------------|--|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|---------|--------|

avg 3 months of salary

Cash at 1/31/24

Day cash on hand

|         |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|
| 247,569 | 1,065,790 | 1,002,157 | 1,785,567 | 1,787,194 |
|---------|-----------|-----------|-----------|-----------|

## GUAJOME LEARNING CENTERS

## AGENDA ITEM 8C

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

### **SUBJECT: GUAJOME LEARNING CENTERS CAPITALIZATION POLICY**

Capitalizing equipment at a charter school involves recording the purchase of significant or long-lasting equipment as an asset on the school's balance sheet rather than an expense on the income statement. This process is part of standard accounting practices and has several key aspects:

1. **Asset Recognition:** The equipment is considered a long-term asset because it is expected to provide benefits to the school for more than one fiscal year. Examples include computers, desks, laboratory equipment, and musical instruments.
2. **Depreciation:** Instead of expensing the full cost of the equipment in the year it is purchased, the school spreads the cost over the useful life of the equipment through depreciation. This reflects the gradual consumption of the asset's value over time.
3. **Balance Sheet Impact:** Capitalized equipment appears as an asset on the balance sheet, which can improve the school's financial position by showing higher assets.
4. **Expense Reporting:** The depreciation expense is recorded on the income statement each year, which spreads out the financial impact of the purchase over several years, rather than concentrating it in a single year.
5. **Financial Planning and Budgeting:** Capitalizing equipment helps in better financial planning and budgeting as it allows the school to manage large expenditures more effectively.

### **FISCAL IMPACT:**

None

### **RECOMMENDATION:**

For Approval

Prepared by:  
Whitehouse CPA's

Approved by:  
Kevin Humphrey, Superintendent



#### Guajome Learning Centers Capitalization Policy:

The Charter School capitalizes all equipment valued over \$5,000 per unit that support operations that are not a recurring expense; building and improvement over \$50,000 when acquired, and records the acquisition cost of these items in the general ledger which finds a balance between the cost of record keeping while ensuring that all significant capital purchases are capitalized. In accordance with generally accepted accounting principles depreciation expense must be recorded in the statement of activities. The Charter School will use the mid-year, straight line method of depreciation over the assets useful life, determined as follows:

|                        |   |
|------------------------|---|
| Computers              | 3 years                                       |
| Office Equipment       | 5 years                                       |
| Vehicles               | 5 years                                       |
| Office Furniture       | 7 years                                       |
| Leasehold Improvements | Life of lease or 5 years whichever is greater |
| Building Improvements  | 20 years                                      |
| Building               | 30 years                                      |

**GUAJOME LEARNING CENTERS**

**ITEM 8D**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

**SUBJECT: Workplace Violence Prevention Plan**

- Pursuant to Senate Bill 553, a new Workplace Violence Prevention Plan has been developed. This plan provides guidance regarding how Guajome Schools will protect employees from workplace violence.

**FISCAL IMPACT:**  
None

**RECOMMENDATION:**  
Approval

Prepared by:  
Julie Hoopes

Approved by:  
Kevin Humphrey Superintendent

# Guajome Schools



## WORKPLACE VIOLENCE PREVENTION PLAN

# WORKPLACE VIOLENCE PREVENTION PROGRAM for Guajome Schools

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

**Date of Last Review:** 05/01/2024

**Date of Last Revision(s):** N/A

## DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

## RESPONSIBILITY

The WVPP administrators, the Superintendent and/or the Head of School, have the authority and responsibility for implementing the provisions of this plan for Guajome Schools. If there are multiple persons responsible for the plan, their roles will be clearly described.

| Responsible Persons | Job Title/Position | WVPP Responsibility(ies)   | Phone #        | Email                  |
|---------------------|--------------------|--|----------------|------------------------|
| Kevin Humphrey      | Superintendent     | <b>Overall responsibility for the plan:</b> <i>The Superintendent has authority to approve the final plan and any major changes.</i>   | (760) 631-8500 | humphreyke@guajome.net |
| Judd Thompson       | Head of School     | <b>Overall responsibility for the plan:</b> <i>The Head of School has authority to approve the final plan and any major changes.</i>   | (760) 631-8500 | thompsonju@guajome.net |
| Julie Hoopes        | HR Specialist      | <b>Responsible for employee training and record maintenance;</b> <i>The HR Specialist updates training materials and handles any reports of workplace violence.</i>  | (760) 631-8500 | hoopesju@guajome.net   |
| Sylvia Harper       | Site Manager       | <b>Responsible for employee involvement:</b> <i>The Site Manager organizes safety meetings and ensures meeting minutes are recorded.</i>   | (760) 631-8500 | harpersy@guajome.net   |
| Luis Llamas         | Plant Manager      | <b>Responsible for emergency response, hazard identification, and coordination with other employers;</b> <i>The Plant Manager conducts safety inspections, facilitates safety meetings, coordinates emergency response procedures, and communicates with other employers about the plan.</i> | (760) 631-8500 | llamaslu@guajome.net   |



All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## EMPLOYEE ACTIVE INVOLVEMENT

