

Griffin Technology Academies

Regular Board Meeting

Published on August 5, 2022 at 1:08 PM PDT
Amended on August 5, 2022 at 1:19 PM PDT

Date and Time

Tuesday August 9, 2022 at 6:00 PM PDT

Location

Zoom Meeting Link: <https://mitacademy.zoom.us/j/84703433018>

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Webinar ID:

847 0343 3018

GRIFFIN TECHNOLOGY ACADEMIES

6:00 pm.

Meeting Called by: Board

Board Members and the public attend by video/teleconference from various locations.

This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. All board members will attend the meeting via teleconference.

Due to COVID restrictions, the public is encouraged to attend Board meetings via video/teleconferencing. Information can be found on the GTA website. Remote public comment is available by emailing kandrews@mitacademy.org (by the time the item comes up) or via video/teleconference.

Non-confidential materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection during regular business hours in the schools' main office, 2 Positive Place, Vallejo 94589.

Disability Information:

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Griffin Technology Academies Governing Board may request assistance by contacting the Superintendent's Office at (707) 552-

6482. The request must be made at least 48 hours in advance. Wheelchair access is provided at all meetings. <https://griffintechacademies.org/>

ACCESSING BOARD INFORMATION:

- All approved Board minutes can be accessed [here](#).
- All recordings of board meetings can be found [here](#).

[This Board Meeting Documents](#) - Available to the public the day of the meeting; after the meeting, please see 'Accessing Board information/' above.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Shawna Gilroy	1 m
B. Roll Call		Shawna Gilroy	2 m
II. Approval of Agenda			6:03 PM
A. Approval of Agenda	Vote	Shawna Gilroy	3 m
III. Approval of Minutes			6:06 PM
A. Approval of Minutes from BOD Meeting 8.1.22	Approve Minutes	Shawna Gilroy	2 m
IV. Action Item			6:08 PM
A. Approval of new board member	Vote	Shawna Gilroy	5 m
V. Closed Session			6:13 PM
A. Anticipated Litigation	Discuss		
B. Public Employment: CBO (Gov. Code section 54957)	Discuss		
VI. Return from Closed & Report Out			6:13 PM
A. Report Out of Closed Session	FYI	Shawna Gilroy	5 m
VII. Public Comment			6:18 PM
A. Guidelines for Public Comment	FYI		5 m
The public may address the Board regarding any item that has been described in the notice for this meeting.			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • For items on the agenda, the public may comment at the time the Board considers the agenda item. • These presentations are limited to two minutes each.. • To comply with the Brown Act, the Board may listen to comments from the speakers, but can neither discuss nor take action on the issues presented. Members of the Board are very limited in their response to statements or questions by persons commenting on items not on the agenda. Board members or staff may: (1) ask clarifying questions, (2) make a brief announcement, (3) make a brief report on his or her own activities, (4) refer a matter to staff or other resources for information, (5) request that staff report back on a matter at a subsequent meeting, or (6) direct staff to place the matter on a future agenda (Education Code 54954.2) 			
VIII. Discussion Items			6:23 PM
A. Addition of Moments of Reflection	Discuss	Vivian Wesley	5 m
B. Potential addition of Student Board members	Discuss	Shawna Gilroy	5 m
C. Review of Board Handbook draft	Discuss	Shawna Gilroy	5 m
D. Review of Comparable Compensation Data for Charter School CBO	Discuss	Shawna Gilroy	5 m
E. Oral Report of Compensation for CBO	Discuss	Shawna Gilroy	5 m
IX. Action Items			6:48 PM
A. Consideration of Approval of Contract for CBO	Vote	Shawna Gilroy	5 m
B. Approval of proposed organizational chart	Vote	Nick Driver	5 m
X. Consent Items			6:58 PM
A. Consent Items	Vote	Mark Driver	5 m
<ul style="list-style-type: none"> • Personnel report • Check register 			
XI. Reports			7:03 PM
A. Superintendent's Report	FYI	Nick Driver	5 m
B. Director of Fiscal Services Report	FYI	Mark Driver	5 m
C. Chief Accountability Officer Report	FYI	Brent Zionic	5 m
D. Educational Services Report	FYI	Alex Insaurralde	5 m
E. Facilities Update	FYI	Frank Gonzalez	5 m
F. GEA Union Report	FYI	Morrison	5 m

Purpose Presenter Time

XII. Items for Future Agendas - Board

XIII. Communications and Announcements

XIV. Closing Items

7:33 PM

A. Adjourn Meeting	Vote	Shawna Gilroy	1 m
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B. Disability Information

FYI

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Coversheet

Approval of Minutes from BOD Meeting 8.1.22

Section: III. Approval of Minutes
Item: A. Approval of Minutes from BOD Meeting 8.1.22
Purpose: Approve Minutes
Submitted by:
Related Material: 2022_08_01_board_meeting_minutes (1).pdf

DRAFT

Griffin Technology Academies

Minutes

Special Board Meeting

Governance Trainings with Superintendent Darryl Camp

Date and Time

Monday August 1, 2022 at 5:00 PM

Location

This meeting/training will be held in person at 233 Hobbs Ave, Vallejo, CA 94589.

