



## Golden Charter Academy

### GCA Board of Trustees Meeting

Published on April 10, 2023 at 3:37 PM PDT

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#### Date and Time

Thursday April 13, 2023 at 4:30 PM PDT

#### Location

Golden Charter Academy is inviting you to a scheduled Zoom meeting.

Topic: GCA Board of Trustees Regular Meetings

Time: April 13, 2023 04:30 PM Pacific Time (US and Canada)

#### Join Zoom Meeting

<https://us02web.zoom.us/j/88417324062>

Meeting ID: 884 1732 4062

One tap mobile

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Meeting ID: 884 1732 4062

Find your local number: <https://us02web.zoom.us/u/kdLSYLrhlw>

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Golden Charter Academy  
 1626 W. Princeton Ave  
 Fresno, CA 93705

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A. Call the Meeting to Order</b>			
<b>B. Roll Call</b>			
<i>Board of Trustees Members</i>			
Dr. Ed González, Board Chair			
Keshia Thomas, Vice Chair			
Dr. Brad Huff			
Dr. Bard De Vore			
Ruth Quinto			
Scott Barton			
Isaiah Green			
 <i>Corporate Officers</i>			
Robert Golden			
Martha Arellano			
<b>C. Pledge of Allegiance</b>			
<b>D. Public Comment</b>			
<p>This portion of the meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda or items that may be on the agenda. Each presentation will be limited to three (3) minutes per person and the total time allotted to non-agenda items in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer a matter to another agenda. The Board is not obligated to make comments.</p>			
<b>E. Approval of the Agenda</b>	Vote		

	Purpose	Presenter	Time
<b>II. Consent Agenda</b>			<b>4:30 PM</b>
<p>Consent agenda items are for routine matters that do not require discussion or deliberation by the Board. The Consent calendar permits the Board to approve multiple items in one action without discussion. All Board members have the right to remove a consent item from the consent calendar so that normal discussion and deliberation may take place. If a Board members' request that an item be removed from the Consent Agenda, the item will be pulled for discussion and separate action.</p>			
<b>A.</b>	March 8, 2023 Board Meeting Minutes Draft	Approve Minutes	
<b>B.</b>	Financial Warrants	FYI	
<b>C.</b>	Approval of the Consent Agenda	Vote	5 m
<b>III. Information / Discussion</b>			<b>4:35 PM</b>
<b>A.</b>	Reports and Updates	Discuss	15 m
	<ol style="list-style-type: none"> <li>1. CEO Report (Robert Golden, President &amp; CEO) Enrollment and Operations Update</li> <li>2. Financial Report (Jim Weber, Charter Impact) Monthly Financial Update</li> </ol>		
<b>B.</b>	Governance Board Handbook Draft	FYI	Ed Gonzalez 5 m
<b>IV. Action Items</b>			<b>4:55 PM</b>
<b>A.</b>	Consideration & Approval Annual Declaration of Need Form (DON) SY 2023-2024	Vote	5 m
	<p>Consideration &amp; Approval of the Annual Declaration of Need (DON) for School Year 2023-2024. This form allows us to employ certificated staff that are in need of temporary teaching credentials such as a PIP or STSP.</p>		
<b>B.</b>	Consideration & Approval of Board Members & Officers Form 700 Completion	Vote	5 m

	Purpose	Presenter	Time
Consideration & Approval of All Board Members & Officers completed Form 700			
<b>V. Board on Track: Board Governance &amp; Fiscal Oversight Training</b>			<b>5:05 PM</b>
<b>A.</b> Board Governance Training Annual governance training with board on track	FYI	Mike Mizzoni	20 m
<b>B.</b> Fiscal Oversight Training	FYI	Mike Mizzoni	20 m
<b>VI. Board Member Comments</b>			<b>5:45 PM</b>
This is an opportunity for Board members to take comments/updates from fellow board members, address activities, correspondence, and operations, and/or acknowledge or recognize specific programs, activities, or personnel.			
<b>A.</b> Next Regularly Scheduled Board Meeting Thursday, May 4, 2023 4:30 pm	FYI		
<b>B.</b> Suggested Agenda Items	Discuss		5 m
<b>VII. Closing Items</b>			<b>5:50 PM</b>
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Pledge of Allegiance

**Section:** I. Opening Items  
**Item:** C. Pledge of Allegiance  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Flag1.jpg



# Coversheet

## March 8, 2023 Board Meeting Minutes Draft

**Section:** II. Consent Agenda  
**Item:** A. March 8, 2023 Board Meeting Minutes Draft  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for GCA Board of Trustees Meeting on March 8, 2023

APPROVED



**GOLDEN**  
CHARTER ACADEMY

## Golden Charter Academy

### Minutes

#### GCA Board of Trustees Meeting

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##### **Date and Time**

Wednesday March 8, 2023 at 4:30 PM

##### **Location**

Golden Charter Academy is inviting you to a scheduled Zoom meeting.

Topic: GCA Board of Trustees Regular Meetings

Time: March 8, 2022 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

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Golden Charter Academy  
1626 W. Princeton Ave  
Fresno, CA 93705

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**Directors Present**

B. De Vore (remote), D. Huff, E. Gonzalez, I. Green, R. Quinto (remote), S. Barton (remote)

**Directors Absent**

K. Thomas

**Ex Officio Members Present**

A. Breuer, J. Weber (remote), R. Golden

**Non Voting Members Present**

A. Breuer, J. Weber (remote), R. Golden

**Guests Present**

E. Ewing II, J. Xiong (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

E. Gonzalez called a meeting of the board of directors of Golden Charter Academy to order on Wednesday Mar 8, 2023 at 4:30 PM.

**B. Roll Call**

**C. Pledge of Allegiance**

Pledge of Allegiance by Isaiah Green.

**D. Public Comment**

**E. Approval of the Agenda**

D. Huff made a motion to approve the Agenda.

I. Green seconded the motion.

The board **VOTED** to approve the motion.

**II. Consent Agenda**

**A. Feb 2, 2023 Board Meeting Minutes Draft**

D. Huff made a motion to approve the minutes from GCA Board of Trustees Meeting on 02-02-23.

I. Green seconded the motion.

The board **VOTED** to approve the motion.

## B. Financial Warrants

## C. Approval of the Consent Agenda

### III. Information / Discussion

#### A. Facility Presentation by Art Dyson

Dyson Janzen Architects, Inc. (Art Dyson)

Please see link: [General 3 — Golden Charter Academy](#)

#### B. Reports and Updates

CEO Report (Robert Golden, President &CEO)

Still around max capacity for enrollment. 2023-24 SY application closed on March 1st.

Lottery will be on Friday, March 30th. Employees of the Month; Malia Rivers (2nd Grade Teacher), Laurae Snowden (3rd Grade Learning Guide), Tarina Jenkins (2nd Grade Learning Guide), Travis Morris (3rd Grade Learning Guide). Human Impact is now out on all platforms. Human Impact was inspired by our Kinder students and team. **TO BE FILLED.**

Principal Report (Mandy Breuer, Principal)

NWEA MAP Winter Performance Goal; Reading: 50% of students will be at the 60th percentile or above by May 26, 2023. Math: 40% of students will be at the 60th percentile or above by May 26, 2023. Science: 50% + of students sit above basic standards.

Learning guides and teachers attended the literacy best practice focused professional learning sessions in Jan-March. Enrolled the 24 of our MAP reading lowest performers (3rd/4th) into the Ignite! Reading partnership. Students receive 15 minutes of 1:1 reading tutoring.

Financial Report (Jim Weber, Charter Impact)

Goal surplus for 22-23: \$800k range (18%) should stabilize cashflow in year three. Endig fund balance forecast \$1.1 million w/ federal support. P1 ADA 233.08 down from budget 249. Attendance declined between 84-80% during Oct-Jan. LCFF cut \$235k due to reduced ADA. Ending fund balance forecast \$1.1 million+, 26% should stabilize in 23-23. Current cash is \$397k w/ \$478k advanced, net cash \$81k. Strong surplus in year two will strengthen cashflow once AR is fully collected.

#### C. FUSD Charter Matrix

#### D.

## **Annual Governance Training**

April 13, 2023 during schedule Board Meeting.

### **IV. Action Items**

#### **A. Revised 2022/23 Budget**

D. Huff made a motion to approve the revised 22-23 budget.

B. De Vore seconded the motion.

The board **VOTED** to approve the motion.

#### **B. 2022/23 Second Interim Report**

D. Huff made a motion to approve the 22-23 Second Interim Report.

I. Green seconded the motion.

The board **VOTED** to approve the motion.

#### **C. 2023-24 Safe School Plan (SSP)**

D. Huff made a motion to approve the 23-24 School Safety Plan (SSP).

I. Green seconded the motion.

The board **VOTED** to approve the motion.

### **V. Board Member Comments**

#### **A. Next Regularly Scheduled Board Meeting**

Thursday, April 13, 2023 at 4:30 PM.