Guajome Schools ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have quarterly (at minimum) safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- Designing and implementing training
  - New employee orientation on our establishment's workplace security policies, procedures, and work practices.
  - Training programs designed to address specific aspects of workplace security unique to our establishment.
  - Regularly scheduled safety meetings with all personnel that include workplace security discussions.
  - A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
  - Posted or distributed workplace security information
  - A system for employees to inform management about workplace security hazards or threats of violence.
  - Procedures for protecting employees who report threats from retaliation by the person making the threats.
  - Addressing security issues at our workplace security team meetings.
- Reporting and investigating workplace violence incidents.
  - Reviewing all previous incidents.
  - Visiting the scene of an incident as soon as possible.
  - Interviewing threatened or injured employees and witnesses.
  - Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
  - Determining the cause of the incident.
  - Taking corrective action to prevent the incident from recurring.
  - Recording the findings and corrective actions taken.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Guajome Schools Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Inform employees, supervisors, and managers of the provision of our WVPP as well as our IIP Program for Workplace Security.
- Evaluate the performance of all employees in complying with our establishment's workplace security measures.
- Regular communication of effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP will be discussed on a quarterly basis at Administrative Cabinet meetings and annually at a Faculty Meeting or all staff In-Service Day.
- Discipline employees for failure to comply with workplace security practices.
- Provide training / retraining and/or counseling to employees whose safety performance is deficient with the WVPP.
- Recognize employees who demonstrate safe work practices that promote the WVPP in the workplace by sending emails of recognition from management to employees who perform work practices which promote security in the workplace.
- Discipline employees for failure to comply with the WVPP.
- Refer to Guajome's Progressive Discipline Policy as outlined in the Guajome Employee Handbook

## COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation that includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that convene at least quarterly that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
  - Be proactive: Take initiative to communicate regularly, providing updates, sharing concerns and seeking guidance when needed.
  - Choose the most appropriate communication medium based on the urgency and nature of the message. In-person meetings, emails, phone calls or instant messaging can all be effective depending on the situation.
  - For supervisors: Be approachable. Create a welcoming demeanor that encourages employees to feel comfortable disclosing concerns or asking questions.
  - Ensure that supervisors and employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.
- Report a violent incident, threat, security hazard or other workplace violence concern to employer or law



enforcement without fear of reprisal or adverse action through anonymous reporting methods below:

- Vista Sheriff's non-emergency number: 858-565-5200 or 760-940-4511
  - San Diego County Emergency: 911
  - Employees can anonymously report a violent incident, threat, or other violence-related concerns to their supervisors, Administration or Human Resources. The supervisor or designee should complete an Incident Report Form and give it to the WVPP. You may get these forms from the Guajome website, HR or attached below.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
  - Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
    - Updates on the status of investigations and corrective actions are provided to employees through email and/or at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken. The district will also share training materials and incident reports with other districts to ensure a coordinated response to any incidents.

## COORDINATION WITH OTHER EMPLOYERS

Guajome Schools will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

## WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Guajome Schools will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by email, phone, verbal communication, completing an incident report or anonymously reporting online.
- Call 911 if there is a conflict or emergency situation or if someone has been seriously injured before reporting to internal channels.
- Designated Reporting Contacts: Employees can report incidents directly to the WVPP (Superintendent), to their supervisor, to any member of Administration, to Human Resources, or to any member of the Safety Committee.
- The supervisor or alternate recipient of the report shall keep detailed records of the incident in the Workplace Violence Incidence Report, including the date, time, location, individuals involved, and any actions taken in response to the report.
- Anonymous Reporting Option: Employees may complete an Incident Report to describe concerns anonymously to encourage open communication without fear of retaliation. Reports may be placed in the mailbox for HR, the Superintendent or Head of School. Anonymous reports are taken seriously and investigated appropriately.



A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

## EMERGENCY RESPONSE PROCEDURES

Guajome Schools has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
  - Alarm systems
  - PA announcements
  - Emails
  - Parent Square Notices/Alerts
- Guajome Schools will have evacuation or sheltering plans.
  - Outlined in our Facility Layout Evacuation Map
- How to obtain help from staff, security personnel, or law enforcement include:
  - Using your office or classroom phone to dial the front desk Ext 1000
  - Using your classroom phone, cell phone, or office phone to dial 911 then alert campus administration/security using your office phone, cell phone or radio
  - Using the Sheriff's non-emergency dispatch line listed above then alert campus administration/security using your office phone, cell phone or radio
- Guajome Schools will have evacuation or sheltering plans. See *Guajome Schools Emergency Procedures* for detailed information.

## WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Guajome Schools to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Weekly review of all submitted and reported concerns
- Online form for reporting workplace violence hazards
- Voicemail / email / text messages

### Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted in conjunction with the annual FIT inspection and maintenance schedule provided by the Plant Manager.

1. No less than once a quarter, (see Appendix C)
2. When the Workplace Violence Prevention Program is implemented;
3. When new, previously unidentified workplace violence/security hazards are recognized;
4. When occupational injuries or threats of injury occur; and
5. Whenever workplace conditions warrant an inspection.
6. Within 30 days of reported incident a follow-up inspection is warranted. detail periodic inspection frequency]

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

| <b>Specific Person Name/Job Title</b>         | <b>Area/Department/Specific location</b>                               |
|---|--|
| Luis Llamas, Plant Manager                    | Entire Campus  |
| Kevin Kirby or Designated VUSD Representative | Entire Campus  |
| Cintas  | Fire System (Extinguishers, panels, PIVs, risers, kitchen suppression) |
| State of California Elevator Inspections      | 2 elevators, 2 chair lifts   |

Inspections for workplace violence hazards include assessing:

Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbery or other criminal acts.
2. The need for security surveillance measures, such as mirrors or cameras.
3. Posting of signs notifying the public that limited cash is kept on the premises.
4. Procedures for employee response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Effective location and functioning of emergency buttons and alarms
6. Posting of emergency telephone numbers for law enforcement, fire and medical services.
7. Whether employees have access to a telephone with an outside line.
8. Whether employees have effective escape routes from the workplace.
9. Whether employees have a designated safe area where they can go in an emergency.
7. Limiting the amount of cash on hand and using safes for large amounts of cash, or armor car pickup.
8. Building alarm systems and Crime Prevention through Environmental Design.
9. Other: Including landscaping, lighting, building design.

Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Employee's skill in safely handling threatening or hostile service recipients.
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy" systems for specified emergency events.
7. The availability of employee's posted escape routes.