Zoom Link for Virtual access: <https://mitacademy.zoom.us/j/83280174118>

Directors Present

A. Wynn, R. Hartman-Baker, S. Gilroy, V. Wesley

Directors Absent

L. Rosales

Guests Present

K. Andrews (remote), M. Driver, N. Driver

I. Opening Items

A. Call the Meeting to Order

S. Gilroy called a meeting of the board of directors of Griffin Technology Academies to order on Monday Aug 1, 2022 at 5:10 PM.

B. Roll Call

C. Approval of Virtual Meetings Under Assembly Bill (AB) 361

R. Hartman-Baker made a motion to approval of Virtual Meetings Under Assembly Bill (AB) 361.

A. Wynn seconded the motion.

Board also discussed moving meetings back in person in September.

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

Roll Call

S. Gilroy	Aye
R. Hartman-Baker	Aye
A. Wynn	Aye
V. Wesley	No
L. Rosales	Absent

D.

Approval of Agenda

A. Wynn made a motion to move to approve the agenda.

R. Hartman-Baker seconded the motion.

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

II. Public Comment

A. Guidelines for Public Comment

No public comment.

III. Governance Training

A. Board Training with Dr. Darryl Camp

The Board walked through governance training with Dr. Darryl Camp.

IV. 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 8:00 PM.

Respectfully Submitted,
K. Andrews

B. Disability Information

Coversheet

Review of Comparable Compensation Data for Charter School CBO

Section: VIII. Discussion Items
Item: D. Review of Comparable Compensation Data for Charter School CBO
Purpose: Discuss
Submitted by:
Related Material:
Compensation Survey Griffin Technology Academies CBO August 2022 (4859-3202-9229.v1).docx
Board Report re Executive Compensation Comparability Study CBO August 2022 (4889-7127-5821.v1).docx
CBO Job Description (4861-8835-5117.v1).docx

Board of Directors of Griffin Technology Academies

Summary of Compensation and Benefits Survey Data for Chief Business Officer

August 2022

Prior to any Board action to approve any decisions regarding executive compensation (including approval of base salary increases, incentive compensation, bonuses, etc.), the Board must first exercise due diligence (review of comparable compensation practices) to ensure compliance with IRS restrictions on excess compensation for nonprofit executives. The Board's review and approval of the executive compensation must occur: initially upon hiring the executive; whenever the term of employment, if any, is renewed or extended; and whenever the officer's compensation is modified. However, separate review and approval is not required if the modification of compensation extends to substantially all employees.

In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers "compensation" broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result.

The following is a summary of findings following review and comparison of a sampling of total compensation levels received by public school leaders in Northern California. Compensation figures are from the State Controller's Office or from the Internal Revenue Service (Form 990) for the 2020 calendar year (the most recent available). Student enrollment figures are from the California School Dashboard for the 2021 calendar year. The Chief Business Officer of Griffin Technology Academies assists with the oversight of four schools in Solano County with a total population of 824 students. Based on these facts, this study compared salary packages of similarly situated public school leaders. Of the four charter schools and three school districts included in this survey, the average student population is approximately 1,023 students.

The average total compensation package (base salary plus other compensation) for comparable charter school leaders is approximately \$191,307. The average base salary is approximately \$158,254. The salaries range from \$102,424 to \$192,450. Salaries can range based on many factors such as experience, tenure at the school, student populations, staff size, and location of the charter school.

These salaries are from the 2020 calendar year so conservatively adding 3% to 7% to the base salary average for 2022 would provide an average range of \$163,002 to \$169,332.

Making Waves Academy (Contra Costa County)	1,084 Students
CFO	
Total Compensation Package	\$212,296
Base Salary	\$192,450
Other Compensation (benefits and retirement)	\$19,846
Moraga Elementary School District (Contra Costa County)	1,769 Students
CBO	
Total Compensation Package	\$218,853
Base Salary	\$182,074
Other Compensation (benefits and retirement)	\$36,779
ACE Public Schools (Santa Clara County)	1,136 Students
CFO	
Total Compensation Package	\$196,946
Base Salary	\$175,130
Other Compensation (benefits and retirement)	\$21,816
Loma Preita Joint Union Elementary (Santa Clara County)	441 Students
CBO	
Total Compensation Package	\$172,654
Base Salary	\$138,688
Other compensation (benefits and retirement)	\$33,966
CORE Butte Charter (Butte County)	895 Students
CBO	
Total Compensation Package	\$132,417
Base Salary	\$102,424
Other compensation (benefits and retirement)	\$29,993
Larkspur-Corte Madera School District (Marin County)	1,434 Students
CBO	
Total Compensation Package	\$218,880
Base Salary	\$173,924
Other compensation (benefits and retirement)	\$44,956
Delta Elementary Charter (Sacramento County)	405 Students
CBO	
Total Compensation Package	\$187,104
Base Salary	\$143,085
Other compensation (benefits and retirement)	\$44,019

BOARD REPORT
GRIFFIN TECHNOLOGY ACADEMIES

OPEN SESSION

August 9, 2022

TOPIC/AGENDA ITEM:

Executive Compensation Comparability Study

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The California Nonprofit Integrity Act of 2004 mandates that the Board of Directors (“Board”) review comparable executive compensation packages for educational executives upon any of the following events: (1) initially upon hiring the educational executive; or (2) whenever the executive’s term of employment is renewed or extended; or (3) whenever the executive’s compensation is modified, unless the modification extends to substantially all employees in the organization (see Government Code §12586(g)).

