



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

Board of Directors

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

Administration

Humphrey, Kevin
Superintendent

Thompson, Judd
Head of School

Arias, Lindsay
Admin of GPPA

Perkins, Katy
Admin of School Culture
and Climate

Sterner, Mike
Admin of Intervention and
Student Support

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

**BOARD OF DIRECTORS
MEETING
Agenda
June 13, 2024**

Public Session 4:00 p.m.
Building 1, Student Services Building
Administration Training Center

**Student
Board Representative**

Agenda		<u>Presenter</u>	<u>Action/ Information</u>
1.	PUBLIC SESSION- CALL TO ORDER (4:00 p.m.) Roll call and establishment of quorum: Pledge of Allegiance	Anna McAfee	
2.	APPROVAL OF AGENDA Recommended motion: The Board of Directors approve the agenda for the June 13, 2024 Board of Directors Meeting	Anna McAfee	Action
3.	PUBLIC COMMENTS ON AGENDA ITEMS 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.	PUBLIC COMMENTS ON NON-AGENDA ITEMS 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.	HEAD OF SCHOOL REPORT	Judd Thompson	Information
6.	CHARTER SCHOOL SUPERINTENDENT REPORT A. General Updates	Kevin Humphrey	Information
7.	BOARD OF DIRECTORS A. Election of Board Member 2024-25 School Year	Anna McAfee	Action
	B. Election of Board Officers 1. Board Chair	Anna McAfee	Action

	2. Board Vice Chair	Anna McAfee	Action
	3. Board Financial Officer	Anna McAfee	Action
	4. Board Secretary	Anna McAfee	Action
8.	PUBLIC HEARING The public will be given opportunity to provide testimony on the proposal of the Local Control and Accountability Plan.	Anna McAfee	Information
9.	BUSINESS SERVICES		
	A. Local Control and Accountability Plan	Kevin Humphrey	Action
	B. 2024-2025 Budget Adoption	Stephanie Whitehouse	Action
	C. CARS Application	Stephanie Whitehouse	Action
	D. Capital Assets Policy	Stephanie Whitehouse	Action
	E. Job Descriptions	Kevin Humphrey	Action
	F. Salary Schedule	Kevin Humphrey	Action
	G. Stipend Schedule	Kevin Humphrey	Action
	H. Workplace Violence Prevention Plan	Kevin Humphrey	Action
	I. Arts and Music Block Grant	Kevin Humphrey	Action
	J. 2022 Form 990	Kevin Humphrey	Action
10.	EDUCATIONAL SERVICES		
	A. Local Indicators/Data Dashboard	Judd Thompson	Action
	B. Homeless Policy No. 6173	Kevin Humphrey	Action

The purpose of the consent calendar motion is to expedite action on routine agenda items. All agenda action items that are not held for discussion at the request member of the audience or Board member will be approved as written as part of a single motion Consent Calendar Motion. Action items designated or held for discussion will be acted upon individually.

11.	CONSENT CALENDAR		Action
	A. APPROVAL OF MINUTES		
	1. May 9, 2024 Board of Directors Meeting		
	B. EDUCATIONAL SERVICES		
	1. Elementary Math Book Adoption		
12.	COMMUNICATION FROM THE BOARD	Anna McAfee	
13.	PROPOSED AGENDA ITEMS FOR UPCOMING MEETINGS	Anna McAfee	
14.	FUTURE BOARD MEETING DATES		
	<ul style="list-style-type: none"> August 6, 2024 (3:00 p.m. Brown Act Training/ 4:00 Regular Board Meeting) September 12, 2024 October 3, 2024 November 7, 2024 December 5, 2024 		
15.	ADJOURNMENT	Anna McAfee	

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 PARK ACADEMY

AGENDA ITEM 7 A

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: Election of a Community Member Board of Directors 2024-2025 School Year

The Board has received one nomination for a Community Member Board position, a two-year term.

- Steve Kildoo
-

FISCAL IMPACT:
None

RECOMMENDATION:
The Board will consider the nomination and vote thereon.

Prepared by:
Dawn Voss

Approved by:
Kevin Humphrey, Superintendent

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: ELECTION OF BOARD OFFICERS

The GPA 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 one or more assistant secretaries 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 GPA 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 Anna McAfee

Vice Chairman:

The GPA Bylaws state: "In the absence or disability of the Chairman, the Vice Chairman shall perform the duties of the Chairman."
Currently held by Debbie Duffy

Secretary (Not required to be member of the Board)

The GPA 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, or at such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding; whether regular or special; if special how authorized; the notice thereof given; the names of those present and absent; and the proceedings thereof. 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; shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the treasurer; and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board."
Currently held by Dawn Voss

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

The GPA 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. The financial officer shall present an operating statement and report, since the last preceding board meeting, to the Board at all regular meetings of the Board. The financial officer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board."
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 PARK ACADEMY**AGENDA ITEM 9A**

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: GUAJOME PARK ACADEMY LCAP ADOPTION

The Guajome Park Academy 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 a 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 PARK ACADEMY

AGENDA ITEM 9B

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 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 surplus of \$223,674 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 Park Academy

Financial Update

Thursday, June 13, 2024



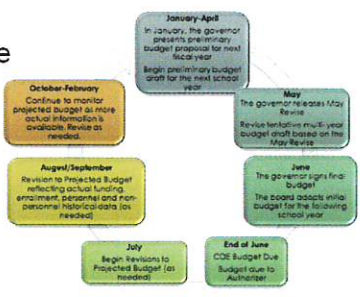
Presented By



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



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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
    
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January-April
In January, the governor presents preliminary budget proposals for next fiscal year.
Begin preliminary budget draft for the next school year.

May
The governor releases May Revision.
Revise tentative 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
COE 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.

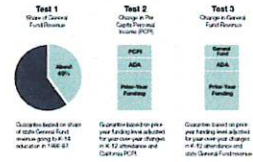
Overview of Governor's 2024-25 May Revision

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

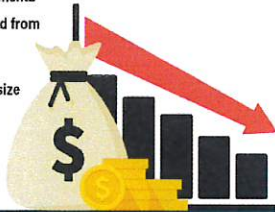
Minimum Guarantee Depends on Various Inputs and Formulas

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



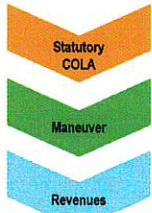
Proposition 98

- 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



Projections for the 2024-25 statutory cost-of-living adjustment (COLA) ranged from 3.94% all the way down to 0.00%; where would the dust settle, and would the state be able to afford to fund the statutory COLA?

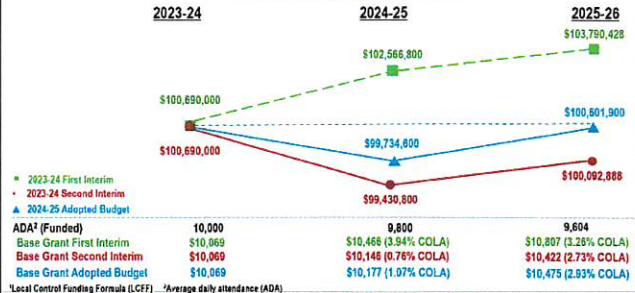
Elected officials and policymakers at the state level will ultimately determine the legality of the maneuver, but local educational agencies (LEAs) were left to wonder how this would impact their local budget

Is the Legislative Analyst's Office or Administration's revenue forecast for 2024 more accurate, and how might any shortfall impact local budgets in the current and budget years?

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

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A Tale of Three Multiyear LCFF¹ 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 ¹	\$2,214	\$2,035	\$2,096	\$2,492
65% Concentration Grant per ADA ²	\$3,237	\$2,977	\$3,065	\$3,645
TK Add-On (inclusive of COLA)	\$3,077	—	—	—

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

²Maximum 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 ¹ Planning COLA		8.22%	1.07%	2.93%	3.08%	3.30%
California CPI ²		3.33%	3.10%	2.84%	2.87%	2.80%
CalSTRS ³ Employer Rate		19.10%	19.10%	19.10%	19.10%	19.10%
CalPERS ⁴ Employer Rate		28.68%	27.05%	27.60%	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) ⁵	Grades K-8 per ADA	\$37.81	\$38.21	\$39.33	\$40.54	\$41.88
	Grades 9-12 per ADA	\$72.84	\$73.62	\$75.78	\$78.11	\$80.69
Mandate Block Grant (Charter)	Grades K-8 per ADA	\$19.85	\$20.06	\$20.65	\$21.29	\$21.99
	Grades 9-12 per ADA	\$55.17	\$55.78	\$57.39	\$59.16	\$61.11

¹Department of Finance, ²Consumer Price Index, ³California State Teachers' Retirement System, ⁴California Public Employees' Retirement System, ⁵County 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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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 Park Academy's FY24-25 Proposed Budget

Budget Assumptions - Revenue

- Enrollment is projected at 1325 students with a 96% 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

Budget Assumptions - Expense

- Salary schedule step & column increases
- One time longevity stipend for fulltime staff – 5%
- Minimum wage considerations
- Current Year to Date (YTD) Actuals were used to project out the remainder of the current school year and used as the base for future years

Budget Summary

	2023-24 Estimated Actuals	2024-25 Initial Budget	(S) CHG	(%) CHG	Description/Explanation
Enrollment	1,255	1,325	-	0%	
FY ADA	1,285	1,305	0	0%	
WS1 - R006 LEFF	\$ 16,699,848	\$ 17,166,618	466,770	3%	COLA and increase in base pay
8010-8099 Federal Income	\$ 3,060,623	\$ 3,096,688	(1,966,535)	(64%)	Removed ESMA 10 Funds
8010-8099 State Income	\$ 2,565,517	\$ 3,166,688	306,761	23%	Am & Misc. A-d funds
8010-8799 Local Income	\$ 442,469	\$ 583,088	116,621	24%	Reduction in welfare rates, increase in AMU
TOTAL INCOME	\$ 22,710,457	\$ 23,986,471	\$ (798,388)	(3%)	
Total 1000 Certificated Salaries	\$ 9,585,241	\$ 9,497,992	(87,248)	(1%)	Step column increase offset by Adj's
Total 1000 Classified Salaries	\$ 2,188,241	\$ 2,156,688	(31,543)	(1%)	Step column increase offset by Adj's
Total 3000 Employee Benefits	\$ 4,367,578	\$ 4,683,766	316,188	7%	On previous payrol retirement creditable CV
Total 4000 Supplies	\$ 2,763,561	\$ 3,005,500	(613,362)	(42%)	No planned non-capital expense
Total 5000 Services and Other Opex	\$ 4,205,584	\$ 4,316,088	20,496	0%	CVI increase on expense
Total 6000 Capital Outlay	\$ 171,772	\$ 171,772	-	0%	
TOTAL EXPENSE	\$ 23,173,087	\$ 23,751,704	\$ (615,298)	(3%)	
SURPLUS/(DEFICIT)	\$ 437,366	\$ 233,679			

