



## Golden Charter Academy

### GCA Board of Trustees Meeting

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#### Date and Time

Thursday May 4, 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: May 4, 2023 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 884 1732 4062

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

Golden Charter Academy

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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. Approval of the Agenda</b>	Vote		
<b>E. Closed Session</b>	Discuss		15 m
Specified Personnel Matters			
Negotiations			
<b>F. 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;</p>			

	Purpose	Presenter	Time
or (3) refer a matter to another agenda. The Board is not obligated to make comments.			
<b>II. Consent Agenda</b>			<b>4:45 PM</b>
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.			
<b>A.</b> April 13, 2023 Board Meeting Minutes Draft	Approve Minutes		
<b>B.</b> Financial Warrants	Vote		
<b>C.</b> Approval of the Consent Agenda	Vote		
<b>III. Information / Discussion</b>			<b>4:45 PM</b>
<b>A.</b> Reports and Updates	Discuss		15 m
<ul style="list-style-type: none"> <li>1. Principal's Report (Mandy Breuer, Principal) Information Report</li> <li>2. CEO Report (Robert Golden, President &amp; CEO) Enrollment and Operations Update</li> <li>3. Financial Report (Jim Weber, Charter Impact) Monthly Financial Update</li> </ul>			
<b>B.</b> PCSD Facility Update	FYI	Joe Wilson	10 m
<b>C.</b> Phoenix Philanthropy Group Fundraising Update	FYI	Peter Smit	10 m
<b>D.</b> Governance Handbook Discussion	Discuss	Mike Mizzoni	5 m
<b>E.</b> 2023/24 Bell Schedule	FYI		5 m
Upcoming school year bell schedule.			
<b>F.</b> 2023/24 School Calendar	Discuss		5 m

	Purpose	Presenter	Time
Upcoming school year school calendar.			
<b>G.</b> New Job Descriptions	Discuss		5 m
Assistant Principal			
Director of Quality Control			
Director of Events & Activities			
Cafeteria Manager			
Food Services Coordinator			
<b>H.</b> June Board Meetings	Discuss		5 m
June 1st and June 15th			
<b>IV. Action Items</b>			<b>5:45 PM</b>
<b>A.</b> Consideration & Approval of Governance Handbook	Vote		5 m
<b>B.</b> Consideration & Approval of the 2023/24 Bell Schedule	Vote		5 m
<b>C.</b> Consideration & Approval of the 2023/24 School Calendar	Vote		5 m
<b>D.</b> Consideration & Approval of Assistant Principal Job Description & Salary Range	Vote		5 m
<b>E.</b> Consideration & Approval of Director of Quality Control Job Description & Salary Range	Vote		5 m
<b>F.</b> Consideration & Approval of Director of Events & Activities Job Description & Salary Range	Vote		5 m
<b>G.</b> Consideration & Approval of Food Services Coordinator Job Description & Salary Range	Vote		5 m
<b>H.</b> Consideration & Approval of Cafeteria Manager Job Description & Salary Range	Vote		5 m
<b>I.</b> Consideration & Approval of Principal Mandy Bruer's 2022/23 June Contract	Vote		5 m
<b>J.</b> Consideration & Approval of Principal Mandy Bruer's 2023/24 Contract	Vote		5 m

	Purpose	Presenter	Time
<b>V. Board Member Comments</b>			<b>6:35 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. Next Regularly Scheduled Board Meeting</b>	FYI		
Thursday, Jun 1, 2023			
<b>B. Suggested Agenda Items</b>	Discuss		5 m
<b>VI. Closing Items</b>			<b>6:40 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Pledge of Allegiance

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



# Coversheet

## April 13, 2023 Board Meeting Minutes Draft

**Section:** II. Consent Agenda  
**Item:** A. April 13, 2023 Board Meeting Minutes Draft  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for GCA Board of Trustees Meeting on April 13, 2023



APPROVED



## Golden Charter Academy

# Minutes

## GCA Board of Trustees Meeting

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### Date and Time

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

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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, R. Quinto (remote)

**Directors Absent**

I. Green, K. Thomas, S. Barton

**Ex Officio Members Present**

R. Golden

**Non Voting Members Present**

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 Thursday Apr 13, 2023 at 4:31 PM.

**B. Roll Call**

**C. Pledge of Allegiance**

Pledge of Allegiance led by Dr. Huff.

**D. Public Comment**

**E. Approval of the Agenda**

D. Huff made a motion to approve the Agenda.

B. De Vore seconded the motion.

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

**II. Consent Agenda**

**A. March 8, 2023 Board Meeting Minutes Draft**

D. Huff made a motion to approve the minutes from GCA Board of Trustees Meeting on 03-08-23.

B. De Vore seconded the motion.

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

#### **B. Financial Warrants**

#### **C. Approval of the Consent Agenda**

D. Huff made a motion to approve the Consent Agenda.

B. De Vore seconded the motion.

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

### **III. Information / Discussion**

#### **A. Reports and Updates**

##### **CEO Report** (Robert Golden, President & CEO)

Employees of the Month: Maya Padilla (Attendance Secretary), Robert Beach (4th Grade Teacher). Completed lottery for the 23-24 SY on March 31, 2023. Currently at max enrollment for next school year with over 100 students on the waitlist. The only charter school in the Central Valley to have a lottery for the past two years. Approved for Community School Grant. GCA plans to use this grant towards community resources and change. Still in motion with Phoenix Philanthropy. Thank you Dr. Gonzalez for providing a list with 100 prospect leads. Pittsburg Steelers golf tournament sold out in the Dominican Republic. Raised over \$100k from the fundraising event. All permits have been approved as of last Friday to add modular classrooms to GCA's current campus. Two modular classrooms will be added this August to accommodate our two 5th grade classes. Drawings are completed for the permanent facility. Estimated build completion date is January 2025. In the works with Phoenix Philanthropy to develop a fundraising committee.

##### **Financial Report** (Jim Weber, Charter Impact)

###### Monthly Financial Report - February 2023

P-2 ADA 231.95, cuts revenue (\$20k) from budget. Goal \$800k range surplus. Cash ended month \$471k with \$315k receivables factored (Feb-April). Attendance remained low between 87-89% during Jan-March. Rolling UPP 90.83%. PCSGP forecast cut \$200k due to lack of eligible expenses - impact of changes net zero. ESSER III - \$288K through 23-24. Arts, Music and Instructional Materials - \$133,459 through 6/26, plan required before utilizing funds. Learning Recovery - \$388,309 through 6/28. Ending fund balance forecast \$1 million. Current cash is \$471k with \$315k advanced, net cash \$156k. Strong surplus in year 2 will strengthen cashflow once AR is fully collected.

#### **B. Governance Board Handbook Draft**

#### **IV. Action Items**

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

D. Huff made a motion to approve the Consideration & Approval Declaration of Need Form (DON) 2023-2024.

B. De Vore seconded the motion.

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

##### **B. Consideration & Approval of Board Members & Officers Form 700 Completion**

Board approval not required.

#### **V. Board on Track: Board Governance & Fiscal Oversight Training**

##### **A. Board Governance Training**

Rescheduled training date TBD.

##### **B. Fiscal Oversight Training**

Rescheduled training date TBD.

#### **VI. Board Member Comments**

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

Thursday, May 4, 2023 @ 4:30 PM

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

#### **VII. 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 5:28 PM.

Respectfully Submitted,

E. Gonzalez

# Coversheet

## Financial Warrants

**Section:** II. Consent Agenda  
**Item:** B. Financial Warrants  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Mar 2023-GCA-Board Summary.pdf



# Golden Charter Academy

Monthly Financial Presentation – March 2023

# March 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 **\$326K**, with all factoring repaid.

## Compliance and Reporting

- Arts, Music & Instructional Materials Block Grant plan required before utilizing funding (planned 23/24.)
- Quarterly reporting will be completed in April.
- Initial 2023/24 budget due in May.

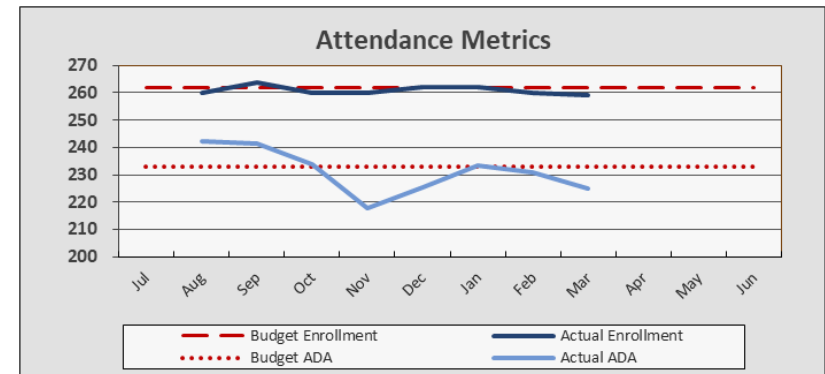


# Attendance Data and Metrics

## Enrollment and Per Pupil Data

<i>Enrollment &amp; Per Pupil Data</i>			
	<i>Actual</i>	<i>Forecast</i>	<i>Budget</i>
<i>Average Enrollment</i>	261	264	264
<i>ADA</i>	232	232	233
<i>Attendance Rate</i>	88.9%	87.9%	88.3%
<i>Unduplicated %</i>	90.8%	90.8%	90.8%
<i>Revenue per ADA</i>		\$22,806	\$22,979
<i>Expenses per ADA</i>		\$19,356	\$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

- **March Updates**
  - LCFF cut (\$20K) due to reduced ADA/UPP.
  - PCSGP forecast cut (\$340K) due to lack of eligible expenses – impact of changes net zero.
  - ESSER III increased \$88K to maintain services.

## Revenue

	<i>Year-to-Date</i>		
	<b>Actual</b>	<b>Revised Budget</b>	<b>Fav/(Unf)</b>
State Aid-Rev Limit	\$ 1,790,204	\$ 1,882,415	\$ (92,211)
Federal Revenue	409,191	369,084	40,108
Other State Revenue	140,079	141,704	(1,625)
Other Local Revenue	497,245	172,221	325,024
<b>Total Revenue</b>	<b>\$ 2,836,719</b>	<b>\$ 2,565,424</b>	<b>\$ 271,295</b>

	<i>Annual/Full Year</i>		
	<b>Forecast</b>	<b>Revised Budget</b>	<b>Fav/(Unf)</b>
State Aid-Rev Limit	\$ 3,291,198	\$ 3,311,280	\$ (20,082)
Federal Revenue	899,137	945,646	(46,509)
Other State Revenue	602,169	601,866	303
Other Local Revenue	497,245	497,221	24
<b>Total Revenue</b>	<b>\$ 5,289,749</b>	<b>\$ 5,356,013</b>	<b>\$ (66,264)</b>

# Revenue – Grant Planning

- **March Updates**
  - **ESSER III - \$288K forecast 2022/23, potentially stretched to 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	\$ 288,399	\$ -	\$ -	\$ -
PCSGP (potential extension \$340K)	\$ 65,092	\$ 200,000	\$ -	\$ -	\$ -
<b>One-Time Funding plan</b>	<b>\$ 501,482</b>	<b>\$ 509,876</b>	<b>\$ 115,481</b>	<b>\$ 115,481</b>	<b>\$ 115,481</b>



# Expenses

- **March Updates**
  - **Expenses net near budget, potentially grant funded:**
    - **Salaries and benefits – net on budget.**
    - **Operations – increased janitorial/maintenance.**
    - **Professional Services – increase PD and fundraising.**

	<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>Expenses</b>						
Certificated Salaries	\$ 772,809	\$ 776,554	\$ 3,745	\$ 982,569	\$ 986,313	\$ 3,745
Classified Salaries	775,413	739,109	(36,304)	998,297	961,993	(36,304)
Benefits	256,330	304,548	48,218	378,137	427,032	48,895
Books and Supplies	473,340	513,966	40,626	685,734	710,700	24,966
Subagreement Services	200,059	247,830	47,771	436,388	427,047	(9,341)
Operations	138,797	145,369	6,571	226,957	204,657	(22,300)
Facilities	135,432	132,919	(2,514)	180,516	179,572	(944)
Professional Services	361,549	302,352	(59,197)	483,230	440,606	(42,624)
Depreciation	41,184	40,651	(533)	54,887	53,771	(1,116)
Interest	56,648	53,837	(2,812)	62,898	60,087	(2,812)
<b>Total Expenses</b>	<b>\$ 3,211,562</b>	<b>\$ 3,257,134</b>	<b>\$ 45,572</b>	<b>\$ 4,489,612</b>	<b>\$ 4,451,778</b>	<b>\$ (37,835)</b>

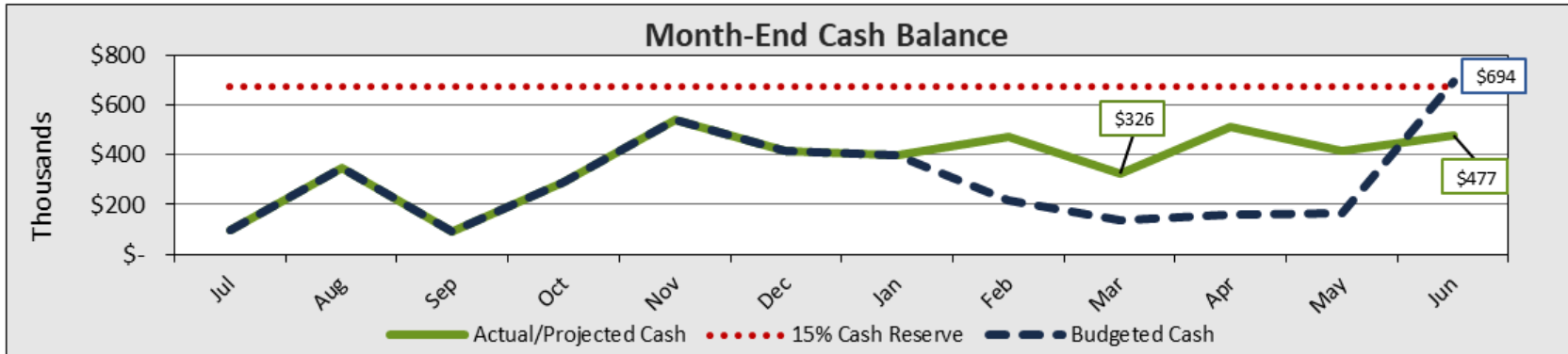
# Surplus / (Deficit) & Fund Balance

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

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Revised Budget	Fav/(Unf)	Forecast	Revised Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (374,843)	\$ (691,710)	\$ 316,867	\$ 800,137	\$ 904,235	\$ (104,098)
Beginning Fund Balance	249,423	249,423		249,423	249,423	
<b>Ending Fund Balance</b>	<u>\$ (125,420)</u>	<u>\$ (442,286)</u>		<u>\$ 1,049,560</u>	<u>\$ 1,153,658</u>	
<i>As a % of Annual Expenses</i>	-2.8%	-9.9%		23.4%	25.9%	

# Cash Balance

- Current cash is **\$326K** with no outstanding advances.
- 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.fpcc.ca.gov/Form700.html">https://www.fpcc.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 March 31, 2023