#### **B. Suggested Agenda Items**

### **VI. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:14 PM.

Respectfully Submitted,

D. Huff

# Coversheet

## Financial Warrants

**Section:** II. Consent Agenda  
**Item:** B. Financial Warrants  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 23.02-GCA-Check Register.pdf  
Feb 2023-GCA-Board Summary.pdf

## The Golden Charter Academy

### Check Register

For the period ended February 28, 2023

Check Number	Vendor Name	Check Date	Check Amount
10422	VOID	VOID	0.00
10425	Amber Bolinger	2/3/2023	13.43
10426	Amazon Capital Services	2/3/2023	2,783.75
10427	CATE	2/3/2023	350.00
10428	Committee for Children	2/3/2023	4,235.44
10429	Field House Photography	2/3/2023	32.50
10430	Fresno County Superintendent of Schools	2/3/2023	23,369.78
10431	Parsec Education, Inc.	2/3/2023	11,761.60
10432	Rodrigo C Rodriguez	2/3/2023	1,156.11
10433	Santiago's Heating & Air	2/3/2023	890.00
10434	Teacher Synergy, LLC	2/3/2023	30.54
10435	VOID	VOID	0.00
10436	Martell Golden	2/8/2023	2,079.99
10437	Steven Guerrero	2/9/2023	500.00
10438	Amazon Capital Services	2/10/2023	3,023.27
10439	California Business Machines	2/10/2023	1,301.27
10440	Fiori Educational Services	2/10/2023	1,575.00
10441	VOID	VOID	0.00
10442	VOID	VOID	0.00
10443	Law Offices of Young, Minney & Corr, LLP	2/10/2023	1,746.00
10444	Live Scan Fresno	2/10/2023	69.00
10445	SchoolYard Rap	2/10/2023	1,000.00
10446	African Drum Interactive, LLC	2/14/2023	150.00
10447	Amazon Capital Services	2/14/2023	2,477.10
10448	Amplify Education, Inc.	2/14/2023	1,303.12
10449	Field House Photography	2/14/2023	800.00
10450	Fresno Chaffee Zoo	2/14/2023	16,900.00
10451	Kimberly Scarborough	2/14/2023	221.50
10452	Literacy Resources, LLC	2/14/2023	480.60
10453	Phoenix Private Patrol & Security	2/14/2023	2,150.00
10454	Revolution Foods, PBC.	2/14/2023	26,093.78
10455	Rodrigo C Rodriguez	2/14/2023	43.33
10456	Ty Allan Jackson LLC	2/14/2023	1,074.00
10457	Theresa Lanell Bourrel	2/15/2023	720.00
10458	Amber Denise Mosongo	2/15/2023	887.99
10459	Imri Doyle	2/17/2023	650.00
10460	Amazon Capital Services	2/22/2023	1,173.31
10461	Fresno County Superintendent of Schools	2/22/2023	25,254.30
10462	GigaKOM	2/22/2023	278.95
10463	Infinity Home Services, Inc.	2/22/2023	730.00
10464	Official Pest Prevention, Inc.	2/22/2023	110.00
10465	Paige Mason	2/22/2023	2,000.00
10466	River Parkway Trust	2/22/2023	4,032.00

## The Golden Charter Academy

### Check Register

For the period ended February 28, 2023

Check Number	Vendor Name	Check Date	Check Amount
10467	Rodrigo C Rodriguez	2/22/2023	750.00
10468	The Phoenix Philanthropy Group, Inc.	2/22/2023	9,800.00
10469	Tiye Garrett	2/22/2023	100.00
10470	Valley Telecom	2/22/2023	180.00
10471	Fresno County Office of Education	2/28/2023	26,672.21
10472	Fresno County Office of Education	2/28/2023	75.00
10473	Angel Gomez	2/28/2023	2,000.00
10474	Ignite Reading PBC	2/28/2023	17,880.00
10475	Our Lady of Victory	2/28/2023	10,506.00
ACH	Mid Valley Disposal	2/2/2023	521.41
ACH	Mountain Alarm	2/2/2023	60.50
ACH	Marlin Capital Solutions	2/7/2023	338.90
ACH	LiftForward, Inc - LB	2/7/2023	639.97
ACH	PG&E	2/7/2023	2,940.75
ACH	City Of Fresno	2/9/2023	9.56
ACH	City Of Fresno	2/9/2023	415.78
ACH	City Of Fresno	2/9/2023	610.65
ACH	Charter School Capital	2/10/2023	162,500.00
ACH	American Funds	2/10/2023	508.77
ACH	Hoffman Security	2/13/2023	30.76
ACH	Squarespace	2/13/2023	1,590.00
ACH	LiftForward, Inc - LB	2/15/2023	4,098.43
ACH	Central Valley Community Bank	2/15/2023	84.09
ACH	Comcast	2/16/2023	498.54
ACH	Hoffman Security	2/17/2023	19.97
ACH	Hoffman Security	2/22/2023	39.95
ACH	Hoffman Security	2/22/2023	40.00
ACH	Hoffman Security	2/22/2023	41.95
ACH	Hoffman Security	2/22/2023	57.00
ACH	Kaiser Foundation Health Plan	2/23/2023	8,151.19
ACH	Visa	2/24/2023	7,452.80
ACH	Guardian	2/27/2023	2,529.23
ACH	AMS (Alliance Member Services)	2/27/2023	1,440.87
ACH	American Funds	2/27/2023	571.28
ACH	Zoom Video Communications Inc.	2/27/2023	199.90
ACH	Primo Water	2/27/2023	194.28
ACH	Always Golden Events	2/3/2023	425.00
ACH	Charter Impact Inc.	2/3/2023	11,612.88
ACH	Kimi Akina	2/3/2023	298.95
ACH	Kimi Akina	2/3/2023	777.90
ACH	Mandy Breuer	2/3/2023	130.73
ACH	Carpet Doctor LLC	2/8/2023	3,250.00
ACH	Golden Pursuit of Growth	2/8/2023	2,100.00

## The Golden Charter Academy

### Check Register

For the period ended February 28, 2023

Check Number	Vendor Name	Check Date	Check Amount
ACH	Carpet Doctor LLC	2/10/2023	1,270.00
ACH	Charter Impact Inc.	2/10/2023	450.00
ACH	The Lab Gear	2/10/2023	835.73
ACH	The Lab Gear	2/10/2023	1,597.34
ACH	The Lab Gear	2/10/2023	1,824.78
ACH	Gerbs Corp	2/14/2023	880.00
ACH	Carpet Doctor LLC	2/22/2023	3,250.00
ACH	Golden Pursuit of Growth	2/22/2023	2,100.00
ACH	Kimi Akina	2/22/2023	160.45
ACH	Kimi Akina	2/22/2023	329.82
ACH	Kimi Akina	2/22/2023	161.22
ACH	Robert Golden	2/22/2023	50,100.00
ACH	Talent Resources	2/22/2023	5,000.00
ACH	The Lab Gear	2/22/2023	802.35
ACH	The Lab Gear	2/22/2023	1,914.55
ACH	Dustin Verzosa	2/28/2023	2,000.00

**Total Disbursements Issued in February**    **\$ 498,269.10**



# Golden Charter Academy

Monthly Financial Presentation – February 2023



# February Highlights

## Highlights

- P-2 ADA **231.95**, cuts revenue (\$20K) from budget.
- Goal surplus for 2022/23: \$800K range (18%) should stabilize cashflow in Year 3.
- Ending fund balance forecast **\$1 million +** with federal support (PCSGP and ESSER III).
- Cash ended month **\$471K**, with \$315K receivables factored (repaid Feb-Apr).

## Compliance and Reporting

- Arts, Music & Instructional Materials Block Grant plan required before utilizing funding.
- Quarterly reporting will be completed in April.

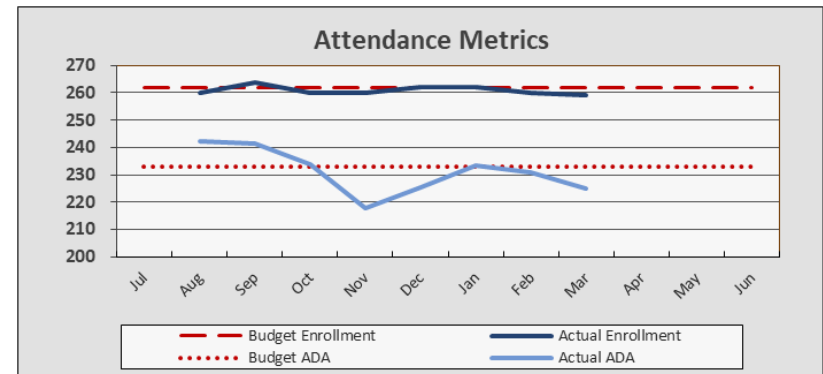


# Attendance Data and Metrics

## Enrollment and Per Pupil Data

<b>Enrollment &amp; Per Pupil Data</b>			
	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>
Average Enrollment	261	264	264
ADA	232	232	233
Attendance Rate	88.9%	87.9%	88.3%
Unduplicated %	90.8%	90.8%	90.8%
Revenue per ADA		\$23,006	\$22,979
Expenses per ADA		\$19,626	\$19,100

## Attendance Metrics



**P-2 ADA 231.95, down 1 from P-1 233.**

Attendance remained low between 87%-89% during Jan-Mar.

Rolling UPP 90.83%.

LCFF is calculated at \$14,189 per ADA.

# Revenue

- February Updates
  - LCFF cut (\$20K) due to reduced ADA/UPP.
  - PCSGP forecast cut (\$200K) due to lack of eligible expenses – impact of changes net zero.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	<b>Actual</b>	<b>Revised Budget</b>	<b>Fav/(Unf)</b>	<b>Forecast</b>	<b>Revised Budget</b>	<b>Fav/(Unf)</b>
<b>Revenue</b>						
State Aid-Rev Limit	\$ 1,479,924	\$ 1,496,979	\$ (17,055)	\$ 3,291,198	\$ 3,311,280	\$ (20,082)
Federal Revenue	326,023	338,498	(12,475)	945,646	945,646	-
Other State Revenue	49,256	51,496	(2,239)	602,169	601,866	303
Other Local Revenue	497,221	172,221	325,000	497,221	497,221	-
<b>Total Revenue</b>	<b>\$ 2,352,424</b>	<b>\$ 2,059,193</b>	<b>\$ 293,231</b>	<b>\$ 5,336,234</b>	<b>\$ 5,356,013</b>	<b>\$ (19,779)</b>

# Revenue – Grant Planning

- **February Updates**
  - **ESSER III - \$288K through 2023/24.**
  - **Arts, Music and Instructional Materials – \$113,459 through 6/26, plan required before utilizing funds.**
  - **Learning Recovery – \$388,309 through 6/28.**

	2021/22	2022/23	2023/24	2024/25	2025/26
Arts, Music and Instructional Materials \$113,459	\$ -	\$ -	\$ 37,820	\$ 37,820	\$ 37,820
Learning Recovery \$388,309 (six years)	\$ -	\$ -	\$ 77,662	\$ 77,662	\$ 77,662
Kitchen Infrastructure \$25,000	\$ 3,523	\$ 21,477	\$ -	\$ -	\$ -
ESSER II \$222,069	\$ 222,069	\$ -	\$ -	\$ -	\$ -
ESSER III \$499,197	\$ 210,798	\$ 200,000	\$ 88,399	\$ -	\$ -
PCSGP	\$ 65,092	\$ 334,908	\$ -	\$ -	\$ -
<b>One-Time Funding plan</b>	<b>\$ 501,482</b>	<b>\$ 556,385</b>	<b>\$ 203,880</b>	<b>\$ 115,481</b>	<b>\$ 115,481</b>



# Expenses

- February Updates
  - Expenses anticipated higher than budget, potentially grant funded:
    - Salaries and benefits – net on budget.
    - Books and Supplies – forecast increase in supplies expenses (potentially grant funded.)
    - Operations – increased janitorial/maintenance.
    - Professional Services – increase PD and facilities consulting.