In connection with the Board’s review of the Griffin Technology Academies (“GTA”) CBO’s employment agreement, the Board must meet this due diligence requirement by reviewing and adopting a comparability study.

This review is essential in order to protect GTA (as a corporation) and the Board from IRS sanctions for “excess benefit transactions” and to establish a rebuttable presumption that the educational executive’s compensation is reasonable. Thus, the Board must meet the criteria set out by the IRS for conducting this review prior to any of the above changes in employment occurring. This review must occur without the participation of any individuals who possesses a conflict of interest. Under the IRS regulations, any employees under the supervision of the CBO are automatically conflicted and must recuse themselves from any participation whatsoever in any aspect of this process.

Accordingly, staff has produced a compensation comparability study (attached) for the Board’s review.

BOARD CHAIR’S RECOMMENDATION:

Based upon the above requirements, it is my recommendation that the Board review and accept the staff report reflecting comparable compensation.

**GRIFFIN TECHNOLOGY ACADEMIES
JOB DESCRIPTION
CHIEF BUSINESS OFFICER
DRAFT**

Location: GTA	Classification: Classified – Exempt	Hours / Work Year: Full-time, Year-Round
Reports to: GTA Board of Directors	Salary Schedule: Confidential	

Position Summary:

The Chief Business Officer (“CBO”) works closely with the Superintendent, Board Finance Committee, and GTA’s auditing team to ensure the overall fiscal health of the organization and that fiscal operations are in compliance with state and federal regulations. The CBO sets the strategy for organizational financial management and ensures that the organization is positioned to achieve short-and long-term goals.

The CBO oversees GTA’s accounting and financial record-keeping activities, which includes establishing and revising accounting procedures and controls, conducting financial analysis, preparing financial reports and statements, and leading budget preparation. The CBO supervises business services functions for GTA, including budget control, accounts payable, accounts receivable, purchasing, accounting, and directs the operations of Information Technology, Human Resources, and Food Services departments.

Representative Duties and Responsibilities:**General:**

1. Lead financial planning process and finalize short- and long-term budgets with leadership team.
2. Set vision and expectations for analysis and promote a culture of rigor and transparency.
3. Ensure budgets and financial allocations are aligned to organizational strategic priorities and that the organization stays within annual budget.
4. Manage Board communication and approval process, building trust with Board members.
5. Define key financial metrics and develop instruments for performance measurement.
6. Ensure organization can manage unexpected financial situations and determine contingency plans and recommend approach to Board.
7. Define expectations for fiscal processes and controls and oversee annual financial audit. Provide regular guidance to the Board on status of financial controls and fiscal compliance requirements.
8. Define approach for management and mitigation of risk and ensure implementation of risk management and mitigation processes.
9. Set expectations for budget monitoring and ensure that processes meet expectations.
10. Set approach to cash management, ensuring cash is available to meet expenses and avoid short-term cash shortages through forecasting.
11. Ensure organization can accomplish financial activities through financial tools and systems and update them when necessary.
12. Ensure financial integrity of organization and compliance with capital requirements and covenants.
13. Decide financial strategies, maximizing financial flexibility and capital employed, while maintaining budgetary controls and fund source compliance.

**GRIFFIN TECHNOLOGY ACADEMIES
JOB DESCRIPTION
CHIEF BUSINESS OFFICER
DRAFT**

14. Propose capital financing and facilities financing options and evaluate their implications on financial resources and flexibility and interface with leadership team and Board to communicate strategic impact.
15. Develop and guide implementation of capital expenditure process and recommend which capital expenditure requests should be funded.
16. Serve as financial expert for negotiations and collective bargaining, identifying financial implications and trade-offs to remain within budget.
17. Assess the technical skills of the Fiscal Services department staff and establish an ongoing training program to increase and maintain each employee's technical knowledge and expertise.
18. Perform other duties as required by the position.

Process and Procedures:

1. Ensure the creation of policies and procedural manuals for key functional areas of the Fiscal Services Department.
2. Ensure the development of desk manuals for employee duties, and ensure there is step-by-step procedures for all assigned duties.
3. Review and revise policies, procedures and desk manuals periodically, but not less than once a year.
4. Revise Fiscal Services job descriptions to include all fiscal duties as applicable. Ensure essential duties are assigned so they support a robust system of internal controls, including separation of duties and supervision of work and that descriptions are maintained and updated as needed.