Inspections for Type III workplace security hazards include assessing:

1. How well our establishment's workplace violence prevention policy has been communicated to employees, supervisors, or managers.
2. How well our establishment's management and employees communicate with each other.
3. Our employees', supervisors' and managers' knowledge of the warning signs of potential workplace violence.
4. Access to, and freedom of movement within, the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute.
5. Frequency and severity of worker reports of incidents of physical or verbal abuse by managers, supervisors or other employees.



6. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
7. Worker progressive disciplinary procedures.

## WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner, Guajome Schools will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection. Notify Security team members, maintenance staff and/or the Plant Manager who will have the appropriate Personal Protective Equipment (PPE) and/or technical interventions to secure the area.
- All corrective actions taken will be documented and dated on the appropriate forms. The Hazard Assessment and Correction Record and Accident/Exposure Investigation Report are both part of the Injury and Illness Protection Plan (IIPP).
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Hazards, which threaten the security of employees, shall be corrected based on severity when they are first observed or discovered. Corrective measures can include:
  - Making the workplace unattractive to robbers and other criminal acts.
  - Utilizing security guards and surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
  - Reporting procedures for notifying designated employees of suspicious persons or activities.
  - Posting emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
  - Posting signs to notify the public that limited cash is kept on the premises.
  - Limiting cash on hand and using time access safes and armored car services for large amounts of cash.
  - Training on emergency action procedures for employees, supervisors, and managers.
  - Using alarm systems and access control systems.
  - Displaying an employee ID badge at all times while on campus.
  - Utilizing a visitor sign-in process / visitor badge
  - Applying Crime Prevention through Environmental Design practices including well lighted areas on campus and parking lots, eliminating hiding places (i.e. overgrown shrubs, dark areas).
  - Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
  - Ensuring adequate workplace security/access control systems, such as door locks, security cameras, mounted area mirrors, physical barriers, and restraint systems.
  - Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
  - Using Caller ID to screen potential unwanted communication.
  - Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
  - Providing procedures for a "buddy" system for specified emergency events.
  - Ensuring adequate emergency escape routes.
  - Communicating effectively our department's workplace violence prevention policy to all employees, supervisors, and managers.
  - Improving how well our establishment's management and employees communicate with each other.
  - Increasing employees, supervisors', and managers' awareness of the warning signs of potential

workplace violence through annual training.

- Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of coworkers. (For example, Guajome Schools offers two Employee Assistance Programs).
- Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the aggressor.
- Ensuring worker disciplinary and discharge procedures address the potential for workplace violence.

## PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack.
  - Other
- Consequences of the incident, including, but not limited to:



- Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Review all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises.

Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Guajome Schools will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Guajome Schools has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Guajome Schools has for interactive questions and answers with a person knowledgeable about the plan.
- Guajome has chosen the following items for training and instruction for managers, supervisors, and employees:
  - Pre-employment screening practices.
  - Employee Assistance Program.
  - Awareness of situational indicators that lead to violent acts.
  - Managing with respect and consideration for employee well-being.
  - Review of anti-violence policy and procedure.

## EMPLOYEE ACCESS TO THE WRITTEN WVPP

Guajome Schools ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

## RECORDKEEPING

Guajome Schools will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

## EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

## REVIEW AND REVISION OF THE WVPP

The Guajome Schools WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Guajome Schools' WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

## EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Guajome Schools will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Kevin Humphrey, Superintendent of Guajome Schools, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

---

Name and title of person authorizing this WVPP

---

Signature of person authorizing this WVPP

---

[Date of Signature]



# WORKPLACE VIOLENCE INCIDENT REPORT

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to immediate supervisor, Administration, or Human Resources. **Attach witness statements to this form.**

---

|                      |            |
|----------------------|------------|
| Report submitted by: | Date:      |
| General Description: | Telephone: |

---

|                               |       |
|-------------------------------|-------|
| Date of Incident:             | Time: |
| Address/Location of Incident: |       |

---

## Individuals involved in the incident (use additional sheet(s) if necessary)

|   |   |
|---|---|
| Name:   | Name:   |
| <input type="checkbox"/> Victim or <input type="checkbox"/> Assailant | <input type="checkbox"/> Victim or <input type="checkbox"/> Assailant |
| Title:  | Title:  |
| Division:   | Division:   |
| Phone:  | Phone:  |
| Immediate Supervisor:   | Immediate Supervisor:   |

## Assailant Relationship to Employee

|  |  |
|--|--|
| <input type="checkbox"/> Co-worker       | <input type="checkbox"/> Former Employee |
| <input type="checkbox"/> Other (specify) |  |

---

## Possible Reason for Incident: (If known, check all that apply)

|  |  |
|--|--|
| <input type="checkbox"/> Conflict with co-worker(s)/former co-worker | <input type="checkbox"/> Receiving corrective action |
| <input type="checkbox"/> Conflict with management                    | <input type="checkbox"/> Other (specify)             |

---

## Nature of Incident

|   |
|---|
| <input type="checkbox"/> Stalking   |
| <input type="checkbox"/> Engaging in actions intended to frighten, coerce, or induce duress |
| <input type="checkbox"/> Destruction of Property  |
| <input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving          |
| <input type="checkbox"/> Armed Assault - Use of object as weapon (specify):                 |
| <input type="checkbox"/> Armed Assault - Use of weapon such as gun, knife, etc. (specify):  |
| <input type="checkbox"/> Verbal Harassment  |
| <input type="checkbox"/> Sexual Harassment  |
| <input type="checkbox"/> Other (specify):   |

## How was the incident communicated? (Check one or more)

|  |                                 |                               |                               |                                |
|--|---------------------------------|-------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Communicated directly to victim | <input type="checkbox"/> Verbal | <input type="checkbox"/> Mail | <input type="checkbox"/> Note | <input type="checkbox"/> Email |
| <input type="checkbox"/> Communicated to another person  | <input type="checkbox"/> Verbal | <input type="checkbox"/> Mail | <input type="checkbox"/> Note | <input type="checkbox"/> Email |
| <input type="checkbox"/> Other (specify):                |                                 |                               |                               |                                |