	Year-to-Date			Annual/Full Year		
	Actual	Revised Budget	Fav/(Unf)	Forecast	Revised Budget	Fav/(Unf)
<b>Expenses</b>						
Certificated Salaries	\$ 674,689	\$ 677,129	\$ 2,440	\$ 983,873	\$ 986,313	\$ 2,440
Classified Salaries	670,688	645,572	(25,116)	987,109	961,993	(25,116)
Benefits	228,922	254,506	25,584	400,764	427,032	26,268
Books and Supplies	440,515	448,388	7,873	730,734	710,700	(20,034)
Subagreement Services	172,447	188,090	15,643	431,145	427,047	(4,098)
Operations	118,810	125,606	6,796	222,257	204,657	(17,600)
Facilities	119,181	117,368	(1,813)	180,831	179,572	(1,259)
Professional Services	300,740	259,863	(40,877)	497,859	440,606	(57,254)
Depreciation	36,544	36,278	(266)	54,815	53,771	(1,044)
Interest	49,704	51,753	2,049	62,898	60,087	(2,812)
<b>Total Expenses</b>	<b>\$ 2,812,240</b>	<b>\$ 2,804,553</b>	<b>\$ (7,686)</b>	<b>\$ 4,552,286</b>	<b>\$ 4,451,778</b>	<b>\$ (100,508)</b>

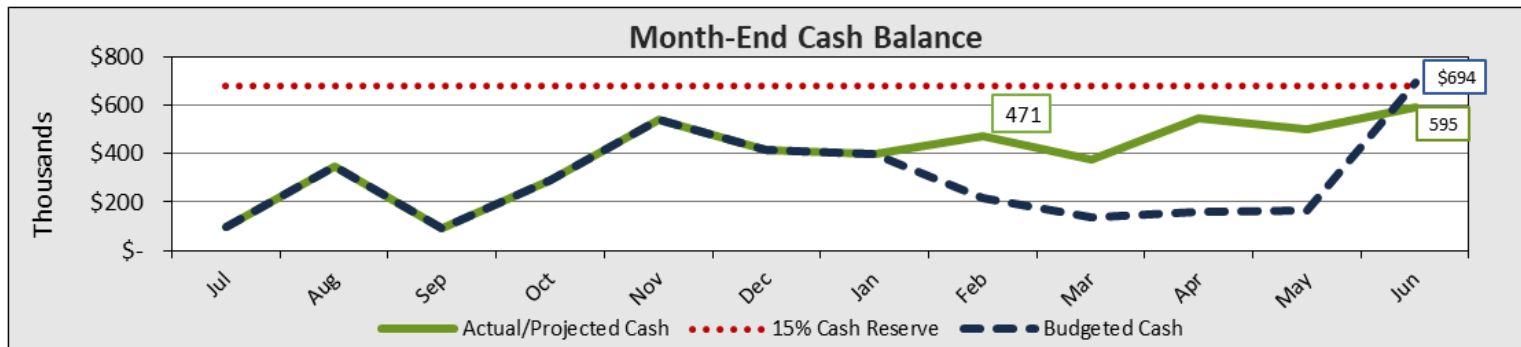
# Surplus / (Deficit) & Fund Balance

- Ending fund balance forecast **\$1 million+**, 23%, should stabilize 2023/24 cashflow.

	Year-to-Date			Annual/Full Year		
	Actual	Revised Budget	Fav/(Unf)	Forecast	Revised Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (459,816)	\$ (745,360)	\$ 285,545	\$ 783,948	\$ 904,235	\$ (120,286)
Beginning Fund Balance	<u>249,423</u>	<u>249,423</u>		<u>249,423</u>	<u>249,423</u>	
<b>Ending Fund Balance</b>	<u><b>\$ (210,393)</b></u>	<u><b>\$ (495,936)</b></u>		<u><b>\$ 1,033,371</b></u>	<u><b>\$ 1,153,658</b></u>	
<i>As a % of Annual Expenses</i>	-4.6%	-11.1%		22.7%	25.9%	

# Cash Balance

- Current cash is **\$471K** with \$315K advanced, net cash \$156K.
- Factoring fully repaid April – no additional factoring forecast.
- Facility development deposits forecast (\$284K) pending actual expenses.
- Strong surplus in Year 2 will strengthen cashflow once AR is fully collected.





# Compliance Deadlines (next 60 days)

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Apr-01	<b>Audit Firm Selection</b> - In accordance with Education Code (EC) Section 41020 (b) (3), if the governing board of a Local Educational Agency (LEA) does not have an audit contract in place by April 1, the County Superintendent of Schools, having jurisdiction over the LEA, shall provide for the audit and charge the LEA's fund for the cost incurred.	GCA with Charter Impact support	Yes	No	<a href="https://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=41020.&amp;lawCode=EDC">https://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=41020.&amp;lawCode=EDC</a>
FINANCE	Apr-01	<b>File a Form 700 - Statement of Economic Interests (SEI)</b> : The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.	GCA	Yes	Yes	<a href="https://www.fppc.ca.gov/Form700.html">https://www.fppc.ca.gov/Form700.html</a>
FINANCE	Apr-14	<b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period January 1, 2023- March 31, 2023.	Charter Impact with GCA support	No	No	<a href="https://www.cde.ca.gov/fg/cr/reporting.asp">https://www.cde.ca.gov/fg/cr/reporting.asp</a>
FINANCE	Apr-30	<b>Federal Cash Management - Period 4</b> - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/cm/">https://www.cde.ca.gov/fg/aa/cm/</a>
FINANCE	Apr-30	<b>Public Charter School Grant Program and Dissemination Grant Program - Qtr 3</b> - The California Public Charter Schools Grant Program (PCSGP) Quarterly Expenditure Report (QER) is the accountability document that reflects the dollar amount spent towards work plan activities. A QER is due to the California Department of Education's Charter Schools Division within 30 days of each respective quarter.	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/sp/cs/re/pcsgp.asp">https://www.cde.ca.gov/sp/cs/re/pcsgp.asp</a>
DATA	May-08	<b>CALPADS End-of-Year 1, 2, 3 and 4</b> - The data submission window opens on May 8, 2023 and closes on July 28, 2023. End-of-Year data includes: Course completion, program eligibility/participation, homeless students, student discipline, cumulative enrollment, student absence, postsecondary, RFEP count, work-based learning indicator, CTE, postsecondary outcomes for Students with Disabilities and SpED.	Charter Impact with GCA support	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/">https://www.cde.ca.gov/ds/sp/cl/</a>
FINANCE	May-08	<b>Submit Charter Schools Annual Information Survey</b> - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact with GCA support	No	No	<a href="https://www.cde.ca.gov/sp/ch/csinfosvy.asp">https://www.cde.ca.gov/sp/ch/csinfosvy.asp</a>
FINANCE	May-15	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	Audit firm with GCA support	Yes	No	<a href="http://www.publiccounsel.org/useful_materials?id=0025">http://www.publiccounsel.org/useful_materials?id=0025</a>
DATA	May-31	<b>English Language Proficient Assessment</b> - For public school students in California, English language proficiency (ELP) falls within the scope of state and federal laws. It is required that local educational agencies (LEAs) administer a state test of ELP, which for California is the ELPAC. Furthermore, state and federal laws require the ELPAC in California to be aligned with the state's English language development (ELD) standards. All students with an English Learner status must take the summative assessment.	GCA	No	No	<a href="https://www.elpac.org/">https://www.elpac.org/</a>



# Appendices

## As of February 28, 2023

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Accounts Payable Aging
- Check Register