Budget Adjusted for One Time Funds

	FY24-25	FY25-26	FY26-27	FY27-28
Budget Surplus/(Deficit)	223,674	193,557	294,394	\$ 44,440
One Time Funds				
2021 Universal Prekindergarten Planning & Implementation Grant	-	37,627	-	-
One Time Educator Effectiveness Grant	10,530	145,000	140,132	-
Community School	101,000	-	-	-
Arts, Music, and Instructional Materials Discretionary Block Grant	393,308	393,308	-	-
State Child Nutrition - Equipment/Infrastructure	50,000	11,960	-	-
State Child Nutrition - Training	-	5,785	-	-
A-G League Grants	53,216	53,216	-	-
A-G Learning Loss Mitigation Grant	27,500	37,500	-	-
Learning Recovery Emergency Block Grant	-	-	774,870	774,870
Ethnic Studies	-	-	-	22,751
	655,551	785,627	916,002	814,461
Adjusted Budget Surplus/(Deficit)	(431,876)	(510,038)	(620,408)	(769,977)

Additional Considerations

- Maintain enough cash on hand for possible state revenue deferrals
 - GPA has days cash on hand approx. 300 days, greater than 60 days is the metric
- Plan ahead and consider long term impacts by projecting multi-year budgets
- Create backup plans, goals and deadlines
- One time funds are not recommended to fund ongoing expenses
- Maintain a flexible budget as more information becomes available
- Maintain adequate reserves
 - GPA's reserve is approx. 84%, greater than 17% is the metric

Guajome Park Academy's Multi-year Projections

MYP Budget Assumptions

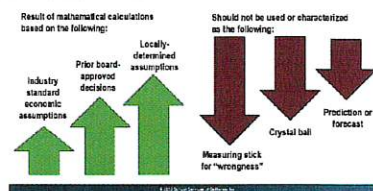
- Revenue
 - FCMAT'S LCFF calculator is used for LCFF
 - No changes to enrollment or ADA
 - School Services of California's May revise Dartboard is used for lottery, mandated block grant
- Expense
 - Staffing step and column increases are actual for one year out then School Services of California's May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

Multi-year Budget Summary

	2023-24 Estimated Actuals	2024-25 Initial Budget	2025-26 Budget	2026-27 Budget	2027-28 Budget
Continuum	1,325	1,325	1,325	1,325	1,325
FY ADA	1,285	1,285	1,285	1,285	1,285
W011-0000 LCFF	\$16,699,848	\$17,166,618	\$17,409,874	\$18,389,073	\$19,000,000
W010-0000 Federal Income	\$3,060,623	\$3,084,084	\$3,079,981	\$3,079,981	\$3,079,981
W020-0000 State Income	\$2,560,517	\$2,566,050	\$2,569,720	\$2,570,710	\$2,570,710
W030-0000 Local Income	\$412,440	\$393,084	\$393,084	\$393,084	\$393,084
TOTAL INCOME	\$22,722,888	\$23,209,837	\$23,768,660	\$24,769,158	\$25,080,115
Total 1000 Certificated Salaries	\$9,555,241	\$9,497,992	\$9,778,760	\$10,079,966	\$10,412,608
Total 2000 Classified Salaries	\$2,158,241	\$2,156,698	\$2,250,712	\$2,362,095	\$2,396,714
Total 3000 Employee Benefits	\$4,397,578	\$4,682,246	\$4,960,025	\$5,110,279	\$5,284,704
Total 4000 Supplies	\$1,768,661	\$880,500	\$957,112	\$964,583	\$1,020,100
Total 5000 Services and Other Oper	\$4,195,594	\$4,315,090	\$4,454,521	\$4,560,364	\$4,710,674
Total 6000 Capital Outlay	\$171,772	\$171,772	\$171,772	\$171,772	\$171,772
TOTAL EXPENSES	\$22,372,087	\$23,765,317	\$24,579,194	\$25,253,760	\$25,986,433
SURPLUS/(DEFICIT)	\$450,766	\$444,520	\$1,189,466	\$955,398	\$993,682

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 SECOND BUDGET	2023-24 Estimated Actuals			Description/Explanation
Local School	1,183	1,175	(10)	(1%)	Equipment purchase
FY 2024	1,281	1,266	(15)	(1%)	Equipment purchase
MSL 8000 LEF	\$10,306,478	\$10,409,561	(104,083)	(1%)	Equipment purchase
8000 8000 Federal Income	\$ 2,028,792	\$ 2,050,043	(21,251)	(1%)	Equipment purchase
8000 8000 State Income	\$ 2,515,568	\$ 2,545,517	(29,949)	(1%)	Equipment purchase
8000 8000 Local Income	\$ 462,405	\$ 462,405	\$ 0	0%	
TOTAL 8000 CASH	\$25,313,143	\$25,467,526	\$ (154,383)	(1%)	
Total 8000 Classified Salaries	\$ 5,371,629	\$ 5,385,241	(13,612)	(0%)	Equipment purchase
Total 8000 Classified Salaries	\$ 2,042,189	\$ 2,038,241	(3,948)	(0%)	Equipment purchase
Total 8000 Employee Benefits	\$ 4,409,238	\$ 4,407,178	(2,060)	(0%)	Equipment purchase
Total 8000 Supplies	\$ 1,455,200	\$ 1,462,561	(7,361)	(0%)	Equipment purchase
Total 8000 Services and Other Opex	\$ 8,144,302	\$ 8,291,368	(147,066)	(2%)	Equipment purchase
Total 8000 Capital Outlay	\$ 171,710	\$ 171,710	\$ 0	0%	
TOTAL 8000 WFO	\$25,484,829	\$25,477,087	\$ 7,742	0%	
SUBTOTAL (2023-24)	\$ 1,093,776	\$ 1,093,776	\$ 0	0%	

Compliance Update

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

		2023-24 ADOPTED BUDGET	2023-24 FIRST INTERIM	2023-24 SECOND INTERIM	2023-24 PROJECTED ACTUALS	2024-25 ADOPTED BUDGET	2025-26 PROJECTED BUDGET	2026-27 PROJECTED BUDGET
A. REVENUES								
1) Revenue Limit Sources	8010-8099	17,069,420	16,399,219	16,866,478	16,699,848	17,166,618	17,829,874	18,395,073
2) Federal Revenues	8100-8299	3,061,160	2,952,362	3,019,792	3,060,623	1,094,088	1,079,981	1,079,981
3) Other State Revenues	8300-8599	1,367,247	1,303,036	1,467,823	1,311,127	1,866,144	2,005,184	2,219,480
4) Other Local Revenues	8600-8799	1,592,192	1,575,329	1,563,208	1,682,560	1,853,622	1,853,622	1,853,622
5) TOTAL REVENUES		23,090,019	22,229,946	22,917,301	22,754,158	21,980,472	22,768,661	23,548,156
B. EXPENDITURES								
1) Certificated Salaries	1000-1999	9,476,744	9,698,821	9,373,625	9,585,241	9,497,992	9,778,780	10,079,966
2) Classified Salaries	2000-2999	2,476,202	2,360,120	2,202,196	2,188,241	2,156,698	2,252,712	2,322,095
3) Employee Fringes	3000-3999	5,755,226	4,773,373	4,469,224	4,367,578	4,683,746	4,960,205	5,112,979
*Bonus Consideration	1000-3999							
4) Books, Supplies, Non-Capital Equip	4000-4999	920,200	1,328,700	1,458,700	1,763,661	930,500	957,112	984,581
5) Services, Other Operating Exp	5000-5999	4,209,883	4,115,177	4,188,508	4,295,594	4,316,090	4,454,523	4,582,368
6) Capital Outlay	6000-6999	171,772	171,772	171,772	171,772	171,772	171,772	171,772
7) Other Outgo	7100-7299	-	-	-	-	-	-	-
8) Direct Support/Indirect Costs	7300-7399	-	-	-	-	-	-	-
9) TOTAL EXPENDITURES		23,010,027	22,447,963	21,864,025	22,372,087	21,756,798	22,575,104	23,253,761
C. EXCESS/DEFICIENCY OF REVENUES OVER EXPENDITURES		79,992	(218,017)	1,053,276	382,071	223,674	193,557	294,395
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In	8910-8929	-	-	-	-	-	-	-
b) Transfers Out	7410-7429	-	-	-	-	-	-	-
2) Other Sources/Uses								
a) Sources	8930-8979	-	-	-	-	-	-	-
b) Uses	7430-7499	-	-	-	-	-	-	-
3) TOTAL OTHER FINANCING SOURCES/USES		-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE		79,992	(218,017)	1,053,276	382,071	223,674	193,557	294,395
F. FUND BALANCE, RESERVES								
1) Beginning Balance/July 1	9791	17,739,324	17,739,324	17,739,324	17,739,324	18,121,395	17,739,324	17,739,324
2) Ending Balance		17,819,316	17,521,307	18,792,600	18,121,395	18,345,068	17,932,881	18,033,719
Components of Fund Balance								
Restricted for Econ Uncert.		690,301	673,439	655,921	671,163	652,704	677,253	697,613
Restricted for Special Purposes		17,129,015	16,847,868	18,136,679	17,450,232	17,692,364	17,255,628	17,336,106
Undesignated		-	-	-	-	-	-	-
Total Components of Fund Balance		17,819,316	17,521,307	18,792,600	18,121,395	18,345,068	17,932,881	18,033,719

ASSUMPTIONS

	2023-24 ADOPTED BUDGET	2023-24 FIRST INTERIM	2023-24 SECOND INTERIM	2023-24 PROJECTED ACTUALS	2024-25 ADOPTED BUDGET	2025-26 PROJECTED BUDGET	2026-27 PROJECTED BUDGET
<u>REVENUE</u>							
1. STATUTORY COLA	8.22%	8.22%	8.22%	8.22%	1.07%	2.93%	3.08%
2. INDIRECT COST RATE	5.00%	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%	2.86%	2.87%
4. LOTTERY							
Unrestricted	\$177.00	\$177.00	\$177.00	\$177.00	\$177.00	\$177.00	\$177.00
Restricted	\$72.00	\$72.00	\$72.00	\$72.00	\$72.00	\$72.00	\$72.00
5. MANDATED BLOCK GRANT							
K - 8th Grade	\$19.85	\$19.85	\$19.85	\$19.85	\$20.06	\$20.65	\$21.29
9th - 12th Grade	\$55.17	\$55.17	\$55.17	\$55.17	\$55.76	\$57.39	\$59.16
6. ENROLLMENT ESTIMATES							
Totals	1,413	1,363	1,343	1,325	1,325	1,325	1,325
7. AVERAGE DAILY ATTENDANCE							
Attendance Rate	95%	95%	95%	96%	96%	96%	96%
<u>EXPENDITURES</u>							
1. FRINGE BENEFIT RATES							
STRS State Teachers Retirement System (Tier 1)	19.10%	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%	27.60%	28.00%
Social Security	6.20%	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%	1.45%
SUI State Unemployment Insurance	0.50%	0.50%	0.50%	0.50%	0.05%	0.05%	0.05%
Workers Compensation	1.22%	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%	7.50%	7.50%
Health Insurance Average cost per year	\$15,817	\$15,817	\$15,817	\$13,000	\$14,000	\$15,250	\$15,688
2. EMPLOYEE SALARY STEP INCREASES							
Certificated	2.59%	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%	3.50%
Estimated for Certificated Column Changes	\$20,001	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

