



GUAJOME PARK ACADEMY
2000 North Santa Fe Avenue,
Vista, California 92083
Phone (760) 631-8500
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Board of Directors

Marsh, Mara, Chair
 Bachmann, Thea
 Barker, Danielle
 DeBartolo, Lisa
 Duffy, Debbie
 Ferda, Sascha
 Ford, Kelly
 Groenewold, Rod
 Hamamoto, Kathy
 Harper, Sylvia
 McAfee, Anna
 Oates, Britney
 Spence, Michael

The mission of GPA is to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

Administration

Hampton, Bob
 Superintendent

Ravenscroft, Molly
 Admin of Learning Support

Solano, Juan
 Admin of School Culture

**BOARD OF DIRECTORS
 REGULAR MEETING
 Agenda
 August 4, 2011**

**Student
 Board Representatives**

NO EXECUTIVE MEETING

Regular Board of Directors Meeting
 Public Session 6:00 p.m.
Building 1, Student Services Building
Room 1103



	Agenda	<u>Presenter</u>	<u>Action/ Information</u>
1.	PUBLIC SESSION – CALL TO ORDER (6:00 P.M.) Roll call and establishment of quorum: Pledge of Allegiance	Mara Marsh	
2.	APPROVAL OF AGENDA Recommended motion: The Board of Directors approve the agenda for the August 4, 2011 Board of Directors Meeting	Mara Marsh	Action
3.	CHARTER SCHOOL SUPERINTENDENT REPORT A. General Updates	Bob Hampton	Information
4.	PUBLIC COMMENTS ON AGENDA ITEMS The Board welcomes and encourages public comments. Any member of the audience may speak to any agenda item by submitting a BLUE "Request to address the Board" card (located on the table near the door). Please hand the completed card to the Chairperson of the Board. When the item is considered by the Board, individuals submitting blue cards will be called upon by the Chairman of the Board and will have two minutes to speak on the agenda item.		
5.	PUBLIC COMMENTS ON NON-AGENDA ITEMS Any member of the audience may speak to a non-agenda item by submitting a YELLOW "Request to Address the Board" card (located on the table near the door). Please hand the completed card to the Board Chairperson. Individuals will be called upon by		

the Chairperson of the Board during this section of the agenda. Each Individual will be allotted a maximum of two minutes to address the Board. The Board will strive to limit the total agenda time for public input to 15 minutes. GPA invites citizens to attend Board meetings and welcomes their view on relevant topics. The Board or staff may not get involved in discussions about an issue that is not on the agenda. A Board Member may ask a brief question for clarification, make a brief announcement, or provide a reference to staff or other sources for factual information. Board Members may also ask staff to place a topic on a future agenda.

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| 6. | FISCAL SERVICES | | |
| | A. Financial Report | Cathy Murphy | Information |
| | B. Services Agreement GLC | Cathy Murphy | Action |
| | C. Memorandum of Understanding –
Reimbursement of Charter
Development and Start-Up Expenses | Cathy Murphy | Action |
| 7. | EDUCATIONAL SERVICES | | |
| | A. WASC Update | Molly Ravenscroft | Information |
| | B. Student Performance Index / Student
Academic Data | Molly Ravenscroft | Information |
| 8. | STAFF AND COMMITTEE REPORTS | | |
| | A. Student Performance Index / Student
Conduct Data | Juan Solano | Information |
| 9. | BOARD OF DIRECTORS | | |
| | A. Election of Executive Board | Mara Marsh | Action |
| | B. Election of Board Officers | Mara Marsh | Action |
| | C. Seat New Board Members | Mara Marsh | 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.

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| 10. | CONSENT CALENDAR | Mara Marsh | Action |
| | A. APPROVAL OF MINUTES | | |
| | 1. June 21, 2011 Board of Directors
Meeting | | |
| | 2. June 21, 2011 Special Executive Board
of Directors Meeting | | |
| | B. EDUCATIONAL SERVICES | | |
| | 1. Handbook Revisions | | |
| 11. | COMMUNICATION FROM THE BOARD | Mara Marsh | |
| 12. | PROPOSED AGENDA ITEMS FOR UPCOMING
MEETINGS | Mara Marsh | |
| 13. | FUTURE BOARD MEETING DATES | | |
| | • September 1, 2011 | | |
| | • September 20, 2011 Board Workshop | | |
| | • October 6, 2011 | | |
| | • October 18, 2011 Board Workshop | | |

- November 3, 2011
- December 8, 2011

14. **ADJOURNMENT**

Mara Marsh

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

ITEM 6 A

TO: Board of Directors
FROM: Superintendent
DATE: July 27, 2011

SUBJECT: Financial Report

General budget updates and report from School Services of California “*School Finance and Management Conference.*”

FISCAL IMPACT:

None

RECOMMENDATION:

Information only

Prepared by:
Cathy Murphy

Approved by:
Bob Hampton, Superintendent

GUAJOME Park Academy – AGENDA ITEM

ITEM 6B

TO: Board of Directors
FROM: Superintendent
DATE: July 12, 2011

SUBJECT: SERVICES AGREEMENT BETWEEN GUAJOME PARK ACADEMY AND GUAJOME LEARNING CENTERS

Per the Board approved charter of Guajome Learning Centers, Guajome Park Academy will provide administrative and business services. The attached Service Agreement By and Between Guajome Park Academy and Guajome Learning Centers, including three attachments, is presented to the Board of Directors for approval. The Guajome Learning Centers Board of Directors has adopted and supports this policy.

FISCAL IMPACT:

To be calculated according to the formula outlined in the agreement.

RECOMMENDATION:

It is recommended the Board of Directors approve the Services Agreement.

Prepared by:
Cathy Murphy

Approved by:
Bob Hampton, Superintendent

SERVICES AGREEMENT
By and Between
GUAJOME PARK ACADEMY
And
GUAJOME LEARNING CENTERS

This Services Agreement (“Agreement”) is executed on August 4, 2011 by and between Guajome Park Academy (“GPA”) a California public charter school operated as a nonprofit public benefit corporation, and Guajome Learning Centers (“Charter School”), a California public charter school operated as a nonprofit public benefit corporation.