# *The Golden Charter Academy*

## **Financial Package**

**February 28, 2023**

*Presented by:*



# Golden Charter Academy

## Monthly Cash Flow/Forecast FY22-23

Revised 03/23/2023

ADA = 231.95



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Revised Budget Total	Favorable / (Unfav.)
<b>ADA = 233.08</b>																
<b>Revenues</b>																
<b>State Aid - Revenue Limit</b>																
8011 LCFF State Aid	-	113,049	113,049	203,488	350,469	203,488	203,488	275,859	310,256	310,256	310,256	310,256	295,403	2,999,317	3,033,915	(34,597)
8012 Education Protection Account	-	-	-	8,517	-	-	8,517	-	-	17,833	-	-	11,523	46,390	46,616	(226)
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	24	24	24	24	24	120	-	120
8096 In Lieu of Property Taxes	-	-	-	-	-	-	-	-	82,189	41,094	41,094	41,094	39,899	245,371	230,749	14,621
	-	113,049	113,049	212,005	350,469	203,488	212,005	275,859	392,469	369,207	351,374	351,374	346,849	3,291,198	3,311,280	(20,082)
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	29,069	29,069	29,069	-
8220 Federal Child Nutrition	-	-	-	26,558	25,682	18,122	15,143	13,525	26,000	26,000	26,000	26,000	56,970	260,000	260,000	-
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	18,106	84,391	-	-	-	-	-	102,497	102,497	-
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	-	-	-	4,586	-	2,293	-	2,293	9,172	9,172	-
8294 Title V, Part B - PCSG	-	-	-	-	-	-	114,496	-	-	23,325	-	-	197,087	334,908	334,908	-
8296 Other Federal Revenue	-	-	-	-	-	-	2,500	7,500	49,920	150,080	-	-	0	210,000	210,000	-
	-	-	-	26,558	25,682	18,122	150,245	105,416	80,506	199,405	28,293	26,000	285,419	945,646	945,646	-
<b>Other State Revenue</b>																
8311 State Special Education	-	-	-	-	-	-	-	-	35,350	35,350	35,350	35,350	37,387	178,787	179,658	(871)
8520 Child Nutrition	-	-	565	7,111	6,424	4,386	3,662	3,319	7,000	7,000	7,000	7,000	16,533	70,000	70,000	-
8545 School Facilities (SB740)	-	-	-	-	-	-	-	-	47,277	-	-	-	43,306	90,583	90,583	-
8550 Mandated Cost	-	-	-	-	-	3,124	-	-	-	-	-	-	-	3,124	3,124	-
8560 State Lottery	-	-	-	-	-	-	12,439	-	-	11,093	-	-	31,440	54,972	55,240	(268)
8598 Prior Year Revenue	-	-	-	-	-	-	6,784	1,442	-	-	-	-	-	8,226	6,784	1,442
8599 Other State Revenue	-	-	-	-	-	-	-	-	-	-	-	196,477	-	196,477	196,477	-
	-	-	565	7,111	6,424	7,510	22,886	4,761	89,627	53,443	42,350	238,827	128,665	602,169	601,866	303
<b>Other Local Revenue</b>																
8660 Interest Revenue	-	79	-	214	27	-	378	57	-	-	-	-	-	755	755	-
8689 Other Fees and Contracts	-	934	-	-	-	-	-	-	-	-	-	-	-	934	934	-
8699 School Fundraising	-	-	24	776	-	5,746	-	-	-	-	-	-	-	6,546	6,546	-
8980 Contributions, Unrestricted	10,000	-	-	-	3,986	150,000	-	325,000	-	-	-	-	-	488,986	488,986	-
	10,000	1,014	24	990	4,013	155,746	378	325,057	-	-	-	-	-	497,221	497,221	-
<b>Total Revenue</b>	<b>10,000</b>	<b>114,063</b>	<b>113,638</b>	<b>246,664</b>	<b>386,589</b>	<b>384,866</b>	<b>385,513</b>	<b>711,093</b>	<b>562,602</b>	<b>622,055</b>	<b>422,017</b>	<b>616,201</b>	<b>760,934</b>	<b>5,336,234</b>	<b>5,356,013</b>	<b>(19,779)</b>
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	750	72,561	71,133	71,133	70,186	72,987	69,400	72,841	71,106	71,106	71,106	-	-	714,310	712,574	(1,736)
1170 Teachers' Substitute Hours	4,650	525	3,763	3,150	1,050	3,150	1,852	1,139	2,400	2,400	2,400	-	-	26,479	27,740	1,261
1175 Teachers' Extra Duty/Stipends	-	-	-	-	4,360	600	-	5,682	2,400	2,400	2,400	-	-	17,841	14,560	(3,282)
1200 Pupil Support Salaries	-	5,589	5,809	-	12,610	13,010	12,960	6,414	12,610	12,610	12,610	-	-	94,222	100,419	6,197
1300 Administrators' Salaries	10,909	10,909	10,909	10,909	10,909	11,021	10,909	10,909	10,909	10,909	10,909	10,909	-	131,021	131,021	-
	16,309	89,584	91,614	85,192	99,115	100,768	95,122	96,985	99,425	99,425	99,425	10,909	-	983,873	986,313	2,440
<b>Classified Salaries</b>																
2100 Instructional Salaries	9,500	34,127	45,104	44,397	40,854	33,817	27,544	60,710	43,668	43,668	43,668	-	-	427,055	410,013	(17,042)
2200 Support Salaries	2,622	25,522	16,146	14,542	969	13,993	3,751	17,567	14,060	14,060	14,060	-	-	137,292	133,785	(3,507)
2300 Classified Administrators' Salaries	22,917	17,917	17,917	17,917	17,917	18,317	17,917	17,917	17,917	17,917	17,917	17,917	-	220,400	220,400	(0)
2400 Clerical and Office Staff Salaries	10,408	13,628	18,204	18,772	14,681	18,218	14,420	17,284	17,893	17,893	17,893	17,893	-	197,187	197,796	609
	45,446	91,193	97,371	95,627	74,420	84,345	63,631	118,653	93,537	93,537	93,537	35,810	-	987,109	961,993	(25,116)
<b>Benefits</b>																
3101 STRS	3,482	16,657	16,518	14,446	16,871	17,675	16,993	17,050	19,401	19,401	19,401	2,129	-	180,024	182,178	2,154
3301 OASDI	2,654	5,286	5,908	5,736	4,772	5,042	3,840	7,274	5,811	5,811	5,811	2,225	-	60,168	59,370	(798)
3311 Medicare	872	2,574	2,694	2,576	2,417	2,602	2,221	3,049	2,831	2,831	2,831	685	-	28,184	28,106	(78)
3401 Health and Welfare	(4,445)	(1,107)	15,850	(3,572)	1,276	27,667	(4,596)	(5,421)	16,000	16,000	16,000	16,000	-	89,653	111,073	21,421
3501 State Unemployment	635	2,255	1,570	1,033	368	3,168	5,091	2,069	158	79	79	79	-	16,582	14,828	(1,754)
3601 Workers' Compensation	(2,165)	-	2,367	1,144	355	-	-	-	2,733	2,733	2,733	662	-	10,563	13,431	2,868
3901 Other Benefits	1,991	610	597	586	596	620	579	594	2,905	2,905	2,905	703	-	15,591	18,046	2,455
	3,024	26,274	45,503	21,949	26,655	56,774	24,128	24,615	49,839	49,760	49,760	22,483	-	400,764	427,032	26,268

# Golden Charter Academy

## Monthly Cash Flow/Forecast FY22-23

Revised 03/23/2023

ADA = 231.95



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Revised Budget Total	Favorable / (Unfav.)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	-	-	-	-	-	-	-	481	553	-	-	-	-	1,034	-	(1,034)
4200 Books and Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4302 School Supplies	749	12,707	30,882	3,981	7,611	8,703	3,430	13,972	7,381	5,795	5,795	5,795	-	106,800	102,800	(4,000)
4305 Software	5,159	8,918	7,341	6,270	2,300	2,591	1,948	1,590	2,221	2,221	2,221	2,221	-	45,000	45,000	-
4310 Office Expense	3,372	3,391	5,340	9,136	6,041	6,999	3,422	13,257	13,870	6,724	6,724	6,724	-	85,000	70,000	(15,000)
4311 Business Meals	-	1,726	327	442	573	142	140	102	237	237	237	237	-	4,400	4,400	-
4400 Noncapitalized Equipment	-	6,478	80,113	1,064	1,993	7,687	3,765	2,209	23,798	23,798	23,798	23,798	-	198,500	198,500	-
4700 Food Services	-	102	58,573	29,263	34,182	21,374	(5,423)	26,094	31,459	31,459	31,459	31,459	-	290,000	290,000	-
	9,280	33,322	182,576	50,156	52,701	47,496	7,280	57,705	79,519	70,233	70,233	70,233	-	730,734	710,700	(20,034)
<b>Subagreement Services</b>																
5102 Special Education	-	-	-	-	-	413	1,421	48,494	19,620	19,620	19,620	19,620	-	128,808	129,679	871
5103 Substitute Teacher	-	-	103	6,852	6,192	-	8,043	4,969	-	-	-	-	-	26,159	21,190	(4,969)
5104 Transportation	-	-	2,577	28	2,904	-	-	-	26,798	26,798	26,798	26,798	-	112,700	112,700	-
5105 Security	155	(1,633)	1,191	2,255	1,395	1,208	158	1,855	1,354	1,354	1,354	1,354	-	12,000	12,000	-
5106 Other Educational Consultants	-	24,610	13,290	13,500	11,589	16,980	-	3,900	16,902	16,902	16,902	16,902	-	151,478	151,478	-
	155	22,978	17,161	22,634	22,080	18,600	9,622	59,219	64,675	64,675	64,675	64,675	-	431,145	427,047	(4,098)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	858	48	2,297	22	-	11	312	938	938	938	938	-	7,300	7,300	-
5300 Dues & Memberships	-	-	11,700	-	720	-	720	(60)	555	555	555	555	-	15,300	15,300	-
5400 Insurance	2,839	(10,895)	393	1,616	1,616	1,616	1,616	1,441	6,390	6,390	6,390	6,390	-	25,800	25,800	-
5501 Utilities	4,011	3,294	10,918	9,080	3,805	3,331	4,772	2,175	9,403	9,403	9,403	9,403	-	79,000	79,400	400
5502 Janitorial Services	2,237	8,771	5,631	5,938	9,865	6,581	7,461	8,401	7,343	7,343	7,343	7,343	-	84,257	66,257	(18,000)
5900 Communications	476	477	493	493	492	857	807	698	902	902	902	902	-	8,400	8,400	-
5901 Postage and Shipping	-	-	254	15	-	33	576	-	331	331	331	331	-	2,200	2,200	-
	9,562	2,505	29,436	19,438	16,520	12,417	15,963	12,967	25,862	25,862	25,862	25,862	-	222,257	204,657	(17,600)
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	10,506	10,506	10,506	10,506	10,506	10,506	10,506	10,506	10,506	10,506	10,506	10,506	-	126,072	126,072	-
5603 Equipment Leases	583	442	339	1,997	2,544	1,230	1,231	1,640	1,874	1,874	1,874	1,874	-	17,500	17,500	-
5610 Repairs and Maintenance	-	4,970	5,636	894	3,495	2,550	2,364	5,218	2,718	2,718	2,718	2,718	-	36,000	36,000	-
	11,089	15,918	16,481	13,397	16,545	14,286	14,101	17,364	15,412	15,412	15,412	15,412	-	180,831	179,572	(1,259)
<b>Professional/Consulting Services</b>																
5801 IT	33	244	90	6,030	-	1,590	21	459	5,883	5,883	5,883	5,883	-	32,000	32,000	-
5802 Audit & Taxes	-	-	4,050	-	-	-	-	-	4,050	-	-	-	-	8,100	5,800	(2,300)
5803 Legal	-	-	976	2,651	75	-	4,594	1,746	2,489	2,489	2,489	2,489	-	20,000	20,000	-
5804 Professional Development	-	16,190	2,625	1,340	8,775	(3,325)	1,125	5,525	9,265	1,260	1,260	1,260	-	45,300	29,800	(15,500)
5805 General Consulting	3,680	6,660	8,960	12,430	5,512	12,430	12,080	30,180	9,407	9,407	9,407	9,407	-	129,562	90,362	(39,200)
5806 Special Activities/Field Trips	-	250	704	1,225	18,000	(15,173)	2,688	22,832	(18,007)	4,527	4,527	4,527	-	26,100	26,100	-
5807 Bank Charges	142	142	(726)	840	156	120	160	84	320	320	320	320	-	2,200	2,200	-
5808 Printing	-	-	-	-	-	-	-	800	1,550	1,550	1,550	1,550	-	7,000	7,000	-
5809 Other taxes and fees	99	1,296	558	2,771	302	85	287	1,752	0	0	0	0	-	7,150	6,300	(850)
5810 Payroll Service Fee	860	860	860	860	860	860	860	860	855	855	855	855	-	10,300	10,300	-
5811 Management Fee	9,268	9,268	9,863	9,788	15,824	10,753	10,753	11,203	10,186	10,186	10,186	4,958	-	122,236	122,631	396
5812 District Oversight Fee	-	-	-	-	-	-	-	-	3,925	3,692	3,514	21,781	-	32,912	33,113	201
5815 Public Relations/Recruitment	1,000	4,000	3,000	-	2,000	2,000	2,000	7,000	8,500	8,500	8,500	8,500	-	55,000	55,000	-
	15,081	38,909	30,960	37,936	51,504	9,340	34,568	82,441	38,425	48,671	48,492	61,532	-	497,859	440,606	(57,254)
<b>Depreciation</b>																
6900 Depreciation Expense	4,373	4,373	4,373	4,373	4,373	5,398	4,640	4,640	4,568	4,568	4,568	4,568	-	54,815	53,771	(1,044)
	4,373	4,373	4,373	4,373	4,373	5,398	4,640	4,640	4,568	4,568	4,568	4,568	-	54,815	53,771	(1,044)
<b>Interest</b>																
7438 Interest Expense	-	12,439	387	19,744	17,023	41	36	34	6,944	2,083	2,083	2,083	-	62,898	60,087	(2,812)
	-	12,439	387	19,744	17,023	41	36	34	6,944	2,083	2,083	2,083	-	62,898	60,087	(2,812)
<b>Total Expenses</b>	<b>114,319</b>	<b>337,496</b>	<b>515,864</b>	<b>370,448</b>	<b>380,935</b>	<b>349,465</b>	<b>269,091</b>	<b>474,622</b>	<b>478,206</b>	<b>474,226</b>	<b>474,048</b>	<b>313,566</b>	<b>-</b>	<b>4,552,286</b>	<b>4,451,778</b>	<b>(100,508)</b>
<b>Monthly Surplus (Deficit)</b>	<b>(104,319)</b>	<b>(223,434)</b>	<b>(402,226)</b>	<b>(123,784)</b>	<b>5,653</b>	<b>35,400</b>	<b>116,423</b>	<b>236,471</b>	<b>84,396</b>	<b>147,829</b>	<b>(52,031)</b>	<b>302,635</b>	<b>760,934</b>	<b>783,949</b>	<b>904,235</b>	<b>(120,286)</b>

