

## **Regular Meeting of the Board of Trustees**

Monday August 27<sup>th</sup>, 2018

Monday, 5:30 PM

Great Valley Academy

3200 Tully Rd.

Modesto, CA 95350

**a. CALL TO ORDER**

**b. PLEDGE OF ALLEGIANCE**

**c. COMMUNICATIONS**

**a. WRITTEN COMMUNICATION**

**b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

**c. MODESTO PRINCIPAL'S REPORT**

**d. SALIDA PRINCIPAL'S REPORT**

**e. HOMESCHOOL PRINCIPAL'S REPORT**

**f. CHIEF OPERATING OFFICER'S REPORT**

**g. CHIEF EXECUTIVE OFFICER'S REPORT**

**h. FOUNDER'S REPORT**

**d. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

- a. Adoption of the Minutes of the Regular Board Meeting of June 25<sup>th</sup>, 2018

**f. ACTION ITEMS**

- a. Approval of Unaudited Actuals – Modesto
- b. Approval of Unaudited Actuals – Salida
- c. Approval of Board Policy 2018.43 - Safe Schools for Immigrants
- d. Approval of Board Resolution 2018.42- Safe Schools for Immigrants
- e. Approval of Revised Budget - Modesto
- f. Approval of Revised Budget - Salida
- g. Approval of Internship Contract Agreement with Brandman University

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Committee Update
- c. Stanislaus County Education Foundation Community Brunch

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING – Monday September 24<sup>th</sup>, 2018**

**~Modesto Campus**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*



# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**August 27, 2018**

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Note: Enrollment shows [Aug. 14th-Aug. 17th]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	90	89.0	98.88%	89.0	98.88%
1	88	86.5	98.29%	86.5	98.29%
2	67	66.5	99.25%	66.5	99.25%
3	95	92	96.84%	92	96.84%
4	95	94	98.94%	94	98.94%
5	104	102.759	99.03%	102.759	99.03%
6	104	102	98.07%	102	98.07%
7	102	100.5	98.52%	100.5	98.52%
8	95	94.750	99.73	94.750	99.73
Total	840	828	98.60%	828	98.60%

2. Key Accomplishments:

Aug. 9<sup>th</sup> Meet and Greet – several parents signed up for Parent Square and Food Program

Aug. 14<sup>th</sup>- First day of School

Aug. 24th- Grade Level Color Day!!

Aug. 27<sup>th</sup>- NWEA started

3. Upcoming Key Events/Activities:

Aug. 27th- Sept. 20th<sup>t</sup> – 8:30-1:00- NWEA Testing

Aug. 28th- Coffee with Ruehle

Aug. 29th- Dr. Jose Hernandez Event 5th-8th Grade

Sept. 6th - Parent Meeting

Sept. 6th - Dinner Night Out Texas Roadhouse

Sept. 11th-12th Picture Day

Sept. 13th- 1st Grade Parent Meeting

Sept. 14th- SRS Due 1st-2nd

Sept. 18th- Lockdown Drill

Sept. 21st-Teacher In Service (EL training)

Sept. 21st Character Report Cards

Sept. 24th-26th Camp Sea Lab

# Great Valley Academy Salida

## Charter School Monthly Summary Report

August 27, 2018

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Dates below reflect 08/14-08/17

Grade	Enrollment	ADA	ADA %	YTD	YTD%
K	95	94.0	98.94	94	98.94
1	100	96.25	97.22	96.25	97.22
2	101	99.00	98.01	99.00	98.01
3	100	97.75	98.24	97.75	98.24
4	99	98.50	99.49	98.50	99.49
5	99	98.00	98.98	98.00	98.98
6	100	98.00	98.98	98.00	98.98
7	100	99.50	99.50	99.50	99.50
8	90	89.75	99.72	89.75	99.72
Total	883	870.50	98.78	870.50	98.78

### 2. Key Accomplishments:

- a. June 2<sup>nd</sup> – June 4<sup>th</sup> – Leadership Retreat
- b. Facilities: 1<sup>st</sup> grade classrooms painted (exterior), Sisk Road improvements, redesigned office parking, additional office space constructed, etc.
- c. 6 new teachers hired: Great new group! Very pleased to add them.
- d. New admin. team off to a strong start: Roop Pannu and Kashni Wahid ready to help us accomplish great things!
- e. Leadership teams all taking on significant initiatives with ever growing teams. Great work happening here.
- f. August 6<sup>th</sup> – Staff Party
- g. August 6<sup>th</sup> – 13<sup>th</sup> – Successful first week of training
- h. August 10<sup>th</sup> - Back to School Night; two sessions to alleviate parking concerns
- i. August 14<sup>th</sup> – Coffee and Cry for kinder parents
- j. August 17<sup>th</sup> – Whole staff GVS training