I. RECITALS:

- A. GPA is a public charter school existing under the laws of the State of California.
- B. Charter School is also a public charter school existing under the laws of the State of California.
- C. Charter School desires that GPA perform, and GPA agrees to perform, administrative services as further outlined herein.
- D. Written modifications of this Agreement may be made by mutual agreement as set forth below.

II. AGREEMENTS

A. Term

- 1. Administrative services will be provided by GPA to the Charter School per the Charter School’s Charter approved by the Vista Unified School District and the California Department of Education (Attachment A). This Agreement will govern the relationship between GPA and Charter School and incorporate the contents of the Charter School’s Charter as applicable to this Agreement.
- 2. Any modification of this Agreement must be in writing and executed by duly authorized representatives of both parties and indicate and intend to modify this Agreement.
- 3. The duly authorized representative of Charter School is the Board of Directors of the Charter School, or its written designee.

4. The duly authorized representative of GPA is the GPA Board of Directors, or its written designee.
5. The term of this Agreement shall be effective August 4, 2011 through June 30, 2016 which is the term of the approved Charter School's Charter. This entire Agreement is subject to, and shall not be effective, until approved by the Board of Directors of GPA and the Board of Directors of the Charter School and shall only be terminated in a manner consistent with Section II; P of this Agreement and the Charter School's Charter.

B. Services to be Provided by GPA

The Charter School is responsible for all functions of the Charter School operations that are not otherwise expressly delegated to GPA as per this Agreement and/or the Charter School's Charter. Any activity, obligation, right or duty of the Charter School in its operations that is not expressly outlined as an obligation of GPA in this Agreement and/or the Charter School's Charter remains an obligation of the Charter School.

GPA agrees to provide the following services to the Charter School, in exchange for which the Charter School agrees to pay the sums identified in Attachment C. These services are included in the Charter School's approved Charter and incorporated herein. Only those services expressly referenced below and/or in the Charter School's Charter will be provided by GPA. The Charter School will be responsible for providing all other services necessary for the successful operation of its school, unless otherwise agreed to in writing by both GPA and the Charter School:

General Administrative Support

General Administrative Services – GPA will assist Charter School with administrative oversight/support services. Areas of assistance and general support will include, but may not be limited to: maintenance and operations, facilities support, general secretarial support, student attendance accounting; compliance and accountability; mandated reporting, mandated state testing, staff development; board policy; forms, processes, and procedures; school calendar and instructional minutes; handbooks (student and employee); course catalogs; oversight coordination responsibilities with Vista Unified School District; and general business services including asset inventory management and procurement of general insurance coverage such as personal liability, property damage and loss, and directors and officers.

Educational Support

Educational Services – GPA will provide Charter School with education services in support of the academic operations of the Charter School. These services will include but may not be limited to: in-service training for teachers on instructional methods, computer skills, and curriculum usage; guidance and policies for student and faculty actions and discipline; oversight for program quality and success metrics; and school administration training and support.

Technology Support

Technology Services – GPA will provide technical services for the installation, support, and ongoing maintenance of the hardware systems and supporting software products. Services to be provided in order to support these technologies will include but may not be limited to: specification of all educational and administrative hardware and software used by Charter School; installation and maintenance support services for educational and administrative hardware, software, and curriculum technologies used by Charter School. GPA will additionally be responsible for providing training for technical support of day-to-day technology operations, which is provided by the Charter School staff.

Human Resources Support

Human Resources Services – GPA will assist Charter School with all facets of human resource administration. This will include but may not be limited to: development of procedures and policies in all employment areas; responsibility for recruiting, screening, and interviewing procedures; development and implementation of employee salary schedules; development of employee job descriptions; oversight of evaluation process for employees; development and oversight of employee contracts and work calendars; oversight responsibility of teacher credentialing; responsibility for payroll functions including benefit plan administration; and organization and delivery of mandated employee training including but not limited to safe workplace and sexual harassment.

Business Support

Business Services – GPA will provide all accounting and business/financial services needed by Charter School. Services will include, but may not be limited to: banking, accounts receivable/accounts payable, purchasing, student attendance reporting to all applicable entities, auditing, and financial services. GPA will also be responsible for the preparation and submission of all financial reports required of Charter School by local and state entities. The provided business services are detailed in Attachment B.

All services provided by GPA to Charter School will be at the same levels of quality and timeliness as GPA uses in its own administrative operations.

C. Charter School Obligations

GPA will assist with the Charter School's operations, as listed above, and GPA's responsibilities will include auditing the Charter School's information and operations for completeness and compliance. It is both GPA's and the Charter School's responsibility to ensure the school remains in compliance with all applicable rules and regulations.

In order to fulfill the scope of services described in this contractual agreement, GPA relies on the Charter School to provide accurate, complete, and timely information, and to cooperate reasonably with GPA. Furthermore, the Charter School must immediately inform GPA of any material change that could affect GPA's ability to complete its responsibilities and to assist the Charter School in complying with all applicable laws and regulations.

D. Fee for Services

Charter School agrees to pay a fee for services outlined in this Agreement and the Charter School's Charter. The fee for services is described in Attachment C and will be re-negotiated and approved on an annual fiscal year basis. Charter School agrees to pay on all invoices from GPA within 30 days of receipt.

E. Other Responsibilities of Charter School

1. **SDCOE Services:** Charter School is required to contract annually through SDCOE (San Diego County Office of Education Services) for both bundled finance/accounting services and payroll services for use of SDCOE Payroll, Financial ("FIS") and Budget Prep Software ("BPS") services.
2. **Other Direct Fees/Costs:** Other direct fees not expressly stated in the Agreement will be billed directly to Charter School with appropriate back-up documentation. Charter School will be responsible for direct costs of operations, equipment, supplies, and training which could include but may not be limited to: technology hardware and software; instructional materials including textbooks, online curriculum license fee, and duplication costs; conference and training expenses; travel expenses; liability and property insurance; employee health benefits; directors and officers insurance; equipment rental; and facilities maintenance costs

F. Liability/Warranties

1. It is the intent of the parties that Charter School be responsible for its own debts and obligations. Nothing in this Agreement shall be construed as imposing on GPA any liability arising out of the operations of Charter School, except as such liability may result from the provision of services by GPA to Charter School.
2. GPA warrants that all services will be performed by competent personnel and in accordance with applicable professional standards. If any element of the services does not conform to the foregoing warranty, GPA will re-perform such element in a manner that does conform, except that if such re-performance is impracticable, GPA will refund the fees allocable to such nonconforming element.
3. Charter School agrees to defend, indemnify and hold GPA, its employees, officers, directors, and agents, free and harmless against any liability, loss, claims, demands, damages, expenses, and costs (including attorneys fees and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of any negligent or willful acts of Charter School, its officers, directors, employees, and agents, except such loss or damage caused solely by the negligence or willful misconduct of GPA.