# Golden Charter Academy

## Monthly Cash Flow/Forecast FY22-23

Revised 03/23/2023

ADA = 231.95



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Revised Budget Total	Favorable / (Unfav.)
<b>Cash Flow Adjustments</b>																
Monthly Surplus (Deficit)	(104,319)	(223,434)	(402,226)	(123,784)	5,653	35,400	116,423	236,471	84,396	147,829	(52,031)	302,635	760,934	783,949		
Cash flows from operating activities																
Depreciation/Amortization	4,373	4,373	4,373	4,373	4,373	5,398	4,640	4,640	4,568	4,568	4,568	4,568	-	54,815		
Public Funding Receivables	235,744	75,832	132,568	60,145	99,379	(167)	57,399	24,758	80,595	19,219	22,225	-	(760,934)	46,763		
Prepaid Expenses	(8)	7,677	1,000	(4,000)	(2,799)	3,464	(7,043)	(3,638)	-	-	-	-	-	(5,346)		
Deposits	(5,000)	(4,000)		(5,000)	(6,000)	(221,433)	-	-	-	-	(25,452)	(284,000)	-	(550,885)		
Accounts Payable	(114,849)	5,546	81,933	(87,479)	8,187	(13,187)	(8,371)	3,658	(22,724)	-	-	-	-	(147,286)		
Accrued Expenses	(2,783)	59,784	6,463	44,655	(6,994)	9,762	(82,786)	(53,432)	-	-	-	(134,881)	-	(160,211)		
Deferred Revenue	-	24,378	22,994	39,216	39,992	234,147	96,722	39,992	39,993	39,993	39,993	212,671	-	830,091		
Cash flows from investing activities																
Purchases of Prop. And Equip.	(7,532)	-	(12,239)	-	-	-	(17,500)	-	-	-	(30,332)	-	-	(67,602)		
Cash flows from financing activities																
Proceeds from Factoring	-	393,000	-	487,500	315,300	-	-	-	-	-	-	-	-	1,195,800		
Payments on Factoring	(195,200)	(88,400)	(78,000)	(196,500)	(196,500)	(162,500)	(162,500)	(162,500)	(276,700)	(38,600)	-	-	-	(1,557,400)		
Capital Lease, net	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	(4,738)	-	(56,858)		
Proceeds(Payments) on Debt	-	-	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	-	-	-	-	-	(62,502)		
<b>Total Change in Cash</b>	<b>(194,312)</b>	<b>250,019</b>	<b>(258,288)</b>	<b>203,971</b>	<b>245,437</b>	<b>(124,271)</b>	<b>(18,172)</b>	<b>74,794</b>	<b>(94,610)</b>	<b>168,271</b>	<b>(45,767)</b>	<b>96,255</b>				
Cash, Beginning of Month	292,164	97,852	347,871	89,583	293,554	538,991	414,720	396,548	471,342	376,732	545,002	499,236				
<b>Cash, End of Month</b>	<b>97,852</b>	<b>347,871</b>	<b>89,583</b>	<b>293,554</b>	<b>538,991</b>	<b>414,720</b>	<b>396,548</b>	<b>471,342</b>	<b>376,732</b>	<b>545,002</b>	<b>499,236</b>	<b>595,491</b>				

## The Golden Charter Academy

### Statement of Financial Position

February 28, 2023

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 471,342	\$ 292,164	\$ 179,178	61%
Accounts Receivable	1	1	-	0%
Public Funding Receivables	132,439	818,097	(685,658)	-84%
Factored Receivables	(315,300)	(361,600)	46,300	-13%
Prepaid Expenses	25,186	19,840	5,346	27%
<b>Total Current Assets</b>	<b>313,668</b>	<b>768,503</b>	<b>(454,834)</b>	<b>-59%</b>
<b>Long-Term Assets</b>				
Property & Equipment, Net	95,720	94,994	726	1%
Deposits	241,433	-	241,433	0%
<b>Total Long Term Assets</b>	<b>337,153</b>	<b>94,994</b>	<b>242,159</b>	<b>255%</b>
<b>Total Assets</b>	<b>\$ 650,821</b>	<b>\$ 863,496</b>	<b>\$ (212,675)</b>	<b>-25%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	(3,457)	100,280	(103,738)	-103%
Accrued Liabilities	87,568	133,721	(46,154)	-35%
Deferred Revenue	520,918	23,477	497,441	2119%
Capital Lease, Current Portion	52,479	52,479	-	0%
Notes Payable, Current Portion	62,502	62,502	-	0%
<b>Total Current Liabilities</b>	<b>720,009</b>	<b>372,460</b>	<b>347,550</b>	<b>93%</b>
<b>Long-Term Liabilities</b>				
Capital Lease, Net of Current Portion	16,208	54,116	(37,907)	-70%
Notes Payable, Net of Current Portion	124,996	187,498	(62,502)	-33%
<b>Total Long-Term Liabilities</b>	<b>141,204</b>	<b>241,614</b>	<b>(100,409)</b>	<b>-42%</b>
<b>Total Liabilities</b>	<b>861,213</b>	<b>614,073</b>	<b>247,140</b>	<b>40%</b>
<b>Total Net Assets</b>	<b>(210,392)</b>	<b>249,423</b>	<b>(459,815)</b>	<b>-184%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 650,821</b>	<b>\$ 863,496</b>	<b>\$ (212,675)</b>	<b>-25%</b>

## The Golden Charter Academy

### Statement of Cash Flows

For the period ended February 28, 2023

	Month Ended 02/28/23	YTD Ended 02/28/23
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 236,471	\$ (459,815)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	4,640	\$ 36,544
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	24,758	685,658
Grants, Contributions & Pledges Receivable	(162,500)	(46,300)
Prepaid Expenses	(3,638)	\$ (5,346)
Other Assets	-	(241,433)
Accounts Payable	3,658	(134,046)
Accrued Expenses	(53,432)	\$ (15,846)
Deferred Revenue	39,992	\$ 497,441
Other Liabilities	(10,417)	\$ (62,502)
<b>Total Cash Flows from Operating Activities</b>	<b>79,532</b>	<b>254,355</b>
<b>Cash Flows from Investing Activities</b>		
Purchase of Property & Equipment	-	(37,270)
<b>Total Cash Flows from Investing Activities</b>	<b>-</b>	<b>(37,270)</b>
<b>Cash Flows from Financing Activities</b>		
Capital Lease - Net	(4,738)	(37,907)
<b>Total Cash Flows from Financing Activities</b>	<b>(4,738)</b>	<b>(37,907)</b>
Change in Cash & Cash Equivalents	74,793	179,178
Cash & Cash Equivalents, Beginning of Period	396,549	292,164
Cash & Cash Equivalents, Beginning of Period	<b>\$ 471,342</b>	<b>\$ 471,342</b>