---

## Victim Injury (Check all that apply)

|  |
|--|
| <input type="checkbox"/> Physical injury                         |
| <input type="checkbox"/> Physical Injury - Medical care required |

---

## Initial Response or Follow up Activity: (Check all that apply)

|  |  |
|--|--|
| <input type="checkbox"/> Situation defused | <input type="checkbox"/> Occupational Medicine notified  |
| <input type="checkbox"/> Security called   | <input type="checkbox"/> Law Enforcement notified<br>If Yes, Name of Agency and Report Number: |
| <input type="checkbox"/> Other (specify):  | <input type="checkbox"/> Employee Assistance Program referral                                  |

## Describe Incident in Detail

*Include what happened, where, who was involved, what you heard, saw, etc.*

## List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

## Routing

Yes No Name

Signature

Date

|                          |                          |                                    |  |  |
|--------------------------|--------------------------|------------------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Group Manager                      |  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate Director/Department Head |  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Security Manager                   |  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | EAP                                |  |  |

**Upon completion of investigation, attach a findings/follow-up document to this form.**

## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

| Location(s) of Incident                         | Workplace Violence Type (Indicate which type(s)<br>(Type 1, 2,3,4) |
|---|--|
| [Enter location(s) where the incident occurred] | [Enter the workplace violence type(s)]                             |
|   |  |
|   |  |
|   |  |
|   |  |

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack
- Other



**Explain:** *(Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.)*

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**Workplace violence committed by:**

*(For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.)*

---

**Circumstances at the time of the incident:**

*(Record what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.)*

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**Where did the incident occur?** *(i.e. in the classroom, amphitheater, parking lot or other area):*

---

**Consequences of the incident, including, but not limited to:**

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

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**Were there any injuries?** *Yes or No. Please explain:*

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**Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel?** *Yes or No. If yes, explain below:*

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**Did the severity of the injuries require reporting to Cal/OSHA?** *If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.*

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

Name of person completing this log:\_\_\_\_\_

Job Title of person completing this log: \_\_\_\_\_

Date this log was completed:\_\_\_\_\_

## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

| Location(s) of Incident                         | Workplace Violence Type (Indicate which type(s)<br>(Type 1, 2,3,4) |
|---|--|
| [Enter location(s) where the incident occurred] | [Enter the workplace violence type(s)]                             |
|   |  |
|   |  |
|   |  |
|   |  |

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack
- Other

**Explain:** (Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.)

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---

**Workplace violence committed by:**

*(For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.)*

---

**Circumstances at the time of the incident:**

*(Record what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.)*

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**Where did the incident occur?** *(i.e. in the classroom, amphitheater, parking lot or other area):*

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**Consequences of the incident, including, but not limited to:**

- Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- 
- 
- 
- 

**Were there any injuries?** *Yes or No. Please explain:*

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**Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel?** *Yes or No. If yes, explain below:*

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**Did the severity of the injuries require reporting to Cal/OSHA?** *If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.*

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

Name of person completing this log: \_\_\_\_\_

Job Title of person completing this log: \_\_\_\_\_

Date this log was completed: \_\_\_\_\_

## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

| Location(s) of Incident                         | Workplace Violence Type (Indicate which type(s)<br>(Type 1, 2,3,4) |
|---|--|
| [Enter location(s) where the incident occurred] | [Enter the workplace violence type(s)]                             |
|   |  |
|   |  |
|   |  |
|   |  |

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack
- Other

**Explain:** (Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.)

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**Workplace violence committed by:**

*(For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.)*

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**Circumstances at the time of the incident:**

*(Record what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.)*

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**Where did the incident occur?** *(i.e. in the classroom, amphitheater, parking lot or other area):*

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**Consequences of the incident, including, but not limited to:**

- Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- 
- 
- 
- 

**Were there any injuries?** *Yes or No. Please explain:*

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**Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel?** *Yes or No. If yes, explain below:*

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**Did the severity of the injuries require reporting to Cal/OSHA?** *If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.*

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

Name of person completing this log:\_\_\_\_\_

Job Title of person completing this log: \_\_\_\_\_

Date this log was completed:\_\_\_\_\_



## GUAJOME LEARNING CENTERS

## AGENDA ITEM 8E

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

### **SUBJECT: Arts and Music Block Grant Funding Plan**

- One time funding laid out in the 2022 state budget that needs to be spent by the end of 2025-2026.
- It can be spent in the following areas: (1) obtaining standards-aligned professional development and instructional materials for specified subject areas; (2) obtaining professional development and instructional materials for improving school climate; (3) developing diverse, culturally relevant and multilingual school library book collections; **(4) operational costs, including retirement and health care cost increases**; and (5) COVID-19-related costs necessary to keep pupils and staff safe and schools open for in-person instruction.

### **FISCAL IMPACT:**

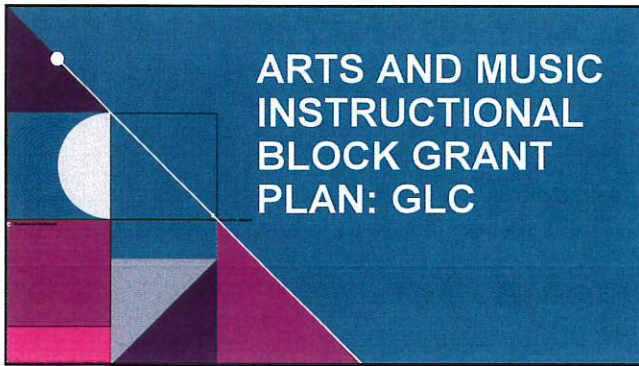
Increases revenue by \$43,068

### **RECOMMENDATION:**

Approval.