REVENUES

	BUDGET	INTERIM	INTERIM	ACTUALS	BUDGET	BUDGET	BUDGET	Variance
Total Student Enrollment	1,413	1,363	1,343	1,325	1,325	1,325	1,325	(18)
Total Student ADA	1,342	1,295	1,281	1,265	1,265	1,265	1,265	(16)
Revenue Limit Sources								
1400 8012 Education Protection Account	4,547,699	4,322,816	4,007,153	4,226,400	4,057,028	4,337,909	4,641,818	
0000 8011 LCFF Apportionment	7,136,159	6,816,153	7,257,947	7,417,985	7,580,364	7,962,739	8,224,029	
0000 8096 In lieu of Property Taxes	5,385,562	5,260,250	5,601,378	5,055,463	5,529,226	5,529,226	5,529,226	
TOTALS	17,069,420	16,399,219	16,866,478	16,699,848	17,166,618	17,829,874	18,395,073	467,259
Federal Revenues								
5310 8220 Child Nutrition Programs	400,000	400,000	459,000	459,000	459,000	459,000	459,000	
5310 8220 Child Nutrition Programs - PY	-	-	-	-	-	-	-	
0000 8290 All Other Federal Revenue	2,661,160	2,552,362	2,560,792	2,601,623	635,088	620,981	620,981	67,430
TOTALS	3,061,160	2,952,362	3,019,792	3,060,623	1,094,088	1,079,981	1,079,981	2%
Other State Revenues								
5310 8520 Child Nutrition Programs	365,000	365,000	361,000	361,000	361,000	361,000	361,000	
5310 8520 Child Nutrition Programs - PY	-	-	-	-	-	-	-	
0000 8550 Mandated Costs	46,838	44,539	41,853	41,351	39,791	39,791	39,791	
1100 8560 State Lottery - CY Unrestricted	228,200	229,188	226,736	224,077	223,971	223,971	223,971	
6300 8560 State Lottery - CY Restricted	89,937	93,229	92,232	91,150	91,107	91,107	91,107	
0000 8590 One-time Funds	135,285	433,174	-	171,530	705,554	703,576	914,802	
0000 8590 College Readiness	-	-	-	-	-	-	-	
All Other State Revenue	501,987	137,906	746,002	422,019	444,721	585,739	588,809	
TOTALS	1,367,247	1,303,036	1,467,823	1,311,127	1,866,144	2,005,184	2,219,480	164,787
Other Local Revenues								
5310 8634-000 Child Nutrition Programs	65,000	65,000	65,000	16,014	25,000	25,000	25,000	
0000 8660-000 Interest	226,465	226,465	226,465	226,465	300,000	300,000	300,000	
6500 8677-001 SpEd Reimbursement	1,100,727	1,132,864	1,120,743	1,289,081	1,300,536	1,300,536	1,300,536	
0000 8699-001 Cobra Reimbursement	-	-	-	-	-	-	-	
0000 8699-005 GPA Foundation After School	-	-	-	-	-	-	-	
0000 8699-010 GLC MOU	200,000	151,000	151,000	151,000	228,086	228,086	228,086	
0000 8699-020 GLC Lease Agreement	-	-	-	-	-	-	-	
0000 8699-015 Contributions / Donations	-	-	-	-	-	-	-	
0000 8662-0000 Fair Market Value Adj	-	-	-	-	-	-	-	
0529 8699-529 GPAA GESS	-	-	-	-	-	-	-	
TOTALS	1,592,192	1,575,329	1,563,208	1,682,560	1,853,622	1,853,622	1,853,622	(12,121)
TOTAL REVENUE	23,090,019	22,229,946	22,917,301	22,754,158	21,980,472	22,768,661	23,548,156	687,355
TOTAL REVENUE								

EXPENDITURES								Variance	
Certificated Salaries		2023-24 ADOPTED BUDGET	2023-24 FIRST INTERIM	2023-24 SECOND INTERIM	2023-24 PROJECTED ACTUALS	2024-25 ADOPTED BUDGET	2025-26 PROJECTED BUDGET	2026-27 PROJECTED BUDGET	
1000-1999		9,476,744	9,698,821	9,373,625	9,585,241	9,497,992	9,778,780	10,079,966	(325,196) -3%
Classified Salaries									
2000-2999		2,476,202	2,360,120	2,202,196	2,188,241	2,156,698	2,252,712	2,322,095	(157,924) -7%
Employee Fringes									
3000-3999		5,755,226	4,773,373	4,469,224	4,367,578	4,683,746	4,960,205	5,112,979	(304,149) -7%
Books and Supplies									
4000-4999		920,200	1,328,700	1,458,700	1,763,661	930,500	957,112	984,581	130,000 9%
Services, Other Operating Expenses									
5000-5999		4,209,883	4,115,177	4,188,508	4,295,594	4,316,090	4,454,523	4,582,368	73,331 2%
Capital Outlay									
6000-6999		171,772	171,772	171,772	171,772	171,772	171,772	171,772	- 0%
TOTAL EXPENDITURES		23,010,027	22,447,963	21,864,025	22,372,087	21,756,798	22,575,104	23,253,761	(583,938) -3%

EXPENDITURES DETAIL

	Object #	BUDGET	INTERIM	INTERIM	ACTUALS	BUDGET	BUDGET	BUDGET	Variance
Payroll - Certificated	1000-XXX	9,476,744	9,698,821	9,373,625	9,585,241	9,497,992	9,778,780	10,079,966	(325,196) -3%
Payroll - Classified	2000-XXX	2,476,202	2,360,120	2,202,196	2,188,241	2,156,698	2,252,712	2,322,095	(157,924) -7%
Payroll - Fringes	3000-000	5,755,226	4,773,373	4,469,224	4,367,578	4,683,746	4,960,205	5,112,979	(304,149) -7%
TOTAL PAYROLL EXPENSES		17,708,172	16,832,314	16,045,045	16,141,060	16,338,436	16,991,697	17,515,040	
TEXTBOOKS	4100-000	30,000	30,000	38,000	37,561	40,000	41,144	42,325	
OTHER BOOKS	4200-000	70,700	73,200	73,200	1,355	-	-	-	
MATERIALS & SUPPLIES	4300-000	330,000	375,000	375,000	287,195	330,000	339,438	349,180	
SUBSCRIPTIONS	4300-011	500	500	500	717	500	514	529	
TESTING ASSESSMENT	4300-021	24,000	24,000	49,000	44,395	45,000	46,287	47,615	
MAINT/OPER MATERIALS/SUPPLIES	4300-101	70,000	100,000	100,000	49,119	50,000	51,430	52,906	
FURN & EQUIP LESS THAN \$5000	4400-000	10,000	-	-	-	-	-	-	
NON-CAP EQUIP (\$4999 & under)	4400-001	20,000	361,000	423,000	948,385	100,000	102,860	105,812	
CAPITALIZED F&E (over \$5000)	4400-002	-	-	-	-	-	-	-	
CNS FOOD	4700-000	365,000	365,000	400,000	394,934	365,000	375,439	386,214	
TOTAL 4000's		920,200	1,328,700	1,458,700	1,763,661	930,500	957,112	984,581	130,000 9%
SUBAGREEMENTS (SUBS)	5100-001	-	-	-	-	-	-	-	
MEETINGS	5200-001	10,000	10,000	10,000	10,000	10,000	10,286	10,581	10,283
MILEAGE	5200-002	2,500	2,500	2,500	2,500	2,500	2,572	2,645	2,571
IB TRAINING/CONFERENCES	5200-003	20,000	50,000	50,000	50,000	50,000	51,430	52,906	51,415
CONFERENCES	5200-004	85,000	93,000	93,000	93,000	93,000	170,660	175,558	95,632
STAFF DEVELOPMENT - IN HOUSE	5200-005	40,000	42,000	42,000	42,000	42,000	43,201	44,441	43,189
DUES & MEMBERSHIP	5300-000	40,000	40,000	40,000	42,886	40,761	41,926	43,130	41,132
WASC	5300-004	2,500	2,500	2,500	2,500	2,500	2,572	2,645	2,571
PROPERTY & LIABILITY INSURANCE	5450-001	185,000	185,000	185,000	185,000	185,000	190,291	195,752	190,236
GAS & ELECTRIC	5500-004	407,000	382,000	392,000	353,872	362,743	373,117	383,826	403,094
IRRIGATION & SEWER	5500-005	35,600	35,600	46,600	38,041	38,642	39,748	40,888	47,919
CONTRACTED TRASH DISPOSAL	5500-008	19,800	20,800	20,800	20,355	18,727	19,262	19,815	21,389
CONTRACTED PEST SERVICES	5500-009	2,500	3,000	3,000	2,075	2,075	2,135	2,196	3,085
CONTRACTED CLEANING SVCS	5500-010	209,700	159,700	209,700	226,775	209,300	215,286	221,465	215,635
LEASE-BUILDING&GROUNDS	5600-001	132,000	132,000	132,000	129,190	129,264	132,961	136,777	135,736
FACILITY RENTAL	5600-004	10,000	6,000	6,000	5,022	5,022	5,166	5,314	6,170
RENTAL/LEASE OF VEHICLES	5600-005	100	1,000	1,000	1,000	1,000	1,029	1,058	1,028
CONTRACTS-MAINT AGREEMENT	5600-006	15,000	30,000	36,000	36,000	36,000	37,030	38,092	37,019
GROUNDS MAINT/REPAIRS	5600-007	150,000	150,000	150,000	150,000	150,000	154,290	158,718	154,245
RENTAL/LEASE OF EQUIPMENT	5600-008	56,000	56,000	56,000	56,000	56,000	57,602	59,255	57,585
MAINT/REPAIR SERVICE CALL	5600-009	250,000	300,000	300,000	300,000	300,000	308,580	317,436	308,490
SITE IMPROVEMENTS	5600-020	50,000	50,000	50,000	50,000	50,000	51,430	52,906	51,415
NON INSTRUCTIONAL CONSULTANTS	5800-001	-	-	447,650	501,280	404,858	416,437	428,389	460,318
BANK EXPENSES	5800-002	500	500	3,000	2,377	2,370	2,437	2,507	3,085
CONTRACTED SERVICES - FLEX PLAN	5800-007	4,800	4,800	4,800	4,800	4,800	4,937	5,079	4,936