GPA agrees to defend, indemnify and hold Charter School, its employees, officers, directors, and agents, free and harmless against any liability, loss, claims, demands, damages, expenses, and costs (including attorneys fees and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of the performance by GPA of its obligations under this Agreement, except such loss or damage caused solely by the negligence or willful misconduct of Charter School.

4. GPA's aggregate liability on all claims of any kind, whether based on contract, indemnity, warranty, tort (including negligence), strict liability, or otherwise, for all losses or damages arising out of or relating to this Agreement will in no case exceed three times the monthly average of fees actually paid GPA pursuant to this Agreement. GPA shall not be liable for special, incidental, exemplary, punitive, consequential, or indirect damages, including without limitation lost sales, profits, or revenue.

G. Legal Relationship

1. The Parties recognize that the Charter School is a separate legal entity. Each party to this Agreement is an independent contractor. No provision of this Agreement or act of the parties hereunder pursuant to this Agreement and Charter School's Charter will be construed to express or imply a joint venture, partnership, or relationship other than vendor and purchaser of the services. Each party is liable for all workers' compensation premiums and liability, federal, state, and local withholding taxes or charges with respect to its respective employees and will indemnify the other from any claims brought against the other in respect thereto.
2. The Charter School shall have no authority to enter into a contract that would bind GPA, or to extend the credit of GPA to any third person or party. GPA shall have no authority to enter into a contract that would bind Charter School, absent authorization by the Charter School Board or Charter School board designee.
3. The Charter School shall clearly indicate to vendors and other entities and individuals with which or with whom the Charter School enters into an agreement or contract for goods or services that the obligations of the Charter School under such agreement or contract are solely the responsibility of the Charter School and are not the responsibility of GPA.
4. The Charter School affirms that the Charter School shall remain solely liable for all debts incurred by the Charter School and that no action taken by GPA shall render GPA liable in any way for the debts of the Charter School.

H. Non-Assignment

Neither the Charter School nor GPA shall assign their rights, duties, or privileges under this Agreement, nor shall either party attempt to confer any of its rights, duties, or privileges under this Agreement on any third party, without the written consent of the other party.

I. Severability

If any provision or any part of this Agreement is for any reason held to be invalid or unenforceable or contrary to public policy, law or statute, and/or ordinance, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

J. Communication

- a. The Charter School shall respond within 15 business days to any GPA requests for information. GPA shall respond within 15 business days to any Charter School requests for information. GPA shall respond within 15 business days to any request by the Charter School for clarification of any of the Charter School's fiscal reporting obligations under this Agreement and/or the Charter School's Charter.
- b. Pursuant to Education Code section 47604.3, GPA shall respond on behalf of the Charter School to all reasonable requests of the Charter School's granting agency and/or the County Office of Education for information regarding the fiscal operation of the Charter School that are assigned to GPA herein no later than five (5) business days following the issuance of the request. Charter School shall notify the District and/or County Office of Education in writing that GPA is authorized to communicate on its behalf pursuant to this Agreement.
- c. All notices, claims, approvals or complaints/concerns regarding delivery of services given under this Agreement must be in writing and delivered in person, by first class or express mail, or by facsimile addressed as set forth below, or to such other address that a party gives by notice. Notice given in accordance with this subsection will be deemed given when received.

GPA
Bob Hampton
Superintendent
2000 N Santa Fe Ave
Vista, CA 92083
FAX # 760-631-8506

Charter School
Board of Directors
2000 N Santa Fe Ave
Vista, CA 92083

- d. Failure to timely respond, as defined in this agreement, will result in initiation of the informal dispute resolution process as outlined in Section II; O below.

K. Attorneys' Fees and Costs

In the event that an action or proceeding is instituted to enforce any provision of this Agreement, the prevailing party shall be entitled to its court costs, interest, and reasonable attorneys' fees as fixed by the court.

L. Force Majeure

GPA shall not be liable for any delay in performance or inability to perform due to force majeure, including without limitation any acts of nature, acts or omissions of Charter School, major equipment failures, fluctuations or nonavailability of electrical power or telecommunications equipment, or any other act, omission, or occurrence beyond GPA's reasonable control.

M. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

N. Authority to Contract

Each party warrants to the other that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said party, and that the undersigned has been duly authorized to execute this Agreement.

O. Integration

This represents the full and final Agreement between Charter School and GPA and shall only be modified in writing by the mutual agreement of the parties. All previous and collateral agreements, representations, warranties, promises, and conditions relating to the subject matter of this Agreement are superseded by this Agreement and, if not explicitly incorporated into this Agreement, will not be binding on either party.

P. Dispute Resolution

Disputes between GPA and the Charter School regarding this Agreement shall be resolved using the dispute resolution process identified below.

The Board of Directors representatives for the party initiating the dispute resolution process shall prepare and send to the other party a notice of dispute that shall include the following information: (1) the name, addresses and phone numbers of designated representatives of the party; (2) a statement of the facts of the dispute, including information regarding the parties attempts to resolve the dispute; (3) the specific sections of this agreement that are in dispute; and (4) the specific resolution sought by the party. Within five (5) business days from receipt of the notice of dispute the Board of Directors representatives from Charter School shall meet with the Board of Directors representatives from GPA in an informal setting to try to resolve the dispute.