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

# Golden Charter Academy

## Monthly Cash Flow/Forecast FY22-23

Revised 04/20/2023

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	310,280	310,256	310,256	310,256	295,403	2,999,341	3,033,915	(34,573)
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	96	-	96
8096 In Lieu of Property Taxes	-	-	-	-	-	-	-	-	-	41,094	41,094	41,094	122,088	245,371	230,749	14,621
	-	113,049	113,049	212,005	350,469	203,488	212,005	275,859	310,280	369,207	351,374	351,374	429,038	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	33,249	26,000	26,000	26,000	49,721	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	-	-	62,179	200,000	334,908	(134,908)
8296 Other Federal Revenue	-	-	-	-	-	-	2,500	7,500	49,920	150,080	-	-	88,399	298,399	210,000	88,399
	-	-	-	26,558	25,682	18,122	150,245	105,416	83,169	203,991	28,293	26,000	231,662	899,137	945,646	(46,509)
<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	8,196	7,000	7,000	7,000	15,338	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	90,823	53,443	42,350	238,827	127,470	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	-	-	24	-	-	-	-	6,569	6,546	24
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	24	-	-	-	-	497,245	497,221	24
<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>484,295</b>	<b>626,641</b>	<b>422,017</b>	<b>616,201</b>	<b>788,170</b>	<b>5,289,749</b>	<b>5,356,013</b>	<b>(66,264)</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	73,026	71,106	71,106	-	-	716,231	712,574	(3,656)
1170 Teachers' Substitute Hours	4,650	525	3,763	3,150	1,050	3,150	1,852	1,139	1,575	2,400	2,400	-	-	25,654	27,740	2,086
1175 Teachers' Extra Duty/Stipends	-	-	-	-	4,360	600	-	5,682	-	2,400	2,400	-	-	15,441	14,560	(882)
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	98,121	99,425	99,425	10,909	-	982,569	986,313	3,745
<b>Classified Salaries</b>																
2100 Instructional Salaries	9,500	34,127	45,104	44,397	40,854	33,817	27,544	60,710	50,625	43,668	43,668	-	-	434,012	410,013	(23,999)
2200 Support Salaries	2,622	25,522	16,146	14,542	969	13,993	3,751	17,567	14,501	14,060	14,060	-	-	137,733	133,785	(3,948)
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	17,867	17,893	17,893	17,893	-	197,161	197,796	635
	45,446	91,193	97,371	95,627	74,420	84,345	63,631	118,653	104,725	93,537	93,537	35,810	-	998,297	961,993	(36,304)
<b>Benefits</b>																
3101 STRS	3,482	16,657	16,518	14,446	16,871	17,675	16,993	17,050	17,614	19,427	19,427	2,132	-	178,291	182,178	3,886
3301 OASDI	2,654	5,286	5,908	5,736	4,772	5,042	3,840	7,274	6,386	5,746	5,746	2,200	-	60,588	59,370	(1,218)
3311 Medicare	872	2,574	2,694	2,576	2,417	2,602	2,221	3,049	2,869	2,817	2,817	682	-	28,191	28,106	(84)
3401 Health and Welfare	(4,445)	(1,107)	15,850	(3,572)	1,276	27,667	(4,596)	(5,421)	(1,287)	16,000	16,000	16,000	-	72,366	111,073	38,707
3501 State Unemployment	635	2,255	1,570	1,033	368	3,168	5,091	2,069	956	79	79	79	-	17,380	14,828	(2,552)
3601 Workers' Compensation	(2,165)	-	2,367	1,144	355	-	-	-	259	2,720	2,720	658	-	8,058	13,431	5,373
3901 Other Benefits	1,991	610	597	586	596	620	579	594	610	2,891	2,891	700	-	13,263	18,046	4,783
	3,024	26,274	45,503	21,949	26,655	56,774	24,128	24,615	27,407	49,679	49,679	22,450	-	378,137	427,032	48,895



# Golden Charter Academy

## Monthly Cash Flow/Forecast FY22-23

Revised 04/20/2023

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	5,504	6,420	6,420	6,420	-	106,800	102,800	(4,000)
4305 Software	5,159	8,918	7,341	6,270	2,300	2,591	1,948	1,590	10,058	7,942	7,942	7,942	-	70,000	45,000	(25,000)
4310 Office Expense	3,372	3,391	5,340	9,136	6,041	6,999	3,422	13,257	5,311	9,577	9,577	9,577	-	85,000	70,000	(15,000)
4311 Business Meals	-	1,726	327	442	573	142	140	102	335	3,538	3,538	3,538	-	14,400	4,400	(10,000)
4400 Noncapitalized Equipment	-	6,478	80,113	1,064	1,993	7,687	3,765	2,209	404	4,929	4,929	4,929	-	118,500	198,500	80,000
4700 Food Services	-	102	58,573	29,263	34,182	21,374	(5,423)	26,094	10,659	38,392	38,392	38,392	-	290,000	290,000	-
	9,280	33,322	182,576	50,156	52,701	47,496	7,280	57,705	32,825	70,798	70,798	70,798	-	685,734	710,700	24,966
<b>Subagreement Services</b>																
5102 Special Education	-	-	-	-	-	413	1,421	48,494	688	25,931	25,931	25,931	-	128,808	129,679	871
5103 Substitute Teacher	-	-	103	6,852	6,192	-	8,043	4,969	5,243	-	-	-	-	31,402	21,190	(10,212)
5104 Transportation	-	-	2,577	28	2,904	-	-	-	-	35,730	35,730	35,730	-	112,700	112,700	-
5105 Security	155	(1,633)	1,191	2,255	1,395	1,208	158	1,855	1,407	1,337	1,337	1,337	-	12,000	12,000	-
5106 Other Educational Consultants	-	24,610	13,290	13,500	11,589	16,980	-	3,900	20,275	15,778	15,778	15,778	-	151,478	151,478	-
	155	22,978	17,161	22,634	22,080	18,600	9,622	59,219	27,612	78,776	78,776	78,776	-	436,388	427,047	(9,341)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	858	48	2,297	22	-	11	312	11	2,814	2,814	2,814	-	12,000	7,300	(4,700)
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	3,886	7,225	7,225	7,225	-	25,800	25,800	-
5501 Utilities	4,011	3,294	10,918	9,080	3,805	3,331	4,772	2,175	7,154	10,153	10,153	10,153	-	79,000	79,400	400
5502 Janitorial Services	2,237	8,771	5,631	5,938	9,865	6,581	7,461	8,401	7,221	7,383	7,383	7,383	-	84,257	66,257	(18,000)
5900 Communications	476	477	493	493	492	857	807	698	1,160	816	816	816	-	8,400	8,400	-
5901 Postage and Shipping	-	-	254	15	-	33	576	-	-	441	441	441	-	2,200	2,200	-
	9,562	2,505	29,436	19,438	16,520	12,417	15,963	12,967	19,987	29,386	29,386	29,386	-	226,957	204,657	(22,300)
<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	1,565	1,976	1,976	1,976	-	17,500	17,500	-
5610 Repairs and Maintenance	-	4,970	5,636	894	3,495	2,550	2,364	5,218	4,180	2,231	2,231	2,231	-	36,000	36,000	-
	11,089	15,918	16,481	13,397	16,545	14,286	14,101	17,364	16,251	15,028	15,028	15,028	-	180,516	179,572	(944)
<b>Professional/Consulting Services</b>																
5801 IT	33	244	90	6,030	-	1,590	21	459	888	7,548	7,548	7,548	-	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	929	3,010	3,010	3,010	-	20,000	20,000	-
5804 Professional Development	-	16,190	2,625	1,340	8,775	(3,325)	1,125	5,525	900	4,048	4,048	4,048	-	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	39,797	(52,689)	10,261	10,261	-	99,562	90,362	(9,200)
5806 Special Activities/Field Trips	-	250	704	1,225	18,000	(15,173)	2,688	22,832	(4,914)	4,796	4,796	4,796	-	40,000	26,100	(13,900)
5807 Bank Charges	142	142	(726)	840	156	120	160	84	-	427	427	427	-	2,200	2,200	-
5808 Printing	-	-	-	-	-	-	-	800	2,645	1,185	1,185	1,185	-	7,000	7,000	-
5809 Other taxes and fees	99	1,296	558	2,771	302	85	287	1,752	253	716	716	716	-	9,550	6,300	(3,250)
5810 Payroll Service Fee	860	860	860	860	860	860	860	860	860	853	853	853	-	10,300	10,300	-
5811 Management Fee	9,268	9,268	9,863	9,788	15,824	10,753	10,753	11,203	10,753	10,109	10,109	3,616	-	121,306	122,631	1,325
5812 District Oversight Fee	-	-	-	-	-	-	-	-	-	3,692	3,514	25,706	-	32,912	33,113	201
5815 Public Relations/Recruitment	1,000	4,000	3,000	-	2,000	2,000	2,000	7,000	4,648	9,784	9,784	9,784	-	55,000	55,000	-
	15,081	38,909	30,960	37,936	51,504	9,340	34,568	82,441	60,809	(6,521)	56,251	71,951	-	483,230	440,606	(42,624)
<b>Depreciation</b>																
6900 Depreciation Expense	4,373	4,373	4,373	4,373	4,373	5,398	4,640	4,640	4,640	4,568	4,568	4,568	-	54,887	53,771	(1,116)
	4,373	4,373	4,373	4,373	4,373	5,398	4,640	4,640	4,640	4,568	4,568	4,568	-	54,887	53,771	(1,116)
<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>399,322</b>	<b>436,759</b>	<b>499,531</b>	<b>341,760</b>	<b>-</b>	<b>4,489,612</b>	<b>4,451,778</b>	<b>(37,835)</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>84,973</b>	<b>189,882</b>	<b>(77,514)</b>	<b>274,442</b>	<b>788,170</b>	<b>800,137</b>	<b>904,235</b>	<b>(104,098)</b>

# Golden Charter Academy

## Monthly Cash Flow/Forecast FY22-23

Revised 04/20/2023

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	84,973	189,882	(77,514)	274,442	788,170	800,137		
Cash flows from operating activities																
Depreciation/Amortization	4,373	4,373	4,373	4,373	4,373	5,398	4,640	4,640	4,640	4,568	4,568	4,568	-	54,887		
Public Funding Receivables	235,744	75,832	132,568	60,145	99,379	(167)	57,399	24,758	80,595	19,219	18,275	-	(788,170)	15,577		
Prepaid Expenses	(8)	7,677	1,000	(4,000)	(2,799)	3,464	(7,043)	(3,638)	(17,328)	-	-	-	-	(22,675)		
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	(20,005)	-	-	-	-	(144,566)		
Accrued Expenses	(2,783)	59,784	6,463	44,655	(6,994)	9,762	(82,786)	(53,432)	2,283	-	-	(121,734)	-	(144,781)		
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)	-	-	(62,934)	(51,299)	(20,967)	-	(172,469)		
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)	(315,300)	-	-	-	-	(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>(144,887)</b>	<b>185,990</b>	<b>(96,167)</b>	<b>60,241</b>				
Cash, Beginning of Month	292,164	97,852	347,871	89,583	293,554	538,991	414,720	396,548	471,342	326,455	512,445	416,278				
<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>326,455</b>	<b>512,445</b>	<b>416,278</b>	<b>476,519</b>				

# *The Golden Charter Academy*

**Financial Package**  
**March 31, 2023**

*Presented by:*



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

For the period ended March 31, 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	\$ 310,280	\$ 314,205	\$ (3,925)	\$ 1,773,170	\$ 1,777,095	\$ (3,925)	\$3,033,915
Education Protection Account	-	-	-	17,034	17,034	-	46,616
In Lieu of Property Taxes	-	71,231	(71,231)	-	88,286	(88,286)	230,749
Total State Aid - Revenue Limit	310,280	385,436	(75,156)	1,790,204	1,882,415	(92,211)	3,311,280
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	29,069
Federal Child Nutrition	33,249	26,000	7,249	132,279	137,505	(5,226)	260,000
Title I, Part A - Basic Low Income	-	-	-	102,497	102,497	-	102,497
Title II, Part A - Teacher Quality	-	4,586	(4,586)	-	4,586	(4,586)	9,172
Title V, Part B - PCSGP	-	-	-	114,496	114,496	-	334,908
Other Federal Revenue	49,920	-	49,920	59,920	10,000	49,920	210,000
Total Federal Revenue	83,169	30,586	52,583	409,191	369,084	40,108	945,646
Other State Revenue							
State Special Education	35,350	35,932	(582)	35,350	35,932	(582)	179,658
State Child Nutrition	8,196	7,000	1,196	33,662	36,148	(2,486)	70,000
School Facilities (SB740)	47,277	47,277	-	47,277	47,277	-	90,583
Mandated Cost	-	-	-	3,124	3,124	-	3,124
State Lottery	-	-	-	12,439	12,439	-	55,240
Prior Year Revenue	-	-	-	8,226	6,784	1,442	6,784
Other State Revenue	-	-	-	-	-	-	196,477
Total Other State Revenue	90,823	90,209	614	140,079	141,704	(1,625)	601,866
Other Local Revenue							
Interest Revenue	-	-	-	755	755	-	755
Other Fees and Contracts	-	-	-	934	934	-	934
School Fundraising	24	-	24	6,569	6,546	24	6,546
Contributions, Unrestricted	-	-	-	488,986	163,986	325,000	488,986
Total Other Local Revenue	24	-	24	497,245	172,221	325,024	497,221
<b>Total Revenues</b>	<b>484,295</b>	<b>506,231</b>	<b>(21,936)</b>	<b>2,836,719</b>	<b>2,565,424</b>	<b>271,295</b>	<b>5,356,013</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	73,026	71,106	(1,921)	574,019	570,363	(3,656)	712,574
Teachers' Substitute Hours	1,575	2,400	825	20,854	22,940	2,086	27,740
Teachers' Extra Duty/Stipends	-	2,400	2,400	10,641	9,760	(882)	14,560
Pupil Support Salaries	12,610	12,610	-	69,002	75,199	6,197	100,419
Administrators' Salaries	10,909	10,909	-	98,294	98,294	-	131,021
Total Certificated Salaries	98,121	99,425	1,304	772,809	776,554	3,745	986,313
Classified Salaries							
Instructional Salaries	50,625	43,668	(6,957)	346,676	322,677	(23,999)	410,013
Support Salaries	14,501	14,060	(441)	109,613	105,665	(3,948)	133,785
Supervisors' and Administrators' Salaries	17,917	17,917	(0)	166,650	166,650	(0)	220,400
Clerical and Office Staff Salaries	17,867	17,893	26	143,482	144,117	635	197,796
Other Classified Salaries	3,816	-	(3,816)	8,991	-	(8,991)	-
Total Classified Salaries	104,725	93,537	(11,188)	775,413	739,109	(36,304)	961,993
Benefits							
State Teachers' Retirement System, certificated positions	17,614	19,353	1,739	137,306	141,348	4,042	182,178
OASDI/Medicare/Alternative, certificated positions	6,386	5,963	(423)	46,897	45,162	(1,735)	59,370
Medicare/Alternative, certificated positions	2,869	2,864	(5)	21,875	21,685	(190)	28,106
Health and Welfare Benefits, certificated positions	(1,287)	16,000	17,287	24,366	63,073	38,707	111,073
State Unemployment Insurance, certificated positions	956	158	(798)	17,144	14,591	(2,552)	14,828
Workers' Compensation Insurance, certificated positions	259	2,765	2,506	1,960	7,231	5,271	13,431
Other Benefits, certificated positions	610	2,939	2,329	6,782	11,456	4,674	18,046
Total Benefits	27,407	50,041	22,634	256,330	304,548	48,218	427,032