EXPENDITURES DETAIL

	2023-24	2023-24	2023-24	2023-24	2024-25	2025-26	2026-27	Variance
	ADOPTED	FIRST	SECOND	PROJECTED	ADOPTED	PROJECTED	PROJECTED	
	BUDGET	INTERIM	INTERIM	ACTUALS	BUDGET	BUDGET	BUDGET	
SUBS	Object #							
OTHER ADMIN/OPERATING	5800-008							215,943
	5800-009	20,000	20,000	210,000	189,458	194,876	200,469	20,566
OTHER CONTRACTED SERVICES	5800-011	1,450,000	1,350,000	20,000	20,000	20,572	21,162	51,415
INSTRUCTIONAL CONSULTANTS	5800-013			50,000	261,708	269,193	276,919	683,820
EMPLOYMENT SERVICES	5800-014	6,000	13,500	665,000	665,000	684,019	703,650	13,882
SITE SECURITY SERVICES	5800-015			13,500	15,808	16,260	16,727	7,367
FIELD TRIPS	5800-016	70,000	75,000	7,164	7,164	7,369	7,580	77,123
SOFTWARE LICENSING	5800-022	260,000	215,000	75,000	75,000	77,145	79,359	257,075
SDCOE SYSTEMS / SOFTWARE	5800-030	14,000	14,000	250,000	260,000	267,436	275,111	14,396
VUSD OVERSIGHT FEES 3%	5800-050	512,083	491,977	14,000	14,000	14,400	14,814	469,720
VUSD PRINT SHOP EXPENSES	5800-054	300	300	505,994	514,999	469,720	483,201	308
LEGAL	5800-101	22,000	42,000	300	300	309	317	43,189
ADVERTISING	5800-104	-	1,000	42,000	42,000	43,201	44,441	1,028
POSTAGE - REGULAR	5900-002	7,000	8,500	1,000	1,000	1,029	1,058	8,741
POSTAGE - SPECIAL DELIVERY	5900-003	500	1,500	8,500	8,172	8,406	8,647	1,542
TELEPHONE - INTERNET	5900-006	115,000	120,000	1,500	1,500	1,543	1,587	35,991
CELLULAR PHONES	5900-010	5,000	6,000	35,000	37,419	38,490	39,594	6,170
TOTAL 5000's	4,209,883	4,115,177	4,188,508	4,295,594	4,316,090	4,454,523	4,582,368	73,331 2%
BUILDINGS & IMPROVEMENTS	6200-000	-	-	-				
LEASE/PURCHASE OF EQUIP.	6400-005							
DEPRECIATION EXPENSE	6900-001	171,772	171,772	171,772	171,772	171,772	171,772	- 0%
TOTAL 6000s	171,772	171,772	171,772	171,772	171,772	171,772	171,772	
TOTAL EXPENDITURES	23,010,027	22,447,963	21,864,025	22,372,087	21,756,798	22,575,104	23,253,761	(583,938) -3%

FY23-24		WHITEHOUSE CPAS INC.												FY23-24		FY23-24	
Object Code	Object Title	Est P2												Forecast	Forecast		
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Total	
1300001	Monthly Admin Salaries	62,328	62,328	62,328	62,328	62,328	62,328	62,328	62,328	62,328	62,328	62,328	62,328	62,328	62,328	792,334	
9,373,625	Total 1000 Certified Salaries	89,564	822,756	806,692	1,211,367	800,304	780,411	814,440	802,690	800,112	799,437	1,050,006	807,461	807,461	-	9,585,241	
1,790,362																	
2000 Classified Salaries																	
2100001	Instr'L Aide Monthly Salaries	18,129	28,414	30,561	51,978	38,373	39,658	35,042	34,951	34,133	34,638	47,730	35,000	35,000		428,606	
2100002	Instr'L Aide Hourly Salaries	2,583		4,198	5,708	5,049	4,390	3,181	4,390	5,268	4,390	3,939	5,050	5,050		48,148	
2100011	Instr'L Aide Overtime Salaries					66										66	
2100020	Walk-On Coaches	27,350							14,950	(1,700)		9,400	13,250	13,250		35,900	
2200001	Monthly Classified Support	20,629	20,720	20,629	32,990	20,675	20,675	20,675	20,602	20,643	20,348	28,118	20,675	20,675		267,380	
2200002	Hourly Classified Support	46	4,533	1,018	8,838	10,109	8,394	5,506	8,238	8,616	8,146	7,851	5,500	5,500		76,795	
2200011	Overtime Classified Support	4,203	1,507	(3,134)	347	525			269	524			382	382		420	
2300001	Class Mgmt Monthly Salaries	15,223	7,680	22,766	24,357	15,223	15,223	15,223	15,223	15,223	15,223	20,703	15,223	15,223		197,288	
2400001	Office Monthly Salaries	78,446	85,826	64,310	116,180	81,376	79,766	49,174	66,894	65,894	66,053	89,664	66,000	66,000		909,584	
2400002	Office Hourly Salaries		748						141				40	40		929	
2400003	Classified Added Responsibility	6,568		759	918	736	736	736	736	736						6,832	
2400011	Office Overtime Salaries	35	36	182	337	93			452		53	621	864	864		2,671	
2900001	Other Classified	57,038		13,580	7,243	4,527	4,527	4,527	4,527	4,527	6,156	6,156	4,527	4,527		61,449	
2900002	Other Classified Hourly Salary	6,664	19,049	10,907	16,157	11,247	14,357	12,663	10,422	9,754	16,361	11,190	13,000	13,000		152,171	
2,202,196	Total 2000 Classified Salaries	144,536	167,764	166,524	265,052	188,000	187,727	146,728	181,527	163,364	171,000	226,509	166,261	166,261	13,250	2,188,241	
558,697																	
3000 Employee Benefits																	
3111000	STRS, Certificated Positions	17,108	155,748	154,057	208,780	75,212	146,609	151,033	151,445	150,907	150,875	151,244	151,000	151,000		1,664,018	
3112000	STRS, Classified Positions	544			870	218	544	544	544	544	544	544	500	500		5,396	
3211000	PERS, Certificated Positions	22,978	2,431	2,055	3,158	951	2,055	2,055	2,055	2,055	2,055	2,055	2,089	2,089		23,013	
3212000	PERS, Classified Positions	509,191	41,003	40,528	64,771	20,261	(2,061)	39,343	38,829	38,734	38,808	38,959	39,000	39,000		478,551	
3311000	OASDI, Certificated Positions	7,146	565	478	734	478	478	478	478	478	478	478	632	650		5,925	
3312000	OASDI, Classified Positions	8,790	9,773	9,880	15,815	10,920	10,786	9,882	10,812	9,786	10,030	13,468	11,000	11,000		130,942	
3321000	Medicare Certificated Position	1,299	11,675	11,530	17,310	11,453	11,080	11,371	11,403	11,367	11,364	15,009	11,400	11,400		136,259	
3322000	Medicare Classified Positions	2,097	2,286	2,338	3,751	2,581	2,332	2,332	2,556	2,316	2,373	3,192	2,600	2,600		30,935	
3401000	Health & Welfare Benefits, cer	(6,572)	120,427	115,260	115,481	114,034	113,416	116,084	116,077	115,994	115,994	115,192	116,000	116,000		1,267,389	
3402000	Health & Welfare Benefits, cla	15,876	40,929	42,636	41,561	44,819	44,895	41,791	41,798	41,791	41,791	41,791	42,000	42,000		481,677	
3501000	State Unemployment Insurance, a	14,510	411	408	605	402	(14,077)	400	401	399	399	525	400	400		4,783	
3502000	State Unemployment Insurance, b	1,104	76	82	133	93	(123)	84	91	82	86	113	100	100		1,102	
3601000	Workers' Compensation Insurance	1,003	9,208	9,099	12,709	9,009	8,694	8,953	8,980	8,947	8,945	11,790	9,000	9,000		106,337	
3602000	Workers' Compensation Insuranc	1,619	1,894	1,874	2,983	2,079	1,992	1,878	2,045	1,844	1,924	2,537	2,000	2,000		24,668	
3901000	Other Benefits, certificated p	549	549	549	549	549	549	549	549	549	549	549	549	549		6,583	
3902000	Other Benefits, classified	-	-	-	-	-	-	-	-	-	-	-	-	-		-	
4,469,224	Total 3000 Employee Benefits	137,482	396,976	390,774	489,210	293,059	327,348	386,775	388,062	385,792	386,214	397,599	388,288	388,288	-	4,367,578	
4000 Books and Supplies																	
4100000	Textbooks	27,524	3,421		6,617											37,561	
4200000	Books Other Than Textbooks		615		276		300	164								1,355	
4300000	Materials and Supplies	28,012	42,760	25,747	61,615	33,572	22,204	(6,125)	9,930	12,837	23,143	-	33,500	33,500	-	287,195	
4300011	Subscriptions	500			675								42	42		717	
4300021	Testing Assessment	13,787		269		26,120	1,672		699		1,838	10	44,395	44,395		49,119	
4300101	Maint/Operation Materials/Supplies	54	5,028	2,241	4,284	6,103	1,745	4,398	2,449	3,982	3,439	5,397	5,000	5,000		948,385	
4400001	Non-Cap Equip (54999 & under)	-	15,299	49,675	275,299	1,960	-	72,302	32,380	32,191	30,663	49,207	37,500	250,000		394,934	
4700000	Food	21	43,028	34,329	31,995	33,548	23,010	47,062	32,380	32,191	30,663	49,207	37,500	37,500		394,934	
1,458,700	Total 4000 Supplies	69,398	110,150	112,260	380,761	101,303	48,932	117,801	45,458	49,010	59,082	338,464	76,042	255,000	1,763,661		
5000 Services and Other Operating Expenditures																	
5200001	Meetings		26		94	1,212	80	173	87		387	362	7,580	7,580		10,000	
5200002	Mileage Allow/Reimbursement	132	122		51	51	462	330	187		255	75	887	887		2,500	
5200003	IB Training & Conferences		216		2,277	3,178	1,656	290	793	744	5,411	5,411	36,699	36,699		50,000	
5200004	Conferences	8,178	7,011	2,162	3,399	3,178	3,375	6,585	3,540	1,307	5,724	12,153	36,387	36,387		93,000	
5200005	Staff Development - In House	3,750	1,914										36,336	36,336		42,000	
5300000	Dues & Memberships	31,223	2,469		627		180	2,485	1,192	2,585	4,248	2,125	42,886	42,886		2,500	
5300004	WASC Annual Membership	2,500		1,190									(2,938)	(2,938)		2,500	
5500004	Property & Liability Insurance		148,874	3,683						9,914	25,123	26,129	35,000	35,000		185,000	
5500005	Gas & Electric		68,636		85,251	32,357	29,636		51,739	1,691	325	2,699	3,300	3,300		353,872	
5500006	Irrigation/Sewer		2,949	3,253	3,404	13,247	5,852		1,321	1,691	325	2,699	3,300	3,300		38,041	
5500008	Contracted Trash Disposal		3,702	460	3,169				3,256	1,628	3,256	1,628	2,075	2,075		20,355	
5500009	Contracted Pest Services		897	97		109	109	218	109	109	109	109	109	109		2,075	
5500010	Contracted Cleaning Service	97							17,475	17,475	17,475	17,475	34,950	34,950		226,775	
5600001	Lease - Buildings & Grounds	132,000	10,926	10,926	10,926	8,932	2,188	19,663	10,926	2,188	19,663	10,926	11,000	11,000		129,190	
5600004	Facility Rental															5,022	
5600005	Rental/Lease Of Vehicles				505		191	3,513	473	473	5,813	1,604	(2,771)	(2,771)		1,000	
5600006	Contracts - Maint Agreement	7,928	2,000	2,000	6,076	1,460						5,813	5,792	5,792		36,000	