### 3. Upcoming Key Events/Activities:

- a. August 27<sup>th</sup> – September 14<sup>th</sup> – NWEA assessment
- b. September 7<sup>th</sup> – Fishing Field Trip
- c. September 14<sup>th</sup> – Classroom Spirit Day
- d. September 14<sup>th</sup> – Market Day
- e. September 21<sup>st</sup> – In-service day: ELD training and multi-campus team building

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

DATE: August 27, 2018

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%. ADA goal is 96%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	14	13.6	99	12.3	99
1	10	8.3	91	9.4	98
2	15	14.5	100	14.2	99
3	10	10	99	9	99
4	5	5	100	4.6	99
5	5	5	100	5.4	100
6	8	8	99	7.7	97
7	10	10	100	6.1	99
8	6	4.8	94	3.9	98
Total	83	79	79	73	99

### 2. Key Accomplishments:

- Orientations in July and August each adding families.
- August 9<sup>th</sup> – 12<sup>th</sup> Homeschool staff attended the Home School Association of California conference in San Jose during training week.
- August 14<sup>th</sup> - 1<sup>st</sup> Day of school kicked off with a family picnic at Stouffer Park in Ripon. We had 21 out of our 52 families in attendance.
- Recruitment – New GVACH banners going up on both school sites.

### 3. Upcoming Key Events/Activities:

- September 4<sup>th</sup> – Homeschool Orientation
- September 11<sup>th</sup> – Constitution class begins for our 8<sup>th</sup> grade students.
- September 11<sup>th</sup> - Park Day at Davis Park
- September 13<sup>th</sup> – Enrichment classes will begin on Salida Campus
- September 14<sup>th</sup> - Lego Robotics and GVS begin in Modesto
- September 24<sup>th</sup> – 28<sup>th</sup> - Our 6<sup>th</sup> grade students may attend with GVA Modesto.
- September 25<sup>th</sup> – Field trip to Academy of Science in San Francisco

Chief Operating Officer's Report  
August 27, 2018  
Board Meeting



Process and Policy Updates

- ❖ KidsCare billing and check-in system – Launched July 30th
- ❖ Fiscal and Human Resource policy manuals – Outlines September
- ❖ Verify and/or create duty statements/job descriptions for all positions
- ❖ Facilities/Maintenance planning, budgeting and organization

District Responsibilities

- ❖ 2018/19 Budgets – 2<sup>nd</sup> Round for Board Review – August 27<sup>th</sup>
- ❖ New Website Intranet – Launched August 9<sup>th</sup>
  - ❑ Background & TB Clearance Database for Volunteers – In Progress
- ❖ Health Benefit Review and Analysis for 18/19 – Complete
- ❖ All-Staff Multi-Campus Support Annual Meeting – August 9<sup>th</sup> – Complete
- ❖ Year End Website Updates – Staff, Calendars, Handbooks, etc. – Complete
- ❖ Paychex – continue to train staff and make improvements
- ❖ Potential School Breakfast Option – Under Review for Feasibility

Website Analytics

- ❖ July 2018
  - ❑ 2,605 Users Visited (76.7% New/23.3% Returning)
  - ❑ 11,512 Page Views
  - ❑ Users Averaged 2:43 Minutes on the Site
  - ❑ 57.87% Mobile – 38.68% Desktop – 3.45% Tablet
  - ❑ Search Type: Organic 59.8% - Direct 29.4% - Referral 6.1% - Social 4.7%

Training

- ❖ Annual YM & C Legal Updates
- ❖ SCOE District Business Support Meetings – Ongoing
- ❖ SCOE CalSTRS meetings – Bi-monthly
- ❖ LCAP training – TBD

Upcoming

- ❖ Video Surveillance Policy
- ❖ Disinfectant Wipe Alternatives
- ❖ Employee Policy Updates
- ❖ Audit – October 2018