**The Golden Charter Academy****Budget vs Actual**

For the period ended February 28, 2023

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 275,859	\$ 275,859	\$ -	\$ 1,462,890	\$ 1,462,890	\$ -	\$3,033,915
Education Protection Account	-	-	-	17,034	17,034	-	46,616
In Lieu of Property Taxes	-	17,055	(17,055)	-	17,055	(17,055)	230,749
Total State Aid - Revenue Limit	275,859	292,914	(17,055)	1,479,924	1,496,979	(17,055)	3,311,280
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	29,069
Federal Child Nutrition	13,525	26,000	(12,475)	99,030	111,505	(12,475)	260,000
Title I, Part A - Basic Low Income	84,391	84,391	-	102,497	102,497	-	102,497
Title II, Part A - Teacher Quality	-	-	-	-	-	-	9,172
Title V, Part B - PCSGP	-	-	-	114,496	114,496	-	334,908
Other Federal Revenue	7,500	7,500	-	10,000	10,000	-	210,000
Total Federal Revenue	105,416	117,891	(12,475)	326,023	338,498	(12,475)	945,646
Other State Revenue							
State Special Education	-	-	-	-	-	-	179,658
State Child Nutrition	3,319	7,000	(3,681)	25,467	29,148	(3,681)	70,000
School Facilities (SB740)	-	-	-	-	-	-	90,583
Mandated Cost	-	-	-	3,124	3,124	-	3,124
State Lottery	-	-	-	12,439	12,439	-	55,240
Prior Year Revenue	1,442	-	1,442	8,226	6,784	1,442	6,784
Other State Revenue	-	-	-	-	-	-	196,477
Total Other State Revenue	4,761	7,000	(2,239)	49,256	51,496	(2,239)	601,866
Other Local Revenue							
Interest Revenue	57	57	-	755	755	-	755
Other Fees and Contracts	-	-	-	934	934	-	934
School Fundraising	-	-	-	6,546	6,546	-	6,546
Contributions, Unrestricted	325,000	-	325,000	488,986	163,986	325,000	488,986
Total Other Local Revenue	325,057	57	325,000	497,221	172,221	325,000	497,221
<b>Total Revenues</b>	<b>711,093</b>	<b>417,862</b>	<b>293,231</b>	<b>2,352,424</b>	<b>2,059,193</b>	<b>293,231</b>	<b>5,356,013</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	72,841	71,106	(1,736)	500,993	499,257	(1,736)	712,574
Teachers' Substitute Hours	1,139	2,400	1,261	19,279	20,540	1,261	27,740
Teachers' Extra Duty/Stipends	5,682	2,400	(3,282)	10,641	7,360	(3,282)	14,560
Pupil Support Salaries	6,414	12,610	6,197	56,392	62,589	6,197	100,419
Administrators' Salaries	10,909	10,909	-	87,385	87,385	-	131,021
Total Certificated Salaries	96,985	99,425	2,440	674,689	677,129	2,440	986,313
Classified Salaries							
Instructional Salaries	60,710	43,668	(17,042)	296,052	279,010	(17,042)	410,013
Support Salaries	17,567	14,060	(3,507)	95,112	91,605	(3,507)	133,785
Supervisors' and Administrators' Salaries	17,917	17,917	(0)	148,733	148,733	(0)	220,400
Clerical and Office Staff Salaries	17,284	17,893	609	125,615	126,224	609	197,796
Other Classified Salaries	5,176	-	(5,176)	5,176	-	(5,176)	-
Total Classified Salaries	118,653	93,537	(25,116)	670,688	645,572	(25,116)	961,993
Benefits							
State Teachers' Retirement System, certificated positions	17,050	19,353	2,303	119,692	121,995	2,303	182,178
OASDI/Medicare/Alternative, certificated positions	7,274	5,963	(1,311)	40,511	39,200	(1,311)	59,370
Medicare/Alternative, certificated positions	3,049	2,864	(185)	19,006	18,821	(185)	28,106
Health and Welfare Benefits, certificated positions	(5,421)	16,000	21,421	25,653	47,073	21,421	111,073
State Unemployment Insurance, certificated positions	2,069	315	(1,754)	16,188	14,434	(1,754)	14,828
Workers' Compensation Insurance, certificated positions	-	2,765	2,765	1,701	4,466	2,765	13,431
Other Benefits, certificated positions	594	2,939	2,345	6,172	8,518	2,345	18,046
Total Benefits	24,615	50,199	25,584	228,922	254,506	25,584	427,032



**The Golden Charter Academy****Budget vs Actual**

For the period ended February 28, 2023

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Books &amp; Supplies</b>							
Textbooks and Core Materials	481	-	(481)	481	-	(481)	-
School Supplies	13,972	6,947	(7,025)	82,035	75,010	(7,025)	102,800
Software	1,590	2,095	505	36,116	36,621	505	45,000
Office Expense	13,257	6,460	(6,797)	50,957	44,161	(6,797)	70,000
Business Meals	102	210	108	3,451	3,559	108	4,400
Noncapitalized Equipment	2,209	19,480	17,271	103,309	120,580	17,271	198,500
Food Services	26,094	30,386	4,292	164,165	168,457	4,292	290,000
<b>Total Books &amp; Supplies</b>	<b>57,705</b>	<b>65,578</b>	<b>7,873</b>	<b>440,515</b>	<b>448,388</b>	<b>7,873</b>	<b>710,700</b>
<b>Subagreement Services</b>							
Special Education	48,494	25,569	(22,925)	50,328	27,403	(22,925)	129,679
Substitute Teacher	4,969	-	(4,969)	26,159	21,190	(4,969)	21,190
Transportation	-	21,438	21,438	5,509	26,947	21,438	112,700
Security	1,855	1,455	(401)	6,582	6,182	(401)	12,000
Other Educational Consultants	3,900	26,400	22,500	83,869	106,369	22,500	151,478
<b>Total Subagreement Services</b>	<b>59,219</b>	<b>74,862</b>	<b>15,643</b>	<b>172,447</b>	<b>188,090</b>	<b>15,643</b>	<b>427,047</b>
<b>Operations &amp; Housekeeping</b>							
Auto and Travel	312	813	501	3,548	4,049	501	7,300
Dues & Memberships	(60)	432	492	13,080	13,572	492	15,300
Insurance	1,441	5,400	3,960	239	4,198	3,960	25,800
Utilities	2,175	8,038	5,863	41,386	47,249	5,863	79,400
Janitorial Services	8,401	3,954	(4,447)	54,887	50,440	(4,447)	66,257
Communications	698	861	163	4,793	4,956	163	8,400
Postage and Shipping	-	265	265	878	1,142	265	2,200
<b>Total Operations &amp; Housekeeping</b>	<b>12,967</b>	<b>19,763</b>	<b>6,796</b>	<b>118,810</b>	<b>125,606</b>	<b>6,796</b>	<b>204,657</b>
<b>Facilities, Repairs &amp; Other Leases</b>							
Rent	10,506	10,506	-	84,048	84,048	-	126,072
Equipment Leases	1,640	1,827	187	10,006	10,192	187	17,500
Repairs and Maintenance	5,218	3,218	(2,000)	25,127	23,127	(2,000)	36,000
<b>Total Facilities, Repairs &amp; Other Leases</b>	<b>17,364</b>	<b>15,551</b>	<b>(1,813)</b>	<b>119,181</b>	<b>117,368</b>	<b>(1,813)</b>	<b>179,572</b>
<b>Professional/Consulting Services</b>							
IT	459	4,798	4,340	8,467	12,806	4,340	32,000
Audit & Taxes	-	350	350	4,050	4,400	350	5,800
Legal	1,746	2,341	595	10,042	10,637	595	20,000
Professional Development	5,525	614	(4,911)	32,255	27,344	(4,911)	29,800
General Consulting	30,180	5,722	(24,458)	91,932	67,474	(24,458)	90,362
Special Activities/Field Trips	22,832	3,681	(19,151)	30,526	11,375	(19,151)	26,100
Bank Charges	84	273	189	919	1,108	189	2,200
Printing	800	1,400	600	800	1,400	600	7,000
Other Taxes and Fees	1,752	180	(1,572)	7,150	5,578	(1,572)	6,300
Payroll Service Fee	860	856	(4)	6,880	6,876	(4)	10,300
Management Fee	11,203	10,219	(984)	86,719	85,735	(984)	122,631
District Oversight Fee	-	2,929	2,929	-	2,929	2,929	33,113
Public Relations/Recruitment	7,000	8,200	1,200	21,000	22,200	1,200	55,000
<b>Total Professional/Consulting Services</b>	<b>82,441</b>	<b>41,564</b>	<b>(40,877)</b>	<b>300,740</b>	<b>259,863</b>	<b>(40,877)</b>	<b>440,606</b>
<b>Depreciation</b>							
Depreciation Expense	4,640	4,373	(266)	36,544	36,278	(266)	53,771
<b>Total Depreciation</b>	<b>4,640</b>	<b>4,373</b>	<b>(266)</b>	<b>36,544</b>	<b>36,278</b>	<b>(266)</b>	<b>53,771</b>
<b>Interest</b>							
Interest Expense	34	2,083	2,049	49,704	51,753	2,049	60,087
<b>Total Interest</b>	<b>34</b>	<b>2,083</b>	<b>2,049</b>	<b>49,704</b>	<b>51,753</b>	<b>2,049</b>	<b>60,087</b>
<b>Total Expenses</b>	<b>474,622</b>	<b>466,936</b>	<b>(7,686)</b>	<b>2,812,240</b>	<b>2,804,553</b>	<b>(7,686)</b>	<b>4,451,778</b>
<b>Change in Net Assets</b>	<b>236,471</b>	<b>(49,074)</b>	<b>285,545</b>	<b>(459,815)</b>	<b>(745,360)</b>	<b>285,545</b>	<b>904,235</b>
Net Assets, Beginning of Period	(446,863)			249,423			
<b>Net Assets, End of Period</b>	<b>\$ (210,392)</b>			<b>\$ (210,392)</b>			