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

For the period ended March 31, 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	553	-	(553)	1,034	-	(1,034)	-
School Supplies	5,504	6,947	1,444	87,539	81,958	(5,581)	102,800
Software	10,058	2,095	(7,964)	46,175	38,716	(7,459)	45,000
Office Expense	5,311	6,460	1,149	56,268	50,620	(5,648)	70,000
Business Meals	335	210	(125)	3,787	3,769	(17)	4,400
Noncapitalized Equipment	404	19,480	19,076	103,713	140,060	36,347	198,500
Food Services	10,659	30,386	19,727	174,824	198,843	24,019	290,000
<b>Total Books &amp; Supplies</b>	<b>32,825</b>	<b>65,578</b>	<b>32,753</b>	<b>473,340</b>	<b>513,966</b>	<b>40,626</b>	<b>710,700</b>
<b>Subagreement Services</b>							
Special Education	688	25,569	24,882	51,015	52,972	1,957	129,679
Substitute Teacher	5,243	-	(5,243)	31,402	21,190	(10,212)	21,190
Transportation	-	21,438	21,438	5,509	48,385	42,876	112,700
Security	1,407	1,455	48	7,989	7,636	(353)	12,000
Other Educational Consultants	20,275	11,277	(8,998)	104,144	117,646	13,502	151,478
<b>Total Subagreement Services</b>	<b>27,612</b>	<b>59,739</b>	<b>32,127</b>	<b>200,059</b>	<b>247,830</b>	<b>47,771</b>	<b>427,047</b>
<b>Operations &amp; Housekeeping</b>							
Auto and Travel	11	813	802	3,559	4,862	1,303	7,300
Dues & Memberships	555	432	(123)	13,635	14,004	369	15,300
Insurance	3,886	5,400	1,515	4,124	9,599	5,474	25,800
Utilities	7,154	8,038	884	48,540	55,287	6,746	79,400
Janitorial Services	7,221	3,954	(3,267)	62,108	54,394	(7,714)	66,257
Communications	1,160	861	(299)	5,953	5,817	(136)	8,400
Postage and Shipping	-	265	265	878	1,407	529	2,200
<b>Total Operations &amp; Housekeeping</b>	<b>19,987</b>	<b>19,763</b>	<b>(224)</b>	<b>138,797</b>	<b>145,369</b>	<b>6,571</b>	<b>204,657</b>
<b>Facilities, Repairs &amp; Other Leases</b>							
Rent	10,506	10,506	-	94,554	94,554	-	126,072
Equipment Leases	1,565	1,827	262	11,571	12,019	448	17,500
Repairs and Maintenance	4,180	3,218	(962)	29,307	26,345	(2,962)	36,000
<b>Total Facilities, Repairs &amp; Other Leases</b>	<b>16,251</b>	<b>15,551</b>	<b>(700)</b>	<b>135,432</b>	<b>132,919</b>	<b>(2,514)</b>	<b>179,572</b>
<b>Professional/Consulting Services</b>							
IT	888	4,798	3,910	9,355	17,605	8,250	32,000
Audit & Taxes	4,050	350	(3,700)	8,100	4,750	(3,350)	5,800
Legal	929	2,341	1,412	10,971	12,978	2,007	20,000
Professional Development	900	614	(286)	33,155	27,958	(5,197)	29,800
General Consulting	39,797	5,722	(34,075)	131,729	73,196	(58,533)	90,362
Special Activities/Field Trips	(4,914)	3,681	8,595	25,612	15,056	(10,556)	26,100
Bank Charges	-	273	273	919	1,381	462	2,200
Printing	2,645	1,400	(1,245)	3,445	2,800	(645)	7,000
Other Taxes and Fees	253	180	(73)	7,403	5,759	(1,644)	6,300
Payroll Service Fee	860	856	(4)	7,740	7,732	(8)	10,300
Management Fee	10,753	10,219	(534)	97,472	95,955	(1,517)	122,631
District Oversight Fee	-	3,854	3,854	-	6,784	6,784	33,113
Public Relations/Recruitment	4,648	8,200	3,552	25,648	30,400	4,752	55,000
<b>Total Professional/Consulting Services</b>	<b>60,809</b>	<b>42,489</b>	<b>(18,320)</b>	<b>361,549</b>	<b>302,352</b>	<b>(59,197)</b>	<b>440,606</b>
<b>Depreciation</b>							
Depreciation Expense	4,640	4,373	(266)	41,184	40,651	(533)	53,771
<b>Total Depreciation</b>	<b>4,640</b>	<b>4,373</b>	<b>(266)</b>	<b>41,184</b>	<b>40,651</b>	<b>(533)</b>	<b>53,771</b>
<b>Interest</b>							
Interest Expense	6,944	2,083	(4,861)	56,648	53,837	(2,812)	60,087
<b>Total Interest</b>	<b>6,944</b>	<b>2,083</b>	<b>(4,861)</b>	<b>56,648</b>	<b>53,837</b>	<b>(2,812)</b>	<b>60,087</b>
<b>Total Expenses</b>	<b>399,322</b>	<b>452,581</b>	<b>53,259</b>	<b>3,211,562</b>	<b>3,257,134</b>	<b>45,572</b>	<b>4,451,778</b>
<b>Change in Net Assets</b>	<b>84,973</b>	<b>53,650</b>	<b>31,322</b>	<b>(374,843)</b>	<b>(691,709)</b>	<b>316,867</b>	<b>904,235</b>
Net Assets, Beginning of Period	(210,392)			249,423			
<b>Net Assets, End of Period</b>	<b>\$ (125,419)</b>			<b>\$ (125,419)</b>			

## The Golden Charter Academy

### Statement of Financial Position

March 31, 2023

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 326,454	\$ 292,164	\$ 34,290	12%
Accounts Receivable	1	1	-	0%
Public Funding Receivables	51,844	818,097	(766,253)	-94%
Factored Receivables	-	(361,600)	361,600	-100%
Prepaid Expenses	42,515	19,840	22,675	114%
<b>Total Current Assets</b>	<b>420,814</b>	<b>768,503</b>	<b>(347,688)</b>	<b>-45%</b>
<b>Long-Term Assets</b>				
Property & Equipment, Net	91,080	94,994	(3,913)	-4%
Deposits	241,433	-	241,433	0%
<b>Total Long Term Assets</b>	<b>332,513</b>	<b>94,994</b>	<b>237,520</b>	<b>250%</b>
<b>Total Assets</b>	<b>\$ 753,327</b>	<b>\$ 863,496</b>	<b>\$ (110,169)</b>	<b>-13%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	(14,568)	100,280	(114,849)	-115%
Accrued Liabilities	80,957	133,721	(52,764)	-39%
Deferred Revenue	560,911	23,477	537,434	2289%
Capital Lease, Current Portion	52,479	52,479	-	0%
Notes Payable, Current Portion	62,502	62,502	-	0%
<b>Total Current Liabilities</b>	<b>742,281</b>	<b>372,460</b>	<b>369,821</b>	<b>99%</b>
<b>Long-Term Liabilities</b>				
Capital Lease, Net of Current Portion	11,470	54,116	(42,646)	-79%
Notes Payable, Net of Current Portion	124,996	187,498	(62,502)	-33%
<b>Total Long-Term Liabilities</b>	<b>136,466</b>	<b>241,614</b>	<b>(105,148)</b>	<b>-44%</b>
<b>Total Liabilities</b>	<b>878,747</b>	<b>614,073</b>	<b>264,674</b>	<b>43%</b>
<b>Total Net Assets</b>	<b>(125,419)</b>	<b>249,423</b>	<b>(374,843)</b>	<b>-150%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 753,327</b>	<b>\$ 863,496</b>	<b>\$ (110,169)</b>	<b>-13%</b>

## The Golden Charter Academy

### Statement of Cash Flows

For the period ended March 31, 2023

	Month Ended 03/31/23	YTD Ended 03/31/23
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 84,973	\$ (374,843)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	4,640	\$ 41,184
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	80,595	766,253
Grants, Contributions & Pledges Receivable	(315,300)	(361,600)
Prepaid Expenses	(17,328)	\$ (22,675)
Other Assets	-	(241,433)
Accounts Payable	(20,005)	(154,050)
Accrued Expenses	2,283	\$ (13,563)
Deferred Revenue	39,993	\$ 537,434
Other Liabilities	-	\$ (62,502)
<b>Total Cash Flows from Operating Activities</b>	<b>(140,149)</b>	<b>114,206</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)	(42,646)
<b>Total Cash Flows from Financing Activities</b>	<b>(4,738)</b>	<b>(42,646)</b>
Change in Cash & Cash Equivalents	(144,888)	34,290
Cash & Cash Equivalents, Beginning of Period	471,342	292,164
Cash & Cash Equivalents, Beginning of Period	<b>\$ 326,454</b>	<b>\$ 326,454</b>

## The Golden Charter Academy

### Check Register

For the period ended March 31, 2023

Check Number	Vendor Name	Check Date	Check Amount
10476	Amazon Capital Services	3/1/2023	2,278.06
10477	David Covarrubias Jr.	3/1/2023	400.00
10478	Goodfellow Therapy	3/1/2023	1,754.50
10479	Heather Rutowicz	3/1/2023	1,200.00
10480	Rodrigo C Rodriguez	3/1/2023	509.01
10481	South County Support Services Agency	3/1/2023	4,969.33
10482	Amazon Capital Services	3/7/2023	660.89
10483	California Business Machines	3/7/2023	1,226.45
10484	Heather Rutowicz	3/7/2023	450.00
10485	HUB International	3/7/2023	17,415.75
10486	Infinity Home Services, Inc.	3/7/2023	540.00
10487	Law Offices of Young, Minney & Corr, LLP	3/7/2023	928.50
10488	Live Scan Fresno	3/7/2023	207.00
10489	Pacific Charter School Development	3/7/2023	4,861.10
10490	Phoenix Private Patrol & Security	3/7/2023	1,050.00
10491	Rodrigo C Rodriguez	3/7/2023	286.57
10492	Rolinda Golden	3/7/2023	59.77
10493	Rotary Club of Fresno	3/7/2023	375.00
10494	Santiago's Heating & Air	3/7/2023	180.00
10495	School Pathways	3/7/2023	4,317.50
10496	The Phoenix Philanthropy Group, Inc.	3/7/2023	9,800.00
10497	Amazon Capital Services	3/17/2023	2,841.34
10498	BoardOn Track, Inc.	3/17/2023	9,000.00
10499	Fiori Educational Services	3/17/2023	900.00
10500	Fresno Chaffee Zoo	3/17/2023	12,180.00
10501	Fresno County Superintendent of Schools	3/17/2023	625.40
10502	Revolution Foods, PBC.	3/17/2023	23,969.98
10503	Amazon Capital Services	3/21/2023	2,467.23
10504	ERC	3/21/2023	3,500.00
10505	Griselda Garrison	3/21/2023	65.01
10506	Literacy Resources, LLC	3/21/2023	552.96
10507	Pacific Charter School Development	3/21/2023	23,050.00
10508	Rolinda Golden	3/21/2023	391.57
10509	Angel Gomez	3/29/2023	2,000.00
10510	Our Lady of Victory	3/29/2023	10,506.00
10511	Amazon Capital Services	3/30/2023	2,852.36
10512	Christy White, Inc.	3/30/2023	4,050.00
10513	Fresno County Superintendent of Schools	3/30/2023	167.90
10514	Goodfellow Therapy	3/30/2023	687.50
10515	Official Pest Prevention, Inc.	3/30/2023	110.00
10516	South County Support Services Agency	3/30/2023	5,242.66



## The Golden Charter Academy

### Check Register

For the period ended March 31, 2023

Check Number	Vendor Name	Check Date	Check Amount
10517	Train of Thought	3/30/2023	3,375.00
10518	Valley Telecom	3/30/2023	95.00
10519	Fresno County Office of Education	3/30/2023	25,880.98
10520	Fresno County Office of Education	3/30/2023	75.00
ACH	The Hartford	3/1/2023	259.28
ACH	Mid Valley Disposal	3/2/2023	611.38
ACH	Mountain Alarm	3/2/2023	60.50
ACH	Comcast	3/2/2023	285.70
ACH	Hoffman Security	3/3/2023	532.50
ACH	LiftForward, Inc - LB	3/7/2023	639.97
ACH	Marlin Capital Solutions	3/7/2023	338.90
ACH	City Of Fresno	3/7/2023	542.06
ACH	City Of Fresno	3/7/2023	12.47
ACH	PG&E	3/9/2023	4,136.83
ACH	City Of Fresno	3/9/2023	724.63
ACH	American Funds	3/10/2023	557.63
ACH	Squarespace	3/13/2023	1,590.00
ACH	Freseno County Superintendent of Schools	3/13/2023	276,700.00
ACH	LiftForward, Inc - LB	3/15/2023	4,098.43
ACH	Minuteman Press	3/15/2023	344.22
ACH	Minuteman Press	3/15/2023	304.23
ACH	Comcast	3/16/2023	558.44
ACH	Hoffman Security	3/22/2023	57.00
ACH	Hoffman Security	3/22/2023	41.95
ACH	Hoffman Security	3/22/2023	40.00
ACH	Hoffman Security	3/22/2023	39.95
ACH	Kaiser Foundation Health Plan	3/23/2023	13,569.82
ACH	American Funds	3/23/2023	529.91
ACH	Squarespace	3/23/2023	60.00
ACH	Primo Water	3/27/2023	352.03
ACH	Zoom Video Communications Inc.	3/27/2023	199.90
ACH	Visa	3/28/2023	8,893.65
ACH	Freseno County Superintendent of Schools	3/28/2023	38,600.00
ACH	Comcast	3/30/2023	115.96
ACH	Charter Impact Inc.	3/1/2023	11,612.88
ACH	Always Golden Events	3/7/2023	567.00
ACH	Gerbs Corp	3/7/2023	880.00
ACH	The Lab Gear	3/7/2023	2,645.39
ACH	Carpet Doctor LLC	3/13/2023	3,250.00
ACH	Golden Pursuit of Growth	3/13/2023	2,100.00
ACH	Jackie Xiong	3/17/2023	97.28

# The Golden Charter Academy

## Check Register

For the period ended March 31, 2023

Check Number	Vendor Name	Check Date	Check Amount
ACH	The Lab Gear	3/17/2023	449.18
ACH	Ashalynn James	3/21/2023	10.31
ACH	Melanie Smith	3/21/2023	10.94
ACH	Carpet Doctor LLC	3/22/2023	3,250.00
ACH	Golden Pursuit of Growth	3/22/2023	2,100.00
ACH	Dustin Verzosa	3/29/2023	<u>2,000.00</u>

**Total Disbursements Issued in March \$ 571,825.64**

## The Golden Charter Academy

### Accounts Payable Aging

March 31, 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
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Total Outstanding Invoices \$            - \$            - \$            - \$            - \$            - \$            -

# Coversheet

## Governance Handbook Discussion

**Section:** III. Information / Discussion  
**Item:** D. Governance Handbook Discussion  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** BOARD GOVERNANCE HANDBOOK 2023.pdf



# GOLDEN CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT  
GOLDEN,  
PRESIDENT &  
CEO**

**BOARD OF TRUSTEES**

*Dr. Ed González, Chair  
Keshia Thomas, Vice Chair  
Dr. Bard De Vore  
Dr. Brad Huff  
Ruth F. Quinto, CPA  
Scott Barton  
Isaiah Green*

*Golden Charter Academy  
1626 W Princeton Ave  
Fresno, CA 93705  
(559) 293-3157  
info@goldencharteracademy.org*

# 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: \_\_\_\_\_*



# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

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# **GOLDEN**

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## **CHARTER ACADEMY**

**GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL**

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GOLDEN,  
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info@goldencharteracademy.org*

## **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



# GOLDEN

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## CHARTER ACADEMY

### GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN, PRESIDENT & CEO**

**BOARD OF TRUSTEES**

- Dr. Ed González, Chair*
- Keshia Thomas, Vice Chair*
- Dr. Bard De Vore*
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## 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.





# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

### ROBERT GOLDEN, PRESIDENT & CEO

#### BOARD OF TRUSTEES

*Dr. Ed González, Chair*  
*Keshia Thomas, Vice Chair*  
*Dr. Bard De Vore*  
*Dr. Brad Huff*  
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*Scott Barton*  
*Isaiah Green*

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*(559) 293-3157*  
*info@goldencharteracademy.org*

## 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’s 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.



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## 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 agendized 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.



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## 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 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 members will receive the information, and it will be included in periodic updates.

## Surprises

- The CEO/Head of School commits 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 the 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.



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## 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 the 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. If in doubt, the administrator in charge will ask the Board members whether they wish 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.



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## 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 policymaking 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 understand 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 attending all Board meetings in person unless prevented so by an emergency of some type. When attendance is not possible, Board members will



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- notify the Board Chair of the situation. If the Board Chair is not available, the Vice Chair will be notified.
7. Understanding 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.