Chief Executive Officer's Report  
August 27, 2018  
Board Meeting



Strategic Plan

- Action items in process
- Status report –September-October

Board Governance

- New board member lunch and learn, October 1, 2018
- Meeting to be scheduled for September

State Accountability

- Preparing for Local Priority input into Dashboard
- Awaiting CAASPP scores

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- Stanislaus Partners in Education (SPIE)
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads to participate 2018-2019

Other

- Homeschool Principal recruitment/hire
  - Chris has started strong, and doing a fabulous job (see her report for details)
  -

Salida Campus

- Stanislaus County required Sisk Road improvements
  - Work complete, awaiting final County sign off



#### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Clarifying bids, choosing contractor in August
  - Balance of funding received
  - Highlands contract approved, installation complete

#### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

#### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
- Conferences
  - CSDC Conference (December)
- Programs
  - Yearlong coaching mastery (start date 5/30/2018)





Legislative update (per CCSA)

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee.

**Support: AB 1871 (Bonta) – Charter School Meal Service Programs:** AB 1871 would require all classroom-based charter school programs to provide at least one meal to free or reduced-price meal eligible students daily. AB 1871 passed the Assembly Floor with a 56-16 vote with 6 abstentions. CCSA has moved to a support position following a compromise with the author and sponsors of this measure. The amendments provide all new charter schools an additional year to implement meal programs, encourage school districts to provide assistance to charter schools, and only applies this legislation to nonclassroom-based programs when students are scheduled to attend an on-site program for 2 hours or more. Passed Senate Appropriations Committee, ordered for 3<sup>rd</sup> reading.

**Oppose: AB 3222 (O'Donnell) – Prevailing Wage for Charter School Conduit Bonds:** AB 3222 would require charter schools to pay prevailing wage for projects paid for via conduit bonds. CCSA is opposed to this legislation as it could increase costs on these programs by as much as 20 percent. AB 3222 passed the Assembly Floor with a 54-19 vote with 5 abstentions. The bill is now at Appropriations Committee.

**Oppose unless Amended: AB 3228 (Burke) – Surplus Property: Emergency Loans:** AB 3228 would allow specified school districts with emergency state loans to sell surplus property to private developers in order to pay off their emergency loan balance. CCSA is concerned because this could potentially allow these districts to sell off property that is currently occupied by charter schools. In Appropriations Committee, ordered for 3<sup>rd</sup> reading.

**Support: AB 406 (McCarty) For-Profit Charter Schools**

CCSA has moved from a position of oppose unless amended to a position of support for AB 406 by Assemblymember McCarty, following the amendments taken in Senate Education Committee. AB 406 would prohibit for-profit corporations from controlling or running charter public schools in California. CCSA strongly believes that this bill is needed to protect the public trust, ensuring that charter schools cannot make a profit while protecting a charter school's ability to contract with for-profit entities for school services. We believe that as amended, AB 406 now strikes an appropriate balance. AB 406 is currently on the Assembly Floor for concurrence after which it will head to the Governor's desk.



## **Report to the Great Valley Academy School Board**

**August 27, 2018**

- A. Helped organize and wrote the Great Valley Smart 3<sup>rd</sup> through 8<sup>th</sup> grade program
- B. Reviewed and modified the Smart Reading System for Kinder through 2<sup>nd</sup> grade.
- C. Worked with Kyle Buchanan and his Memorize Academy to use in 3<sup>rd</sup> and 4 grade for learning the presidents of the US and 7<sup>th</sup> through 8<sup>th</sup> grade for learning the first 20 elements of Periodic Table.
- D. As soon as a plan to use Memorize Academy for learning Spanish is devised, we will be the only US school used as a Beta Site. This will be brought to the board after we have the plan for implementation.
- E. Working with Memorize Academy to develop a program for our 5<sup>th</sup> and 6<sup>th</sup> grade students to learn the states and capitols of the US. This will be ready next year.
- F. The GVA administration has a plan for testing the reliability of the SRS teacher assessment of student skills. Once this is complete another meeting will be set up with Dr. Fumiko Hoeft, educational researcher at UCSF.

- G. Leah and I took a tour of the John B. Allard School in Turlock.
- H. Attended the 99 Accelerator Cadre meeting in Fresno representing GVA.
- I. I have had several conversations with Alexis Filippini, PhD. She is a literacy development specialist in the Bay Area and works with schools and families to improve student literacy outcomes. She is interested in what GVA is doing and is planning a visit.
- J. Initial talks with Dr. Christina Kishimoto, Superintendent of Hawaii Office of Education. She is also interested in the programs we are developing at GVA.