## The Golden Charter Academy

### Accounts Payable Aging

February 28, 2023

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1D1R-VMTY-P1D6	2/12/2023	3/14/2023	49.79	0.00	0.00	0.00	0.00	49.79
Amazon Capital Services	1HGP-NC6Q-M7JG	2/11/2023	3/13/2023	295.62	0.00	0.00	0.00	0.00	295.62
Amazon Capital Services	1K9H-7LY7-HFVT	2/12/2023	3/14/2023	515.39	0.00	0.00	0.00	0.00	515.39
Amazon Capital Services	1LJJ-RQXK-M1HH	2/6/2023	3/8/2023	111.01	0.00	0.00	0.00	0.00	111.01
Amazon Capital Services	1PR3-941F-LJCV	2/5/2023	3/7/2023	870.22	0.00	0.00	0.00	0.00	870.22
Amazon Capital Services	1RCD-Q63D-CYQM	2/9/2023	3/11/2023	62.83	0.00	0.00	0.00	0.00	62.83
Amazon Capital Services	1T6P-YYQJ-QL1J	2/12/2023	3/14/2023	156.50	0.00	0.00	0.00	0.00	156.50
Amazon Capital Services	1TRK-YY9G-TWLV	2/12/2023	3/14/2023	216.70	0.00	0.00	0.00	0.00	216.70
Charter Impact Inc.	13985	3/1/2023	3/1/2023	11,612.88	0.00	0.00	0.00	0.00	11,612.88
David Covarrubias Jr.	COVA022123	2/21/2023	2/21/2023	0.00	400.00	0.00	0.00	0.00	400.00
<b>Total Outstanding Invoices</b>				<b>\$ 16,845</b>	<b>\$ 5,878</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,724</b>

## The Golden Charter Academy

### Check Register

For the period ended February 28, 2023

Check Number	Vendor Name	Check Date	Check Amount
10422	VOID	VOID	0.00
10425	Amber Bolinger	2/3/2023	13.43
10426	Amazon Capital Services	2/3/2023	2,783.75
10427	CATE	2/3/2023	350.00
10428	Committee for Children	2/3/2023	4,235.44
10429	Field House Photography	2/3/2023	32.50
10430	Fresno County Superintendent of Schools	2/3/2023	23,369.78
10431	Parsec Education, Inc.	2/3/2023	11,761.60
10432	Rodrigo C Rodriguez	2/3/2023	1,156.11
10433	Santiago's Heating & Air	2/3/2023	890.00
10434	Teacher Synergy, LLC	2/3/2023	30.54
10435	VOID	VOID	0.00
10436	Martell Golden	2/8/2023	2,079.99
10437	Steven Guerrero	2/9/2023	500.00
10438	Amazon Capital Services	2/10/2023	3,023.27
10439	California Business Machines	2/10/2023	1,301.27
10440	Fiori Educational Services	2/10/2023	1,575.00
10441	VOID	VOID	0.00
10442	VOID	VOID	0.00
10443	Law Offices of Young, Minney & Corr, LLP	2/10/2023	1,746.00
10444	Live Scan Fresno	2/10/2023	69.00
10445	SchoolYard Rap	2/10/2023	1,000.00
10446	African Drum Interactive, LLC	2/14/2023	150.00
10447	Amazon Capital Services	2/14/2023	2,477.10
10448	Amplify Education, Inc.	2/14/2023	1,303.12
10449	Field House Photography	2/14/2023	800.00
10450	Fresno Chaffee Zoo	2/14/2023	16,900.00
10451	Kimberly Scarborough	2/14/2023	221.50
10452	Literacy Resources, LLC	2/14/2023	480.60
10453	Phoenix Private Patrol & Security	2/14/2023	2,150.00
10454	Revolution Foods, PBC.	2/14/2023	26,093.78
10455	Rodrigo C Rodriguez	2/14/2023	43.33
10456	Ty Allan Jackson LLC	2/14/2023	1,074.00
10457	Theresa Lanell Bourrel	2/15/2023	720.00
10458	Amber Denise Mosongo	2/15/2023	887.99
10459	Imri Doyle	2/17/2023	650.00
10460	Amazon Capital Services	2/22/2023	1,173.31
10461	Fresno County Superintendent of Schools	2/22/2023	25,254.30
10462	GigaKOM	2/22/2023	278.95
10463	Infinity Home Services, Inc.	2/22/2023	730.00
10464	Official Pest Prevention, Inc.	2/22/2023	110.00
10465	Paige Mason	2/22/2023	2,000.00
10466	River Parkway Trust	2/22/2023	4,032.00

## The Golden Charter Academy

### Check Register

For the period ended February 28, 2023

Check Number	Vendor Name	Check Date	Check Amount
10467	Rodrigo C Rodriguez	2/22/2023	750.00
10468	The Phoenix Philanthropy Group, Inc.	2/22/2023	9,800.00
10469	Tiye Garrett	2/22/2023	100.00
10470	Valley Telecom	2/22/2023	180.00
10471	Fresno County Office of Education	2/28/2023	26,672.21
10472	Fresno County Office of Education	2/28/2023	75.00
10473	Angel Gomez	2/28/2023	2,000.00
10474	Ignite Reading PBC	2/28/2023	17,880.00
10475	Our Lady of Victory	2/28/2023	10,506.00
ACH	Mid Valley Disposal	2/2/2023	521.41
ACH	Mountain Alarm	2/2/2023	60.50
ACH	Marlin Capital Solutions	2/7/2023	338.90
ACH	LiftForward, Inc - LB	2/7/2023	639.97
ACH	PG&E	2/7/2023	2,940.75
ACH	City Of Fresno	2/9/2023	9.56
ACH	City Of Fresno	2/9/2023	415.78
ACH	City Of Fresno	2/9/2023	610.65
ACH	Charter School Capital	2/10/2023	162,500.00
ACH	American Funds	2/10/2023	508.77
ACH	Hoffman Security	2/13/2023	30.76
ACH	Squarespace	2/13/2023	1,590.00
ACH	LiftForward, Inc - LB	2/15/2023	4,098.43
ACH	Central Valley Community Bank	2/15/2023	84.09
ACH	Comcast	2/16/2023	498.54
ACH	Hoffman Security	2/17/2023	19.97
ACH	Hoffman Security	2/22/2023	39.95
ACH	Hoffman Security	2/22/2023	40.00
ACH	Hoffman Security	2/22/2023	41.95
ACH	Hoffman Security	2/22/2023	57.00
ACH	Kaiser Foundation Health Plan	2/23/2023	8,151.19
ACH	Visa	2/24/2023	7,452.80
ACH	Guardian	2/27/2023	2,529.23
ACH	AMS (Alliance Member Services)	2/27/2023	1,440.87
ACH	American Funds	2/27/2023	571.28
ACH	Zoom Video Communications Inc.	2/27/2023	199.90
ACH	Primo Water	2/27/2023	194.28
ACH	Always Golden Events	2/3/2023	425.00
ACH	Charter Impact Inc.	2/3/2023	11,612.88
ACH	Kimi Akina	2/3/2023	298.95
ACH	Kimi Akina	2/3/2023	777.90
ACH	Mandy Breuer	2/3/2023	130.73
ACH	Carpet Doctor LLC	2/8/2023	3,250.00
ACH	Golden Pursuit of Growth	2/8/2023	2,100.00

## The Golden Charter Academy

### Check Register

For the period ended February 28, 2023

Check Number	Vendor Name	Check Date	Check Amount
ACH	Carpet Doctor LLC	2/10/2023	1,270.00
ACH	Charter Impact Inc.	2/10/2023	450.00
ACH	The Lab Gear	2/10/2023	835.73
ACH	The Lab Gear	2/10/2023	1,597.34
ACH	The Lab Gear	2/10/2023	1,824.78
ACH	Gerbs Corp	2/14/2023	880.00
ACH	Carpet Doctor LLC	2/22/2023	3,250.00
ACH	Golden Pursuit of Growth	2/22/2023	2,100.00
ACH	Kimi Akina	2/22/2023	160.45
ACH	Kimi Akina	2/22/2023	329.82
ACH	Kimi Akina	2/22/2023	161.22
ACH	Robert Golden	2/22/2023	50,100.00
ACH	Talent Resources	2/22/2023	5,000.00
ACH	The Lab Gear	2/22/2023	802.35
ACH	The Lab Gear	2/22/2023	1,914.55
ACH	Dustin Verzosa	2/28/2023	2,000.00

**Total Disbursements Issued in February**    **\$ 498,269.10**

# Coversheet

## Governance Board Handbook Draft

**Section:** III. Information / Discussion  
**Item:** B. Governance Board Handbook Draft  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** GCA Board Governance Handbookk - DRAFT[20044].pdf

# GOLDEN CHARTER ACADEMY

## BOARD GOVERNANCE HANDBOOK

*This handbook reflects the governance team's work on the development of a framework for effective governance. The intent of this document is to put into place norms, procedures, and protocols that will enable the governance team to perform its responsibilities in an effective manner while maintaining the focus on students and learning. This is a living document that will be reviewed by the governance team on an annual basis to ensure that it is an effective tool.*

Adopted: \_\_\_\_\_

## **BOARD GOVERNANCE TEAM**

### **Board of Directors**

#### **Term 2022-2023**

- Ed González, Chair
- Keshia Thomas, Vice Chair
- Brad Huff, member
- Scott Barton, member
- Ruthie Quinto, member
- Bard Devore, member
- Isaiah Green, member

### **Chief Executive Officer/Head of School**

- Robert Golden

**DRAFT**



## **VISION**

We envision a school community that works together to equip our students to excel academically and utilize their skills to make changes in the environment at the local, state, national, and even international level.

## **MISSION**

Our mission is to inspire powerful young minds.

## **CORE VALUES**

1. The future we want to create includes a community of leaders who have strong shared beliefs and values that all students have the ability to learn at high levels and the expectations of our organization/school to meet or exceed that level.
2. The future we want to create includes a community of leaders who are data savvy; they embrace and monitor data and use it to drive continuous improvement.
3. The future we want to create includes a community of leaders who have a collaborative relationship and establish a strong communication structure to inform and engage both internal and external stakeholders in setting and achieving district-wide student learning and achievement goals.
4. The future we want to create includes a community of leaders who are knowledgeable, ethical, responsible, critical thinking, and engaged members of society.
5. The future we want to create includes a community of leaders who utilize research-based, varied, differentiated and effective instructional practices to ensure all students learn at high levels.

## **STRATEGIC PLAN GOALS**

1. All students build depth of understanding in core concepts through an equitable, cohesive preschool & TK-8 grade education program.
2. Our inclusive school environment cultivates students who are responsible, compassionate, and engaged citizens.
3. Our work culture supports sustainability and values continuous growth of teachers, staff, and administrators.
4. Parents are valued partners who strengthen our schools and programs.
5. Organization leaders, in collaboration with community partners, sustain a high-quality learning experience for all students.