If the informal meeting fails to resolve the dispute, the party initiating the dispute resolution process shall notify the other party in writing that it intends to proceed to mediation and within seven (7) business days shall request the State Mediation and Conciliation Service to appoint a mediator. If the State Mediation and Conciliation Services are not available the parties shall mutually agree upon another mediation service/mediator. The initiating party shall request appointment of a mediator who is available to meet as soon as possible, but not later than 45 days after receipt of the request for appointment. The party initiating the dispute shall forward a copy of the notice of the dispute to the appointed mediator. The responding party shall file a written response with the mediator and serve a copy on the initiating party within seven (7) days of the first scheduled mediation. The mediation procedure shall be entirely informal in nature; however, copies of exhibits upon which either party bases its case shall be shared with the other party in advance of the mediation. The relevant facts should be elicited in a narrative fashion to the extent possible, rather than through examination and cross examination of witnesses. The rules of evidence will not apply and no record of the proceedings will be made. If an agreement is reached, the agreement shall be reduced to writing and shall be signed by GPA and the Charter School. If GPA and the Charter School fail to meet within the specified time line, have not reached an agreement within 15 days from the first meeting held by the mediator, or if the mediator declares the parties at impasse, either party may terminate mediation.

This dispute resolution procedure shall not apply to any request for equitable or injunctive relief prior to the mediation to preserve the status quo pending the completion of that process. Except for such an action to obtain equitable or injunctive relief, neither party may commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, or 45 days after the date of filing the written request for mediation, whichever occurs first. Mediation may continue after the commencement of a civil action, if the parties so desire.

Q. Termination

GPA may terminate this Agreement upon occurrence of any of the following:

- a. Upon failure of Charter School to remediate a breach within ten (10) business days after written notice to Charter School including allegations that the Charter School has engaged in misrepresentation, fraud, untimely delivery of information, inaccuracy of information, or any other material violation of the

- terms of this Agreement;
- b. Upon thirty (30) days written notice to Charter School of termination of services with cause;
 - c. Upon sixty (60) days written notice to Charter School of termination of services without cause;

In case of termination by GPA, GPA shall cooperate in the orderly transfer of work back to the Charter School or another third party vendor of business services. GPA will continue to provide services here under to the effective date of any such termination.

Charter School may terminate this Agreement with cause upon delivery of written notice to GPA with full payment for work completed with a minimum thirty (30) days notice of intent to terminate.

R. Retention of Records

GPA shall keep and maintain full and complete documentation and accounting records, employees' time sheets, and correspondence pertaining to the services to be provided, and GPA shall make such documents available for review and/or audit by Charter School and Charter School's representatives at all reasonable times during the Agreement period and for at least four (3) years from the date of the completion and/or termination of this Agreement.

By: GUAJOME PARK ACADEMY

Dated: _____
[NAME], [TITLE]

By: CHARTER SCHOOL BOARD OF DIRECTORS

Dated: _____
[NAME], [TITLE]

SERVICES AGREEMENT
By and Between
GUAJOME PARK ACADEMY
And
GUAJOME LEARNING CENTERS

Business Services:

Budgeting

1. Annual and Multi-Year Budgets Including Cash Flow Analysis: By May 1st of each year, GPA will work with the Charter School to create annual and multi-year budgets in time for submission to the Charter School Board of Directors, sponsoring district, the San Diego County Office of Education (“SDCOE”), and the California Department of Education (“CDE”). The SDCOE Budget Prep System (“BPS”) will be used to develop the annual budget. The following year’s annual budget will be prepared for the June board meeting approval.
2. Interim Financial Reports: GPA will prepare two interim financial reports: By November 30th a first interim report (July 1st through October 31st) will be prepared for the December board meeting approval. By February 28th a second interim (July 1st through January 31st) report will be prepared for the March board meeting approval. Interim reports include an updated multi-year budget and cash flow analysis. These reports will be filed with the Charter School’s sponsoring district, SDCOE, and the CDE.
3. Year-end Report: By May 31st GPA will prepare a projected year end budget revision (July 1st through May 31st) for June board meeting approval.

Financial Statements

1. Monthly Cash Flow Projections: GPA will monitor the Charter School’s cash position and strive to anticipate any cash shortfalls in future months so that the Charter School can adjust spending accordingly or secure cash flow loans.

Accounting

1. Setup of Chart of Accounts: Upon official initiation of the Service Agreement, GPA will set up a compliant chart of accounts and general

ledger. Once established, GPA will maintain the Charter School's chart of accounts.

2. Customized Account Codes: GPA will maintain customized account codes for unique features of the Charter School program. Once the initial customized account codes have been entered into the financial system, a maximum of three updates and changes to customized account codes will be made during the fiscal year, upon requests from Charter School.
3. Fund Accounting: GPA will track revenue and expenditures by fund depending on implementation of grant funds and expenses.
4. Accurate Transaction Recording: GPA will record in detail all transactions through the SDCOE computerized account system.
5. Journal Entries and Account Maintenance: GPA will prepare and record all journal entries and maintain the general ledger according to generally accepted accounting standards.
6. SDCOE Liaison: GPA will be the point of contact for both finance and payroll with the SDCOE. GPA will prepare annually all applicable SDCOE resolutions for renewal by the Charter School Board of Directors. The resolutions will be limited to necessary resolutions specific to finance and payroll.
7. CDE Liaison: GPA will be the point of contact for finance with the CDE. GPA will prepare and submit all mandated reports regarding finance, attendance accounting, federal funds, and all other applicable reports.
8. Revenue Verification: On an ongoing basis, GPA will verify that the Charter School is receiving the correct amount of funds from the following identified sources: CDE, SDCOE, sponsoring district, federal funding sources, and any other identified funding source. GPA will follow-up on all revenue issues, as necessary.
9. Revenue Collection: If the funds from the CDE, SDCOE, sponsoring district, federal funding sources, or any other identified funding source are not correct, GPA will research and contact the appropriate officials/departments to rectify the situation. GPA will ensure that all funds are received. GPA will represent the Charter School in disputes with funding agencies over improperly calculated payments, when applicable.
10. Year-end Close: GPA will handle all aspects of year-end close, including: setting up accounts receivable and payable; clearing suspense accounts (financial and payroll); inputting adjusting entries; moving budget to cover

negatives; working with SDCOE on year-end close issues; and working with the Charter School's staff, as needed.

11. SDCOE and the CDE financial meetings: GPA will attend regular SDCOE and CDE financial conferences, workshops, and user group meetings in order to keep current on all aspects of budget and finance policies, procedures, and funding.