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 25, 2018**

# MINUTES

***Members Present:*** Chad Wolf, John Kramer, Ryan Swehla, Steve Payne, Mike Gianelli, Yolanda Meraz, Twila Tosh

***Members Absent:*** Susan Nisan, Michelle Barton, Vince Jamison

***Great Valley Academy Staff Present:*** Leah Silvestre, Marisa Meeks, Dr. Eldon Rosenow, Kelli Rupe

***Audience Present:*** None

***Call to Order:*** The meeting was called to order at 5:36 p.m.

***Pledge of Allegiance:*** Mr. Payne welcomed everyone and led the Pledge of Allegiance.

***Student Presentation:***

***Communications:*** **COMMUNICATIONS**

***Written Communications:*** MC Campus Security and Parking

***Public Participation:*** None

***Chief Operating Officer's Report:*** Mrs. Meeks presented her report to the Board. She reported on Kids Care electronic check in and billing. Training on the system will be on 7/16/18 and the system will be fully functioning by the beginning of this school year. Parents can begin registering their children online in July.

# MINUTES

## Regular Meeting of the Board

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Chief Executive

### **Officer's Report:**

Mrs. Silvestre-Franklin reported on her reply to the letter from Modesto Christian School regarding parking on the Salida campus.

### **Founder's Report:**

Dr. Rosenow's written report was given to the Board.

### **Approval of Agenda/ Order of Agenda:**

The motion was made by Mrs. Tosh, seconded by Mrs. Meraz approving the Agenda/Order of Agenda with the addition of Item g. Adoption of the 2018-19 EPA Spending Plan. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Meraz, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

### **Consent Agenda:**

#### **CONSENT AGENDA**

The motion was made by Mr. Wolf, seconded by Mr. Kramer approving the consent agenda items. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Meraz, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

### **Action Items:**

#### **ACTION ITEMS**

- a. The motion was made by Mr. Gianelli, seconded by Mr. Swehla approving Mrs. Meraz, Mrs. Barton and Mr. Jamison as members of the Governance Committee. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** Meraz

# MINUTES

## Regular Meeting of the Board

June 25, 2018

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### *Action Items cont'd:*

- b. The motion was made by Mr. Swehla, seconded by Mr. Kramer approving the Road Deed for the required dedication of Sisk Road right-of-way to Stanislaus County. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

- c. The motion was made by Mr. Kramer, seconded by Mrs. Tosh approving the 2018-2019 Modesto LCAP. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

- d. The motion was made by Mr. Gianelli, seconded by Mrs. Meraz approving the 2018-2019 Salida LCAP. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

- e. The motion was made by Mr. Swehla, seconded by Mr. Kramer approving the 2018-2019 Modesto Preliminary Budget. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

June 25, 2018

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### ***Action Items cont'd:***

f. The motion was made by Mr. Wolf, seconded by Mr. Gianelli approving the 2018-2019 Salida Preliminary Budget. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

g. The motion was made by Mr. Swehla, seconded by Mr. Kramer approving the adoption of the 2018-19 EPA Spending Plan. A roll call vote was taken.

**AYES:** Wolf, Kramer, Swehla, Payne, Gianelli, Tosh

**NOES:** None

**ABSENT:** Nisan, Barton, Jamison

**ABSTENTIONS:** None

### ***Information and Discussion:***

#### **Monthly Financials**

### ***Future Agenda Items:***

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – August 27<sup>th</sup>, 2018

### ***Adjournment:***

The meeting was adjourned at 6:22 p.m.