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## 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 between 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 becoming 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 member 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

## 2023/24 Bell Schedule

**Section:** III. Information / Discussion  
**Item:** E. 2023/24 Bell Schedule  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 23-24 GCA TK-5 Bell Schedule.pdf





### 2023-2024 Bell Schedule

TK	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:15am</b></p> <p><b>Brain Break: 10:15am-10:30am</b></p> <p><b>Instructional Block 2: 10:30am-11:15am</b></p> <p><b>Lunch/Recess: 11:15am-11:55am</b></p> <p><b>Instructional Block 3: 11:55am - 12:35pm</b></p> <p><b>Instructional Block 4: 12:35pm-2:00pm</b></p> <p><b>Dismissal: 2:00pm</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-9:45am</b></p> <p><b>Brain Break: 9:45am-10:05am</b></p> <p><b>Instructional Block 2: 10:05am-11:20am</b></p> <p><b>Recess: 11:20am-11:40am</b></p> <p><b>Lunch: 11:40am-12:05pm</b></p> <p><b>Instructional Block 3: 12:05pm-12:55pm</b></p> <p><b>Instructional Block 4: 12:55pm-2:00pm</b></p> <p><b>Dismissal: 2:00pm</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10am</b></p> <p><b>Brain Break: 10-10:15am</b></p> <p><b>Instructional Block 2: 10:15am-11:20am</b></p> <p><b>Lunch: 11:20am-11:40am</b></p> <p><b>Recess: 11:40am-12:00pm</b></p> <p><b>Instructional Block 3: 12:00pm - 1:30pm</b></p> <p><b>Brain Break: 1:30pm-1:45pm</b></p> <p><b>Instructional Block 4: 1:45pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:15am</b></p> <p><b>Brain Break: 10:15am-10:30am</b></p> <p><b>Instructional Block 2: 10:30am-11:40am</b></p> <p><b>Zoo Day Lunch (Wed): 11:20am-11:50pm</b></p> <p><b>Non-Zoo Day Lunch: 11:40am- 12:00pm</b></p> <p><b>Recess (Non-Zoo Days): 12:00pm-12:20pm</b></p> <p><b>Instructional Block 3: 12:20pm - 1:45pm</b></p> <p><b>Instructional Block 4: 1:45pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:30am</b></p> <p><b>Brain Break: 10:30-10:45am</b></p> <p><b>Instructional Block 2: 10:45am-12:10pm</b></p> <p><b>Lunch: 12:10p-12:30p</b></p> <p><b>Recess: 12:30pm-12:55pm</b></p> <p><b>Instructional Block 3: 12:55pm - 2:00pm</b></p> <p><b>Instructional Block 4: 2:00pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:45am</b></p> <p><b>Brain Break: 10:45am-11:00am</b></p> <p><b>Instructional Block 2: 11:00am-12:30pm</b></p> <p><b>Lunch: 12:30p-12:55p</b></p> <p><b>Recess: 12:55p- 1:15p</b></p> <p><b>Instructional Block 3: 1:15pm - 2:10pm</b></p> <p><b>Instructional Block 4: 2:10pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-11:00am</b></p> <p><b>Brain Break: 11:00am-11:15am</b></p> <p><b>Instructional Block 2: 11:15am-12:30pm</b></p> <p><b>Lunch:12:30pm-12:50p</b></p> <p><b>Recess:12:50pm-1:10p</b></p> <p><b>Instructional Block 3: 1:10pm - 2:10pm</b></p> <p><b>Instructional Block 4: 2:10pm-3:20pm</b></p> <p><b>Dismissal: 3:20pm, 2pm Thursdays</b></p>



TK	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
<p>Zoo: Friday 9:00a-11:00a</p> <p>River School: Every other Friday 9 - 1</p> <p>Martial Arts/Motivational Movement: Monday 1p-1:30p</p>	<p>Zoo: Wednesday 9:00a-11:00a</p> <p>River School: Every other Wed and Friday</p> <p>Martial Arts/Motivational Movement: Tuesday 1p-1:30p</p>	<p>Zoo: Friday 12:10p-1:45p</p> <p>Martial Arts/Motivational Movement: Wednesday 1p-1:30p</p>	<p>Zoo: Wednesday 12:00p-1:45p</p> <p>Martial Arts/Motivational Movement: Thursday 1p-1:30p</p>	<p>Zoo: Tuesday 10:00a-11:55a</p> <p>Martial Arts/Motivational Movement: Monday 10:50a-11:20a</p>	<p>Zoo: Thursday 9:00a-11:00a</p> <p>Martial Arts/Motivational Movement: Friday 1p-1:30p</p>	<p>Zoo: Thursday 9:00am-11:00am</p> <p>Martial Arts/Motivational Movement: Friday 1p-1:30p</p>

# Coversheet

## 2023/24 School Calendar

**Section:** III. Information / Discussion  
**Item:** F. 2023/24 School Calendar  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** \_DRAFT\_ 23-24 GCA School Calendar - Print 23-24.pdf  
Calendar 2023-2024 Board Draft 2.pdf



# THE GOLDEN CHARTER ACADEMY

## ACADEMIC CALENDAR - SCHOOL YEAR 2023-24

**PROFESSIONAL LEARNING - PUPIL FREE**

**HOLIDAY - NO SCHOOL**

**FAMILY CONFERENCES**

**SUMMER PROGRAMMING**

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**SCHOOL BEGINS**  
August 14, 2023

**SCHOOL ENDS**  
May 31, 2024

**VACATION & HOLIDAYS**

Independence Day	7/4/2023
Labor Day	9/4/2023
Veteran's Day	11/10/2023
Thanksgiving Break	11/20/2023 - 11/24/2023
Winter Break	12/18/2023 - 1/5/2024
MLK Jr. Day	1/15/2024
Lincoln's Birthday	2/12/2024
President's Day	2/19/2024
Spring Break	3/25/2024 - 4/1/2024
Memorial Day	5/27/2024
Juneteenth	6/19/2024

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**END OF SEMESTER DATES**

SEMESTER 1: 8/14/2023 - 12/15/2023

SEMESTER 2: 1/9/2024 - 5/31/2024

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**ELEMENTARY REPORTING PERIODS**

TRIMESTER 1: 8/14/2023 - 11/3/2023 (59)

TRIMESTER 2: 11/6/2023 - 2/28/2024 (58)

TRIMESTER 3: 2/29/2024 - 5/31/2024 (59)

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# THE GOLDEN CHARTER ACADEMY

## ACADEMIC CALENDAR - SCHOOL YEAR 2023-24

**PROFESSIONAL LEARNING - PUPIL FREE**

**HOLIDAY - NO SCHOOL**

**FAMILY CONFERENCES**

**SUMMER PROGRAMMING**

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**SCHOOL BEGINS**  
August 14, 2023  
**SCHOOL ENDS**  
May 31, 2024

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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NOVEMBER 2023						
S	M	T	W	Th	F	S
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DECEMBER 2023						
S	M	T	W	Th	F	S
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24	25	26	27	28	29	30
31						

**VACATION & HOLIDAYS**

Independence Day    7/4/2023  
 Labor Day            9/4/2023  
 Veteran's Day        11/10/2023  
 Thanksgiving Break   11/20/2023 - 11/24/2023  
 Winter Break         12/18/2023 - 1/5/2024  
 MLK Jr. Day           1/15/2024  
 Lincoln's Birthday    2/12/2024  
 President's Day       2/19/2024  
 Spring Break           3/25/2024- 4/1/2024  
 Memorial Day         5/27/2024  
 Juneteenth            6/19/2024

JANUARY 2024						
S	M	T	W	Th	F	S
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FEBRUARY 2024						
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MARCH 2024						
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24	25	26	27	28	29	30
31						

**END OF SEMESTER DATES**

SEMESTER 1: 8/14/2023 - 12/15/2023  
 SEMESTER 2: 1/9/2024 - 5/31/2024

APRIL 2024						
S	M	T	W	Th	F	S
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MAY 2024						
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19	20	21	22	23	24	25
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JUNE 2024						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**ELEMENTARY REPORTING PERIODS**

TRIMESTER 1: 8/14/2023 - 11/3/2023 (59)  
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# Coversheet

## New Job Descriptions

**Section:** III. Information / Discussion

**Item:** G. New Job Descriptions

**Purpose:** Discuss

**Submitted by:**

**Related Material:**

Certificated Executive Administrator Employment Contract, 2023-2024, Exhibit A (Assistant Principal).pdf

Certificated\_Executive\_Administrator\_Employment\_Contract\_\_2023-2024\_\_Exhibit\_A\_\_DIRECTOR\_OF\_QUALITY\_CONTROL.pdf

Classified Part-Time Employment Contract, 2023-2024, Exhibit A (Director of Events and Activities).pdf

Classified Employment Contract, 2023-2024, Exhibit A (Cafeteria Manager).pdf

Classified Employment Contract, 2023-2024, Exhibit A (Food Services Coordinator).pdf



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## EXHIBIT A

### Assistant Principal

Department: Administrative  
Supervisor: Chief Executive Officer  
Status: Full-Time, Exempt  
Salary: Begins at \$74,000 – \$100,000  
Reporting Days: 231 (Start 7/11/2023 – 5/31/2024 Stop)  
Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

The Assistant Principal will provide high-level support to the Principal. The Assistant principal will be passionate about preparing our students to be successful in school and inspiring powerful young minds through stewardship, equity, and access.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. The Assistant Principal assists the Principal in the daily operations and responsibilities of the school site in the areas of curriculum and instruction, intervention, restorative practices, discipline, supervision, evaluations, facilities management, safety and security, etc. The Assistant Principal also performs a variety of other duties under the direction of the Principal.

### RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Participate in developing a shared vision for student culture with students, staff, faculty, community, local government, and K-12 partners.
- Lead restorative justice program. Provide training for staff, support others in the implementation of restorative practices and implement student discipline procedures when necessary to ensure schoolwide safety.
- Participate in the Instructional Leadership Team
- Lead assessment of student progress and learning outcomes; review and recommend changes to maintain relevant programs to meet student and community needs.
- Conduct relevant meetings with students and parents regarding student progress and school culture.
- Actively seek out and identify opportunities to enhance, develop, and offer new programs, services, and activities to promote student success in the GCA vision.
- Articulate and champion the GCA's mission, vision, and values to students, faculty, staff, community partners, associations and other external stakeholders.



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- Support faculty and staff in setting school-wide short-term and long-term goals, monitor and evaluate toward goal progress and achievement.
- Lead development, coordination, and facilitation of student leadership development programs, and provide guidance for student council, student club fundraising, social, cultural, educational, and committees, programs, and activities.
- Work with administration to create, refine, and implement master schedule and placement of students using School Pathways and other applicable technology.
- Work with community partners to expand range provide services and learning opportunities available for our community.
- Oversee and work collaboratively with the staff on attendance, SART and SARB processes.
- Perform a variety of administrative duties to assist the principal in managing a school; assume the duties of principal in his/her/their absence.
- Plan, organize, coordinate, and direct instructional activities, extracurricular events, special programs, and plant operations at the school.
- Assist staff with implementation of school-adopted courses of study, including content standards.
- Assist the principal with the preparation and maintenance of a variety of school, district, county, state, and federally mandated records and reports regarding student attendance, discipline, safety and academic achievement.
- Supervise and evaluate certificated and classified personnel.
- Attending IEP and other special education meetings.
- Communicate with parents/guardians regarding school policies, procedures, and expectations.
- Ensure the health, safety and welfare of students.
- Oversee attendance, behavior management, counseling, guidance, and other support services.
- Provide individual academic and personal support to students and parents/guardians.
- Assist in the monitoring and facilitation of school groups and committees, such as School Site Council, LCAP, Leadership Team and other committees needed at the site.
- Administer and supervise school site programs such as after-school, summer, Special Education, English Language Learners, environmental and other instructional programs.
- Assist with the principal in the evaluation and revision of curricular and instructional programs in cooperation with administrators, teachers, staff and governing board and committees to ensure that instructional programs meet student needs and school requirements.
- Oversee safety and security and supervision assignments of faculty and staff.
- Assist in coordination and supervision of safety and emergency drills monthly, including fire and disaster drills.





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- Assist in the supervision of students in class, on campus, on field experiences on provide transportation during school hours.
- Support the value of education.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of GCA students.
- Support and model a personal code of ethics aligned with GCA Mission and Vision
- Other duties as assigned by the Principal, or other Administrative Staff

### REQUIRED SKILLS AND ABILITIES

- Demonstrates an understanding, patient, and receptive attitude towards students of various age groups, temperaments, and abilities (particularly those exhibiting specialized needs)
- Reacts to change productively and handles other tasks as assigned.
- Demonstrates an understanding, patient, and receptive attitude towards students of various age groups, temperaments, and abilities (particularly those exhibiting specialized needs)
- Exhibit ability to handle confidential information and materials.
- Ability to work collaboratively with colleagues and administrators.
- Commitment to the success of all students and the GCA mission, vision and values
- Warm, thoughtful, collaborative, and adaptive leader with excellent interpersonal, communication and writing skills.
- Experience with conflict resolution and restorative justice practices
- Demonstrates clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of school, students, staff, and community.
- Proficient use of instructional technology and student information systems for (reporting, scheduling, master schedule, etc.) and other student data systems to retrieve, analyze and deliver reports.
- A passion for improving schools in low-income communities of color.
- Demonstrated leadership capabilities.
- Ability to work with parents/guardians, students, faculty, post-secondary educational representatives, community partners as well as school community groups.
- Knowledge of school graduation requirements and parallel entrance requirements for post-secondary institutions
- Ability to understand the unique social-emotional and developmental needs of individual students.
- Maintain confidentiality of student records and classroom information in accordance with legal requirements and GCA policies.



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### EDUCATION AND EXPERIENCE

- Master’s degree required.
- Administrative Services credential required (from an accredited college or university)
- Relevant teaching experience highly desirable
- Bilingual preferred
- Proficiency in the native language(s) of the local community strongly preferred.
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple constituencies.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 15 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend.
- Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites (as needed).
- Indoor/outdoor work environment



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### EXHIBIT A

#### Director of Quality Control

Department: Administration  
Supervisor: Chief Executive Officer  
Status: Full-Time, Exempt  
Salary: Begins at \$62,400 – \$80,060  
Reporting Days: 231 (Start 7/11/2023 – 6/23/2024 Stop)  
Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

The Director of Quality Control will be responsible for maintaining and enhancing the quality of campus culture and implementing policies.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The successful candidate will work closely with staff and students to ensure that the school's campus structure & standards are met and exceeded. This role will focus on the quality of staff and students, aiming to identify areas where improvements can be made, and providing support to make those improvements happen. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

#### RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Provides high-level administrative support and assistance to the Chief Executive Officer
- Performs clerical and administrative tasks including drafting letters, memos, Provides high-level administrative support and assistance to administrative Staff.
- Collaborate with the school leadership team to develop policies and procedures that will enhance the quality of education, culture, and vision of the school.
- Manages levels and quality of performance, Campus Safety Campus Procedures & Policies.
- May recruit, interview, hire and train staff.
- Identify areas where staff or students may be struggling and work with the administration team to develop strategies to overcome challenges.
- Works with administration to help oversee day to day operations.
- Performs any additional duties as assigned by the administration team.



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#### REQUIRED SKILLS AND ABILITIES

- Experience in data analysis and interpretation.
- Strong communication and interpersonal skills.
- Strong leadership skills with a passion for education and a desire to help others succeed.
- Demonstrated ability to work collaboratively with staff, parents, and students.
- Ability to work independently and to take initiative in identifying areas for improvement. Excellent time management skills with a proven ability to meet deadlines.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- First Aid/CPR may be required

#### EDUCATION AND EXPERIENCE

- Bachelor’s degree in education or a related field.
- At least 3 years of experience in teaching or education administration.
- Previous experience in a school district or government entity preferred.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 15 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance
- Indoor/outdoor work environment



# GOLDEN CHARTER ACADEMY

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### EXHIBIT A

#### Director of Events and Activities

Department: Administration  
 Supervisor: Chief Executive Officer  
 Status: Part-Time, Non-exempt  
 Salary: Begins at \$32,991 (18.25)– \$53,650 (29.67)  
 Reporting Days: 231 (Start 7/11/2023 – 6/23/2024 Stop)  
 Hours: 20-30 Hours a Week

The Director of Events and Activities will help plan, develop, implement, and analyze fundraising campaigns, marketing efforts, meetings, and related events.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required.

#### RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Plans, develops, implements, and organizes events and volunteers to advance the mission and goals of the company.
- Work closely with the CEO and fundraising campaign managers to plan and execute events for potential investors, including meetings, tours, and other engagement activities.
- Develop and implement special events, community relations campaigns, and marketing efforts to raise awareness and support for the charter school.
- Coordinate logistics, such as venue selection, catering, and audio/visual equipment, for events and meetings.
- Manage event budgets and timelines to ensure that events are executed efficiently and effectively.
- Maintain accurate records of event attendance, expenses, and outcomes, and provide reports as needed.
- Build and maintain relationships with community partners, sponsors, and volunteers to support event planning and execution.
- Utilize social media, email marketing, and other communication channels to promote events and engage with stakeholders.
- Attending meetings related to assignments.

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- Model a personal code of ethics aligned with GCA Mission and Vision
- Performs other related duties as assigned.

#### REQUIRED SKILLS AND ABILITIES

- Excellent organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Strong written and verbal communication skills, with the ability to effectively communicate with stakeholders of varying backgrounds and perspectives.
- Demonstrated experience in event planning and execution, with a focus on attention to detail and customer service.
- Knowledge of fundraising best practices and techniques for engaging potential donors
- Ability to work collaboratively with a team and independently with minimal supervision.
- Proficiency in Microsoft Office Suite and experience using event planning software and tools.
- Ability to work flexible hours, including evenings and weekends, as needed.