Accounts Receivable/Account Payable:

1. Develop detailed policies and procedures to support the organization's accounts receivable functions to ensure financial records and statements are prepared and maintained in accordance with GAAP.
2. Develop detailed policies and procedures to support the organization's accounts payable functions so they ensure the CMO and its charter schools are protected from material weaknesses, serious errors, and fraud.
3. Establish board-approved purchasing requirements, including detailed guidance on approval limits, travel and expense reimbursements, credit card usage, new vendor creation, and independent contractor hiring.
4. Clarify the approvals needed for various purchasing actions and the process for approval.
5. Provide for a credit card acceptable use policy that specifies the consequences if a cardholder violates the requirements, including prohibiting the use of organization credit cards to pay for personal expenses.

Payroll:

1. Establish detailed policies and procedures to clearly define the distribution of responsibilities and accountability for payroll processing between the organization and its third-party provider as applicable.
2. Ensure annual training to all department staff who complete and review timesheets, extra work agreements or any other monthly payroll-related documents. Focus on compliance, procedural requirements, and the application of information provided in the payroll process.
3. Establish a payroll user guide for internal department use; specify document needs, audit processes, and input guidelines. Use this guide to help enable a smooth transition when staff change positions, and to assist in cross-training between positions.

GRIFFIN TECHNOLOGY ACADEMIES
JOB DESCRIPTION
CHIEF BUSINESS OFFICER
DRAFT

Information Technology:

1. Ensure that a Technology strategy is in place and that it is aligned to GTA's strategic plan.
2. Manage the department budget and ensure that appropriate personnel are in place to carry out IT functions.
3. Ensure that adequate technological and information systems services and equipment are in place to support the needs of the organization.
4. Align activities of the Information Technology department with the overall goals and objectives of the organization.
5. Seek the most cost-effective solutions to meet the desired objective.
6. Interface with school leadership teams to advance GTA's vision for technology integration.

Human Resources:

1. Ensure a Talent and Human Resources strategy is in place and that it is aligned to GTA's strategic plan.
2. Manage the department budget and ensure that appropriate personnel are in place to carry out all essential functions.
3. Promote high quality HR service delivery aligned with policies, procedures, and regulations and that is in alignment with organizational goals and culture.
4. Ensure that appropriate HR policies, procedures and systems are in place and communicated as needed to minimize organization risk of non-compliance.
5. Advise on complex and/or highly visible policy infractions and communicate implications to leadership team.
6. Promote and foster productive labor relations and work with leadership team to manage issues if they arise.
7. Develop and recommend competitive benefit and compensation programs aligned to budget and organizational strategy and that promote a culture of transparency, consistency, and accuracy.

Nutritional Services:

1. Manage the department budget and ensure that appropriate personnel are in place to carry out all essential functions.
2. Promote high quality Food Service delivery aligned with policies, procedures, and regulations.
3. Ensure the department has operating procedures and policies in place that meet local, state, and federal policies.
4. Ensure that written policies are kept current in the face of changing practices and regulations.

Knowledge/Skills/Abilities:

- Experience leading an organization as part of the senior/executive leadership team
- Able to plan, manage and collaborate in a challenging fiscal environment
- Versatility in addressing analytic and strategic issues across the organization
- Timely and effective decision making designed to maximize organizational resources and that drive best outcomes for students

**GRIFFIN TECHNOLOGY ACADEMIES
JOB DESCRIPTION
CHIEF BUSINESS OFFICER
DRAFT**

- Demonstrated ability to communicate with and work well with all levels within an organization and to manage cross-functional teams
- Models highest level of personal and professional trust with members across organization
- Creates systems and processes that promote integration across the organization
- Hold high standards for project management and models these standards for the organization
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives.
- Excellent computer skills (Word, Excel, Power Point)
- Ability to prepare, review and analyze financial data and reports, statements, and projections
- Ability to provide professional written and verbal communication; and strong interpersonal skills
- An excellent negotiator who is experienced in contracts
- Ability to positively influence internal stakeholders to align with short and long term organizational goals

Education, Qualifications and Experience:

- Minimum of five years of senior leadership experience (as a, CEO, CFO, Director of Finance, or COO, or Director of Operations with budgeting responsibility), including a minimum of three years of experience in a hands-on financial management role
- Working knowledge of non-profit accounting, small ERP systems, budgeting, and cash flow management required
- MBA preferred
- Experience in non-profit/education field and knowledge of the laws, rules, procedures, and programs specifically related to the business operations of charter public schools in California preferred
- Experience or interest in working in urban public education

As an equal opportunity employer, we believe deeply in diversity and are committed to creating an inclusive environment for all people. GTA recruits, employs, compensates and promotes regardless of race, religion, color, national origin, gender, disability, age, veteran status, and the many other characteristics that make us diverse.