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy

CDS #: 50105040117457

Charter Approving Entity: Stanislaus County Office of Ed

County: Stanislaus

Charter #: 0985

**This charter school uses the following basis of accounting:**

**(Please enter an "X" in the applicable box below; check only one box)**

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	4,437,978.00		4,437,978.00
Education Protection Account State Aid - Current Year	8012	1,175,937.00		1,175,937.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,448,450.00		1,448,450.00
Other LCFF Transfers	8091, 8097	0.00	118,012.00	118,012.00
Total, LCFF Sources		7,062,365.00	118,012.00	7,180,377.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		0.00	0.00
Special Education - Federal	8181, 8182		71,475.00	71,475.00
Child Nutrition - Federal	8220		98,367.04	98,367.04
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00
Total, Federal Revenues		0.00	169,842.04	169,842.04
3. Other State Revenues				
Special Education - State	StateRevSE		338,004.21	338,004.21
All Other State Revenues	StateRevAO	294,112.33	279,587.97	573,700.30
Total, Other State Revenues		294,112.33	617,592.18	911,704.51
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	329,619.95	17,022.96	346,642.91
Total, Local Revenues		329,619.95	17,022.96	346,642.91
5. TOTAL REVENUES		7,686,097.28	922,469.18	8,608,566.46
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	2,365,464.08	191,422.32	2,556,886.40
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	279,041.48	0.00	279,041.48
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		2,644,505.56	191,422.32	2,835,927.88
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	618,464.02	95,721.74	714,185.76
Noncertificated Support Salaries	2200	197,208.23	32,339.21	229,547.44
Noncertificated Supervisors' and Administrators' Salaries	2300	207,553.93	0.00	207,553.93
Clerical and Office Salaries	2400	358,973.88	0.00	358,973.88
Other Noncertificated Salaries	2900	234,991.32	0.00	234,991.32
Total, Noncertificated Salaries		1,617,191.38	128,060.95	1,745,252.33



**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy

CDS #: 50105040117457

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	361,871.54	26,730.64	388,602.18
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	153,982.51	12,283.67	166,266.18
Health and Welfare Benefits	3401-3402	509,524.63	42,704.46	552,229.09
Unemployment Insurance	3501-3502	29,838.89	1,715.60	31,554.49
Workers' Compensation Insurance	3601-3602	53,960.27	0.00	53,960.27
OPEB, Allocated	3701-3702	39,546.54	3,263.46	42,810.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	3,435.49	61.65	3,497.14
Total, Employee Benefits		1,152,159.87	86,759.48	1,238,919.35
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	89,461.88	73,869.93	163,331.81
Books and Other Reference Materials	4200	1,286.35	0.00	1,286.35
Materials and Supplies	4300	295,320.30	5,459.91	300,780.21
Noncapitalized Equipment	4400	59,903.61	1,368.99	61,272.60
Food	4700	0.00	111,425.38	111,425.38
Total, Books and Supplies		445,972.14	192,124.21	638,096.35
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	137,832.27	246,184.80	384,017.07
Travel and Conferences	5200	12,826.50	37,859.84	50,686.34
Dues and Memberships	5300	15,113.22	0.00	15,113.22
Insurance	5400	70,410.90	0.00	70,410.90
Operations and Housekeeping Services	5500	130,219.48	0.00	130,219.48
Rentals, Leases, Repairs, and Noncap. Improvements	5600	85,159.77	337.00	85,496.77
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	294,335.74	144,320.49	438,656.23
Communications	5900	41,613.85	0.00	41,613.85
Total, Services and Other Operating Expenditures		787,511.73	428,702.13	1,216,213.86
<b>6. Capital Outlay</b>				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900	195,221.00	0.00	195,221.00
Total, Capital Outlay		195,221.00	0.00	195,221.00
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	0.00	51,359.00	51,359.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	(39,618.36)	39,618.36	0.00
Debt Service:				
Interest	7438	93,228.99	0.00	93,228.99
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		93,228.99	0.00	93,228.99
Total, Other Outgo		53,610.63	90,977.36	144,587.99
<b>8. TOTAL EXPENDITURES</b>		6,896,172.31	1,118,046.45	8,014,218.76

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy

CDS #: 50105040117457

Description	Object Code	Unrestricted	Restricted	Total
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		789,924.97	(195,577.27)	594,347.70
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(402,227.18)	402,227.18	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(402,227.18)	402,227.18	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		387,697.79	206,649.91	594,347.70
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	6,817,295.01	68,216.09	6,885,511.10
b. Adjustments/Restatements	9793, 9795	0.00	0.00	0.00
c. Adjusted Beginning Fund Balance /Net Position		6,817,295.01	68,216.09	6,885,511.10
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		7,204,992.80	274,866.00	7,479,858.80
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
<b>3. Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796	4,922,268.79	101,592.97	5,023,861.76
b. Restricted Net Position	9797		173,273.03	173,273.03
c. Unrestricted Net Position	9790A	2,282,724.01	0.00	2,282,724.01