#### EDUCATION AND EXPERIENCE

- Minimum of 2 years of experience in event planning, community relations, marketing, or related field
- Bachelor's degree in communication, Public Relations, Marketing, or related field preferred.
- Experience working with a non-profit organization preferred.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Ability to stand or sit for extended periods of time and lift up to 50 pounds.
- Ability to work in a fast-paced environment with frequent interruptions and changing priorities.
- Must have reliable transportation and be able to travel to various locations for events and meetings.



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### EXHIBIT A

#### Cafeteria Manager

Department: Classified Non-Instructional  
Supervisor: Chief Executive Officer  
Status: Full-Time, Non-exempt  
Salary: Begins at \$24,720 (16.00 Hr.) – \$30,356.03 (19.64 Hr.)  
Reporting Days: 201 (Start 8/1/2023 – 5/31/2024 Stop)  
Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The Cafeteria Manager will be responsible for managing the daily operations of the school cafeteria and ensuring that all meals are prepared, served, and stored in compliance with health department regulations. The person in this role will work closely with facilities and the meal program manager to facilitate breakfast and lunch for students, staff, and visitors.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

#### RESPONSIBILITIES

- Manage daily operations of the school cafeteria, including food preparation, serving, and storage.
- Plan menus and order food supplies, ensuring that all meals meet nutritional guidelines and dietary restrictions.
- Ensure compliance with health department regulations, including sanitation, food safety, and record-keeping.
- Manage inventory and track food usage to minimize waste and control costs.
- Train and supervise cafeteria staff, including hiring, scheduling, and performance management.
- Develop and maintain positive relationships with students, staff, and parents, addressing any concerns or complaints in a timely and professional manner.
- Collaborate with the meal program and CNIPS to ensure compliance with federal and state regulations.
- Manage the cafeteria budget and prepare reports on food costs and revenue.
- Maintain cleanliness and organization of the cafeteria and kitchen facilities.
- Perform other duties as assigned by the CEO.



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### REQUIRED SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Knowledge of health department regulations and food safety procedures
- Ability to manage and motivate staff.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and inventory management software.
- Maintain confidentiality of student records and classroom information in accordance with legal requirements and GCA policies.

### EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- At least 2 years of experience in food service management
- Certification in food safety and sanitation preferred.
- CNIPS experience preferred.
- Bachelor's degree in hospitality or business management preferred.
- Ability to communicate and interact effectively with multiple constituencies.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Must be able to lift and carry up to 50 pounds.
- Must be able to stand, walk, and bend for extended periods of time.
- Must be able to work in a fast-paced environment with frequent interruptions.
- Must be able to work in a kitchen environment with exposure to heat, cold, and noise.
- Indoor/outdoor work environment

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.





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### EXHIBIT A

#### Food Services Coordinator

Department: Classified Non-Instructional  
 Supervisor: Chief Executive Officer  
 Status: Full-Time, Non-exempt  
 Salary: Begins at \$24,720 (16.00 Hr.) – \$30,356.03 (19.64 Hr.)  
 Reporting Days: 201 (Start 8/1/2023 – 5/31/2024 Stop)  
 Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The Food Services Coordinator will be responsible for coordinating and managing the food services program at the non-profit charter school, including facilitating breakfast and lunch, accepting food orders, and maintaining all health department regulations. The person in this role will work closely with facilities and manage the meal program to ensure that all meals are prepared, served, and stored in compliance with health department regulations.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

#### RESPONSIBILITIES

- Coordinate and manage the food services program, including ordering food supplies, preparing meals, and serving food.
- Ensure compliance with health department regulations, including sanitation, food safety, and record-keeping.
- Collaborate with the meal program manager and CNIPS to ensure compliance with federal and state regulations.
- Develop and maintain positive relationships with students, staff, and parents, addressing any concerns or complaints in a timely and professional manner.
- Manage inventory and track food usage to minimize waste and control costs.
- Train and supervise cafeteria staff, including hiring, scheduling, and performance management.
- Develop and implement policies and procedures to ensure efficient and effective food services operations.
- Manage the food services budget and prepare reports on food costs and revenue.
- Maintain cleanliness and organization of the cafeteria and kitchen facilities.
- Perform other duties as assigned by the Head of School.



# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,  
PRESIDENT & CEO**

**BOARD OF TRUSTEES**

- Dr. Ed González, Chair*
- Keshia Thomas, Vice Chair*
- Dr. Bard De Vore*
- Dr. Brad Huff*
- Ruth F. Quinto, CPA*
- Scott Barton*
- Isaiah Green*

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(559) 293-3157  
info@goldencharteracademy.org*

### REQUIRED SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Knowledge of health department regulations and food safety procedures
- Ability to manage and motivate staff.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and inventory management software

### EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- At least 2 years of experience in food service management
- Certification in food safety and sanitation preferred.
- Bachelor's degree in hospitality or business management preferred.
- Experience with CNIPS preferred.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Must be able to lift and carry up to 50 pounds.
- Must be able to stand, walk, and bend for extended periods of time.
- Must be able to work in a fast-paced environment with frequent interruptions.
- Must be able to work in a kitchen environment with exposure to heat, cold, and noise.
- Indoor/outdoor work environment

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

# Coversheet

## Consideration & Approval of Governance Handbook

**Section:** IV. Action Items  
**Item:** A. Consideration & Approval of Governance Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BOARD GOVERNANCE HANDBOOK 2023.pdf



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# 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:* \_\_\_\_\_



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## **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



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### 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.



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## 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’s 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.





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## 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 agendized 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.



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## **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 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 members will receive the information, and it will be included in periodic updates.

## **Surprises**

- The CEO/Head of School commits 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 the 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.



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## 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 the 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. If in doubt, the administrator in charge will ask the Board members whether they wish 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.



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## 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 policymaking 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 understand 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 attending all Board meetings in person unless prevented so by an emergency of some type. When attendance is not possible, Board members will



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- notify the Board Chair of the situation. If the Board Chair is not available, the Vice Chair will be notified.
7. Understanding 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.



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## 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 between 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 becoming 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 member 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 of the 2023/24 Bell Schedule

**Section:** IV. Action Items  
**Item:** B. Consideration & Approval of the 2023/24 Bell Schedule  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 23-24 GCA TK-5 Bell Schedule.pdf



### 2023-2024 Bell Schedule

TK	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:15am</b></p> <p><b>Brain Break: 10:15am-10:30am</b></p> <p><b>Instructional Block 2: 10:30am-11:15am</b></p> <p><b>Lunch/Recess: 11:15am-11:55am</b></p> <p><b>Instructional Block 3: 11:55am - 12:35pm</b></p> <p><b>Instructional Block 4: 12:35pm-2:00pm</b></p> <p><b>Dismissal: 2:00pm</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-9:45am</b></p> <p><b>Brain Break: 9:45am-10:05am</b></p> <p><b>Instructional Block 2: 10:05am-11:20am</b></p> <p><b>Recess: 11:20am-11:40am</b></p> <p><b>Lunch: 11:40am-12:05pm</b></p> <p><b>Instructional Block 3: 12:05pm-12:55pm</b></p> <p><b>Instructional Block 4: 12:55pm-2:00pm</b></p> <p><b>Dismissal: 2:00pm</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10am</b></p> <p><b>Brain Break: 10-10:15am</b></p> <p><b>Instructional Block 2: 10:15am-11:20am</b></p> <p><b>Lunch: 11:20am-11:40am</b></p> <p><b>Recess: 11:40am-12:00pm</b></p> <p><b>Instructional Block 3: 12:00pm - 1:30pm</b></p> <p><b>Brain Break: 1:30pm-1:45pm</b></p> <p><b>Instructional Block 4: 1:45pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:15am</b></p> <p><b>Brain Break: 10:15am-10:30am</b></p> <p><b>Instructional Block 2: 10:30am-11:40am</b></p> <p><b>Zoo Day Lunch (Wed): 11:20am-11:50pm</b></p> <p><b>Non-Zoo Day Lunch: 11:40am- 12:00pm</b></p> <p><b>Recess (Non-Zoo Days): 12:00pm-12:20pm</b></p> <p><b>Instructional Block 3: 12:20pm - 1:45pm</b></p> <p><b>Instructional Block 4: 1:45pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:30am</b></p> <p><b>Brain Break: 10:30-10:45am</b></p> <p><b>Instructional Block 2: 10:45am-12:10pm</b></p> <p><b>Lunch: 12:10p-12:30p</b></p> <p><b>Recess: 12:30pm-12:55pm</b></p> <p><b>Instructional Block 3: 12:55pm - 2:00pm</b></p> <p><b>Instructional Block 4: 2:00pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-10:45am</b></p> <p><b>Brain Break: 10:45am-11:00am</b></p> <p><b>Instructional Block 2: 11:00am-12:30pm</b></p> <p><b>Lunch: 12:30p-12:55p</b></p> <p><b>Recess: 12:55p- 1:15p</b></p> <p><b>Instructional Block 3: 1:15pm - 2:10pm</b></p> <p><b>Instructional Block 4: 2:10pm-3:10pm</b></p> <p><b>Dismissal: 3:10pm, 2pm Thursdays</b></p>	<p><b>Monday-Friday Gates/Breakfast: 7:30am-8:00am</b></p> <p><b>Yard Briefing: 8:15am</b></p> <p><b>Line Up/Affirmations: 8:20am-8:25am</b></p> <p><b>Morning Meeting: 8:30am-9am</b></p> <p><b>Instructional Block 1: 9am-11:00am</b></p> <p><b>Brain Break: 11:00am-11:15am</b></p> <p><b>Instructional Block 2: 11:15am-12:30pm</b></p> <p><b>Lunch:12:30pm-12:50p</b></p> <p><b>Recess:12:50pm-1:10p</b></p> <p><b>Instructional Block 3: 1:10pm - 2:10pm</b></p> <p><b>Instructional Block 4: 2:10pm-3:20pm</b></p> <p><b>Dismissal: 3:20pm, 2pm Thursdays</b></p>





TK	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
<p>Zoo: Friday 9:00a-11:00a</p> <p>River School: Every other Friday 9 - 1</p> <p>Martial Arts/Motivational Movement: Monday 1p-1:30p</p>	<p>Zoo: Wednesday 9:00a-11:00a</p> <p>River School: Every other Wed and Friday</p> <p>Martial Arts/Motivational Movement: Tuesday 1p-1:30p</p>	<p>Zoo: Friday 12:10p-1:45p</p> <p>Martial Arts/Motivational Movement: Wednesday 1p-1:30p</p>	<p>Zoo: Wednesday 12:00p-1:45p</p> <p>Martial Arts/Motivational Movement: Thursday 1p-1:30p</p>	<p>Zoo: Tuesday 10:00a-11:55a</p> <p>Martial Arts/Motivational Movement: Monday 10:50a-11:20a</p>	<p>Zoo: Thursday 9:00a-11:00a</p> <p>Martial Arts/Motivational Movement: Friday 1p-1:30p</p>	<p>Zoo: Thursday 9:00am-11:00am</p> <p>Martial Arts/Motivational Movement: Friday 1p-1:30p</p>

# Coversheet

## Consideration & Approval of the 2023/24 School Calendar

**Section:** IV. Action Items  
**Item:** C. Consideration & Approval of the 2023/24 School Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** \_DRAFT\_ 23-24 GCA School Calendar - Print 23-24.pdf  
Calendar 2023-2024 Board Draft 2.pdf



# THE GOLDEN CHARTER ACADEMY

## ACADEMIC CALENDAR - SCHOOL YEAR 2023-24

**PROFESSIONAL LEARNING - PUPIL FREE**

**HOLIDAY - NO SCHOOL**

**FAMILY CONFERENCES**

**SUMMER PROGRAMMING**

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**SCHOOL BEGINS**  
August 14, 2023  
**SCHOOL ENDS**  
May 31, 2024

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**VACATION & HOLIDAYS**

Independence Day    7/4/2023  
 Labor Day            9/4/2023  
 Veteran's Day        11/10/2023  
 Thanksgiving Break   11/20/2023 - 11/24/2023  
 Winter Break         12/18/2023 - 1/5/2024  
 MLK Jr. Day           1/15/2024  
 Lincoln's Birthday    2/12/2024  
 President's Day       2/19/2024  
 Spring Break          3/25/2024- 4/1/2024  
 Memorial Day         5/27/2024  
 Juneteenth            6/19/2024

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
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11	12	13	14	15	16	17
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MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**END OF SEMESTER DATES**

SEMESTER 1: 8/14/2023 - 12/15/2023  
 SEMESTER 2: 1/9/2024 - 5/31/2024

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**ELEMENTARY REPORTING PERIODS**

TRIMESTER 1: 8/14/2023 - 11/3/2023 (59)  
 TRIMESTER 2: 11/6/2023 - 2/28/2024 (58)  
 TRIMESTER 3: 2/29/2024 - 5/31/2024 (59)

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# THE GOLDEN CHARTER ACADEMY

## ACADEMIC CALENDAR - SCHOOL YEAR 2023-24

**PROFESSIONAL LEARNING - PUPIL FREE**

**HOLIDAY - NO SCHOOL**

**FAMILY CONFERENCES**

**SUMMER PROGRAMMING**

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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AUGUST 2023						
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SEPTEMBER 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**SCHOOL BEGINS**  
August 14, 2023  
**SCHOOL ENDS**  
May 31, 2024

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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NOVEMBER 2023						
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DECEMBER 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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JANUARY 2024						
S	M	T	W	Th	F	S
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28	29	30	31			

FEBRUARY 2024						
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MARCH 2024						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**END OF SEMESTER DATES**

SEMESTER 1: 8/14/2023 - 12/15/2023  
 SEMESTER 2: 1/9/2024 - 5/31/2024

APRIL 2024						
S	M	T	W	Th	F	S
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MAY 2024						
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JUNE 2024						
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23	24	25	26	27	28	29
30						

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TRIMESTER 1: 8/14/2023 - 11/3/2023 (59)  
 TRIMESTER 2: 11/6/2023 - 2/28/2024 (58)  
 TRIMESTER 3: 2/29/2024 - 5/31/2024 (58)

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# Coversheet

## Consideration & Approval of Assistant Principal Job Description & Salary Range

**Section:** IV. Action Items  
**Item:** D. Consideration & Approval of Assistant Principal Job Description & Salary Range  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Certificated Executive Administrator Employment Contract, 2023-2024, Exhibit A (Assistant Principal).pdf



# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

### EXHIBIT A

#### Assistant Principal

Department: Administrative  
 Supervisor: Chief Executive Officer  
 Status: Full-Time, Exempt  
 Salary: Begins at \$74,000 – \$100,000  
 Reporting Days: 231 (Start 7/11/2023 – 5/31/2024 Stop)  
 Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

The Assistant Principal will provide high-level support to the Principal. The Assistant principal will be passionate about preparing our students to be successful in school and inspiring powerful young minds through stewardship, equity, and access.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. The Assistant Principal assists the Principal in the daily operations and responsibilities of the school site in the areas of curriculum and instruction, intervention, restorative practices, discipline, supervision, evaluations, facilities management, safety and security, etc. The Assistant Principal also performs a variety of other duties under the direction of the Principal.

#### RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Participate in developing a shared vision for student culture with students, staff, faculty, community, local government, and K-12 partners.
- Lead restorative justice program. Provide training for staff, support others in the implementation of restorative practices and implement student discipline procedures when necessary to ensure schoolwide safety.
- Participate in the Instructional Leadership Team
- Lead assessment of student progress and learning outcomes; review and recommend changes to maintain relevant programs to meet student and community needs.
- Conduct relevant meetings with students and parents regarding student progress and school culture.
- Actively seek out and identify opportunities to enhance, develop, and offer new programs, services, and activities to promote student success in the GCA vision.
- Articulate and champion the GCA’s mission, vision, and values to students, faculty, staff, community partners, associations and other external stakeholders.