Coversheet

Consideration of Approval of Contract for CBO

Section: IX. Action Items
Item: A. Consideration of Approval of Contract for CBO
Purpose: Vote
Submitted by:
Related Material:
Fixed Term Administrator Employment Agreement CBO (M. Driver) (Signed MSD).pdf

FIXED TERM EMPLOYMENT AGREEMENT
Between
GRIFFIN TECHNOLOGY ACADEMIES & MARK DRIVER

This EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Griffin Technology Academies (“GTA”), a California public charter school approved by Vallejo Unified School District (the “District”). The Board desires to hire employees who will assist GTA in achieving the goals and meeting the requirements of GTA’ charter, and implementing GTA’ purposes, policies, and procedures. The parties recognize that GTA is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

RECITALS

WHEREAS, GTA is a charter school, organized and operating pursuant to the provisions of the Charter document (“Charter”) and applicable law; and

WHEREAS, GTA is authorized pursuant to the terms of the charter to appoint and hire the Employee to assist the Board and to carry out the duties and functions as outlined in the job description attached and incorporated to this Agreement as **Attachment A**; and

WHEREAS, GTA desires to retain the services of the Employee of GTA by way of this Agreement and the Employee is qualified to perform such duties; and

WHEREAS, the Employee and GTA desire to formalize the employment relationship by way of this Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto do agree as follows:

AGREEMENT

1. **TERM AND WORK SCHEDULE**

Subject to Section 12, “Termination of Contract” herein, GTA hereby employs the Employee to serve as the Chief Business Officer for a term commencing July 1, 2022 and ending June 30, 2025.

The Chief Business Officer position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours consistent with business hours of the School. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the work schedule on weekends, as well as before and after the regular work year or hours of the work day.

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

2. **COMPENSATION.** The Employee will receive a gross base salary of \$147,000 per year, to be paid monthly, subject to all regular withholdings. Proration shall also occur depending on whether the Employee remains employed, or in active work status, for all scheduled work days

of the position. As noted above, the Employee is exempt from overtime law and shall not be entitled to additional compensation for performing duties outside of the scheduled work year/day.

3. **BENEFITS.**

- a. **Health/Retirement Benefits.** At GTA's expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to GTA's other employees, including entitlement to participation in STRS or PERS.
- b. **Vacation Leave.** The Employee is entitled to vacation to be accrued at the rate of 1.25 days per month (15 days annually), up to a cap of twenty-five (25) days. Vacation days may be used by the Employee subject to the prior approval of the Board.
- c. **Sick Leave.** The Employee shall be entitled to ten (10) sick days annually. Sick days do not accrue or carry over from year to year and are not paid out upon separation from employment.
- d. **Holidays.** The Employee shall take holiday days according to the calendar of holidays observed by the School annually.

4. **DUTIES.** The Employee shall perform the duties as outlined herein and specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for the Employee may be altered from time to time by GTA.

5. **WORK YEAR.** In accordance with the term of this Agreement, the Employee shall be required to work a minimum of 225 days throughout each year.

6. **EVALUATION.** The Board shall evaluate the performance of the Employee at least once annually. This evaluation shall be based on the job description and performance objectives as defined in this Agreement. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee and he/she shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Board shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair the Board's ability to release the Employee on an at-will basis as outlined below.

7. **EXPENSE REIMBURSEMENT.** GTA shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable GTA policy and authorization.

8. **FINGERPRINTING/TB CLEARANCE.** Fingerprint clearance for the Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process and will be required to submit evidence from a licensed physician that the Employee was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service.

9. **CHILD ABUSE AND NEGLECT REPORTING.** California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional

capacity or within the scope of his or her employment whom he or she 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. By executing this Agreement, the Employee acknowledges she is a child care custodian and is certifying that she has knowledge of California Penal Code section 11166 and will comply with its provisions.

10. **CONFLICTS OF INTEREST.** The Employee understands that, while employed at the School, she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with the Employee's employment with GTA.

11. **OUTSIDE PROFESSIONAL ACTIVITIES.** Upon obtaining prior written approval of the Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. GTA shall in no way be responsible for any expenses attendant to the performance of such outside activities.

12. **PROFESSIONAL MEMBERSHIPS/DEVELOPMENT**

GTA shall provide up to \$5,000 annually towards the Employee's professional membership dues and Board-approved professional development consistent with the Employee's scope of duties as enumerated in the Employee's job description (e.g., school finance, personnel, etc.).

13. **CONTINUED EDUCATION**

From time to time, the Employee may request from the Board approval for reimbursement (up to \$5,000 annually) toward continuing education within the scope of his employment.

14. **TERMINATION OF CONTRACT**

This Agreement may be terminated by any of the following:

- a. **Termination For Cause:** The Employee may be terminated by the Board at any time for cause. In addition, Employee may be disciplined (e.g., reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; misconduct or dishonest behavior; conviction of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; any ground enumerated in the Employee Handbook; or the Employee's failure to satisfactorily perform her duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job description.

The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon the Employee. The Employee shall have the right to a representative of her choice at a conference with the Board. The conference with the Board shall be the Employee's exclusive right to any hearing otherwise required by law.