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy

CDS #: 50105040117457

Description	Object Code	Unrestricted	Restricted	Total
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110	0.00	0.00	0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	3,728,226.89	424,226.50	4,152,453.39
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	1,279,599.35	76,195.22	1,355,794.57
4. Due from Grantor Governments	9290	0.00	0.00	0.00
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	0.00	0.00	0.00
7. Other Current Assets	9340	16,035.52	0.00	16,035.52
8. Capital Assets (accrual basis only)	9400-9489	4,323,806.08	0.00	4,323,806.08
9. TOTAL ASSETS		9,347,667.84	500,421.72	9,848,089.56
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	340,266.71	225,555.72	565,822.43
2. Due to Grantor Governments	9590	0.00	0.00	0.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	9,900.90	0.00	9,900.90
5. Long-Term Liabilities (accrual basis only)	9660-9669	1,792,507.43	0.00	1,792,507.43
6. TOTAL LIABILITIES		2,142,675.04	225,555.72	2,368,230.76
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		7,204,992.80	274,866.00	7,479,858.80

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy

CDS #: 50105040117457

**L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:**

**1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

**2. Community Services Expenditures**

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999
b. Noncertificated Salaries	2000-2999
c. Employee Benefits	except 3801-
d. Books and Supplies	4000-4999
e. Services and Other Operating Expenditures	5000-5999
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

**July 1, 2017 to June 30, 2018**

**Charter School Name:** Great Valley Academy

**CDS #:** 50105040117457

**3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:**

Results of this calculation will be used for comparison with 2016-17 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2019-20.

a. Total Expenditures (B8)	8,014,218.76
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	169,842.04
c. Subtotal of State & Local Expenditures [a minus b]	7,844,376.72
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	288,449.99
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 7,555,926.73

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy Salida

CDS #: 50712660124768

Charter Approving Entity: Salida Union School District

County: Stanislaus

Charter #: 1819

**This charter school uses the following basis of accounting:**

**(Please enter an "X" in the applicable box below; check only one box)**

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	5,321,051.00		5,321,051.00
Education Protection Account State Aid - Current Year	8012	159,600.00		159,600.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	965,317.00		965,317.00
Other LCFF Transfers	8091, 8097	0.00	107,146.00	107,146.00
Total, LCFF Sources		6,445,968.00	107,146.00	6,553,114.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		0.00	0.00
Special Education - Federal	8181, 8182		69,985.00	69,985.00
Child Nutrition - Federal	8220		62,492.26	62,492.26
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00
Total, Federal Revenues		0.00	132,477.26	132,477.26
3. Other State Revenues				
Special Education - State	StateRevSE		282,673.00	282,673.00
All Other State Revenues	StateRevAO	255,985.96	37,998.94	293,984.90
Total, Other State Revenues		255,985.96	320,671.94	576,657.90
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	348,741.76	36,636.35	385,378.11
Total, Local Revenues		348,741.76	36,636.35	385,378.11
5. TOTAL REVENUES		7,050,695.72	596,931.55	7,647,627.27
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,996,067.94	114,137.53	2,110,205.47
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	210,682.35	0.00	210,682.35
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		2,206,750.29	114,137.53	2,320,887.82
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	562,582.48	51,334.39	613,916.87
Noncertificated Support Salaries	2200	177,727.71	27,063.26	204,790.97
Noncertificated Supervisors' and Administrators' Salaries	2300	202,020.43	0.00	202,020.43
Clerical and Office Salaries	2400	345,526.57	0.00	345,526.57
Other Noncertificated Salaries	2900	193,480.12	0.00	193,480.12
Total, Noncertificated Salaries		1,481,337.31	78,397.65	1,559,734.96