W WHITEHOUSE CPAS INC.												
Est P2												
Cash Flow												
FY23-24												
Object Code	Object Title	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast FY23-24 Total
5600007	Grounds Maint/Repairs	150,000	550	3,149	3,149	1,550	1,550	8,357	1,597	1,597	3,357	150,000
5600008	Rental/Lease of Equipment	56,000	3,149	3,149	3,149	5,006	6,312	4,413	3,566	5,574	5,042	56,000
5600009	Maint/Repair Service Call	300,000	62,721	11,886	15,847	15,318	3,187	17,108	26,260	3,570	14,739	300,000
5600020	Site Improvements	50,000	-	-	-	-	-	-	-	-	28,032	50,000
5800001	NonInstructional Consultants	447,650	-	-	-	-	-	288,393	18,464	16,548	53,160	501,280
5800002	Bank Expenses	3,000	2,285	-	70	-	-	14	8	-	-	2,377
5800007	Contracted Services - Flex Plan	4,800	291	291	306	306	306	306	813	-	306	4,800
5800008	Subs	210,000	-	-	-	-	-	120,077	12,938	20,208	38,776	256,042
5800009	Other Admin/Operating Expenses	20,000	184	766	-	889	-	472	3,860	-	665	20,000
5800011	Other Contracted Services	50,000	61,079	95,554	60,205	92,959	164,790	(584,577)	117,292	45,382	28,072	77,799
5800013	Instructional Consultants	665,000	-	-	-	-	-	166,812	-	8,054	4,009	665,000
5800014	Employment Services	13,500	38	28	7,439	958	1,412	6,906	(1,894)	350	356	16,164
5800015	Site Security Services	7,164	-	-	-	-	-	1,632	-	-	-	7,164
5800016	Field Trips	75,000	4,666	(1,289)	1,384	2,310	(36)	15,000	5,847	1,913	14,833	75,000
5800022	Software Licensing	250,000	203,876	11,111	(789)	15,199	4,164	1,839	603	2,459	736	256,300
5800030	Sdcoe Fit/Pt/Po/Fa/Bps	14,000	-	-	-	-	-	-	-	-	-	14,000
5800050	VUSD Oversight Fees 3%	500,995	-	-	-	-	-	-	-	13,586	110	500,995
5800054	VUSD Print Shop Expenses	300	-	-	-	-	-	-	-	-	-	300
5800101	Legal	42,000	87	287	9,648	930	252	195	398	475	-	42,000
5800104	Advertising	1,000	-	-	-	150	-	2,700	-	-	600	1,000
5900002	Postage	8,500	40	38	2,000	1,505	-	2,000	589	-	4,223	12,394
5900003	Other Postage-Special Delivery	1,500	-	-	-	-	-	32	95	-	1,667	1,500
5900006	Telephone-Internet Expense	35,000	214	18,495	844	1,330	937	4,601	3,356	2,173	1,605	39,262
5900010	Cellular Phones	6,000	194	716	194	418	418	857	580	421	259	6,000
Total 5000 Services and Other Operating Expenditures		4,183,509	316,106	443,692	152,158	225,963	185,056	264,013	288,909	156,336	283,576	4,295,594
6000 Capital Outlay		-	-	-	-	-	-	-	-	-	-	-
6500	Depreciation Expense	171,772	-	-	-	-	-	-	-	-	-	171,772
7000 Other Outgo		-	-	-	-	-	-	-	-	-	-	-
7221	Transfers to District	-	-	-	-	-	-	-	-	-	-	-
7995000	Suspense	-	-	-	-	-	-	-	-	-	-	-
7995001	Suspense	-	-	-	-	-	-	-	-	-	-	-
7995002	Suspense	-	-	-	-	-	-	-	-	-	-	-
7995003	Suspense	-	-	-	-	-	-	-	-	-	-	-
Total 7000 Other Outgo		-	-	-	-	-	-	-	-	-	-	-
Total Expenses		21,859,027	757,085	1,941,339	1,638,408	2,572,354	1,567,721	1,546,962	1,729,757	1,706,646	2,296,155	22,372,088
Surplus (Deficit)		913,826	(146,993)	(1,499,302)	913,211	(1,469,201)	(98,795)	694,128	(221,514)	780,957	(508,307)	400,765

GUAJOME PARK ACADEMY**AGENDA ITEM 9C**

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: GUAJOME PARK ACADEMY CARS APPLICATION

The CARS (Consolidated Application and Reporting System) is a federal funding tool used by educational agencies to apply for and manage various federal education grants. It streamlines the application process, allowing schools and districts to submit a single, consolidated application for multiple funding sources. The system also facilitates the reporting and monitoring of how funds are used, ensuring compliance with federal requirements. By using CARS, educational agencies can efficiently access and allocate federal funds to support programs and initiatives aimed at improving student outcomes.

FISCAL IMPACT:

No Direct Fiscal Impact

RECOMMENDATION:

Adoption

Prepared by:
Kevin Humphrey

Approved by:
Kevin Humphrey, Superintendent

2024–25 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes
---	-----

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2024–25 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca24assurancetoc.asp>.

CDE Program Contact:
Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Stephanie Whitehouse
Authorized Representative's Signature	
Authorized Representative's Title	Business Manager
Authorized Representative's Signature Date	06/13/2024

2024–25 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:
Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Kevin Humphrey
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	06/13/2024
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District	
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	06/13/2024
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Kevin Humphrey
Authorized Representative's Title	Superintendent

Warning

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2024–25 Title III English Learner Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:
Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	\$130.25
Estimated English learner student count	140
Estimated English learner student program allocation	\$18,235

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$0
Program and other authorized activities	\$18,235
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$18,235

2024–25 Title III Immigrant Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated immigrant per student allocation	\$125.90
Estimated immigrant student count	16
Estimated immigrant student program allocation	\$2,014

Note: Eligibility criteria

A local educational agency which has 5 or more eligible immigrant students and has experienced a significant increase of one half of 1 percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	\$2,014
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$2,014

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:
Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No deficiencies known.

GUAJOME PARK ACADEMY

AGENDA ITEM 9D

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: GUAJOME PARK ACADEMY 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 Park Academy 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 PARK ACADEMY

ITEM 9E

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: 2024-25 Job Description Update

- A new job description has been created for an Assistant to the GESS Program Manager.
- A new job description has been created for Chief of Staff.
- A new job description has been created for the Grants and Development Specialist position.

FISCAL IMPACT:

None

RECOMMENDATION:

Approval

Prepared by:
Julie Hoopes

Approved by:
Kevin Humphrey Superintendent

**GUAJOME SCHOOLS
CLASSIFIED JOB DESCRIPTION**

TITLE OF POSITION: Assistant to Guajome Extended School Services Manager

A. Primary Function: Under the direction of assigned administrator, plan, organize, and collaborate in the operation of the extended school services program; Assist the GESS manager with implementation of a variety of activities; plan, organize and conduct a variety of site operation evaluation processes; prepare management related reports; and other related work as requested.

B. Directly Responsible To: GESS Program Manager or Designee

C. Status: Non-exempt

D. Assigned Responsibilities:

1. Assist GESS Manager with planning, organizing the extended school services program conduct of recreation, crafts, games, and curricular activities.
2. Assist the balance of three components of the after school program: academic tutorial, homework, and enrichment recreation.
3. Oversee the instruction and participation of small groups.
4. Assist extended services program staff in determining alternative solutions to problems, issues, and concerns such as student behavioral issues and parent communications.
5. Assist with GESS staff and teacher communication
6. Assist in the participant enrollment process and the collection and processing of participation fees.
7. Plan, organize, and maintain accounting related records,
8. Assist with monitoring the audit, and evaluate the site cleaning and housekeeping functions in maintaining the facility in a clean, safe, and sanitary condition.
9. Inspect, review, and evaluate game activity areas and equipment to ensure that the activities are conducted in a safe and non-hazardous environment.
10. Assist with ordering, storing, and maintaining an accurate inventory of supplies, equipment, and materials
11. Maintain operational records concerning child participation.
12. Maintain fiscal and expenditure control records.
13. Administer first aid and seek assistance for serious illness or injury situations.
14. Dispense medication as prescribed by medical authority.
15. Assess extended school services staff performance and provide input to administration for preparation of evaluation reports.
16. Perform related duties as assigned.

E. Knowledge and Abilities:

KNOWLEDGE OF:

- Basic concepts of child behavior characteristics and behavior management strategies and techniques.
- Operational strategies and supervision techniques.
- Curriculum development, recreation games, crafts, special projects, and team sport activities.
- Equipment, materials, and supplies used in the extended school services program.

ABILITY TO:

- Demonstrate an empathetic, patient, and understanding attitude with various levels of participants.
- Provide input in the evaluation of extended school services staff.

- Effectively plan, organize, and conduct program activities.
- Communicate satisfactorily in oral and written form.
- Understand and carry out oral and written directions.
- Operate a variety of office equipment including computers, copy machines, and facsimile machines.

F. Physical Demands:

- Ability to exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Sit for portions of time; walk or stand for brief periods of time.
- Perceive the nature of sound, near and far vision, depth perception, provide oral information, and possess manual dexterity to operate business related equipment and to handle and work with various materials and objects.
- Have full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

G. Education and Experience:

Equivalent to the completion of 12 units of Early Childhood Education, Child Development, plus 3 units in administration, and 2 units in adult supervision at an approved and accredited institution.

Any combination of three (3) years of experience and training that would provide the required knowledge and skill in an organized recreation or child care program, including one (1) year of lead/supervisory capacity.