Prepared by:  
Kevin Humphrey

Approved by:  
Kevin Humphrey, Superintendent



## ABOUT THE FUNDING

- One time funding laid out in the 2022 state budget that needs to be spent by the end of 2025-2026.
- It can be spent in the following areas: (1) obtaining standards-aligned professional development and instructional materials for specified subject areas; (2) obtaining professional development and instructional materials for improving school climate; (3) developing diverse, culturally relevant and multilingual school library book collections; (4) operational costs, including retirement and health care cost increases; and (5) COVID-19-related costs necessary to keep pupils and staff safe and schools open for in-person instruction.

2

## AMOUNT ALLOCATED TO GLC AND HOW IT WILL BE SPENT

- GLC will be receiving \$43,068
- Those funds will be utilized to cover operational costs, including retirement and health care cost increases.

3

## ADDITIONAL FUNDING IS COMING

- Proposition 28: Provides Additional Funding for Arts and Music Education in Public Schools. Initiative Statute. Provides additional funding for arts and music education in all K-12 public schools (including charter schools) by annually allocating from state General Fund an amount equaling 1% of required state and local funding for public schools. Allocates greater proportion of the funds to schools serving more economically disadvantaged students.

4

**Guajome Learning Centers**

**AGENDA ITEM 8F**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** Jun 11, 2024

**SUBJECT: FORM 990 APPROVAL**

Form 990 is an annual information return required by the IRS for tax-exempt organizations, providing transparency and accountability in their operations. It includes detailed financial statements, descriptions of program services, and compensation information for key personnel. This form helps the IRS and the public evaluate the organization's mission, programs, and financial health. By filing Form 990, organizations demonstrate their compliance with federal tax regulations and commitment to ethical practices. It is a best practice to receive board approval of the final 990 form.

**FISCAL IMPACT:**

No Direct Fiscal Impact

**RECOMMENDATION:**

Adoption

Prepared by:  
Kevin Humphrey

Approved by:  
Kevin Humphrey, Superintendent

## **GUAJOME LEARNING CENTERS**

## **AGENDA ITEM 9A**

**TO:** Board of Directors  
**FROM:** Superintendent  
**DATE:** June 11, 2024

### **SUBJECT: GUAJOME LEARNING CENTERS LOCAL INDICATORS/DATA DASHBOARD**

The Local Performance Indicators Report asks local educational agencies (LEAs) to engage in a self-reflection process that helps them to consider where they are with regard to the implementation of family engagement, describe their strengths and progress in the area of family engagement, and identify focus areas for improvement. The results of the self-reflection process were used to inform the LCAP development process. This report will cover the following areas:

- Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (LCFF Priority 1)
- Implementation of State Academic Standards (LCFF Priority 2)
- Parent and Family Engagement (LCFF Priority 3)
- School Climate (LCFF Priority 6)
- Access to a Broad Course of Study (LCFF Priority 7)

### **FISCAL IMPACT:**

None


### **RECOMMENDATION:**

Information only

Prepared by:  
Kevin Humphrey

Approved by:  
Kevin Humphrey, Superintendent






**California Dashboard:  
Local Indicators**

**Guajome Learning Centers**  
June 11, 2024


## Basic Conditions at School

- Appropriately Assigned Teachers
  - 0 Misassignments of EL
  - 0 Misassignments of Teachers
  - 0 Vacant Positions
- Access to Curriculum Aligned Instructional Materials
  - 0% of students without access to their own copies of standards aligned instructional materials for use at school, and at home.
- Safe Clean and Functional School Facilities
  - 0 instances where facilities do not meet the good repair standard

 **Standard Met**


## Implementation of State Academic Standards

- Professional learning for teaching to standards
- Progress in making instructional materials available in all classrooms
- Progress in implementing policies for delivery of instruction aligned to standards
- Progress in implementing each of the academic standards
- Success in engaging in the following activities:
  - Identifying professional needs of staff and teachers
  - Identifying the needs of individual teachers
  - Providing support to teachers on the standards they have not yet mastered

 **Standard Met**

## Parent and Family Engagement

- Building relationships
- Building partnerships for student outcomes
- Seeking input for decision making
- Successful WASC parent and student feedback and visits

 **Standard Met**

## School Climate

- GLE includes academic support strategies for students as evidenced by the school's tutoring and bell schedules. Teachers meet with students twice a week to discuss assignments and answer questions. GLE has required weekly meetings for biology, chemistry, Spanish, and English. In addition, tutoring is available for math, science and Spanish. Multi-Tiered Support Strategies for students have been utilized through Google Classroom. Google Classroom are created for specific subjects and include a variety of resources including EdPuzzle, Quizzes, and Instructional Videos. GLE has a focus on MTSS and the impact on student learning and well-being as evidenced by their re-engagement policy for students that are struggling to maintain progress and growth. This policy utilizes parent communication, tutoring opportunities, and workshops in order to support student learning and well-being. Students at GLE have access to co-curricular activities through local community partnerships. GLE students have access to participate in the clubs, dances, and extra-curricular activities provided by Guadalupe Park Academy. Student voice for GLE is evidenced through mentoring and tutoring. Teachers are required to meet with students twice a week to offer support and feedback.



## Access to Broad Course of Study

- Most courses are delivered through Edmentum Learning System which includes a course of study that is UC Doorways A-G approved
- Career and Technical Education: Four career exploration paths are available
- Optional access to:
  - Guadalupe Park Academy courses
  - Pajomar College and Miracosta College courses



**Guajome Learning Centers**

Title IA (Section 111(a)(1)) requires that a district (including independent charter schools) receiving Title IA funds include in its district plan a plan to provide services to homeless students to ensure compliance with the McKinney-Vento Act. The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001, ensures educational rights and protections for children and youth experiencing homelessness.