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

**July 1, 2017 to June 30, 2018**

**Charter School Name:** Great Valley Academy Salida

**CDS #:** 50712660124768

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	311,816.66	15,846.96	327,663.62
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	133,281.53	7,310.77	140,592.30
Health and Welfare Benefits	3401-3402	463,916.82	21,500.36	485,417.18
Unemployment Insurance	3501-3502	23,703.17	1,964.95	25,668.12
Workers' Compensation Insurance	3601-3602	48,058.30	0.00	48,058.30
OPEB, Allocated	3701-3702	35,347.99	881.41	36,229.40
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	1,358.74	72.61	1,431.35
Total, Employee Benefits		1,017,483.21	47,577.06	1,065,060.27
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	18,834.11	51,027.03	69,861.14
Books and Other Reference Materials	4200	1,434.36	0.00	1,434.36
Materials and Supplies	4300	225,898.26	1,600.78	227,499.04
Noncapitalized Equipment	4400	68,168.42	649.41	68,817.83
Food	4700	0.00	93,035.85	93,035.85
Total, Books and Supplies		314,335.15	146,313.07	460,648.22
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	64,459.68	160,761.21	225,220.89
Travel and Conferences	5200	8,148.48	35,918.55	44,067.03
Dues and Memberships	5300	10,546.00	0.00	10,546.00
Insurance	5400	67,367.61	0.00	67,367.61
Operations and Housekeeping Services	5500	116,983.76	0.00	116,983.76
Rentals, Leases, Repairs, and Noncap. Improvements	5600	150,809.94	298.00	151,107.94
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	239,241.87	297,260.62	536,502.49
Communications	5900	20,098.80	0.00	20,098.80
Total, Services and Other Operating Expenditures		677,656.14	494,238.38	1,171,894.52
<b>6. Capital Outlay</b>				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900	116,769.00	0.00	116,769.00
Total, Capital Outlay		116,769.00	0.00	116,769.00
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	0.00	45,434.00	45,434.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	(33,152.88)	33,152.88	0.00
Debt Service:				
Interest	7438	254,626.69	0.00	254,626.69
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		254,626.69	0.00	254,626.69
Total, Other Outgo		221,473.81	78,586.88	300,060.69
<b>8. TOTAL EXPENDITURES</b>		6,035,804.91	959,250.57	6,995,055.48

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy Salida

CDS #: 50712660124768

Description	Object Code	Unrestricted	Restricted	Total
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		1,014,890.81	(362,319.02)	652,571.79
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(362,166.51)	362,166.51	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(362,166.51)	362,166.51	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		652,724.30	(152.51)	652,571.79
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	3,377,228.70	152.51	3,377,381.21
b. Adjustments/Restatements	9793, 9795	0.00	0.00	0.00
c. Adjusted Beginning Fund Balance /Net Position		3,377,228.70	152.51	3,377,381.21
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		4,029,953.00	0.00	4,029,953.00
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
<b>3. Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796	8,344,243.33	0.00	8,344,243.33
b. Restricted Net Position	9797		0.00	0.00
c. Unrestricted Net Position	9790A	(4,314,290.33)	0.00	(4,314,290.33)



**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy Salida

CDS #: 50712660124768

Description	Object Code	Unrestricted	Restricted	Total
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110	0.00	0.00	0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	1,770,570.24	27,761.86	1,798,332.10
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	32,212.35	66,852.83	99,065.18
4. Due from Grantor Governments	9290	0.00	0.00	0.00
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	0.00	0.00	0.00
7. Other Current Assets	9340	15,319.30	0.00	15,319.30
8. Capital Assets (accrual basis only)	9400-9489	8,344,243.33	0.00	8,344,243.33
9. TOTAL ASSETS		10,162,345.22	94,614.69	10,256,959.91
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	1,368,733.52	94,614.69	1,463,348.21
2. Due to Grantor Governments	9590	0.00	0.00	0.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	14,419.30	0.00	14,419.30
5. Long-Term Liabilities (accrual basis only)	9660-9669	4,749,239.40	0.00	4,749,239.40
6. TOTAL LIABILITIES		6,132,392.22	94,614.69	6,227,006.91
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		4,029,953.00	0.00	4,029,953.00

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2017 to June 30, 2018

Charter School Name: Great Valley Academy Salida

CDS #: 50712660124768

**L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:**

**1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b.	0.00	0.00	0.00
c.	0.00	0.00	0.00
d.	0.00	0.00	0.00
e.	0.00	0.00	0.00
f.	0.00	0.00	0.00
g.	0.00	0.00	0.00
h.	0.00	0.00	0.00
i.	0.00	0.00	0.00
j.	0.00	0.00	0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

**2. Community Services Expenditures**

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits except 3801-	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**

**July 1, 2017 to June 30, 2018**

**Charter School Name:** Great Valley Academy Salida

**CDS #:** 50712660124768

**3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:**

Results of this calculation will be used for comparison with 2016-17 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2019-20.

a. Total Expenditures (B8)	6,995,055.48
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	132,477.26
c. Subtotal of State & Local Expenditures [a minus b]	6,862,578.22
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	371,395.69
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 6,491,182.53



**BOARD POLICY NO.: 2018.043**

## **Safe Schools for Immigrants Policy**

It is the policy of Great Valley Academy (“GVA”) to provide all students with equal rights and opportunities to an education, regardless of specified characteristics, including on the basis of immigration status. A student or family’s immigration status will not be used at GVA as a basis to deny students access or opportunity to an equal education.