## **EFFECTIVE GOVERNANCE**

There are three dimensions to the effective governance of any organization: the actions of an individual, a group coming together to govern, and the performance of governance responsibilities by the group.

In a charter governance, the Board and the CEO/Head of School work together as a governance team. For a governance team to work together effectively, members need to:

- Maintain a Unity of Purpose
- Agree on and govern within appropriate roles;
- Create and sustain a positive governance culture; and
- Create a supportive structure for effective governance

Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school organization and maintain the focus on improved student learning and achievement.

## **MEETING NORMS**

- Make sure each member's voice is heard.
- Turn off cell phones or put on vibrate.
- Be present and prepared.
- Honor time; be effective and efficient.
- Be respectful and civil when engaging in discourse.
- Keep confidential items confidential.
- Operate with trust.
- Stay on task.
- Assume good intentions.
- Put aside personal issues.
- Filter out the business of adults and focus on students.

## **GOVERNANCE TEAM PRACTICES**

*As a Governance Team, we commit to...*

### **Placing Something on the Agenda**

- Board members may request that an issue be placed on a Board agenda for discussion without extensive staff work. After the discussion, the Board

may direct the CEO/Head of School to prepare materials for a deeper Board discussion and/or to take action at a future Board meeting.

- The Chief Executive Officer/Head of School will endeavor to provide at least one week's notice of a topic being agendaized for discussion
- The Chief Executive Officer/Head of School will work with the Board Chair to ensure that the Board has an opportunity to discuss significant issues before they appear as an action item.

### **Board Meeting Agendas**

- When a significant or high-profile item is brought to the Board for action, the CEO/Head of School shall present a summary of the perspectives and issues considered in arriving at the recommendation.
- When an item with revisions is brought to the Board for action, the CEO/Head of School shall inform the Board of the revisions.
- The Board will receive the agenda, complete with all attachments, at least 72 hours before a Board meeting.
- Board members will endeavor to submit their Board packet questions to the CEO/Head of School by 8:00 a.m. on Monday mornings. Questions may be communicated via email or voice mail.

### **Use of Study Sessions**

- Study sessions will be developed throughout the year to ensure coverage of both timely and urgent issues which require extensive discussion before a possible Board action is taken.
- Study sessions will be organized with a brief staff presentation followed by Board discussion. Presentation materials will be provided to the Board with the meeting materials three days prior to the study session.

### **Handling complaints from the community**

- The Board and CEO/Head of School are committed to having parent/staff complaints handled as close to the source as possible.
- Board members will refer complainants back to the appropriate teacher or principal and also notify the CEO/Head of School. If the complainant has already been to those levels, the Board member will refer the complaint to the CEO/Head of School.
- A Board member forwarding a complaint will not be perceived to be endorsing the complaint.

- The CEO/Head of School or designee will respond in a timely way to the complainant, investigate the complaint, and communicate back to the complainant and the Board member in order to close the loop.

### **Individual Members' Request for Information**

- In order to ensure that all Board members receive the same information and to keep the CEO/Head of School informed of Board members' questions and concerns, requests for information shall come to the CEO/Head of School's Office. The Board member will receive the information, and it will be included in periodic updates.

### **Surprises**

- The CEO/Head of School commit to sharing information with each other in order to avoid surprises to any member of the governance team.
- The CEO/Head of School can be reached by email and cell phone.

### **Maintaining Confidentiality**

- The Board, CEO/Head of School and Cabinet members agree to maintain the confidentiality of all Closed Sessions and privileged communication as required by Education Code. Such matters are those relating to personnel issues, litigation, real property negotiations, and labor negotiations.
- The periodic updates are not confidential; however, they should not be shared with others without a Request for Public Information made through the CEO/Head of School's Office. Everything that is confidential will be clearly marked as such—whether by fax, email, or mail.

### **Board Member Role in Public**

- School and community invitations for Board members to attend events will be coordinated through the CEO/Head of School's Office. The CEO/Head of School's Office staff will provide details for Board members regarding costs and expectations for attendance.
- Board members will be introduced at all school events unless they are attending only as a parent or spectator. When in doubt, the administrator in charge will ask the Board member whether they wished to be introduced.
- Board members will make the administrator in charge of an event aware of their attendance when they arrive.

### **Clearly Communicate and Establish Priorities**

- The CEO/Head of School will establish annual priorities that will be used to evaluate him/her and measure the school's progress toward its goals.

### **School Visits**

- Board members will work with the CEO/Head of School to coordinate school visits to observe firsthand the instructional program and school operations.

### **Handling the Media**

- All Board members will refer contacts by the media to the CEO/Head of School. The CEO/Head of School shall be designated as the school's Public Information Officer (PIO).
- The CEO/Head of School shall contact all Board members to inform them of the content of the communication.

## **GOVERNANCE TEAM PROTOCOLS**

### **Purpose**

The Board of Directors is the educational policy making body for the charter school. To effectively meet the organization's challenges, the Board and the CEO/Head of School must function together as a governance team. To ensure unity among team members, effective operating procedures or protocols must be in place. There are general protocols and those that are specific for the Board and the CEO/Head of School.

### **General – The Board and Chief Executive Officer/Head of School will:**

1. Keep learning and achievement for all students as the primary focus.
2. Value, support, and advocate for public charter schools and public education.
3. Operate openly with trust integrity and transparency.
4. Govern in a dignified and professional manner, treating everyone with civility, dignity, and respect while honoring the right to disagree with each other.
5. Govern within the Board-adopted policies and procedures.
6. Define and respect the difference between administration and policy-making and respect the roles of each.

7. Keep confidential matters confidential. Uphold the legal requirement for confidentiality on all matters arising from Board meeting Executive Sessions; keep all conversations taking place in Closed Session absolutely confidential.
8. Keep communication open and courteous; agree that email and text messages should not be used to address personnel matters nor resolve governance team issues.

**Board Members will:**

1. Work with all members of the Board and the CEO/Head of School to become a team devoted to students; be dedicated to making all members of the team successful.
2. Act with dignity, and understanding the implications of demeanor and behavior.
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents, and the community.
4. Focus on policy making, planning and evaluation for student success.
5. Communicate a common vision.
6. Commit to attend all Board meetings in person unless prevented so by an emergency of some type. When attendance is not possible, Board members will notify the Board Chair of the situation. If the Board Chair is not available, the Vice Chair will be notified.
7. Understand authority rests with the Board as a whole and not with individual Board members.
8. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
9. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the CEO/Head of School and staff.
10. Acknowledge individual requests for reports and projects will be directed only to the CEO/Head of School.
11. Participate in establishing annual expectations; review its protocols and practices
12. Objectively evaluate the CEO/Head of School's performance and provide appropriate feedback.
13. Periodically evaluate its own effectiveness; review its protocols and practices.

14. Take collective responsibility for the Board's performance.
15. Communicate directly with the CEO/Head of School whenever a question or concern is raised by a staff member, student, parent or community member.
16. Contact the CEO/Head of School whenever contacted by the media regarding an incident, event, or agenda item.
17. Communicate directly with the CEO/Head of School prior to Board meetings to address questions and/or concerns about agenda items; honor the "no surprises" rule.
18. Communicate one-to-one with the CEO/Head of School when an individual concern arises; do not allow a matter to fester.
19. Cast a vote on all matters except when a conflict of interest arises.
20. Listen to and recognize individual constituents and special interest groups while understanding the importance of using one's best judgment to represent all members of the community.
21. Visit the school site a minimum of four times a year and attend school functions, as time permits, but avoid interrupting instruction or interrupting employees at work.
22. Represent the organization, when possible, by attending community functions.
23. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.

**The Chief Executive Officer/Head of School will:**

1. Work toward creating a team with the Board dedicated to students.
2. Work with the Board to establish a clear vision and mission, core values and strategic goals for the organization.
3. Communicate the common vision and mission, core values and strategic goals.
4. Recognize that the relationship between the Board and the CEO/Head of School requires support from the organization's management team.
5. Understand the distinction among Board, the CEO/Head of School, and staff roles, and respect the role of the Board as the representative of the GCA community and as makers of policy.
6. Accept leadership responsibility and be accountable for implementing the vision, mission, goals, and policies of the school.
7. Prepare preliminary goals annually for the Board's consideration.

8. Provide data to the Board members so data-driven decisions can be made.
9. Make personnel recommendations and changes in consultation with the Board as appropriate.
10. Communicate with Board members promptly and effectively.
11. Inform the Board prior to critical information become public; apprise all Board members in a timely manner of any major incident or when they may be called on to answer or explain.
12. Distribute information fully and equally to all Board members.
13. Provided information requested by one Board members to every Board member as appropriate.
14. Distribute the Board agenda in a timely fashion and with enough time for Board study, and clarify information prior to scheduled meetings.
15. Never bring a matter to a public meeting that is a surprise to a Board member or cabinet member.
16. Provide requests for additional information through a Board update, special report, Board agenda items, or as a Board workshop.
17. Present major decisions initially as a discussion item, then place it on the next Board agenda for action.
18. Treat all Board members professionally.
19. Communicate with individual Board members to determine if concerns exist prior to a possible problem developing, and respect the right to disagree with each other.
20. Keep the Board informed regarding significant issues and/or serious situations to honor the “no surprises” rule.
21. Bring to the attention of the Board matters that affect relationships.



# Coversheet

## Consideration & Approval Annual Declaration of Need Form (DON) SY 2023-2024

**Section:** IV. Action Items  
**Item:** A. Consideration & Approval Annual Declaration of Need Form (DON) SY  
2023-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CL500 - Declaration of Need 2023-24.pdf



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

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

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

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

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

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

Name of District or Charter: \_\_\_\_\_ District CDS Code: \_\_\_\_\_

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

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

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

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

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

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

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

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>

_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

\_\_\_\_\_

*Mailing Address*

\_\_\_\_\_

*E-Mail Address*

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

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

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

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

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

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

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

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

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

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

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

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

<b>Type of Emergency Permit</b>	<b>Estimated Number Needed</b>
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

**LIMITED ASSIGNMENT PERMITS**

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

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

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

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

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

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

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

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

Has your agency established a District Intern program? Yes    No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes                  No

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

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

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

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

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