Purchasing

1. GPA will handle all aspect of direct purchases on behalf of the Charter School. The process will include the submission and approval of a purchase requisition, creation of a purchase order, and placing and receiving the order.
2. GPA will process approved request for reimbursements according to standard reimbursement procedures.

Accounts Payable and Receivable

1. Process and payment of invoices: GPA will process all invoices and pay bills in a timely manner and code the invoices in the SDCOE financial software, typically on a two-week schedule, with limited special payments as needed. GPA will verify that there are funds available to pay the invoices. Charter School will be required to provide to GPA the following documentation for each purchase and/or service:
 - i. Signed authorization for purchase item(s) and/or service which is to be completed and provided to GPA prior to purchase and/or receipt of service.
 - ii. Vendor and/or service invoice requesting payment.
 - iii. Packing slip and documentation indicating actual receipt of purchased item(s) and or service.
2. Bank Reconciliation: By the 10th business day of each month or upon receipt of statements, GPA will reconcile primary bank accounts to general ledger. The reconciliation will include clearing and revolving cash accounts.
3. Clearing Account: GPA will account for all deposits made to the clearing account by last business day of each month in order transfer the money in the account to SDCOE.

Audit Support

1. Audit support: GPA will prepare all financial documents for the auditors and work side-by-side with the auditors to ensure a smooth and timely audit process.
2. Audit compliance training: GPA will assist the Charter School in the development of financial policies to meet the requirements of the auditors and protect the Charter School from financial mismanagement.

Payroll

1. Payroll Processing: GPA will calculate and process payroll and payroll-related payments and deductions for salaried and hourly employees, according to the established SDCOE pay warrant schedule and based on information submitted by authorized Charter School representatives.
2. Timesheet Processing: Employee timesheets to must be provided to GPA by the 5th business day of each month in order to ensure timesheets are processed for same month payment.
3. Paperwork for Charter School Employees: GPA will receive new hire paperwork and make changes to existing payroll information directly from the authorized Charter School designee. The Charter School is responsible for hiring credentialed teachers and submitting paperwork to GPA by the 5th business day of each month in order to meet SDCOE deadlines to process employee information for payroll.
4. New Hire Input and Payroll Record Maintenance: Within five (5) business days of receiving paperwork new hire paperwork from the Charter School; GPA will input all new hire information into the SDCOE payroll system. GPA will input any updates or changes in the SDCOE payroll system. This includes, but is not limited to: personal employee information, salary schedules, Tax Sheltered Annuities and 457(b), direct deposits, health insurance premiums, TB test expirations, hire date, term date, federal and state tax allowances, and SACS position expense distribution.
5. Employee Files: GPA will maintain employee payroll files and employee personnel files.
6. W-2 Processing: GPA will prepare duplicate and corrected W-2's.
7. Sick Leave Input: By the 5th business day of each month Charter School will provide employee absence information to GPA. GPA will maintain sick leave records on a monthly basis in the SDCOE payroll system in

order for remaining sick leave to be reported on the employee's pay warrant stub each month.

8. SDCOE Payroll Meetings: GPA will attend regular SDCOE payroll user group meetings in order to keep current on regulations pertaining to payroll.
9. Employee Issues: GPA will interact and work with employees on payroll issues to ensure accurate processing and changes.
10. Payroll Forms: GPA will provide the forms necessary for accurate payroll tracking.
11. Distribution of Pay Warrants & W2's: GPA will be responsible for the distribution of monthly pay warrants and annual W2's, which are received directly from the SDCOE. GPA will follow appropriate procedures for distribution.

By: GUAJOME PARK ACADEMY

Dated: _____
[NAME], [TITLE]

By: CHARTER SCHOOL BOARD OF DIRECTORS

Dated: _____
[NAME], [TITLE]

SERVICES AGREEMENT
By and Between
GUAJOME PARK ACADEMY
And
GUAJOME LEARNING CENTERS

This Schedule of Fees for Services (“Schedule”) documents the fees to be paid for services by Guajome Learning Centers (“Charter School”), a California public charter school operated as a nonprofit public benefit corporation to Guajome Park Academy (“GPA”), a California public charter school operated as nonprofit public benefit corporation. The services will include all services included in the Services Agreement (“Agreement”).

1. Term. The fee schedule specified herein is effective for a period of one fiscal school year commencing on July 1, 2011 and continuing until June 30, 2012.
2. Payments for Services. As soon as practicable following the last day of each month, GPA will invoice Charter School in arrears for services provided to Charter School in the preceding calendar month. The formulas for these invoices will be as follows:
 - Percentage Calculation - A calculation of the percentage of enrollment for the Charter School based on the total student enrollments of GPA and Charter School will be established. (Example – if the total enrollment for GPA and Charter School equals 1500 students and the Charter School enrollment equals 150 students – the Charter School enrollment will be 10% of the total enrollments of both GPA and the Charter School. *This is an example only and does not indicate the actual percentage.*) The percentage calculation will determine a per student rate for services.
 - Once the student enrollment percentage calculation is determined, percentage will be used to determine the fee for service, which will be this percentage of the actual costs for GPA staff (salary and benefits) providing services for Charter School. The actual costs of GPA staff will be determined on the first school day of the current school year. (Example – if the GPA staff payroll costs for the staff providing services for Charter School equal \$900,000 and the percentage calculation equal 10% - the fee for service would equal \$90,000. *This is an example only and does not indicate the actual amounts.*)
 - An estimate of the percentage calculation will be determined by June of the prior school year; and this percentage will be used for proposed budgeting purposes. The final percentage calculation will be determined on P-1 attendance enrollment of the current school year and the fee will be recalculated and an adjustment will be made accordingly. The final percentage calculation will be the actual percentage used for the fee for service.

The services to be provided to Charter School will include: general administrative services support; educational support (including student services), technology support; human resources support; and business support (including facilities services).

3. Payments for In-Direct Expenses. The Charter School will be responsible for in-direct expenses for operations, which will include but may not be limited to facilities rent, utilities, maintenance and operations materials/supplies; pest services, cleaning services, and rental/lease of equipment. As soon as practicable following the last day of each month, GPA will invoice Charter School in arrears for in-direct expenses provided to Charter School in the preceding calendar month. GPA will include copies of expense documentation with each invoice. In cases where the expenses are shared expenses – GPA will utilize the same enrollment percentage calculation, as described in Section 2, to determine Charter School’s share of the expenses.
4. Invoicing and Payment Terms. Invoices will be due and payable in full by Charter School within 15 days of receipt.