**ROBERT GOLDEN,  
 PRESIDENT & CEO**

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- Support faculty and staff in setting school-wide short-term and long-term goals, monitor and evaluate toward goal progress and achievement.
- Lead development, coordination, and facilitation of student leadership development programs, and provide guidance for student council, student club fundraising, social, cultural, educational, and committees, programs, and activities.
- Work with administration to create, refine, and implement master schedule and placement of students using School Pathways and other applicable technology.
- Work with community partners to expand range provide services and learning opportunities available for our community.
- Oversee and work collaboratively with the staff on attendance, SART and SARB processes.
- Perform a variety of administrative duties to assist the principal in managing a school; assume the duties of principal in his/her/their absence.
- Plan, organize, coordinate, and direct instructional activities, extracurricular events, special programs, and plant operations at the school.
- Assist staff with implementation of school-adopted courses of study, including content standards.
- Assist the principal with the preparation and maintenance of a variety of school, district, county, state, and federally mandated records and reports regarding student attendance, discipline, safety and academic achievement.
- Supervise and evaluate certificated and classified personnel.
- Attending IEP and other special education meetings.
- Communicate with parents/guardians regarding school policies, procedures, and expectations.
- Ensure the health, safety and welfare of students.
- Oversee attendance, behavior management, counseling, guidance, and other support services.
- Provide individual academic and personal support to students and parents/guardians.
- Assist in the monitoring and facilitation of school groups and committees, such as School Site Council, LCAP, Leadership Team and other committees needed at the site.
- Administer and supervise school site programs such as after-school, summer, Special Education, English Language Learners, environmental and other instructional programs.
- Assist with the principal in the evaluation and revision of curricular and instructional programs in cooperation with administrators, teachers, staff and governing board and committees to ensure that instructional programs meet student needs and school requirements.
- Oversee safety and security and supervision assignments of faculty and staff.
- Assist in coordination and supervision of safety and emergency drills monthly, including fire and disaster drills.



# GOLDEN CHARTER ACADEMY

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- Assist in the supervision of students in class, on campus, on field experiences on provide transportation during school hours.
- Support the value of education.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of GCA students.
- Support and model a personal code of ethics aligned with GCA Mission and Vision
- Other duties as assigned by the Principal, or other Administrative Staff

### REQUIRED SKILLS AND ABILITIES

- Demonstrates an understanding, patient, and receptive attitude towards students of various age groups, temperaments, and abilities (particularly those exhibiting specialized needs)
- Reacts to change productively and handles other tasks as assigned.
- Demonstrates an understanding, patient, and receptive attitude towards students of various age groups, temperaments, and abilities (particularly those exhibiting specialized needs)
- Exhibit ability to handle confidential information and materials.
- Ability to work collaboratively with colleagues and administrators.
- Commitment to the success of all students and the GCA mission, vision and values
- Warm, thoughtful, collaborative, and adaptive leader with excellent interpersonal, communication and writing skills.
- Experience with conflict resolution and restorative justice practices
- Demonstrates clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of school, students, staff, and community.
- Proficient use of instructional technology and student information systems for (reporting, scheduling, master schedule, etc.) and other student data systems to retrieve, analyze and deliver reports.
- A passion for improving schools in low-income communities of color.
- Demonstrated leadership capabilities.
- Ability to work with parents/guardians, students, faculty, post-secondary educational representatives, community partners as well as school community groups.
- Knowledge of school graduation requirements and parallel entrance requirements for post-secondary institutions
- Ability to understand the unique social-emotional and developmental needs of individual students.
- Maintain confidentiality of student records and classroom information in accordance with legal requirements and GCA policies.





# GOLDEN CHARTER ACADEMY

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### EDUCATION AND EXPERIENCE

- Master’s degree required.
- Administrative Services credential required (from an accredited college or university)
- Relevant teaching experience highly desirable
- Bilingual preferred
- Proficiency in the native language(s) of the local community strongly preferred.
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple constituencies.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 15 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend.
- Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites (as needed).
- Indoor/outdoor work environment

# Coversheet

## Consideration & Approval of Director of Quality Control Job Description & Salary Range

**Section:** IV. Action Items  
**Item:** E. Consideration & Approval of Director of Quality Control Job Description  
& Salary Range  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Certificated\_Executive\_Administrator\_Employment\_Contract\_\_2023-2024\_\_Exhibit\_A\_\_DIRECTO  
R\_OF\_QUALITY\_CONTROL.pdf



# GOLDEN

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## CHARTER ACADEMY

### GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT  
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PRESIDENT &  
CEO**

**BOARD OF TRUSTEES**

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Scott Barton  
Isaiah Green*

*Golden Charter Academy  
1626 W Princeton Ave  
Fresno, CA 93705  
(559) 293-3157  
info@goldencharteracademy.org*

## EXHIBIT A

### Director of Quality Control

Department: Administration  
Supervisor: Chief Executive Officer  
Status: Full-Time, Exempt  
Salary: Begins at \$62,400 – \$80,060  
Reporting Days: 231 (Start 7/11/2023 – 6/23/2024 Stop)  
Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

The Director of Quality Control will be responsible for maintaining and enhancing the quality of campus culture and implementing policies.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The successful candidate will work closely with staff and students to ensure that the school's campus structure & standards are met and exceeded. This role will focus on the quality of staff and students, aiming to identify areas where improvements can be made, and providing support to make those improvements happen. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

### RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Provides high-level administrative support and assistance to the Chief Executive Officer
- Performs clerical and administrative tasks including drafting letters, memos, Provides high-level administrative support and assistance to administrative Staff.
- Collaborate with the school leadership team to develop policies and procedures that will enhance the quality of education, culture, and vision of the school.
- Manages levels and quality of performance, Campus Safety Campus Procedures & Policies.
- May recruit, interview, hire and train staff.
- Identify areas where staff or students may be struggling and work with the administration team to develop strategies to overcome challenges.
- Works with administration to help oversee day to day operations.
- Performs any additional duties as assigned by the administration team.



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#### REQUIRED SKILLS AND ABILITIES

- Experience in data analysis and interpretation.
- Strong communication and interpersonal skills.
- Strong leadership skills with a passion for education and a desire to help others succeed.
- Demonstrated ability to work collaboratively with staff, parents, and students.
- Ability to work independently and to take initiative in identifying areas for improvement. Excellent time management skills with a proven ability to meet deadlines.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- First Aid/CPR may be required

#### EDUCATION AND EXPERIENCE

- Bachelor’s degree in education or a related field.
- At least 3 years of experience in teaching or education administration.
- Previous experience in a school district or government entity preferred.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 15 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance
- Indoor/outdoor work environment

## Coversheet

### Consideration & Approval of Director of Events & Activities Job Description & Salary Range

**Section:** IV. Action Items  
**Item:** F. Consideration & Approval of Director of Events & Activities Job  
Description & Salary Range  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Classified Part-Time Employment Contract, 2023-2024, Exhibit A (Director of Events and Activities)  
.pdf



# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

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### EXHIBIT A

#### Director of Events and Activities

Department: Administration  
Supervisor: Chief Executive Officer  
Status: Part-Time, Non-exempt  
Salary: Begins at \$32,991 (18.25)– \$53,650 (29.67)  
Reporting Days: 231 (Start 7/11/2023 – 6/23/2024 Stop)  
Hours: 20-30 Hours a Week

The Director of Events and Activities will help plan, develop, implement, and analyze fundraising campaigns, marketing efforts, meetings, and related events.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required.

#### RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Plans, develops, implements, and organizes events and volunteers to advance the mission and goals of the company.
- Work closely with the CEO and fundraising campaign managers to plan and execute events for potential investors, including meetings, tours, and other engagement activities.
- Develop and implement special events, community relations campaigns, and marketing efforts to raise awareness and support for the charter school.
- Coordinate logistics, such as venue selection, catering, and audio/visual equipment, for events and meetings.
- Manage event budgets and timelines to ensure that events are executed efficiently and effectively.
- Maintain accurate records of event attendance, expenses, and outcomes, and provide reports as needed.
- Build and maintain relationships with community partners, sponsors, and volunteers to support event planning and execution.
- Utilize social media, email marketing, and other communication channels to promote events and engage with stakeholders.
- Attending meetings related to assignments.



# GOLDEN CHARTER ACADEMY

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- Model a personal code of ethics aligned with GCA Mission and Vision
- Performs other related duties as assigned.

#### REQUIRED SKILLS AND ABILITIES

- Excellent organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Strong written and verbal communication skills, with the ability to effectively communicate with stakeholders of varying backgrounds and perspectives.
- Demonstrated experience in event planning and execution, with a focus on attention to detail and customer service.
- Knowledge of fundraising best practices and techniques for engaging potential donors
- Ability to work collaboratively with a team and independently with minimal supervision.
- Proficiency in Microsoft Office Suite and experience using event planning software and tools.
- Ability to work flexible hours, including evenings and weekends, as needed.

#### EDUCATION AND EXPERIENCE

- Minimum of 2 years of experience in event planning, community relations, marketing, or related field
- Bachelor's degree in communication, Public Relations, Marketing, or related field preferred.
- Experience working with a non-profit organization preferred.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Ability to stand or sit for extended periods of time and lift up to 50 pounds.
- Ability to work in a fast-paced environment with frequent interruptions and changing priorities.
- Must have reliable transportation and be able to travel to various locations for events and meetings.

# Coversheet

## Consideration & Approval of Food Services Coordinator Job Description & Salary Range

**Section:** IV. Action Items  
**Item:** G. Consideration & Approval of Food Services Coordinator Job  
Description & Salary Range  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Classified Employment Contract, 2023-2024, Exhibit A (Food Services Coordinator).pdf





# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

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### EXHIBIT A

#### Food Services Coordinator

Department: Classified Non-Instructional  
 Supervisor: Chief Executive Officer  
 Status: Full-Time, Non-exempt  
 Salary: Begins at \$24,720 (16.00 Hr.) – \$30,356.03 (19.64 Hr.)  
 Reporting Days: 201 (Start 8/1/2023 – 5/31/2024 Stop)  
 Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The Food Services Coordinator will be responsible for coordinating and managing the food services program at the non-profit charter school, including facilitating breakfast and lunch, accepting food orders, and maintaining all health department regulations. The person in this role will work closely with facilities and manage the meal program to ensure that all meals are prepared, served, and stored in compliance with health department regulations.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

#### RESPONSIBILITIES

- Coordinate and manage the food services program, including ordering food supplies, preparing meals, and serving food.
- Ensure compliance with health department regulations, including sanitation, food safety, and record-keeping.
- Collaborate with the meal program manager and CNIPS to ensure compliance with federal and state regulations.
- Develop and maintain positive relationships with students, staff, and parents, addressing any concerns or complaints in a timely and professional manner.
- Manage inventory and track food usage to minimize waste and control costs.
- Train and supervise cafeteria staff, including hiring, scheduling, and performance management.
- Develop and implement policies and procedures to ensure efficient and effective food services operations.
- Manage the food services budget and prepare reports on food costs and revenue.
- Maintain cleanliness and organization of the cafeteria and kitchen facilities.
- Perform other duties as assigned by the Head of School.



# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

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### REQUIRED SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Knowledge of health department regulations and food safety procedures
- Ability to manage and motivate staff.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and inventory management software

### EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- At least 2 years of experience in food service management
- Certification in food safety and sanitation preferred.
- Bachelor's degree in hospitality or business management preferred.
- Experience with CNIPS preferred.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Must be able to lift and carry up to 50 pounds.
- Must be able to stand, walk, and bend for extended periods of time.
- Must be able to work in a fast-paced environment with frequent interruptions.
- Must be able to work in a kitchen environment with exposure to heat, cold, and noise.
- Indoor/outdoor work environment

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

# Coversheet

## Consideration & Approval of Cafeteria Manager Job Description & Salary Range

**Section:** IV. Action Items  
**Item:** H. Consideration & Approval of Cafeteria Manager Job Description & Salary Range  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Classified Employment Contract, 2023-2024, Exhibit A (Cafeteria Manager).pdf



# GOLDEN CHARTER ACADEMY

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### EXHIBIT A

#### Cafeteria Manager

Department: Classified Non-Instructional  
 Supervisor: Chief Executive Officer  
 Status: Full-Time, Non-exempt  
 Salary: Begins at \$24,720 (16.00 Hr.) – \$30,356.03 (19.64 Hr.)  
 Reporting Days: 201 (Start 8/1/2023 – 5/31/2024 Stop)  
 Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The Cafeteria Manager will be responsible for managing the daily operations of the school cafeteria and ensuring that all meals are prepared, served, and stored in compliance with health department regulations. The person in this role will work closely with facilities and the meal program manager to facilitate breakfast and lunch for students, staff, and visitors.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

#### RESPONSIBILITIES

- Manage daily operations of the school cafeteria, including food preparation, serving, and storage.
- Plan menus and order food supplies, ensuring that all meals meet nutritional guidelines and dietary restrictions.
- Ensure compliance with health department regulations, including sanitation, food safety, and record-keeping.
- Manage inventory and track food usage to minimize waste and control costs.
- Train and supervise cafeteria staff, including hiring, scheduling, and performance management.
- Develop and maintain positive relationships with students, staff, and parents, addressing any concerns or complaints in a timely and professional manner.
- Collaborate with the meal program and CNIPS to ensure compliance with federal and state regulations.
- Manage the cafeteria budget and prepare reports on food costs and revenue.
- Maintain cleanliness and organization of the cafeteria and kitchen facilities.
- Perform other duties as assigned by the CEO.



# GOLDEN CHARTER ACADEMY

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### REQUIRED SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Knowledge of health department regulations and food safety procedures
- Ability to manage and motivate staff.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and inventory management software.
- Maintain confidentiality of student records and classroom information in accordance with legal requirements and GCA policies.

### EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- At least 2 years of experience in food service management
- Certification in food safety and sanitation preferred.
- CNIPS experience preferred.
- Bachelor's degree in hospitality or business management preferred.
- Ability to communicate and interact effectively with multiple constituencies.

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Must be able to lift and carry up to 50 pounds.
- Must be able to stand, walk, and bend for extended periods of time.
- Must be able to work in a fast-paced environment with frequent interruptions.
- Must be able to work in a kitchen environment with exposure to heat, cold, and noise.
- Indoor/outdoor work environment

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

# Coversheet

## Consideration & Approval of Principal Mandy Bruer's 2022/23 June Contract

**Section:** IV. Action Items  
**Item:** I. Consideration & Approval of Principal Mandy Bruer's 2022/23 June Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Certificated Executive Administrator Employment Contract June (Principal), 2022-2023.pdf



# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

### AT-WILL EMPLOYMENT AGREEMENT 2022 – 2023

Between

**GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL**

and

**AMANDA (MANDY) J. BREUER**

THIS AT-WILL EMPLOYMENT AGREEMENT (herein referred to as “Agreement”) is entered into by and between the Board of Directors (herein referred to as “Board”) of Golden Charter Academy Public Charter School (herein referred to as “SCHOOL” or “EMPLOYER”), operating a California public charter school(s) in Fresno County, approved by the Fresno Unified School District (herein referred to as the “District”) and the above-named employee (herein referred to as “EMPLOYEE”). EMPLOYER desires to hire EMPLOYEE who will assist SCHOOL in achieving the goals and meeting the requirements of the SCHOOL’s Charters. The Board desires to engage the services of the EMPLOYEE for purpose of assisting SCHOOL in implementing its purposes, policies, and procedures. The parties recognize that SCHOOL is generally exempt from the provisions of the California Education Code, except as expressly set forth in the Charter SCHOOL’s Act of 1992 or elsewhere in other applicable laws or regulations.

WHEREAS, SCHOOL and EMPLOYEE wish to enter into an at-will employment relationship under the conditions set forth herein, the parties hereby agree as follows:

#### STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. SCHOOL has been established and operates pursuant to the Charter Schools Act of 1992, California Education Code section 47600, et seq. The SCHOOL’s Charter is available to you on our website and can be provided to you separately as a PDF file at your request and is incorporated by reference herein. EMPLOYEE agrees to read and become familiar with the provisions of the SCHOOL’s Charter and to act always in accordance with the educational mission, policies, and procedures described therein. The SCHOOL has been duly approved by the Board of Education of the Fresno Unified School District.
2. EMPLOYEE understands that the SCHOOL is a separate legal entity from the District. The District is not liable for any debts or obligations of the SCHOOL, and EMPLOYEE expressly recognizes that he/she/they is being employed by the SCHOOL and not the District.
3. Pursuant to California Education Code section 47610, the SCHOOL must comply with all of the provisions set forth in its charter but is otherwise generally exempt from the laws governing school districts except as specified in the California Charter Schools Act, the SCHOOL’s Charter or other relevant law.