- b. **Early Termination Without Cause:** The Board may unilaterally and without cause or advance notice terminate this Agreement during its term. In consideration of the Board's right to terminate this Agreement without cause, the Board shall pay to the Employee the remainder of her salary (based upon any remaining calendared work days) for the term of this Agreement or for a period of one (1) month following the effective date of termination, whichever is less.
- c. **Death or Incapacitation of the Employee:** The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that the Employee becomes incapacitated to the extent that, in the judgment of the Board, the Employee may no longer perform the essential functions of her job with or without reasonable accommodation, as set forth in job specifications, the Board may terminate this Agreement.
- d. **Revocation/Nonrenewal:** In the event that the GTA charter is either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Sections a or b above.
15. **NON-RENEWAL/EXPIRATION OF TERM.** The Board may elect not to offer future employment agreements to the Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.
16. **REQUIRED CONTRACT PROVISIONS.** The following provisions are required to be included in this Agreement by the California Government Code:
- a. **Limitations on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the Employee multiplied by twelve (12).
- b. **Required Reimbursements.** The Employee shall be required to reimburse GTA for any salary or fees received from GTA in relation to the Employee's placement on paid administrative leave pending criminal charges if the Employee is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse GTA for any cash settlement received in relation to the Employee's termination if the Employee is convicted of a crime involving the abuse of office/position.
17. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
18. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied

from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

- 19. **JURISDICTION.** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.
- 20. **AMENDMENTS.** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing *and* signed by the authorized representative of both of the parties hereto.
- 21. **INTERPRETATION AND OPPORTUNITY TO COUNSEL.** The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.
- 22. **SEVERABILITY.** If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
- 23. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
- 24. **SIGNATURES.** In witness therein, we affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

The Governing Board of and on Behalf of GTA

DATED: _____

By: _____
Shawna Gilroy, Board President

DATED: August 8, 2022

By: 
Mark Driver, Chief Business Officer

This Employment Agreement is subject to ratification and approval by the Governing Board of GTA.

Coversheet

Approval of proposed organizational chart

Section:	IX. Action Items
Item:	B. Approval of proposed organizational chart
Purpose:	Vote
Submitted by:	
Related Material:	Griffin-CMO-OrgChart-Summer-2022.png



GRIFFIN TECHNOLOGY ACADEMIES

Achieving equitable growth and success through creativity and technology

GTA BOARD OF DIRECTORS

CHIEF BUSINESS OFFICER

FISCAL SERVICES

Senior Account Analyst

HUMAN RESOURCES

HR Coordinator

INFORMATION TECHNOLOGY

IT Coordinator

NUTRITION SERVICES

Food Services Supervisor

Kitchen Lead

Kitchen Support

CMO

CHIEF ACCOUNTABILITY OFFICER



SUPERINTENDENT

LEGAL / EXTERNAL RELATIONS

ATHLETICS

Athletics Director

CHIEF ACADEMIC OFFICER

DEPARTMENT OF EDUCATIONAL SERVICES

Director of Instruction

Director of Student Success

FACILITIES

Facilities Director

Plant Manager

Custodians

WORK BASED LEARNING

WBL Coordinator

THE SCHOOLS

DIRECTOR OF MIT HIGH SCHOOL

Site Org Chart

DIRECTOR MIT MIDDLE SCHOOL

Site Org Chart

DIRECTOR OF GRIFFIN HIGH AND MIDDLE SCHOOLS

Site Org Chart

Coversheet

Consent Items

Section:	X. Consent Items
Item:	A. Consent Items
Purpose:	Vote
Submitted by:	
Related Material:	GTA Check and Warrant Activity Report July 2022.pdf Board Personnel Actions Report 2022-23 - July 2022.pdf

Griffin Technology Academies

Check and Warrant Activity Report

Bank: [All]; Bank Account: [All]; Cycle: [All]; Begin Date: 07/01/2022; End Date: 07/31/2022; Payee: [All]; Check Status: [All]; Subtotal By: Payee

Payee						
ABRAHAM ZEPEDA						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14522	Printed	7/28/2022	A/P	192		\$14.86
Sub Total						\$14.86

Payee						
AEDIS ARCHITECTS						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14451	Printed	7/13/2022	A/P	189		\$3,505.90
Sub Total						\$3,505.90

Payee						
ALEX INSAURRALDE						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14482	Printed	7/21/2022	A/P	191		\$1,847.83
Sub Total						\$1,847.83

Payee						
ALLIED HMO FOR DELTA DENTAL						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14472	Printed	7/21/2022	A/P	190		\$579.24
Sub Total						\$579.24

Payee						
ALLIED PPO FOR DELTA DENTAL						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14473	Printed	7/21/2022	A/P	190		\$7,168.27
Sub Total						\$7,168.27

Payee						
Amazon Capital Services						

Griffin Technology Academies

Check and Warrant Activity Report

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14452	Printed	7/13/2022	A/P	189		\$7,275.80
Sub Total						\$7,275.80

Payee						
AMS.NET						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14523	Printed	7/28/2022	A/P	192		\$5,265.00
Sub Total						\$5,265.00

Payee						
AMS.NET, INC						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14511	Printed	7/27/2022	A/P	195		\$5,436.00
Sub Total						\$5,436.00