By: GUAJOME PARK ACADEMY

Dated: _____
[NAME], [TITLE]

By: CHARTER SCHOOL BOARD OF DIRECTORS

Dated: _____
[NAME], [TITLE]

TO: Board of Directors
FROM: Superintendent
DATE: July 12, 2011

**SUBJECT: MEMORANDUM OF UNDERSTANDING FOR REIMBURSEMENT OF
CHARTER DEVELOPMENT AND START-UP EXPENSES**

Guajome Park Academy has incurred and will incur expenses for the charter development and start-up of Guajome Learning Centers. Once the new charter receives school funding – the expenses incurred by GPA will be repaid. The expenses will be repaid according to the terms outlined in the Memorandum of Understanding for Reimbursement of Charter Development and Start-up Expenses. The Memorandum of Understanding is presented to the Board of Directors for approval. The Guajome Learning Centers Board of Directors has adopted and supports this policy.

FISCAL IMPACT:

To be determined through invoice process.

RECOMMENDATION:

It is recommended the Board of Directors approve the Memorandum of Understanding.

Prepared by:
Cathy Murphy

Approved by:
Bob Hampton, Superintendent

**MEMORANDUM OF UNDERSTANDING
Between**

**GUAJOME PARK ACADEMY, INC
And
GUAJOME LEARNING CENTERS, INC**

For the

Reimbursement of Charter Development and Start-up Expenses

This is a Memorandum of Understanding (“MOU”) between Guajome Park Academy, Inc (“GPA”) and Guajome Learning Centers, Inc (“GLC”). The purpose of this document is to record the agreement between the two organizations for the reimbursement of charter development and start-up costs incurred by GPA for the establishment of GLC. The expenses include expenses incurred by GPA prior to the establishment of the CDS number and implementation of financial and payroll systems for GLC. During the 2010-11 and 2011-12 school years, GPA developed and submitted an application for the formation of a charter and the incorporation of GLC. As a result of these efforts, GLC has been granted a charter by the Vista Unified School District (“VUSD”) and California Department of Education (“CDE”) to operate the GLC charter school. In agreeing to take control of the charter, GLC has agreed to reimburse GPA for all expenses incurred to establish the charter and corporation.

GPA and its personnel performed all of the preparation and submission work for the development of the GLC Corporation and charter and handled all of the charter approval negotiations with VUSD and CDE. Under the terms of this MOU, GLC agrees to reimburse GPA for all expenses associated with charter acquisition and start-up.

Reimbursable Expenses

The expenses to be reimbursed by GLC to GPA include but may not be limited to the following:

1. Related personnel costs including administrative and operational support
2. Payroll and employee benefits for Charter School staff effective July 1, 2011
3. Legal fees, and all mandated fees required for incorporating GLC
4. Operations, maintenance, facilities, and rental expenses effective July 1, 2011
5. GLC property, liability and directors and officers insurance effective June 11, 2011
6. Instructional materials including but not limited to: textbooks, curriculum development fees, online curriculum licenses, etc
7. Technology equipment, software licenses, capital outlay, and related expenses

8. All related travel costs (primarily for representation at the State Board of Education board meeting)
9. Support services and necessary supplies for the preparation of classrooms for GLC programs.
10. Other miscellaneous costs

Determination of Reimbursement Amounts

GPA has maintained detailed records of expenses related to the GLC charter development and will maintain detailed records of expenses related to start-up. The expenditure amounts will be totaled to determine the reimbursement amount due to GPA from GLC. This amount and corresponding detail will then be transmitted via invoice from GPA to GLC for payment along with all backup documentation.

Payment Schedule

GLC will make payments to GPA starting upon GLC’s receipt of apportionments from funding sources. It is anticipated the funds will begin effective September 6, 2011, which is the GLC school start date. GPA will provide the detailed records of expenses and invoice effective October 1, 2011 which is the expected date for the switch-over to San Diego County Office of Education financial services for GLC. Any mutually agreed unpaid balance as of January 1, 2012 will carry an annual interest rate based on rate of return paid by the San Diego County Treasurer, compounded monthly, and will be documented with a Promissory Note. The Promissory Note will be approved by both the GPA Board of Directors and GLC Board of Directors.

Any modification to this MOU must be in writing.

By: GUAJOME PARK ACADEMY

Dated: _____
 _____ [NAME], [TITLE]

By: GUAJOME LEARNING CENTERS, INC BOARD OF DIRECTORS

Dated: _____
 _____ [NAME], [TITLE]

GUAJOME PARK ACADEMY – AGENDA ITEM

ITEM 7 A

TO: Board of Directors
FROM: Superintendent
DATE: July 28, 2011

SUBJECT: WASC UPDATE

A final report on the 2010-2011 WASC process will be provided.

FISCAL IMPACT:

None

RECOMMENDATION:

Information only

Prepared by:
Molly Ravenscroft

Approved by:
Bob Hampton, Superintendent

GUAJOME PARK ACADEMY – AGENDA ITEM

ITEM

7 B

TO: Board of Directors
FROM: Superintendent
DATE: July 28, 2011

SUBJECT: STUDENT PERFORMANCE INDEX UPDATE

Abridged information will be presented from the Student Performance Index for the 2010-2011 school year regarding student achievement and the latest CST and STAR data.

FISCAL IMPACT:

None

RECOMMENDATION:

None

Prepared by:
Molly Ravenscroft

Approved by:
Bob Hampton, Superintendent

GUAJOME PARK ACADEMY – AGENDA ITEM

ITEM

8 A

TO: Board of Directors
FROM: Superintendent
DATE: July 28, 2011

SUBJECT: STUDENT PERFORMANCE INDEX UPDATE

Abridged information will be presented from the Student Performance Index for the 2010-2011 school year regarding student conduct data.