Position: PRINCIPAL  
At-Will Certificated Executive Administrator Employment Agreement

EMPLOYEE Initials

**ROBERT GOLDEN,  
PRESIDENT & CEO**

**EMPLOYER OF  
TRUSTEES**

*Dr. Ed González, Chair  
Keshia Thomas, Vice Chair*

*Dr. Bard De Vore*

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4. The SCHOOL shall be deemed the exclusive public-school employer of the employees at the SCHOOL for purposes of California Government Code section 3540.1.

EMPLOYEE is willing and qualified to provide the services referenced above. SCHOOL has need of the EMPLOYEE’s services and therefore desires to employ the EMPLOYEE.

Employment terms are governed by this Agreement and the current SCHOOL charter, handbooks, policies, procedures, rules or regulations, as adopted and amended from time to time by SCHOOL.

**A. DUTIES**

A copy of the job description for EMPLOYEE’s position as **PRINCIPAL** is incorporated by reference herein (See attached “Exhibit A”). The duties set forth in that job description may be amended from time to time at the sole discretion of EMPLOYER. EMPLOYEE agrees that he/she/they shall at all times faithfully, industriously, and to the best of his/her/their ability to perform all of the duties that may be required of the EMPLOYEE pursuant to the express and explicit terms of this Agreement by the accomplishment of:

1. Fulfilling the functions enumerated in the EMPLOYEE’s job description; and
2. Such other duties as assigned by the EMPLOYER as necessary in SCHOOL’s discretion and judgment to effectuate the purposes of this Agreement. The EMPLOYEE understands that EMPLOYER may at times make assignments that are in addition to those expressly described in this Agreement. The EMPLOYEE understands that the EMPLOYER in its sole discretion and without prior notice may assign EMPLOYEE other and/or additional duties, including but not limited to a change in assignment to different specialty according to any limitations or requirements of the EMPLOYEE’s licensure, and/or the addition or elimination of classified duties, as necessary; and
3. The EMPLOYEE will perform such duties as SCHOOL may reasonably assign and will abide by all SCHOOL’s policies and procedures as adopted and amended from time to time, including those policies and procedures set forth in the SCHOOL’s Employee Handbook, incorporated herein by reference (See attached “Exhibit B”), which may be amended from time to time at the sole discretion of SCHOOL; and
4. EMPLOYEE will not render services in person or by electronic means, paid or otherwise for any other entity during contracted work hours with the SCHOOL; and
5. EMPLOYEE will perform such duties as the EMPLOYER may reasonably assign including performing any such duties remotely or “telecommuting” via internet, phone, or any other electronic device, while at home or at another location other than the school site as the EMPLOYER deems reasonable and/or necessary; and





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6. EMPLOYEE will conduct him/her/their self in a respectful and responsible manner as a representative of SCHOOL both on and off campus. EMPLOYEE will refrain from engaging in any inappropriate behavior, including but not limited to sexual relations, while on SCHOOL property.

**B. COMPENSATION**

The SCHOOL will pay the EMPLOYEE a salary commensurate with the approved salary as specified herein. Compensation earned will be paid to EMPLOYEE on EMPLOYER’s regular paydays, subject to legally required withholdings and deductions and such other withholdings and deductions authorized by EMPLOYEE. If the EMPLOYEE fails to complete the Term of this Agreement for any reason whatsoever, EMPLOYEE is entitled to be paid the annual salary prorated to the amount of work actually performed.

EMPLOYEE shall receive a salary of **\$10,909**.

For the month of June 2023 (22 Days)

**C. BENEFITS**

Certain positions at SCHOOL designated as full-time will be entitled to participate in designated employee benefit programs and plans established by SCHOOL from time to time for the benefit of its employees. This includes payments to the State Public Employees Retirement System (CalPERS) or other retirement benefit programs, health insurance, dental care insurance, life, and vision insurance (subject to program and eligibility requirements). This position does include these benefits.

Full-time employees become eligible for medical, dental, and vision coverage on the first month following their date of hire. Golden Charter Academy will provide a health insurance package covering 80% of the employee costs towards the monthly health premiums of the selected plan up to \$6,000. If an employee selects coverage that exceeds the monthly maximum, the premium overage amount will be deducted from the employee’s semi-monthly paycheck on a pre-tax basis.

EMPLOYEE will have no rights or entitlement under any District policy or procedure unless that policy or procedure has been adopted by EMPLOYER and specifically made applicable to EMPLOYEE by EMPLOYER. Notwithstanding the foregoing, EMPLOYEE will be covered by all applicable federal and state employment laws including those prohibiting discrimination or harassment in the workplace.



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### **D. QUALIFICATIONS**

EMPLOYEE must maintain all required credentials and licenses necessary to perform the duties described herein while EMPLOYEE is employed by SCHOOL. EMPLOYEE understands that employment is contingent upon verification of applicable licensure, credentials, and other legally required qualifications, including but not limited to fingerprint clearance from the Bureau of Criminal Identification and Information, Civil Check, and T.B. testing.

*General Education/Core Class Certificated Assignment*

The EMPLOYEE must maintain, or will obtain, a valid California teaching credential or certificate as required for the EMPLOYEE's certificated assignment (obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Ed. Code Sections 44339, 44340, and 44341) as required by law, and at all times thereafter must maintain a valid California teaching credential as required for the EMPLOYEE's certificated assignments while EMPLOYEE is employed by the SCHOOL.

*Non-Core/Non-General Education Certificated Assignment*

EMPLOYEE understands that if teaching a non-core or non-general education subject EMPLOYEE must maintain, or will obtain, a valid teaching credential or certificate as required for the EMPLOYEE's certificated assignment as required for the EMPLOYEE's certificated assignment (obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Ed. Code Sections 44339, 44340, and 44341) on or by July 1, 2025.

EMPLOYEE understands that employment is contingent upon EMPLOYEE obtaining a valid teaching credential at the EMPLOYEE's own expense unless otherwise agreed to in writing. EMPLOYEE understands EMPLOYEE is solely responsible for obtaining the required training, education, and obtaining and filing with the proper entities the required documentation necessary to obtain and maintain a valid California teaching credential. This contract may be terminated at any time if EMPLOYEE fails to maintain (general education certificated assignment) or to obtain a valid teaching credential (non-core/non-general education certificated assignment) as required for the EMPLOYEE's certificated assignment by July 1, 2025.

### **E. WORK SCHEDULE**

The current SCHOOL calendar is incorporated by reference herein (See Attached "Exhibit C").

Subject to earlier termination as an At-Will Employee and as provided in this Agreement, EMPLOYEE agrees to begin working on **June 1, 2023**. Unless terminated earlier, this Agreement shall terminate automatically at midnight on the final day of the SCHOOL year as specified in the SCHOOL calendar, but no later than June 30, 2023.

Position: PRINCIPAL

At-Will Certificated Executive Administrator Employment Agreement

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EMPLOYEE Initials

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# GOLDEN

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## CHARTER ACADEMY

**ROBERT GOLDEN,  
PRESIDENT & CEO**

**EMPLOYER OF  
TRUSTEES**

*Dr. Ed González, Chair  
Keshia Thomas, Vice Chair  
Dr. Bard De Vore  
Dr. Brad Huff  
Ruth F. Quinto  
Scott Barton  
Isaiah Green*

*Golden Charter Academy  
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Fresno, CA 93705  
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EMPLOYEE's day-to-day work schedule shall be consistent with the SCHOOL's schedule. Nothing in this paragraph or the employee's day-to-day schedule shall alter EMPLOYEE's At-Will employee status.

EMPLOYEE understands that the workdays during a school year include paid professional development days, as specified in the SCHOOL calendar and that the EMPLOYEE must workdays preceding and following the school year, as shown on the SCHOOL calendar to fulfill all the obligations of this agreement.

EMPLOYEE understands that there are **twenty-two (22)** workdays during a school year including paid professional development days, as specified in the school calendar and that the EMPLOYEE must work days preceding and following the school year, as shown on the school calendar to fulfill all the obligations of this agreement.

As a minimum performance requirement, the work schedule for the EMPLOYEE shall be Monday through Friday, during regular school hours (approximately 7:30 a.m. through 4:30 p.m.). End time is upon completion of duties. It is the expectation of the Board that actual hours required to carry out the duties and responsibilities of the position in a satisfactory manner may exceed the regular school hours, and therefore it is the expectation of the Board that actual hours worked will exceed the above referenced minimum performance requirement. As this position is exempt from overtime, additional duties of the EMPLOYEE may need to be performed outside of the daily work schedule. These additional duties include but are not limited to: Parent Teacher Conferences, Community Events, Field Trips, Dances, and Student Events. Additional duties may take place on weekends and/or mornings and evenings, before/after the conclusion of the minimum work schedule hours noted above herein.

## **F. INTELLECTUAL PROPERTY**

1. *Ownership.* All intellectual property developed by SCHOOL or developed by EMPLOYEE while employed by SCHOOL under this Contract will be owned by SCHOOL including, without limitation, works of authorship (e.g., writings, graphic designs, and computer programs); inventions (whether tangible or intangible); and, trademarks. However, the following intellectual property is *excluded* from ownership by SCHOOL under this Contract, absent further agreement with EMPLOYEE.
  - a. That which is developed without use of equipment, supplies, facilities, or trade secret information of SCHOOL, and entirely on EMPLOYEE's own time, which also (a) does not relate (1) to the business of SCHOOL; (2) to SCHOOL's actual or demonstrably anticipated research or development; or (b) which does not result from work performed by EMPLOYEE for SCHOOL. (See California Labor Code Section 2870).



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2. *Protection.* SCHOOL may, at its sole discretion and at its own expense, choose to seek, obtain, maintain, enforce, or forego any form of protection for intellectual property owned by it under this Agreement.
3. *Cooperation.* At SCHOOL's expense, EMPLOYEE will cooperate with SCHOOL to facilitate the provisions of this section of the Agreement, without limitation, through execution of assignments, execution of formal documents to support applications for intellectual property protection and providing testimony in litigation to enforce or defend SCHOOL's intellectual property rights.

### **G. PROPRIETARY PROPERTY**

SCHOOL's proprietary property is the personal property of SCHOOL and constitutes confidential trade secrets and curriculum, which comprises the substance of SCHOOL's business. As part of the consideration for EMPLOYEE's employment and the compensation received from SCHOOL, EMPLOYEE agrees at all times, both during or after termination of employment, except as necessary in the ordinary course of performing duties as an employee of SCHOOL:

1. EMPLOYEE shall keep in the strictest confidence and trust all proprietary information.
2. EMPLOYEE shall not knowingly use, reproduce, disseminate, disclose, publish, or do anything related to any proprietary information or rights for an unauthorized purpose.
3. EMPLOYEE shall at all times during employment promptly advise SCHOOL of any knowledge that employee may have of any unauthorized release or use of SCHOOL proprietary information.

"Proprietary Information" means information (a) that is not known by actual or potential competitors of SCHOOL or is generally unavailable to the public, (b) that has been created, discovered, developed, or otherwise conveyed to SCHOOL, and (c) that has material economic value or potential material economic value to SCHOOL's present and future educational operations. "Proprietary Information" shall include trade secrets (as that term is defined under California Civil Code Section 3426.1) and all other discoveries, developments, designs, improvements, inventions, formulas, software programs, processes, techniques, know-how, data, research, techniques, technical data, and any modifications or enhancements of any of the foregoing, and all program, marketing, sales, or other financial or business information disclosed to employee by SCHOOL.

### **H. EVALUATION**

EMPLOYER will at minimum, annually evaluate and assess in writing the performance of the Head of School as specified in SCHOOL personnel policies and pursuant to any other formally adopted evaluation procedures. The annual evaluation shall be completed no later than the Board of Director's regularly scheduled May Board Meeting.



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**I. AT-WILL EMPLOYMENT**

EMPLOYEE understands that no promise of this Agreement, a specific term of employment has been made by the EMPLOYER. All employment at the SCHOOL is at-will. Either the EMPLOYEE or the EMPLOYER may terminate EMPLOYEE’s employment at any time with or without cause and with or without advance notice to the EMPLOYEE.

EMPLOYEE may also be demoted or disciplined and the terms of his/her/their employment altered at any time, with or without cause, at the sole discretion of EMPLOYER.

No one other than the EMPLOYER has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the EMPLOYER and by the affected EMPLOYEE and must specifically state the intention to alter this “at-will” relationship.

**J. PRECLUSION OF OUTSIDE PROFESSIONAL ACTIVITIES**

EMPLOYEE will not render services in person or by electronic means paid or otherwise, for any other entity during contracted work hours with SCHOOL.

The EMPLOYEE agrees not to work in any off-duty job which has the effect of interfering with his/her/their ability to safely and competently perform job duties or that is in direct conflict with the essential operations of the EMPLOYER and that for the EMPLOYEE to engage in would result in a material and substantial disruption of the EMPLOYER’s operation without first notifying the EMPLOYER.

Any employee of SCHOOL who desires to work in an off-duty job will first discuss the appropriateness of that job with his/her/their supervisor.

**K. NO TENURE**

During the term of this Agreement, EMPLOYEE understands that he/she/they will not acquire or accrue tenure or any other employment rights or property rights with SCHOOL.

**L. DUTY TO REPORT KNOWN OR REASONABLY SUSPECTED CHILD ABUSE**

California Penal Code section 11166 requires any child care custodian such as the EMPLOYEE who has knowledge of, or observes, a child in his/her/their professional capacity or within the scope of his/her/their employment whom he/she/they knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.



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By executing this Agreement, EMPLOYEE is certifying that he/she/they is a childcare custodian and has knowledge of California Penal Code section 11166 and will comply with its provisions.

**M. GENERAL PROVISIONS**

1. **Governing Law:** This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of California.
2. **Entire Agreement:** This Agreement, together with the exhibits and schedules hereto, constitutes the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes all prior contemporaneous agreements or understandings, inducements or conditions, express implied, written or oral, between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representations, express or implied, not contained in the Agreement. The express terms of this Agreement control and supersede any course of performance or usage of the trade inconsistent with any of the terms of this Agreement.
3. **Modification:** Any modifications or amendments of any of the terms and conditions of this Agreement must be expressly made by the parties hereto in writing.
4. **Severability:** If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect, unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.
5. **Waiver of Breach:** The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.
6. **Assignment:** The rights and obligations of the respective parties under this Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors, and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.
7. **Attorney Fees:** In any litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded its reasonable attorney fees, costs, expenses, and disbursements incurred.



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**N. ACCEPTANCE OF EMPLOYMENT**

By signing below, the EMPLOYEE declares as follows:

1. I have read this Agreement and accept employment with SCHOOL on terms specified herein.
2. All information I have provided to SCHOOL related to my employment is true and accurate.
3. I have received and reviewed the job description for this position and understand my job duties.
4. I have received, reviewed, and signed the SCHOOL Employer/Employee Arbitration Agreement.
5. I have received and reviewed the SCHOOL calendar.
6. I have received, reviewed, and signed the Employee Handbook.

EMPLOYEE Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

SCHOOL Signature: \_\_\_\_\_

**Chief Executive Officer, Robert Golden**

**Date**

***This Employment Agreement is subject to ratification by the Governing Board of Golden Charter Academy Public Charter School.***

# Coversheet

## Consideration & Approval of Principal Mandy Bruer's 2023/24 Contract

**Section:** IV. Action Items  
**Item:** J. Consideration & Approval of Principal Mandy Bruer's 2023/24 Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Certificated\_Executive\_Administrator\_Employment\_Contract\_\_Principal\_\_\_2023-2024.pdf





# GOLDEN CHARTER ACADEMY

## GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

### AT-WILL EMPLOYMENT AGREEMENT 2023 – 2024

Between

**GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL**

and

**AMANDA (MANDY) J. BREUER**

THIS AT-WILL EMPLOYMENT AGREEMENT (herein referred to as “Agreement”) is entered into by and between the Board of Directors (herein referred to as “Board”) of Golden Charter Academy Public Charter School (herein referred to as “SCHOOL” or “EMPLOYER”), operating a California public charter school(s) in Fresno County, approved by the Fresno Unified School District (herein referred to as the “District”) and the above-named employee (herein referred to as “EMPLOYEE”). EMPLOYER desires to hire EMPLOYEE who will assist SCHOOL in achieving the goals and meeting the requirements of the SCHOOL’s Charters. The Board desires to engage the services of the EMPLOYEE for purpose of assisting SCHOOL in implementing its purposes, policies, and procedures. The parties recognize that SCHOOL is generally exempt from the provisions of the California Education Code, except as expressly set forth in the Charter SCHOOL’s Act of 1992 or elsewhere in other applicable laws or regulations.