Payee						
Ascend Professional Services, LLC						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14453	Printed	7/13/2022	A/P	189		\$18,235.00
Sub Total						\$18,235.00

Payee						
AT&T CALNET						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14454	Printed	7/13/2022	A/P	189		\$4,167.64
Sub Total						\$4,167.64

Payee						
BASE EDUCATION, LLC						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14512	Printed	7/27/2022	A/P	195		\$17,600.00
Sub Total						\$17,600.00

Griffin Technology Academies

Check and Warrant Activity Report

Payee						
BERTHILA GARCIA-BROADWAY SCREEN PRINTING & EMBROIDERY						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14450	Printed	7/12/2022	A/P	189	GA DEPOSIT FOR POLO SHIRTS	\$2,000.04
Sub Total						\$2,000.04

Payee						
BRANDON CARRERA						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14509	Printed	7/26/2022	A/P	193		\$1,447.34
Sub Total						\$1,447.34

Payee						
CARLEN CONSTRUCTION						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14474	Printed	7/21/2022	A/P	190		\$137,085.12
Sub Total						\$137,085.12

Payee						
CASBO						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14513	Printed	7/27/2022	A/P	195		\$850.00
Sub Total						\$850.00

Payee						
CHARTER IMPACT INC						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14514	Printed	7/27/2022	A/P	195		\$3,451.44
14524	Printed	7/28/2022	A/P	192		\$2,502.50
Sub Total						\$5,953.94

Payee						
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Griffin Technology Academies

Check and Warrant Activity Report

CHARTERSAFE						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14475	Printed	7/21/2022	A/P	190		\$322,025.00
Sub Total						\$322,025.00

Payee CHARTERSMART						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14455	Printed	7/13/2022	A/P	189		\$21,410.77
Sub Total						\$21,410.77

Payee CHRISTOPHER MICHAEL OWENS						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14483	Printed	7/21/2022	A/P	191		\$693.90
Sub Total						\$693.90

Payee COMCAST						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14476	Printed	7/21/2022	A/P	190		\$3,958.52
Sub Total						\$3,958.52

Payee DAVE VOGELE						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14507	Printed	7/21/2022	A/P	192		\$2,154.52
Sub Total						\$2,154.52

Payee DECKER INC.						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14515	Printed	7/27/2022	A/P	195		\$7,939.65

Griffin Technology Academies

Check and Warrant Activity Report

Sub Total \$7,939.65

Payee						
DEPARTMENT OF JUSTICE ACCOUNTING OFFICE CASHIERING UNIT						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14525	Printed	7/28/2022	A/P	192		\$437.00
Sub Total						<u>\$437.00</u>

Payee						
DR. MARGUERITE WILLIAMS						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14426	Printed	7/1/2022	A/P	186		\$1,500.00
Sub Total						<u>\$1,500.00</u>

Payee						
EDUCATIONAL FACILITIES GROUP						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14516	Printed	7/27/2022	A/P	195		\$53,642.78
Sub Total						<u>\$53,642.78</u>

Payee						
JEREMY SYKES PHOTOGRAPHY						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14456	Printed	7/13/2022	A/P	189		\$2,924.24
Sub Total						<u>\$2,924.24</u>

Payee						
JERICK J. GARCIA						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14457	Printed	7/13/2022	A/P	189		\$68.45
Sub Total						<u>\$68.45</u>

Payee						
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Griffin Technology Academies

Check and Warrant Activity Report

JORGE W. VALDEZ HANDYMAN SERVICES

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14427	Printed	7/1/2022	A/P	186		\$2,780.00
14477	Voided	7/21/2022	A/P	190		\$14,812.50
14484	Cancelled	7/21/2022	A/P	191		\$14,812.50
14488	Printed	7/21/2022	A/P	191		\$14,812.50
14517	Printed	7/27/2022	A/P	195		\$16,200.00
Sub Total						\$63,417.50

Payee

KAITLIN ANDREWS

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14478	Printed	7/21/2022	A/P	190		\$532.00
Sub Total						\$532.00

Payee

LIBERTY TRANSIT, INC

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14458	Printed	7/13/2022	A/P	189		\$2,880.00
Sub Total						\$2,880.00

Payee

MIRIAM ASCENCIO

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14485	Printed	7/21/2022	A/P	191		\$875.84
Sub Total						\$875.84

Payee

MONICA GUZMAN

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14459	Printed	7/13/2022	A/P	189		\$1,885.49
Sub Total						\$1,885.49

Payee

Griffin Technology Academies

Check and Warrant Activity Report

MORGAN ALARM CO., INC

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14460	Printed	7/13/2022	A/P	189		\$67.00
Sub Total						\$67.00

Payee

NICK DRIVER

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14518	Printed	7/27/2022	A/P	195		\$827.10
14526	Printed	7/28/2022	A/P	192		\$954.99
Sub Total						\$1,782.09

Payee

NOREDINK CORP.

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14519	Printed	7/27/2022	A/P	195		\$36,437.50
Sub Total						\$36,437.50

Payee

ON OUR OWN, INC.