FISCAL IMPACT:

None

RECOMMENDATION:

Information only

Prepared by:
Juan Solano

Approved by:
Bob Hampton, Superintendent

TO: Board of Directors
FROM: Superintendent
DATE: July 26, 2011

SUBJECT: EXECUTIVE BOARD ELECTIONS

According to the GPA Charter “an Executive Board of the Board of Directors will be elected by the Board of Directors and will be composed of four non-interested members and three interested members from the Board of Directors. One of the four non-interested members shall be a Community Director and one shall be the current Board elected President of the Board.”

The current members on the Executive Board include Danielle Barker (non-interested), Kelly Ford (non-interested), Kathy Hamamoto (interested), Mara Marsh (President & non-interested), and Sylvia Harper (interested). The open positions on the Board include:

- One Interested Position
- One Non-Interested Position

FISCAL IMPACT:
None

RECOMMENDATION:
The Board will elect two members to the Executive Board.

Prepared by:
Dawn Voss

Approved by:
Bob Hampton, Superintendent

TO: Board of Directors
FROM: Superintendent
DATE: July 26, 2011

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 September Board meeting.

Vice Chairman:

Currently held by Mara Marsh

Secretary (Not required to be member of the Board)

Currently, recording clerk Dawn Voss

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

Currently held by Cathy Murphy

FISCAL IMPACT: None.

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

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: Bob Hampton, Superintendent

GUAJOME PARK ACADEMY – AGENDA ITEM

ITEM

9 C

TO: Board of Directors
FROM: Superintendent
DATE: July 26, 2011

SUBJECT: SEAT NEW BOARD MEMBERS

Board elections were conducted on June 21, 2011 to fill open positions on the GPA Board effective for the 2011-2012 school year. The new members will be sworn into office.

FISCAL IMPACT:

None

RECOMMENDATION:

Seat new board members

Prepared by:

Dawn Voss

Approved by:

Bob Hampton, Superintendent

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

BOARD OF DIRECTORS
REGULAR MEETING
June 21, 2011
UNADOPTED MINUTES

- 1. Public Session:** Lane Fernandes called the meeting to order in public session at 6:01 p.m. at Guajome Park Academy, Building 1, Student Support Services, Administration Conference Room.

Members Present: Danielle Barker, David Beeson, Debbie Duffy, Rod Groenewold, Lane Fernandes, Kathy Hamamoto, Sylvia Harper, Mara Marsh, Anna McAfee, Britney Oates

Absent: Lisa DeBartolo, Kelly Ford, Peter Hansen, Shirley Koch, Linda Tupen, Michael Spence (arrived at 6:07p.m.) Catherine Mitchell (student), Jordan Files (student)
- 2. Approval of Agenda** Moved by Sylvia Harper; second by Kathy Hamamoto; Board unanimously approved the agenda with the following vote:

Yes:– 10 Danielle Barker, David Beeson, Debbie Duffy, Rod Groenewold, Lane Fernandes, Kathy Hamamoto, Sylvia Harper, Mara Marsh, Anna McAfee, Britney Oates

No: None

Absent: Lisa DeBartolo, Kelly Ford, Peter Hansen, Shirley Koch, Linda Tupen, Michael Spence (arrived at 6:07p.m.)
- 3. Charter School Superintendent report** Bob Hampton introduced Juan Solano as a Teacher on Special Assignment filling the role of Administrator of School Culture; Bob reported that Ron Perkins is the new head of security; all positions are filled at this time.
- 4. Public Comments on Agenda Items** Mr. Sascha Ferda submitted a "Request to Address the Board" card for item 8A. Mr. Ferda spoke about his interest in serving on the Board of Directors and submitted his name for the Parent Board Director position.
- 5. Public Comments on Non-Agenda Items** None
- 6. Fiscal Services**

 - A. 2011-2012 Budget and Year End Fiscal Report**
Carla Skaggs presented the projected year end and 2011-2012 budget for approval and adoption. Carla reported on Revenues, Funding Rates, Expenditures, Multi-Year Projections and Proposed Budget.

Moved by Mara Marsh; second by Anna McAfee; Board unanimously approved the Budget and Year End Fiscal Report with the following vote:

Yes:– 11 Danielle Barker, David Beeson, Debbie Duffy, Rod Groenewold, Lane Fernandes, Kathy Hamamoto, Sylvia Harper, Mara Marsh, Anna McAfee, Britney Oates, Michael Spence

No: None

Absent: Lisa DeBartolo, Kelly Ford, Peter Hansen, Shirley Koch, Linda Tupen

B. Employee Health Benefits

Carla Skaggs reported on the health benefits package for 2011-2012 school year. All staff members were invited to sit on the health benefit committee for the purpose of preparing a recommendation for the Board of Directors.

The following interested Board Members recused themselves from the discussion and vote:

David Beeson, Debbie Duffy, Kathy Hamamoto, Sylvia Harper

Moved by Anna McAfee; second by Michel Spence; Board unanimously approved the Employee Health Benefits with the following vote:

Yes:11 - Danielle Barker, Rod Groenewold, Lane Fernandes, , Mara Marsh, Anna McAfee, Britney Oates, Michael Spence

No: 0

7. Educational Services

A. SARC

Bob Hampton reported the School Accountability Report Card (SARC) for the 2009-2010 school year has been submitted, which provides an overall report of the school for the public.

8. Board of Directors

A. Election of Staff/Parent Board Director 2011-2012 School Year

Board of Director elections were held; the following were elected to the Board:

Thea Bachmann - High School Staff Director
Anna McAfee – Parent Director
Sascha Ferda – Parent Director

B. Election of Board Officers

The Board of Directors elected Mara Marsh as the Chair for 2011-2012 school year and will vote on additional officers at the August meeting.

9. 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 Michael Spence; second by Sylvia Harper; the Board unanimously approved the Consent Calendar with the following vote:

Yes:– 11 Danielle Barker, David Beeson, Debbie Duffy, Rod Groenewold, Lane Fernandes, Kathy Hamamoto, Sylvia Harper, Mara Marsh, Anna McAfee, Britney Oates, Michael Spence

No: None

Absent: Lisa DeBartolo, Kelly Ford, Peter Hansen, Shirley Koch, Linda Tupen

CONSENT CALENDAR

1. Approval of Minutes

1. June 21, 2011 Board of Directors Meeting

2. Fiscal Services

3. Acceptance of Gifts

- Mr. Roland Rodman- Cash Donation \$240.00-Track and Field
- Mr. and Mrs. Chun- Cash Donation\$150.00- High School Track
- The Wells Family- Cash Donation \$100.00 Senior Activities

4. Educational Services

1. Textbook Adoptions
2. Ratification of Waiver of California High School Exit Examination

10. Communication from the Board

- David Beeson thanked the Board for the opportunity to serve on the Board.
- Bob Hampton thanked David Beeson for his service and Lane Fernandes for his leadership and guidance with the Board.