H. Certificate and License Requirement

Possession of a valid first aid certificate issued by a recognized agency.
 Possession of CPR training and preventative health certificate.
 Possession of a valid California Motor Vehicle Operator's license.

GUAJOME SCHOOLS
CLASSIFIED JOB DESCRIPTION

TITLE OF POSITION: Chief of Staff

A. Primary Function: The Chief of Staff to the Superintendent of a charter school serves as the primary advisor and strategic partner, ensuring the effective implementation of the superintendent's vision and policies. This role involves coordinating and managing key projects, facilitating communication between departments, and liaising with external stakeholders to support the school's mission. Additionally, the Chief of Staff oversees administrative functions, prioritizes tasks, and provides critical support to enhance the superintendent's efficiency and decision-making capabilities.

B. Directly Responsible To: Superintendent

C. Status: Exempt

D. Assigned Responsibilities:

- Strategic Planning: Collaborate with the superintendent to develop and implement the school's strategic plans and initiatives.
- Project Management: Oversee and manage key projects, ensuring alignment with the school's goals and timely completion.
- Communication Facilitation: Act as a liaison between the superintendent and various stakeholders, including staff, parents, and the community.
- Policy Implementation: Ensure the effective implementation of the superintendent's policies and directives across the school.
- Administrative Oversight: Supervise administrative functions to support the superintendent's office, including scheduling, correspondence, and records management.
- Meeting Coordination: Organize and coordinate meetings, prepare agendas, and ensure follow-up on action items.
- Data Analysis: Analyze data to provide insights and support decision-making processes for the superintendent.
- Crisis Management: Assist in the management of crises and urgent issues, providing support and coordination as needed.
- Stakeholder Engagement: Foster relationships with external stakeholders, including community leaders, educational organizations, and government agencies.
- Budget Management: Assist in the preparation and monitoring of the superintendent's budget and financial planning.
- Performance Monitoring: Track and report on the progress of the school's initiatives and the performance of various departments.
- Event Planning: Plan and coordinate special events and programs in alignment with the school's objectives.
- Policy Development: Contribute to the development of school policies and procedures.
- Staff Support: Provide guidance and support to staff to enhance their performance and professional development.
- Confidential Support: Handle sensitive information with confidentiality and provide discreet support to the superintendent in various capacities.

- Supervise and evaluate the performance of assigned staff; interview and select employees; recommend reassignments, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff; approve classified leaves of absence.
- Implement direction to assure Board meetings are called and conducted according to the Brown Act requirements; provide assistance to personnel in matters relating to agenda development; compile and distribute agendas and related written material; review and check documents for completeness, accuracy, and conformance with applicable rules, regulations, and procedural requirements.
- Attend Board meetings; prepare minutes, and compile reports, including follow-up Board activities and actions.
- Coordinate the staff recognition awards process.
- Maintain current knowledge of pertinent laws, rules, and regulations.
- Perform related duties as assigned.

E. Knowledge and Abilities:

KNOWLEDGE OF:

- School policies, laws, rules and regulations related to the function of the Superintendent's office
- Brown Act
- Agenda preparation and distribution techniques
- Letter and report preparation techniques
- Word processing, electronic storage and retrieval and desktop applications
- Modern office practices, procedures and equipment
- Correct English usage and grammar
- Business letter and report writing, editing and proofing
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills; telephone techniques and etiquette

ABILITY TO:

- Perform highly complex, confidential secretarial duties to assist the Superintendent
- Assist the Superintendent confidentially and with discretion
- Analyze situations and determine appropriate course of action
- Interpret, apply and explain laws, codes rules, regulations policies and procedures
- Organize, compile data; create reports and files that are related to the Superintendent's office
- Establish and revise office practice and protocols as related to the Superintendent's office to maximize efficiency
- Operate a variety of office equipment
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare, and review various materials
- Sitting for extended periods of time

F. **EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and four years of responsible secretarial experience.

Guajome Schools
CLASSIFIED JOB DESCRIPTION

TITLE OF POSITION:

GRANTS AND DEVELOPMENT SPECIALIST

- A. **Primary Function:** Under the direction of the Guajome Schools Foundation along with the support of the Superintendent of Guajome Schools, develop and prepare grant applications and proposals for public and private funding sources; prepare and disseminate materials concerning available grants, awards and related programs; serve as a technical resource to administrators, faculty and personnel while developing and supporting the Guajome Schools Foundation as it works to provide resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.
- B. **Directly Responsible To:** Guajome Superintendent/Designee
- C. **Status:** Non-exempt
- D. **Assigned Responsibilities:**
1. Develop and prepare grant applications and proposals for public and private funding sources that align with the mission and needs of Guajome Schools; establish and maintain school procedures and policies to assure proper review and approval of grant applications by the Foundation and Superintendent.
 2. Prepare and disseminate materials concerning available grants, awards and related programs for faculty, administrators and personnel; compose related handbooks, manuals and documents as assigned.
 3. Serve as technical resource to administrators, faculty and personnel; respond to inquiries and provide information concerning the preparation of grant applications; edit and proofread grant applications to be submitted for consideration.
 4. Compile information and prepare and maintain records related to grant applications, District demographics and funding activities.
 5. Collaborate with administrators in researching and coordinating financial resources; assist Budget department personnel with developing the grant application budget.
 6. Coordinate and conduct workshops in writing grant applications for staff as needed.
 7. Support the growth and development of the Guajome Schools Foundation.
 8. Serve as the facilitator and organizer of Foundation meetings and events.
 9. Develop and implement a budget for the Foundation.
 10. Cultivating relationships with funders and partners to enhance grant opportunities and support ongoing funding efforts.
 11. Staying informed about trends, policies, and best practices in grant writing and fundraising for education
 12. Perform related duties as assigned.
 13. Records minutes and financial statements
 14. Implementation of grant requirements, keep records and documentation of proof of spending/grant requirements

E. Knowledge and Abilities:

KNOWLEDGE OF:

- Grant application and proposal preparation.
- Technical writing.
- Federal and private funding sources.
- Operation of a computer and assigned software.
- Research methods and record-keeping techniques.
- Oral and written communication skills, including proper English usage.
- Applicable laws, code, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects in field of specialty.
- Modern office practices, procedures and equipment.

ABILITY TO:

- Operate a computer and assigned software.
- Maintain records.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Work independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information.
- See to read a variety of materials.
- Bend at the waste, kneel or crouch to file and retrieve materials.

F. Education and Experience:

Any combination equivalent to: Bachelor's degree in English, liberal arts or related field and three years experience working with grant proposals and applications.

H. Other Requirements:

Support the Mission and Vision of Guajome Park Academy; exercise good judgment and moral character; fingerprint clearance; drug screen.

GUAJOME PARK ACADEMY**ITEM F & G**

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: 2024-25 Salary Schedule Update

The 2024-2025 salary schedule and stipend schedule are both being presented for approval.

- A modification is being added to the Classified Hourly tab and a new line is being added for the “Assistant to GESS Program Manager” position.
- A modification is being added to the Classified salary schedule and a new tab is being created. The tab is a 190 day position for the Grants & Development Specialist position.
- A modification is being added to the Certificated salary schedule and a new “Behavior Program Specialist” tab has been added.
- Added Chief of Staff Salary Schedule
- The Middle School and High School ASB Stipends have been shifted from Range 6 (\$3,000 annually) to Range 7 (\$4,700 annually).

FISCAL IMPACT:

Variable

RECOMMENDATION:

Approval

Prepared by:
Julie Hoopes

Approved by:
Kevin Humphrey Superintendent

GUAJOME SCHOOLS
CLASSIFIED HOURLY SALARY SCHEDULE
NON- EXEMPT

2024-25

GROUP 35

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

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

GUAJOME SCHOOLS
OFFICE/TECHNICAL SALARY SCHEDULE (ANNUAL) DAILY / HOURLY
NON- EXEMPT
2024-25
BASED ON 190 CALENDAR DAYS
GROUP 50

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
51	70,000	75,000	80,000	85,000	90,000
Daily	368.42	394.74	421.05	447.37	473.68
Hourly	46.05	49.34	52.63	55.92	59.21

Job Classification	Range	Days
Grants & Development Specialist	20	190

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

**GUAJOME SCHOOLS
CERTIFICATED BEHAVIOR PROGRAM SPECIALIST
2024-25
180 DAYS
GROUP 11**

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

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

TEACHER HOURLY RATE IS \$30.00

GUAJOME SCHOOLS
MANAGEMENT SALARY SCHEDULE (ANNUAL) DAILY / HOURLY
EXEMPT
2024-25
BASED ON 205 CALENDAR DAYS

GROUP 36

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEPS 7-9	STEPS 10-14	STEPS 15-19	STEPS 20-24	STEP 25
50	62,375	65,494	68,768	72,207	75,817	79,608	83,589	87,768	92,156	96,764	101,602
Daily	304.27	319.48	335.46	352.23	369.84	388.33	407.75	428.14	449.54	472.02	495.62
Hourly	38.03	39.94	41.93	44.03	46.23	48.54	50.97	53.52	56.19	59.00	61.95

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
51	124,368	128,721	133,226	137,889	142,715
Daily	606.67	627.91	649.88	672.63	696.17
Hourly	75.83	78.49	81.24	84.08	87.02

Job Classification	Range	Days
Site Manager	50	205
Chief of Staff	51	205

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

**GUAJOME PARK ACADEMY STIPENDS
2024-2025 SCHOOL YEAR**

RANGE	ANNUAL	MONTHLY (11 MONTHS)
1	\$1,000.00	\$90.91
2	\$1,250.00	\$113.64
3	\$1,500.00	\$136.36
4	\$1,700.00	\$154.55
5	\$2,000.00	\$181.82
6	\$3,000.00	\$272.73
7	\$4,700.00	\$427.27
8	\$10,000.00	\$909.09

RANGE	STIPEND NAME
1	Academic Coach IB Career Program Service Learning Coordinator IB Career Program Language Development Coordinator BTSA Lead Summer School Lead Teacher (per session) Security Lead Scholarships
2	High School Junior Varsity Coach Work Experience Short Term Independent Study
3	Mentor Teacher Lead Counselor After School Enrichment (per semester)
4	Middle School Coach BTSA Support Provider (per participant) Yearbook Advisor - GPPA
5	Advanced Degree Stipend AVID Coordinator AVID Site Director Extended Essay Lead CAS Lead
6	High School Varsity Coach Drumline Coach
7	ASB Advisor – High School ASB Advisor - Middle School IB Coordinator Yearbook Advisor Grade Level Lead-SAC ILT Guajome Performance Support Team (GPST) Teacher
8	Athletic Director Teacher on Special Assignment

GUAJOME PARK ACADEMY

ITEM 9H

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 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	Overall responsibility for the plan: <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	Overall responsibility for the plan: <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	Responsible for employee training and record maintenance; <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	Responsible for employee involvement: <i>The Site Manager organizes safety meetings and ensures meeting minutes are recorded.</i>	(760) 631-8500	harpersy@guajome.net
Luis Llamas	Plant Manager	Responsible for emergency response, hazard identification, and coordination with other employers; <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:

Specific Person Name/Job Title	Area/Department/Specific location
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 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) (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.)*

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.)