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14461	Printed	7/13/2022	A/P	189		\$3,192.00
Sub Total						\$3,192.00

Payee

ORACLE INVESTIGATIONS GROUP, INC.

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14462	Printed	7/13/2022	A/P	189		\$13,285.11
Sub Total						\$13,285.11

Payee

PELORA ATKINS

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
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Griffin Technology Academies

Check and Warrant Activity Report

14470	Cancelled	7/14/2022	A/P	190		\$957.90
14471	Printed	7/14/2022	A/P	190		\$957.90
Sub Total						\$1,915.80

Payee						
PG&E						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14527	Printed	7/28/2022	A/P	192		\$2,438.04
Sub Total						\$2,438.04

Payee						
PLACEWORKS						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14463	Printed	7/13/2022	A/P	189		\$8,801.33
Sub Total						\$8,801.33

Payee						
QUADIENT LEASING USA, INC.						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14464	Printed	7/13/2022	A/P	189		\$257.15
Sub Total						\$257.15

Payee						
READY REFRESH						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14465	Printed	7/13/2022	A/P	189		\$9.16
Sub Total						\$9.16

Payee						
RECOLOGY VALLEJO						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14466	Printed	7/13/2022	A/P	189		\$4,263.46
Sub Total						\$4,263.46

Griffin Technology Academies

Check and Warrant Activity Report

Payee						
REVOLUTION FOODS, INC.						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14467	Printed	7/13/2022	A/P	189		\$9,956.10
Sub Total						\$9,956.10

Payee						
RIGOBERTO DIAZ						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14520	Printed	7/27/2022	A/P	195		\$4,247.33
14528	Printed	7/28/2022	A/P	196		\$3,500.00
Sub Total						\$7,747.33

Payee						
ROBERT W. RICHARDSON						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14486	Printed	7/21/2022	A/P	191		\$627.89
Sub Total						\$627.89

Payee						
RONALD DILLION						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14508	Printed	7/21/2022	A/P	192		\$1,770.08
Sub Total						\$1,770.08

Payee						
SHAMELAH DAVIS						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14429	Printed	7/1/2022	A/P	187		\$2,345.27
Sub Total						\$2,345.27

Payee						
SHANNON HARRIS						

Griffin Technology Academies

Check and Warrant Activity Report

Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14468	Printed	7/13/2022	A/P	189		\$1,700.00
Sub Total						\$1,700.00

Payee						
SHRM						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14479	Printed	7/21/2022	A/P	190		\$229.00
Sub Total						\$229.00

Payee						
SLAKEY BROTHERS						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14480	Printed	7/21/2022	A/P	190		\$3,958.51
Sub Total						\$3,958.51

Payee						
THE ADVANTAGE GROUP						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14428	Printed	7/1/2022	A/P	186		\$8,079.02
Sub Total						\$8,079.02

Payee						
THE UPS STORE						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14469	Printed	7/13/2022	A/P	189		\$420.00
Sub Total						\$420.00

Payee						
VALLEJO CITY UNIFIED SCHOOL DIST.						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14510	Printed	7/26/2022	A/P	194		\$18,000.00
Sub Total						\$18,000.00

Griffin Technology Academies

Check and Warrant Activity Report

Payee						
Vanessa Dadson						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14487	Printed	7/21/2022	A/P	191		\$717.41
Sub Total						\$717.41

Payee						
VSP						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14481	Printed	7/21/2022	A/P	190		\$1,178.56
Sub Total						\$1,178.56

Payee						
XEROX FINANCIAL SERVICES						
Check Number	Check Status	Check Date	Origin	Source Number	Source Description	Amount
14521	Printed	7/27/2022	A/P	195		\$5,333.44
Sub Total						\$5,333.44
Grand Total						\$839,288.89

**Griffin Technology Academies
Board Personnel Action Report - July 2022**

Leaves of Absence				
Employee Name	Position	School	FTE	Date
Barbers, Maribel	Food Services Supervisor	CMO	1.0	5/3/2022
McCardle, Autumn	Site Support Generalist	MIT HS/MS	1.0	7/19/2022
Rizo, Ana	College & Career Pathways Advisor	MIT HS/MS	1.0	7/4/2022

New Hires				
Employee Name	Position	School	FTE	Date
Adona, Remedios	Senior Accountant	CMO	1.0	7/5/2022
Briggs, Kelly	School Director	MIT HS	1.0	6/24/2022
Elmer, Mackenzie	Director of Student Support Services	CMO	1.0	7/12/2022
McClure, Shannon	Assistant Director	MIT HS	1.0	7/1/2022
Owens, Christopher	Athletic Director	CMO	1.0	7/5/2022
Richardson, Robert	Director of Instruction	CMO	1.0	6/30/2022

Reductions				
Employee Name	Position	School	FTE	Date

Separations				
Employee Name	Position	School	FTE	Date
Carrera, Brandon	Work Based Learning Coordinator	CMO	1.0	7/26/2022

Transfers				
Employee Name	Position	School	FTE	Date