**I. DEFINITIONS**

Homeless children and youth means children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Living in a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as cars, parks, public spaces, abandoned buildings or substandard housing (*for example, condemned buildings or garages*), bus or train stations, or other similar settings
- Living in motels, hotels, trailer parks (*does **not include** trailers or mobile homes in a mobile home park*), or camping grounds due to a lack of alternative adequate accommodations.
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in emergency or transitional shelters
- Abandoned in hospitals or awaiting foster care placement
- Migratory children qualify as homeless because they are living in the circumstances described above.
- Unaccompanied youth include those not in the physical custody of a parent or guardian.
  - A child or unaccompanied youth shall be considered homeless for as long as he/she is in the living situation described above.

**II. HOMELESS LIAISON**

The Homeless Liaison is required to:

- Ensure that homeless children and youth are identified by school personnel and through coordination with other entities and agencies.
- Ensure that homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the Local Education Agency (LEA).
- Ensure that homeless families, children, and youth receive educational services for which they are eligible, including Head Start, Even Start, and pre-school programs administered by the LEA, and referrals to health, mental health, dental, and other appropriate services.
- Ensure that parents and guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

- Ensure that public notice of the educational rights of homeless students is disseminated where children and youth receive services under the Act (such as schools, family shelters, and soup kitchens).
- Ensure that enrollment disputes are mediated in accordance with the dispute resolution provisions.
- Ensure that the parent/guardian of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services and is assisted in accessing transportation services, if available and feasible.
- Assist unaccompanied youth in placement/enrollment decisions.
- Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
- Assist homeless children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- Collaborate and coordinate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth.

### **III. GENERAL ASSURANCES**

Guajome Learning Center provides the following general assurances:

- Homeless children and youth shall not be segregated into a separate school or programs based on their status as homeless and shall not be stigmatized in any way.
- Homeless children and youth shall be provided services comparable to those received by other students in the school, including transportation services, and education programs for which students meet eligibility criteria, such as services provided under Title 1 or similar state and local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs. Guajome Learning Center will replace lost or stolen bus passes up to two times. After that, there is a possibility that the bus pass will not be replaced. The decision will be based on a case-by-case determination.
- In cases where the bus pass is unused for a consecutive two-month period, it will be discontinued until there is a written request to reapply for the new bus pass.
- Homeless children and youth will have access to district administrative level reservation of funds (set-asides) for serving homeless students.
- Homeless students will be provided with access to education and other services necessary for these students to meet the same challenging academic standards as other students.
- Notices will be provided and posted regarding the educational rights of homeless children and youth.

### **IV. IDENTIFICATION AND REPORTING**

Homeless children and youth will be identified through:

1. The application process for enrollment (self-identification)
2. School personnel recommendations
3. Coordinated activities with other entities and agencies



Guajome Learning Center will comply with all federal, state, county, and other data collection and reporting requirements regarding homeless children and youth.

## **V. SCHOOL SELECTION**

Homeless students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

A homeless child or youth's right to attend their school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year.

## **VI. ENROLLMENT AND RECORDS**

Homeless students may be identified at the time of enrollment (through self-reports). As Guajome Learning Center is an independent charter school, and therefore school of choice rather than assigned district schools, placement decisions are based solely on parent requests through the application process.

Homeless youth will not be discriminated against in the application process. Homeless children and youth will be allowed to apply for enrollment in accordance with current Guajome Learning Center enrollment policies even if the parent/guardian is unable to provide the school with the records normally required for enrollment such as previous academic records, birth certificate, medical records, proof of residency, or other documentation.

The Guajome designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the designee shall refer the parent/guardian to the homeless liaison. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student.

In the case of an unaccompanied youth, the homeless liaison shall assist in the enrollment process. Unaccompanied youth shall be immediately enrolled if space is available even if unable to provide the school with the records normally required for enrollment (as above), and despite lack of parent or legal guardian's supervision or permissions, or "power of attorney" by supervising adult.

In accordance with current Guajome enrollment policies and state regulations regarding charter schools, if the grade level for which a homeless child or youth has applied has more applicants than spaces available, a random public lottery will take place once annually to determine enrollment for the following school year. An "in-district" priority will apply during the lottery to homeless youth who self-identify as homeless during the lottery application process so as to not discriminate against homeless children or youth due to lack of permanent housing. If a homeless child or youth applies for admission after the annual random public lottery, he or she will be

placed on the waitlist in the order in which the application was received, even if the application is incomplete at the time of submission.

Any confidential record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, of each homeless child or youth will be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district.

## **VII. NUTRITION PROGRAMS**

Homeless students automatically qualify for free breakfast and lunch at Guajome Learning Center. Families do not have to fill out an application or provide proof of income. Homeless students will be added to the free meals program as soon as they have been identified.

## **VIII. TRANSPORTATION**

Per the McKinney-Vento Act, LEAs must provide services to homeless children/youth that are comparable to those received by other students in the school selected, including transportation. In addition, schools must provide transportation for homeless students to and from their school of origin, if feasible.

Guajome Learning Center, where feasible, applicable, at the request of the parent/guardian and/or in the best interest of the homeless children and youth, shall provide transportation to students experiencing homelessness to ensure the students can stay at the school of their choice for the duration of their homelessness. If a public transportation pass is issued to a family and is misplaced and/or lost, the receiving family will be responsible for replacing the pass. Guajome Learning Center may work with the youth's district of residence or other agencies to provide transportation services.

## **IX. ENROLLMENT DISPUTE RESOLUTION PROCESS**

**(per CDE Homeless Education Dispute Resolution Process -**

**<http://www.cde.ca.gov/sp/hs/cy/disputeres.asp>)**

If a disagreement arises over school selection or enrollment, the student must be immediately enrolled in the school in which he/she is requesting enrollment, pending resolution of the dispute. Enrollment is defined as "attending classes and participating fully in school activities."