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.

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

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:*

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.*

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

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) (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.)

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.)

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.
-
-
-
-

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

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:*

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.*

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

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 PARK ACADEMY

AGENDA ITEM 9I

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 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 \$786,615.00

RECOMMENDATION:

Approval.

Prepared by:
Kevin Humphrey

Approved by:
Kevin Humphrey, Superintendent



ARTS AND MUSIC INSTRUCTIONAL BLOCK GRANT PLAN: GPA

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 GPA AND HOW IT WILL BE SPENT

- GPA will be receiving \$786,615.00

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 PARK ACADEMY**AGENDA ITEM 9J**

TO: Board of Directors
FROM: Superintendent
DATE: Jun 13, 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 PARK ACADEMY

AGENDA ITEM 10 A

TO: Board of Directors
FROM: Superintendent
DATE: June 13, 2024

SUBJECT: Data Dashboard Local Indicators

Reporting of progress of Local Indicators for California Data Dashboard. Local indicators include Basic Conditions, Implementation of Academic Standards, Parent Engagement, School Climate, and Access to a Broad Course of Study.

FISCAL IMPACT:

None

RECOMMENDATION:

Information Only

Prepared by:
Judd Thompson

Approved by:
Kevin Humphrey, Superintendent



California Dashboard: Local Indicators

Guajome Park Academy
Presentation for Board of Directors
June 13, 2024



Priority 1: Basic Conditions

- Student Access to Standards-Aligned Curriculum
 - 100% Access
- Facilities
 - 214 Identified instances of facilities not meeting "good repair" out of 1,947 areas inspected



State and Local Indicators

- | | |
|--|---|
| <ul style="list-style-type: none"> • State Indicators <ul style="list-style-type: none"> • Chronic Absenteeism • Suspension Rate • English Learner Progress • Graduation Rate • College/Career Readiness • Academics | <ul style="list-style-type: none"> • Local Indicators <ul style="list-style-type: none"> • Basics – teacher miss assignments, student access to instructional materials, and conditions of facilities • Implementation of State Academic Standards • Parent Engagement • School Climate |
|--|---|



Priority 2: Implementation Academic Standards

- Common Core State Standard Aligned Curriculum for both Math and English-Language Arts
 - Math textbook adoption 2023-24
 - New textbook adoption for ELA 2024-25
- Next Generation Science Standards aligned units/unit design
- Social Studies Aligned to California History-Social Studies Framework
- Growth of Arts, Health and Career-pathway
- Continued focus on Curriculum Training and Adoption

Priority 3: Parent Engagement



Decision Making

- Board of Directors
- ELAC
- School Site Council
- LCAP
- Friends of Frogs/Tadpoles
- Foundation Board

Participation in Programs

- Parent University
 - Parenting Partners
 - Latino Family Literacy
 - Computer Classes
- Coffee Talks
- Community Family Resource Center and Website

Priority 7: Access to a Broad Course of Study



- A-Social Science: 6.6 ~ 100%
- B-English: 6.6 ~ 100%
- C-Math: 8.8 ~ 100%
- D-Lab Science: 7.7 ~ 100%
- E-Foreign Language: 16.16 ~ 100%
- F-Visual Performing Arts: 15.15 ~ 100%
- G-Elective: 14.14 ~ 100%
- Non A-G courses:
 - Support Classes: Study Skills, Study Hall, Intervention Lab, Academic Learning Center, ELD
 - 9th Grade Requirement: PE
 - Junior and Senior Electives: TA and Office Assistant
 - Career-Related Studies - Moonlight Internship Semester 1 and 2; Palomar Medical Pathway Semester 1 and 2; Palomar Computer Science - Cyber Security Semester 1 and 2
- Percentage of CSU/UC APPROVED COURSES FOR 2023-2024 ~ 89% (72 out of 81 courses)

Priority 6: School Climate



Climate Survey

- Middle School
 - 53.8% Agree or Strongly Agree there is an adult on campus that cares about them
 - 86% Agree or Strongly Agree there is an adult that wants them to do their best
 - 60.8% Agree or Strongly Agree that they feel safe at school
 - 54.4% Agree or Strongly Agree they are happy to be at school
- High School
 - 71.8% Agree or Strongly Agree there is an adult on campus that cares about them
 - 87.1% Agree or Strongly Agree there is an adult that wants them to do their best
 - 59.3% Agree or Strongly Agree that they feel safe at school
 - 50.6% Agree or Strongly Agree they are happy to be at school
- Area of Growth
 - Middle School - 79.8% Disagree or Strongly Disagree that the help decide school activities or rules
 - High School - 87.5% Disagree or Strongly Disagree that the help decide school activities or rules

GUAJOME PARK ACADEMY, INC.

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 who qualify as homeless because they are living in circumstances described above.
- Unaccompanied youth includes a youth 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 a 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 school, 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 Park Academy provides the following general assurances:

- Homeless children and youth shall not be segregated into a separate school or program 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.
- 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 Park Academy will comply with all federal, state, county, and other data collections 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 all Guajome Park Academy are independent charter schools, and therefore schools of choice rather than assigned district schools, placement decisions are based solely on parent request 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 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 in order 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 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 wait list 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 Park Academy. 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 Park Academy, 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 are able to stay at the school of their choice for the duration of their homelessness. In the event that 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 Park Academy 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 Park Academy and parent 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 GPA POLICY ADOPTED BY THE BOARD: AUGUST 6, 2015
FIRST REVISION ADOPTED BY THE BOARD: JUNE 16, 2016

Guajome Park Academy

2000 North Santa Fe Avenue, Vista, CA 92083
Phone: 760-631-8500 Website: www.guajome.net

Board of Directors REGULAR MEETING UNADOPTED MINUTES May 9, 2024

-
- | | | |
|---|--|--|
| 1. | Public Session -
Call to Order | <p>Anna McAfee called the meeting to order in public session at 4:01 p.m. in Building 1, Student Services Building, Administrative Training Center.</p> <p>Roll Call and Establishment of Quorum:</p> <p>Members Present: Anna McAfee, Debbie Duffy, Sylvia Harper, Casey Semrow
Absent: Steve Kildoo</p> |
| 2. | Approval of Agenda | <p>Moved by Debbie Duffy; seconded by Sylvia Harper; the Board unanimously approved the agenda with the following vote:</p> <p>Yes: Anna McAfee, Debbie Duffy, Sylvia Harper, Casey Semrow
No: 0
Absent: Steve Kildoo</p> |
| 3. | Public Comments on
Agenda Items | <p>None</p> |
| 4. | Public Comments on
Non-Agenda Items | <p>None</p> |
| <p>The board agreed to begin with items 6B, 6C & 6D to recognize the award recipients in attendance and then return to item 5.</p> <p>6B. Student Recognition
Kevin Humphrey and the board recognized senior Emmanuel Yanez Duran, the Rising Star of the Month Award winner in April.</p> <p>6C. Staff Recognition
Kevin Humphrey handed out the Teacher of the Year Awards to Christina Ingham, Brittany Bayley, and Rebecca Roudebush, and the Mission Award of Excellence to Casey Semrow.</p> <p>6D. Student Board Representative Recognition
Kevin Humphrey recognized Samuel Gomez for serving as the student board representative for the 2023/24 school year.</p> | | |
| 5. | Head of School Report | <p>Judd Thompson reported updates about current and upcoming events at Guajome Park Academy.</p> |
| 6. | Charter School
Superintendent Report | <p style="text-align: center;">A. General Update</p> <p>Kevin Humphrey reported on general updates at Guajome Park Academy.</p> |
| 7. | ASB Student Board
Representative Report | <p>Sam Gomez reported on student events and ASB activities at GPA.</p> |
| 8. | Educational Services | <p style="text-align: center;">A. Counselor Report</p> <p>Daniel Whittaker, part of GPA's counseling team, presented an overview of the work the counseling office is doing with Guajome students academically and socially/emotionally and the college and career guidance and opportunities that the counseling department provides for student success.</p> <p style="text-align: center;">B. MS and HS Course Catalog</p> <p>Judd Thomson presented an overview of the changes and updates suggested for the middle school and high school course catalogs for the 2024-2025 school year, recommending board approval.</p> |

Moved by Debbie Duffy, seconded by Casey Semrow, the Board unanimously approved the updates to the Middle School and High School Course Catalogs with the following vote:

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

No: 0

Absent: Steve Kildoo

C. GPA Student Handbook

Judd Thompson presented the revisions included in the updated 24/25 GPA student handbook for board approval.

Moved by Sylvia Harper, seconded by Debbie Duffy, the Board unanimously approved the updates to the Middle School and High School Student Handbook with the following vote:

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

No: 0

Absent: Steve Kildoo

D. GPPA Student Handbook

Lindsay Arias presented the revisions included in the updated 24/25 GPPA student handbook for board approval.

Moved by Sylvia Harper, seconded by Casey Semrow, the Board unanimously approved the updates to the Elementary (GPPA) Student Handbook with the following vote:

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

No: 0

Absent: Steve Kildoo

Sylvia Harper and Casey Semrow recused themselves from item 9.

9. Business Services

A. Classified Employee Handbook

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

Moved by Debbie Duffy, seconded by Anna McAfee, the Board unanimously approved the updates to the Classified Employee Handbook with the following vote:

Yes: Anna McAfee, Debbie Duffy,

No: 0

Absent: Steve Kildoo

Recusal: Sylvia Harper, Casey Semrow

B. Certificated Employee Handbook

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

Moved by Anna McAfee, seconded by Debbie Duffy, the Board unanimously approved the updates to the Certificated Employee Handbook with the following vote:

Yes: Anna McAfee, Debbie Duffy,

No: 0

Absent: Steve Kildoo

Recusal: Sylvia Harper, Casey Semrow

C. 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 \$1,958,598.99, a 7.5% rate increase.

Moved by Debbie Duffy, seconded by Anna McAfee, the Board unanimously approved the Employee Health Benefits with the following vote:

Resolution No. 02-2024/2025 with the following vote:

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

No: 0

Absent: Steve Kildoo

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

Moved by Sylvia Harper; seconded by Casey Semrow; Board unanimously approved SDCOE Resolution No. 03-2024/2025 with the following vote:

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

No: 0

Absent: Steve Kildoo

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

Moved by Casey Semrow; seconded by Debbie Duffy; Board unanimously approved SDCOE Resolution No. 04-2024/2025 with the following vote:

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

No: 0

Absent: Steve Kildoo

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

Moved by Casey Semrow; seconded by Sylvia Harper; Board unanimously approved SDCOE Resolution No. 05-2024/2025 with the following vote:

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

No: 0

Absent: Steve Kildoo

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 Sylvia Harper; seconded by Debbie Duffy; the Board unanimously approved the Consent Calendar with the following vote:

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

No: 0

Absent: Steve Kildoo

Consent Calendar

A. APPROVAL OF MINUTES

1. Board of Directors Minutes March 7, 2024
2. Special Board Meeting Minutes April 11, 2024

B. EDUCATIONAL SERVICES

1. Riley's Farm - 5th Grade Field Trip

11. Communication from the Board

Anna McAfee reminded members of the opportunity to donate to the Board's laptop scholarship fund.