WHEREAS, SCHOOL and EMPLOYEE wish to enter into an at-will employment relationship under the conditions set forth herein, the parties hereby agree as follows:

#### STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. SCHOOL has been established and operates pursuant to the Charter Schools Act of 1992, California Education Code section 47600, et seq. The SCHOOL’s Charter is available to you on our website and can be provided to you separately as a PDF file at your request and is incorporated by reference herein. EMPLOYEE agrees to read and become familiar with the provisions of the SCHOOL’s Charter and to act always in accordance with the educational mission, policies, and procedures described therein. The SCHOOL has been duly approved by the Board of Education of the Fresno Unified School District.
2. EMPLOYEE understands that the SCHOOL is a separate legal entity from the District. The District is not liable for any debts or obligations of the SCHOOL, and EMPLOYEE expressly recognizes that he/she/they is being employed by the SCHOOL and not the District.
3. Pursuant to California Education Code section 47610, the SCHOOL must comply with all of the provisions set forth in its charter but is otherwise generally exempt from the laws governing school districts except as specified in the California Charter Schools Act, the SCHOOL’s Charter or other relevant law.

Position: PRINCIPAL  
At-Will Certificated Executive Administrator Employment Agreement

EMPLOYEE Initials

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4. The SCHOOL shall be deemed the exclusive public-school employer of the employees at the SCHOOL for purposes of California Government Code section 3540.1.

EMPLOYEE is willing and qualified to provide the services referenced above. SCHOOL has need of the EMPLOYEE’s services and therefore desires to employ the EMPLOYEE.

Employment terms are governed by this Agreement and the current SCHOOL charter, handbooks, policies, procedures, rules or regulations, as adopted and amended from time to time by SCHOOL.

**A. DUTIES**

A copy of the job description for EMPLOYEE’s position as **PRINCIPAL** is incorporated by reference herein (See attached “Exhibit A”). The duties set forth in that job description may be amended from time to time at the sole discretion of EMPLOYER. EMPLOYEE agrees that he/she/they shall at all times faithfully, industriously, and to the best of his/her/their ability to perform all of the duties that may be required of the EMPLOYEE pursuant to the express and explicit terms of this Agreement by the accomplishment of:

1. Fulfilling the functions enumerated in the EMPLOYEE’s job description; and
2. Such other duties as assigned by the EMPLOYER as necessary in SCHOOL’s discretion and judgment to effectuate the purposes of this Agreement. The EMPLOYEE understands that EMPLOYER may at times make assignments that are in addition to those expressly described in this Agreement. The EMPLOYEE understands that the EMPLOYER in its sole discretion and without prior notice may assign EMPLOYEE other and/or additional duties, including but not limited to a change in assignment to different specialty according to any limitations or requirements of the EMPLOYEE’s licensure, and/or the addition or elimination of classified duties, as necessary; and
3. The EMPLOYEE will perform such duties as SCHOOL may reasonably assign and will abide by all SCHOOL’s policies and procedures as adopted and amended from time to time, including those policies and procedures set forth in the SCHOOL’s Employee Handbook, incorporated herein by reference (See attached “Exhibit B”), which may be amended from time to time at the sole discretion of SCHOOL; and
4. EMPLOYEE will not render services in person or by electronic means, paid or otherwise for any other entity during contracted work hours with the SCHOOL; and
5. EMPLOYEE will perform such duties as the EMPLOYER may reasonably assign including performing any such duties remotely or “telecommuting” via internet, phone, or any other electronic device, while at home or at another location other than the school site as the EMPLOYER deems reasonable and/or necessary; and



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6. EMPLOYEE will conduct him/her/their self in a respectful and responsible manner as a representative of SCHOOL both on and off campus. EMPLOYEE will refrain from engaging in any inappropriate behavior, including but not limited to sexual relations, while on SCHOOL property.

**B. COMPENSATION**

The SCHOOL will pay the EMPLOYEE a salary commensurate with the approved salary as specified herein. Compensation earned will be paid to EMPLOYEE on EMPLOYER’s regular paydays, subject to legally required withholdings and deductions and such other withholdings and deductions authorized by EMPLOYEE. If the EMPLOYEE fails to complete the Term of this Agreement for any reason whatsoever, EMPLOYEE is entitled to be paid the annual salary prorated to the amount of work actually performed.

EMPLOYEE shall receive an annual salary of **\$125,000**.

EMPLOYEE shall participate in five (5) days of Professional Development training on a date to be determined but shall occur prior to the start of the 2022-2023 school year. Employee shall provide proof of completion of such training in the form of daily attendance sign-in forms.

**C. BENEFITS**

Certain positions at SCHOOL designated as full-time will be entitled to participate in designated employee benefit programs and plans established by SCHOOL from time to time for the benefit of its employees. This includes payments to the State Public Employees Retirement System (CalPERS) or other retirement benefit programs, health insurance, dental care insurance, life, and vision insurance (subject to program and eligibility requirements). This position does include these benefits.

Full-time employees become eligible for medical, dental, and vision coverage on the first month following their date of hire. Golden Charter Academy will provide a health insurance package covering 80% of the employee costs towards the monthly health premiums of the selected plan up to \$6,000. If an employee selects coverage that exceeds the monthly maximum, the premium overage amount will be deducted from the employee’s semi-monthly paycheck on a pre-tax basis.

EMPLOYEE will have no rights or entitlement under any District policy or procedure unless that policy or procedure has been adopted by EMPLOYER and specifically made applicable to EMPLOYEE by EMPLOYER. Notwithstanding the foregoing, EMPLOYEE will be covered by all applicable federal and state employment laws including those prohibiting discrimination or harassment in the workplace.



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### **D. QUALIFICATIONS**

EMPLOYEE must maintain all required credentials and licenses necessary to perform the duties described herein while EMPLOYEE is employed by SCHOOL. EMPLOYEE understands that employment is contingent upon verification of applicable licensure, credentials, and other legally required qualifications, including but not limited to fingerprint clearance from the Bureau of Criminal Identification and Information, Civil Check, and T.B. testing.

*General Education/Core Class Certificated Assignment*

The EMPLOYEE must maintain, or will obtain, a valid California teaching credential or certificate as required for the EMPLOYEE's certificated assignment (obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Ed. Code Sections 44339, 44340, and 44341) as required by law, and at all times thereafter must maintain a valid California teaching credential as required for the EMPLOYEE's certificated assignments while EMPLOYEE is employed by the SCHOOL.

*Non-Core/Non-General Education Certificated Assignment*

EMPLOYEE understands that if teaching a non-core or non-general education subject EMPLOYEE must maintain, or will obtain, a valid teaching credential or certificate as required for the EMPLOYEE's certificated assignment as required for the EMPLOYEE's certificated assignment (obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Ed. Code Sections 44339, 44340, and 44341) on or by July 1, 2025.

EMPLOYEE understands that employment is contingent upon EMPLOYEE obtaining a valid teaching credential at the EMPLOYEE's own expense unless otherwise agreed to in writing. EMPLOYEE understands EMPLOYEE is solely responsible for obtaining the required training, education, and obtaining and filing with the proper entities the required documentation necessary to obtain and maintain a valid California teaching credential. This contract may be terminated at any time if EMPLOYEE fails to maintain (general education certificated assignment) or to obtain a valid teaching credential (non-core/non-general education certificated assignment) as required for the EMPLOYEE's certificated assignment by July 1, 2025.

### **E. WORK SCHEDULE**

The current SCHOOL calendar is incorporated by reference herein (See Attached "Exhibit C").

Subject to earlier termination as an At-Will Employee and as provided in this Agreement, EMPLOYEE agrees to begin working on **July 1, 2023**. Unless terminated earlier, this Agreement shall terminate automatically at midnight on the final day of the SCHOOL year as specified in the SCHOOL calendar, but no later than June 30, 2024.

Position: PRINCIPAL

At-Will Certificated Executive Administrator Employment Agreement

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EMPLOYEE's day-to-day work schedule shall be consistent with the SCHOOL's schedule. Nothing in this paragraph or the employee's day-to-day schedule shall alter EMPLOYEE's At-Will employee status.

EMPLOYEE understands that the workdays during a school year include paid professional development days, as specified in the SCHOOL calendar and that the EMPLOYEE must workdays preceding and following the school year, as shown on the SCHOOL calendar to fulfill all the obligations of this agreement.

EMPLOYEE understands that there are **one-hundred and eighty-seven (187)** workdays during a school year including paid professional development days, as specified in the school calendar and that the EMPLOYEE must work days preceding and following the school year, as shown on the school calendar to fulfill all the obligations of this agreement.

As a minimum performance requirement, the work schedule for the EMPLOYEE shall be Monday through Friday, during regular school hours (approximately 7:30 a.m. through 4:30 p.m.). End time is upon completion of duties. It is the expectation of the Board that actual hours required to carry out the duties and responsibilities of the position in a satisfactory manner may exceed the regular school hours, and therefore it is the expectation of the Board that actual hours worked will exceed the above referenced minimum performance requirement. As this position is exempt from overtime, additional duties of the EMPLOYEE may need to be performed outside of the daily work schedule. These additional duties include but are not limited to: Parent Teacher Conferences, Community Events, Field Trips, Dances, and Student Events. Additional duties may take place on weekends and/or mornings and evenings, before/after the conclusion of the minimum work schedule hours noted above herein.

### **F. INTELLECTUAL PROPERTY**

1. *Ownership.* All intellectual property developed by SCHOOL or developed by EMPLOYEE while employed by SCHOOL under this Contract will be owned by SCHOOL including, without limitation, works of authorship (e.g., writings, graphic designs, and computer programs); inventions (whether tangible or intangible); and, trademarks. However, the following intellectual property is *excluded* from ownership by SCHOOL under this Contract, absent further agreement with EMPLOYEE.
  - a. That which is developed without use of equipment, supplies, facilities, or trade secret information of SCHOOL, and entirely on EMPLOYEE's own time, which also (a) does not relate (1) to the business of SCHOOL; (2) to SCHOOL's actual or demonstrably anticipated research or development; or (b) which does not result from work performed by EMPLOYEE for SCHOOL. (See California Labor Code Section 2870).



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SCHOOL’s proprietary property is the personal property of SCHOOL and constitutes confidential trade secrets and curriculum, which comprises the substance of SCHOOL’s business. As part of the consideration for EMPLOYEE’s employment and the compensation received from SCHOOL, EMPLOYEE agrees at all times, both during or after termination of employment, except as necessary in the ordinary course of performing duties as an employee of SCHOOL:

1. EMPLOYEE shall keep in the strictest confidence and trust all proprietary information.
2. EMPLOYEE shall not knowingly use, reproduce, disseminate, disclose, publish, or do anything related to any proprietary information or rights for an unauthorized purpose.
3. EMPLOYEE shall at all times during employment promptly advise SCHOOL of any knowledge that employee may have of any unauthorized release or use of SCHOOL proprietary information.

“Proprietary Information” means information (a) that is not known by actual or potential competitors of SCHOOL or is generally unavailable to the public, (b) that has been created, discovered, developed, or otherwise conveyed to SCHOOL, and (c) that has material economic value or potential material economic value to SCHOOL’s present and future educational operations. “Proprietary Information” shall include trade secrets (as that term is defined under California Civil Code Section 3426.1) and all other discoveries, developments, designs, improvements, inventions, formulas, software programs, processes, techniques, know-how, data, research, techniques, technical data, and any modifications or enhancements of any of the foregoing, and all program, marketing, sales, or other financial or business information disclosed to employee by SCHOOL.

**H. EVALUATION**

EMPLOYER will at minimum, annually evaluate and assess in writing the performance of the Head of School as specified in SCHOOL personnel policies and pursuant to any other formally adopted evaluation procedures. The annual evaluation shall be completed no later than the Board of Director’s regularly scheduled May Board Meeting.



# GOLDEN

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## CHARTER ACADEMY

**ROBERT GOLDEN,  
PRESIDENT & CEO**

**EMPLOYER OF  
TRUSTEES**

- Dr. Ed González, Chair*
- Keshia Thomas, Vice Chair*
- Dr. Bard De Vore*
- Dr. Brad Huff*
- Ruth F. Quinto*
- Scott Barton*
- Isaiah Green*

*Golden Charter Academy  
1626 W Princeton Ave  
Fresno, CA 93705  
(559) 293-3157  
info@goldencharteracademy.org*

**I. AT-WILL EMPLOYMENT**

EMPLOYEE understands that no promise of this Agreement, a specific term of employment has been made by the EMPLOYER. All employment at the SCHOOL is at-will. Either the EMPLOYEE or the EMPLOYER may terminate EMPLOYEE’s employment at any time with or without cause and with or without advance notice to the EMPLOYEE.

EMPLOYEE may also be demoted or disciplined and the terms of his/her/their employment altered at any time, with or without cause, at the sole discretion of EMPLOYER.

No one other than the EMPLOYER has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the EMPLOYER and by the affected EMPLOYEE and must specifically state the intention to alter this “at-will” relationship.

**J. PRECLUSION OF OUTSIDE PROFESSIONAL ACTIVITIES**

EMPLOYEE will not render services in person or by electronic means paid or otherwise, for any other entity during contracted work hours with SCHOOL.

The EMPLOYEE agrees not to work in any off-duty job which has the effect of interfering with his/her/their ability to safely and competently perform job duties or that is in direct conflict with the essential operations of the EMPLOYER and that for the EMPLOYEE to engage in would result in a material and substantial disruption of the EMPLOYER’s operation without first notifying the EMPLOYER.

Any employee of SCHOOL who desires to work in an off-duty job will first discuss the appropriateness of that job with his/her/their supervisor.

**K. NO TENURE**

During the term of this Agreement, EMPLOYEE understands that he/she/they will not acquire or accrue tenure or any other employment rights or property rights with SCHOOL.

**L. DUTY TO REPORT KNOWN OR REASONABLY SUSPECTED CHILD ABUSE**

California Penal Code section 11166 requires any child care custodian such as the EMPLOYEE who has knowledge of, or observes, a child in his/her/their professional capacity or within the scope of his/her/their employment whom he/she/they knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.



# GOLDEN

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## CHARTER ACADEMY

By executing this Agreement, EMPLOYEE is certifying that he/she/they is a childcare custodian and has knowledge of California Penal Code section 11166 and will comply with its provisions.

### M. GENERAL PROVISIONS

1. **Governing Law:** This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of California.
2. **Entire Agreement:** This Agreement, together with the exhibits and schedules hereto, constitutes the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes all prior contemporaneous agreements or understandings, inducements or conditions, express implied, written or oral, between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representations, express or implied, not contained in the Agreement. The express terms of this Agreement control and supersede any course of performance or usage of the trade inconsistent with any of the terms of this Agreement.
3. **Modification:** Any modifications or amendments of any of the terms and conditions of this Agreement must be expressly made by the parties hereto in writing.
4. **Severability:** If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect, unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.
5. **Waiver of Breach:** The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.
6. **Assignment:** The rights and obligations of the respective parties under this Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors, and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.
7. **Attorney Fees:** In any litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded its reasonable attorney fees, costs, expenses, and disbursements incurred.

**ROBERT GOLDEN,  
 PRESIDENT & CEO**

#### EMPLOYER OF TRUSTEES

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**N. ACCEPTANCE OF EMPLOYMENT**

By signing below, the EMPLOYEE declares as follows:

1. I have read this Agreement and accept employment with SCHOOL on terms specified herein.
2. All information I have provided to SCHOOL related to my employment is true and accurate.
3. I have received and reviewed the job description for this position and understand my job duties.
4. I have received, reviewed, and signed the SCHOOL Employer/Employee Arbitration Agreement.
5. I have received and reviewed the SCHOOL calendar.
6. I have received, reviewed, and signed the Employee Handbook.

EMPLOYEE Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

SCHOOL Signature: \_\_\_\_\_

**Chief Executive Officer, Robert Golden**

**Date**

***This Employment Agreement is subject to ratification by the Governing Board of Golden Charter Academy Public Charter School.***