The school must refer the student, parent, or guardian to the homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure the dispute resolution process is also followed for unaccompanied youth.

A written explanation of the school's decision regarding school selection or enrollment must be provided if a parent, guardian, or unaccompanied youth disputes such a school selection or enrollment decision, including the right to appeal. The written explanation shall be complete, as brief as possible, simply stated, and provided in a language that the parent, guardian, or unaccompanied youth can understand.

If the dispute remains unresolved at the district level or is appealed, then the district homeless liaison shall forward all written documentation and related paperwork to the homeless liaison at the county Office of Education (COE). The COE's homeless liaison will review these materials and determine the school selection or enrollment decision and will notify Guajome Learning Center and parents of the decision.

If the dispute remains unresolved or is appealed, the COE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. Upon the review of the LEA, COE, and parent information, the CDE will notify the parent of the final school selection or enrollment decision.

**DATE GLC POLICY ADOPTED BY THE BOARD:**

**Guajome Learning Centers****I - Home Language Survey**

Guajome Learning Centers (“GLC”) will administer the home language survey upon students’ initial enrollment into the school (on enrollment forms) to all students who have not previously attended school in California. Students need to complete the home language survey only once.

**II – English Language Proficiency Assessments for California (“ELPAC”)Test**

All students who indicate that their home language is other than English will take the Initial English Language Proficiency Assessment for California (ELPAC) within 30 days of enrollment and Summative ELPAC between February 1 and May 31, annually, until re-designated as Fluent English Proficient. The 30-day requirement for Initial ELPAC testing applies to students who are entering California public schools for the first time or for students who have not taken Initial ELPAC. All other students who have indicated a home language other than English will continue with the Summative ELPAC testing.

GLC will annually notify all parents of its responsibility for ELPAC administration and of ELPAC results within 30 days of receiving results from the publisher. The ELPAC should be used to fulfill the requirements under the Every Student Succeeds Act (ESSA) for annual English proficiency testing.

**III - Reclassification Procedures**

Reclassification procedures utilize multiple criteria in determining whether to classify a student as proficient in English including, but not limited to, all of the following:

- Assessment of English Language Proficiency using an objective assessment instrument including, but not limited to, the ELPAC. Students must score an overall score of 4 on the ELPC to be considered for reclassification.
- Comparison of student language performance in basic skills compared to English proficient students using objective assessment instruments that demonstrate proficiency in English so as to participate in a curriculum designed for students of the same age whose native language is English
- Teacher evaluation includes, but is not limited to a review of the student’s curriculum mastery. Teachers will use multiple measures to indicate mastery at grade level for the student. This includes, but is not limited to writing samples, assessments, progress reports, observation protocols or students’ oral language skills,
- Parental opinion, and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents opportunity to participate, and encouragement of the participation of parents or guardians in GPA’s reclassification procedure including seeking their opinion and consultation during the reclassification process.
-



### **Reclassification (Exit) Criteria GPA grades K-12**

The goals of English learner programs are for students to become fully proficient in English as rapidly and effectively as possible and master state standards for academic achievement. Below are the reclassification criteria:

| Criteria  | Grades K-2   | Grades 3-5  | Grades 6 to 12  |
|---|--|---|---|
| <b>Language Proficiency on ELPAC</b>  |  |   |   |
| Overall ELPAC Performance Level (PL) at 4.  |  |   |   |
| <b>Basic Skills (Reading Level)</b>   | <ul style="list-style-type: none"> <li>● STAR Reading or</li> <li>● STAR Early Literacy scale score of at least the “on watch” level.</li> <li>or</li> <li>● (K) - One-on-one assessment for letters, word reading, fluency, and comprehension at grade level</li> </ul> | <ul style="list-style-type: none"> <li>● STAR Reading scale score of at least the “on watch” level.</li> <li>● or SBAC score of “nearly met,”</li> <li>● or Benchmark Oral Reading Levels that are no less than the lowest level for each grade.</li> </ul> | <ul style="list-style-type: none"> <li>● ELA SBAC score of at least “nearly met.”</li> <li>● Or STAR Reading scale score level of at least the “on watch” level.</li> <li>● or Diagnostic IXL score in ELA that is not more than one grade level below the current grade</li> <li>● C or higher in Language Arts</li> </ul> |
| <b>Teacher Evaluation</b>   |  |   |   |
| Teacher(s) confirm(s) that students can perform grade-level work independently without the need for English language development or sheltered content instruction. Teachers will provide multiple samples of mastery for the student. |  |   |   |
| <b>Parent Consultation</b>  |  |   |   |
| Parents are consulted and provided opportunities to agree/disagree with recommendations to reclassify the student. A translator will be available during the meeting.   |  |   |   |

### **Reclassification (Exit) Criteria for students with IEPs grades K-12**

The goals of English learner programs are for students to become fully proficient in English as rapidly and effectively as possible and master state standards for academic achievement. Below are the reclassification criteria:

| Component                                       | Criteria  |
|---|---|
| <b>English Proficiency on ELPAC</b>             | Overall ELPAC Performance Level (PL) at 4 or performance on an alternate assessment indicating proficiency commensurate with the student’s ability.   |
| <b>Basic Skills Proficiency (Reading Level)</b> | Student meets the linguistic goal as outlined in his or her IEP based on current ELP levels and the student’s progress toward meeting both the ELA and ELD standards. The linguistic assessment inserted in the IEP will allow the student to demonstrate mastery at his or her level comparing ELP to students with similar disabilities that only speak English. Or the student can meet basic skill levels as specified in the IEP using an assessment that is valid and reliable to measure basic skills. |
| <b>Teacher Recommendation</b>                   | Teacher(s) confirm(s) that students' academic performance information is based on the linguistic goals listed in the IEP. Teachers will provide multiple samples of growth and mastery for the student based on the linguistic goal. Students must have a C or higher in the ELD class or ELA class   |

|                            |   |
|----------------------------|---|
| <b>Parent Consultation</b> | Parents are consulted and provided opportunities to agree/disagree with recommendations to reclassify the student. A translator will be available during the meeting. |
|----------------------------|---|

**DATE ADMINISTRATIVE PROCEDURE ADOPTED BY THE BOARD:**

# Guajome Learning Centers

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**  
**May 7, 2024**

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- 1. Public Session - Call to Order**

Luis Llamas called the meeting to order in public session at 3:30 p.m. in Building 1, Student Services Building, Administrative Training Center.