11. Proposed Agenda Items:

None

12. Future Board Meeting Date

- August 16, 2011
- September 1, 2011
- September 20, 2011 Board Workshop
- October 6, 2011
- October 18, 2011 Board Workshop
- November 3, 2011
- December 8, 2011

Adjournment:

Lane Fernandes adjourned the meeting at 6:49 p.m.

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

**EXECUTIVE BOARD OF DIRECTORS
SPECIAL CLOSED SESSION**

June 21, 2011

UNADOPTED MINUTES

1. **Public Session:** Lane Fernandes called the meeting to order in public session at 5:30 p.m.at Guajome Park Academy, Building 1, Student Support Services, Administration Conference Room.

2. **Public Comments on Closed Session Agenda items** None.

3. **Adjourn to Closed Session** Lane Fernandes adjourned the meeting to closed session at 5:32p.m.

Roll Call and Establishment of Quorum

Members Present: Lane Fernandes, Mara Marsh, Danielle Barker, David Beeson, Kathy Hamamoto, Sylvia Harper

Members Absent: Kelly Ford

CS-1 Conference with legal counsel – anticipated litigation pursuant to subdivision 54956.9; one case

CS-2 Superintendent’s contract and adoption of work calendar for 2011-2012

4. **Reconvene to Public Session** Lane Fernandes called the meeting to order in public session at 5:54p.m. .at Guajome Park Academy, Building 1, Student Support Services, Administration Conference Room.
Lane Fernandes reported out the following:

CS-1 Conference with legal counsel – anticipated litigation pursuant to subdivision 54956.9; one case:
Action was taken by the Board by a vote of 6 to 0 to approve a settlement agreement with former employee #062111.

CS-2 Superintendent’s contract and adoption of work calendar for 2011-2012:
The Superintendent’s contract and calendar were finalized.

- Adjournment:** Lane Fernandes adjourned the meeting at 5:55p.m.

TO: Board of Directors
FROM: Superintendent
DATE: August 4, 2011

SUBJECT: AMENDMENT TO THE STUDENT HANDBOOK FOR THE 2011-2012 SCHOOL YEAR

Proposal: To amend the GPA Student Handbook for the 2011-12 school year to reflect clarification and streamlining of language to ensure greater efficiency between teachers and the Attendance Office.

The amendments to the Student Handbook for the 2011-2012 year include:

- Attendance

Language as of 4/13/2011

Tardies not only affect the late student, but cause disruption within the classroom and impacts the ability of other students to focus and stay on task. It also creates time spent away from instruction by the teacher in order to address these disruptions. It is critical for students to be in class on time in order to support the learning environment for all students.

If a student is not in class seated and prepared by the second bell, the student will be sent to the Attendance Office for a late pass. The student will be marked tardy, late, or absent depending on the length of the tardy. If a student misses any 30 minute period of instruction during the school day, the student will be marked late and the late mark considered as a potential truancy issue. Once a student has been marked tardy, the tardy will only be cleared by the Attendance Office for excused reasons (doctor, sick, dentist, etc.); and it is requested that the clearance be provided within 72 hours of a tardy.
Pages 16 & 17 of Student Handbook

Proposed Amendment

Tardies not only affect the late student, but cause disruption within the classroom and impacts the ability of other students to focus and stay on task. It also creates time spent away from instruction by the teacher in order to address these disruptions. It is critical for students to be in class on time in order to support the learning environment for all students.

Students will be marked tardy, late, or absent depending on the length of the tardy. If a student misses any 30 minute period of instruction during the school day, the student will be marked late and the late mark considered as a potential truancy issue. Once a student has been marked tardy, the tardy will only be cleared by the Attendance Office for excused reasons (doctor, sick, dentist, etc.); and it is requested that the clearance be provided within 72 hours of a tardy.

FISCAL IMPACT:

None

RECOMMENDATION:

Board approval of amendment to Student Handbook

Prepared by:
Juan Solano

Approved by:
Bob Hampton, Superintendent

**Guajome Park Academy
Board of Directors
Annual Agenda Calendar
2011-2012 school year**

July	August	September	October	November	December
<ul style="list-style-type: none"> • No Regular Board Meeting 	<ul style="list-style-type: none"> • New Board Member Introduction • WASC Update • Alternative Education Update • Board Goal Setting (Workshop) 	<ul style="list-style-type: none"> • Appoint Student Directors 2011-2012 School Year • Strategic Planning Update • Un-Audited Actuals Report • Facilities Report • Nutrition Services Report • Superintendent Goals (Executive) 	<ul style="list-style-type: none"> • Election of Board Officers • International Baccalaureate Report • School-wide Testing and Assessment Report • Student Performance Index Review • Brown Act (Workshop) 	<ul style="list-style-type: none"> • Technology Report • Student Recognition 	<ul style="list-style-type: none"> • First Interim Budget Report • Finance Committee Report

January	February	March	April	May	June
	<ul style="list-style-type: none"> • Budget Workshop • Superintendent's Evaluation (Executive) • Audit Finding Report 	<ul style="list-style-type: none"> • Second Interim Budget Update • Reduction in Force/ Reorganization 	<ul style="list-style-type: none"> • Course Catalogue Adoptions • Student Handbook Adoption • Fine Arts Report • SARC • School Calendar Adoption • Board of Directors Calendar Adoption 	<ul style="list-style-type: none"> • Text book Adoptions • Athletic Report • English Language Learners Report • Staff Recognition • Student Recognition 	<ul style="list-style-type: none"> • Approval of Annual SDCOE Resolutions • Board Member Recognition <hr/> <ul style="list-style-type: none"> Special Budget Meeting: • 2011-2012 Year End Fiscal Report • Adoption of the 2011-12 Proposed Budget