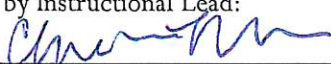
12. Future Board Meeting Dates

- Finance Committee Meeting TBD
- June 13, 2024

13. Adjournment of Public Session

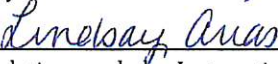

Anna McAfee adjourned the Public Session meeting at 5:13 p.m.

Guajome Park Academy
Instructional Materials Adoption Proposal Form

Subject area/department: Guajome Park Primary Academy		Date: 6/13/24
Submitted by: Lindsay Arias		
Textbook: Bridges in Mathematics		
Publisher: The Math Learning Center	Year: 2022	Edition: Third
Description (include which course/s and grade level/s the textbook is designed for): Bridges in Mathematics is a math program for kindergarten through 5 th grade. Key Elements of Bridges Third Edition: <ul style="list-style-type: none"> • Problems and Investigations • Work Places • Number Corner • Concept Quests 		
Rationale for selecting this textbook: When looking at math curriculum, the GPPA team wanted to ensure that there was a natural relationship between the curriculum and Cognitively Guided Instruction (CGI). This curriculum aligns with our current practices in math and enhances the conceptual learning of math throughout each of the elements. The number corner is an element that we are very excited about and it is a daily routine that develops math reasoning with inquiry-based activities that engages students in pattern recognition, concept development and conjecture.		
Does the textbook align with content standards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Somewhat <input type="checkbox"/> No Have you reviewed/sampled the text? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did you contact at least 3 other districts prior to selecting this text? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please list districts contacted: Vista, Oceanside, San Marcos		
Describe the process for selecting this textbook (i.e. who was involved, what other textbooks were considered?): Teachers in grades 1 and 2 piloted two curriculum options, "Bridges in Mathematics" that is up for adoption, and "Expressions" by Houghton Mifflin Harcourt. A math adoption team was put together to establish our goals for the curriculum. The team was made up of teachers K-5 who were provided feedback by the piloting teachers and were given access to all the curriculum and assessments. Administration also watched lessons in all classroom piloting both curriculums and provided the adoption team with feedback.		
Cost (include a detailed account of all costs including the cost of textbooks, supplemental materials, tax, shipping & handling): See Attached		
Reviewed by Instructional Lead: Signature 		Date: 6/15/24

Please return completed form to Administrator of GPPA.

To be completed by administration:

Reviewed by Administrator of GPPA: Signature 		Date: 6/5/24
Recommendation made by Instructional Leadership Team to Superintendent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Date:
Approved by Superintendent: Signature 		Date: 6.5.24
Adopted by GPA Board of Directors: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:



Sales Order Quote

Quote Number **Q-24920** **Quote Date** 4/17/2024
Customer Name Guajome Park Academy Charter **Expiration Date** 7/31/2024
Customer Number 0704203

Bill To Name	Guajome Park Academy Charter	Ship To Name	Guajome Park Academy Charter
Bill To	2000 N Santa Fe Ave	Ship To	2000 N Santa Fe Ave
	Vista		Vista
	CA		CA
	92083-1534		92083-1534
	US		US

Notes

*Bridges in Mathematics Third Edition Classroom packages:
Each K–5 classroom package is designed to support 30 students. Total cost per classroom will depend on decisions related to consumable student books and items that are required but not included.*

*Student Books:
Student books are a critical and required curriculum component. Printable files for student books will not be available on the Bridges Educator Site. Schools and districts may not print the entire set of materials, print entire student books, pay a third party to print student books, or make either print or electronic versions available to the public. Student books are sold in packages of five copies.*

Please note: the purchase of student books to support the first year of adoption are listed on the quote at a 50% discount. Student books purchased for subsequent years will be at full price.

Product Code	Product	Quantity	Sales Price	Discount	Total Price
3B0	Bridges Kindergarten Package, 3rd Edition	2	\$1,650.00		\$3,300.00
3NC0SB5	Number Corner 3rd Edition Grade K Student Book (5 Pack)	11	\$20.00	50%	\$110.00
3B0SB5	Bridges 3rd Edition Grade K Student Book (5 Pack)	11	\$20.00	50%	\$110.00
3B0HC5	Bridges 3rd Edition Grade K Home Connections (5 Pack)	11	\$40.00	50%	\$220.00
RUL10	Flexible Ruler	1	\$6.00		\$6.00
U1	Unifix Cubes (qty 1,000)	1	\$130.00		\$130.00
3B1	Bridges Grade 1 Package, 3rd Edition	1	\$1,650.00		\$1,650.00
3NC1SB5	Number Corner 3rd Edition Grade 1 Student Book (5 Pack)	11	\$20.00	50%	\$110.00
3B1SB5	Bridges 3rd Edition Grade 1 Student Book (5 Pack)	11	\$20.00	50%	\$110.00
3B1HC5	Bridges 3rd Edition Grade 1 Home Connections (5 Pack)	11	\$40.00	50%	\$220.00



Product Code	Product	Quantity	Sales Price	Discount	Total Price
PPBT	Pattern Blocks, Plastic	3	\$20.00		\$60.00
RUL10	Flexible Ruler	3	\$6.00		\$18.00
U1	Unifix Cubes (qty 1,000)	2	\$130.00		\$260.00
3B2	Bridges Grade 2 Package, 3rd Edition	1	\$1,650.00		\$1,650.00
3NC2SB5	Number Corner 3rd Edition Grade 2 Student Book (5 Pack)	11	\$20.00	50%	\$110.00
3B2SB5	Bridges 3rd Edition Grade 2 Student Book (5 Pack)	11	\$20.00	50%	\$110.00
3B2HC5	Bridges 3rd Edition Grade 2 Home Connections (5 Pack)	11	\$40.00	50%	\$220.00
PPBT	Pattern Blocks, Plastic	6	\$20.00		\$120.00
RUL10	Flexible Ruler	6	\$6.00		\$36.00
U1	Unifix Cubes (qty 1,000)	1	\$130.00		\$130.00
3B3	Bridges Grade 3 Package, 3rd Edition	2	\$1,650.00		\$3,300.00
3NC3SB5	Number Corner 3rd Edition Grade 3 Student Book (5 Pack)	12	\$20.00	50%	\$120.00
3B3SB5	Bridges 3rd Edition Grade 3 Student Book (5 Pack)	12	\$40.00	50%	\$240.00
3B3HC5	Bridges 3rd Edition Grade 3 Home Connections (5 Pack)	12	\$40.00	50%	\$240.00
CALGEN	Calculator	30	\$9.50		\$285.00
U1	Unifix Cubes (qty 1,000)	2	\$130.00		\$260.00
CLAY	Clay	2	\$5.00		\$10.00
3B4	Bridges Grade 4 Package, 3rd Edition	2	\$1,650.00		\$3,300.00
3NC4SB5	Number Corner 3rd Edition Grade 4 Student Book (5 Pack)	12	\$20.00	50%	\$120.00
3B4SB5	Bridges 3rd Edition Grade 4 Student Book (5 Pack)	12	\$40.00	50%	\$240.00
3B4HC5	Bridges 3rd Edition Grade 4 Home Connections (5 Pack)	12	\$40.00	50%	\$240.00
CALGEN	Calculator	30	\$9.50		\$285.00
CLAY	Clay	2	\$5.00		\$10.00
RUL10	Flexible Ruler	2	\$6.00		\$12.00
3B5	Bridges Grade 5 Package, 3rd Edition	2	\$1,650.00		\$3,300.00
3NC5SB5	Number Corner 3rd Edition Grade 5 Student Book (5 Pack)	12	\$20.00	50%	\$120.00
3B5SB5	Bridges 3rd Edition Grade 5 Student Book (5 Pack)	12	\$40.00	50%	\$240.00
3B5HC5	Bridges 3rd Edition Grade 5 Home Connections (5 Pack)	12	\$40.00	50%	\$240.00
CALGEN	Calculator	15	\$9.50		\$142.50
RUL10	Flexible Ruler	3	\$6.00		\$18.00
Subtotal:					\$21,402.50

Shipping & Taxes

Total Amount	\$21,402.50
Shipping Fee	\$2,354.28
Taxes	\$1,765.71
NET TOTAL	\$25,522.49



As of January 30, 2023, our shipping/handling fees have changed.

- A standard shipping/handling fee of 11% is applied to the order total.
- The shipping and handling fee is reduced to 8% for purchase orders paid by check or ACH.
- All orders are subject to a minimum \$10 fee.

Please note: above quote does not reflect taxes that may be incurred on freight. This will be included in your final invoices.



Sales Order Quote

Quote Number **Q-24901** **Quote Date** 4/17/2024
Customer Name *Guajome Park Academy Charter* **Expiration Date** 7/31/2024
Customer Number 0704203

Bill To Name	<i>Guajome Park Academy Charter</i>	Ship To Name	<i>Guajome Park Academy Charter</i>
Bill To	2000 N Santa Fe Ave	Ship To	2000 N Santa Fe Ave
	Vista		Vista
	CA		CA
	92083-1534		92083-1534
	US		US

Notes *Pilot classroom packages currently on-site. No shipping applied.*

Product Code	Product	Quantity	Sales Price	Discount	Total Price
3B1	Bridges Grade 1 Package, 3rd Edition	1	\$1,650.00		\$1,650.00
3B2	Bridges Grade 2 Package, 3rd Edition	1	\$1,650.00		\$1,650.00
Subtotal:					\$3,300.00

Shipping & Taxes

Total Amount	\$3,300.00
Shipping Fee	\$0.00
Taxes	\$272.25
NET TOTAL	\$3,572.25

As of January 30, 2023, our shipping/handling fees have changed.

- A standard shipping/handling fee of 11% is applied to the order total.
- The shipping and handling fee is reduced to 8% for purchase orders paid by check or ACH.
- All orders are subject to a minimum \$10 fee.

Please note: above quote does not reflect taxes that may be incurred on freight. This will be included in your final invoices.