Roll Call and Establishment of Quorum:

Members Present: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
Absent: None
- 2. Approval of Agenda**

Moved by Luis Landin; seconded by Joji Davenport; the Board unanimously approved the agenda with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0
- 3. Public Comments on Agenda Items**

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

None
- 5. Charter School Superintendent Report**

**A. General Update**  
Kevin Humphrey reported on general updates at Guajome Learning Centers.
- 6. Board of Directors**

**A. Board of Directors 2024-2025 Calendar Adoption**  
Luis Llamas presented the 2024-25 Board Meeting Dates and Board Meeting Agenda Calendar for approval.

Moved by Kathy Hamamoto; seconded by Joji Davenport; the Board unanimously approved the 24/25 GLC Board Calendar with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

**B. SDCOE Annual Resolutions**  
Kevin Humphrey outlined the following SDCOE annual resolutions for board approval.

  - 1. Designating Authorized Agent to Receive Mail and Pick up Warrants at the County Office- Resolution No. 01-2024/2025**  
  
Moved by Luis Landin; seconded by Joji Davenport; Board unanimously approved SDCOE Resolution No. 01-2024/2025 with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0
  - 2. Payment Order Resolution No. 02-2024/2025**  
  
Moved by Luis Llamas; seconded by Luis Landin; Board unanimously approved SDCOE Resolution No. 02-2024/2025 with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

3. Designating Authorized Agent to Sign School Orders  
(Commercial Warrants)- Resolution No.03-2024/2025

Moved by Kathy Hamamoto; seconded by Joji Davenport; Board unanimously approved SDCOE Resolution No. 03-2024/2025 with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

4. Authorization of Replacement of Warrants- Resolution No. 04-2024/2025

Moved by Luis Llamas; seconded by Luis Landin; Board unanimously approved SDCOE Resolution No. 04-2024/2025 with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

5. Declaration of Need for Fully Qualified Educators- Resolution No. 05-2024/2025

Moved by Joji Davenport; seconded by Luis Llamas; Board unanimously approved SDCOE Resolution No. 05-2024/2025 with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

6. Desingnate Authorized Representative to the San Diego County Schools  
Fringe Benefits Program Resolution No. 6-2024-2025

Moved by Luis Landin; seconded by Kathy Hamamoto; Board unanimously approved SDCOE Resolution No. 06-2024/2025 with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

7. Designate Authorized Representative to the San Diego Schools Risk  
Management Join Authority for Workers' Compensation, Property & Liability or  
any other Risk or Plan Authorized by Law Resolution No. 07-2024-2025

Moved by Kathy Hamamoto; seconded by Luis Landin; Board unanimously approved SDCOE Resolution No. 07-2024/2025 with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

**7. Business Services**

**A. Employee Health Benefits**

Kevin Humphrey reviewed the benefit plans that the Benefits Committee selected through March & McLennan Agency for board approval. The plans include a change from Anthem to Cigna for a non-Kaiser option. Rates will increase by 7.5% for Guajome, under the 9% increase projected from year to year.

Fiscal Impact: Total cost of \$12,000.00, a 7.5% rate increase.

Moved by Joji Davenport, seconded by Kathy Hamamoto; the Board unanimously approved the Employee Health Benefits with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

**B. Certificated Employee Handbook**

Judd Thomson presented the amended policies and new language included in the classified employee handbook for board approval.

Moved by Luis Landin, seconded by Kathy Hamamoto; the Board unanimously approved the updates to the Certificated Employee Handbook with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0



### **C. Classified Employee Handbook**

Judd Thomson presented the amended policies and new language in the classified employee handbook for board approval.

Moved by Luis Llamas, seconded by Luis Landin, the Board unanimously approved the updates to the Classified Employee Handbook with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

### **D. One-time off-schedule payment**

Kevin Humphrey 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.

Fiscal Impact: \$15,292.00

Moved by Joji Davenport; seconded by Kathy Hamamoto; Board unanimously approved the 3% one-time off-schedule payment to full-time staff with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

### **E. Salary Schedules**

Kevin Humphrey presented the 24/25 Salary Schedules for board approval.

Moved by Kathy Hamamoto, seconded by Joji Davenport, the Board unanimously approved the 24/25 Salary Schedules with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

## **8. Student Services**

### **A. Course Catalog**

Mary Dhillon presented the updated course catalog for GLC for board approval.

Moved by Luis Landin, seconded by Kathy Hamamoto, the Board unanimously approved the 24/25 GLC Course Catalog with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

## **11. 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 Luis Llamas, seconded by Luis Landin, the Board unanimously approved the Consent Calendar with the following vote:

Yes: Luis Llamas, Luis Landin, Kathy Hamamoto, Joji Davenport  
No: 0

### **Consent Calendar**

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

1. Board of Directors Minutes March 12, 2024

## **11. Communication from the Board**

Joji Davenport informed the Board that he will be stepping down from the Board after this school year.

## **12. Future Board Meeting Dates**

- June 11, 2024

**13. Adjournment of Public Session**

Luis Llamas adjourned the Public Session meeting at 3:52 p.m.