School personnel must not allow any third party access to a school site without permission of the site administrator. The site administrator shall not permit third party access to the school site that would cause disruption to the learning environment.

The School Board, in Resolution No. 2018.042, based on its educational experience and as part of its deliberative process as our governing body, has found that access to a school site by immigration law enforcement agents substantially disrupts the learning environment and any such request for access should be referred to the Chief Executive Officer’s Office immediately. Further, the Chief Executive Officer will timely report to the School Board any law enforcement request for student information or for school site access for immigration enforcement.

School personnel must contact the Chief Executive Officer’s Office immediately if approached by immigration law enforcement agents. School personnel must also attempt to contact the parents or guardians of any students involved.

GVA adheres to all state and federal laws for student protection, including Assembly Bill 699. On that basis, GVA proposes the following student procedures:

### **PROCEDURE**

#### COLLECTION OF PRIVATE INFORMATION:

GVA will not collect or request information or documents regarding the citizenship or immigration status of students or their family members unless required by law, such as for student work permits or the federal school lunch program.

#### DETAINED AND DEPORTED PARENTS:

GVA will not contact Child Protective Services (“CPS”) to assist students whose parents have been detained on immigration charges or deported until it has exhausted all other avenues to ensure their care. GVA will pursue all contacts on the child's emergency card or any other instructions provided by a parent or guardian prior to contacting CPS. The intent of this provision is to avoid the unnecessary placement of children in foster care.

STUDENT AND FAMILY SUPPORT:

GVA will provide "Know Your Rights" information to parents. For example, students have the right to a free public education regardless of immigration status, and GVA will advise parents of this right. This information and notification will be provided in the School's annual notices to parents, or by other cost-effective means.

BULLYING AND HARASSMENT EDUCATION

According to a Legislative analysis, there have been hundreds of reported incidents of bullying, harassment and intimidation across the country based on student immigration status. To combat this, GVA will educate students about the negative impacts of bullying based on a student's actual or perceived immigration status or their religious beliefs or customs. GVA will continue to enforce its policies prohibiting discrimination and will also review its procedures for reporting and addressing such incidents, to make sure every effort is made to protect potentially affected students.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Rev. 8/2018



**RESOLUTION NO.: 2018.042**

### **Safe Schools for Immigrants Resolution**

**WHEREAS**, it is the right of every child, regardless of immigration status, to access a free public K-12 education and Great Valley Academy welcomes and supports all students;

**WHEREAS**, federal immigration law enforcement activities, on or around Great Valley Academy property, whether by surveillance, interview, demand for information, arrest, detention, or any other means, harmfully disrupt the learning environment to which all students, regardless of immigration status, are entitled and significantly interfere with the ability of all students, including U.S. citizen students and students who hold other legal grounds for presence in the U.S., to access a free public K-12 education;

**WHEREAS**, through its policies and practices, Great Valley Academy has made a commitment to a quality education for all students, which includes a safe and stable learning environment, the preservation of classroom hours for educational instruction, and the requirement of school attendance;

**AND WHEREAS**, educational personnel are often the primary sources of support, resources, and information to assist and support students and student learning, which includes their emotional health;

**NOW, THEREFORE, BE IT RESOLVED** that the U.S. Immigrations Enforcement Office (ICE), state or local law enforcement agencies acting on behalf of ICE, or agents or officers for any federal, state, or local agency attempting to enforce federal immigration laws, are to follow Great Valley Academy Policy 2018.043, attached to and incorporated in this Resolution, to ensure the Great Valley Academy meets its duty to provide all students, regardless of immigration status, access to a free public K-12 education;

**BE IT FURTHER RESOLVED**, that the Board declares the Great Valley Academy to be a Safe Zone for its students, meaning that Great Valley Academy is a place for students to learn, to thrive and to seek assistance, information, and support related to any immigration law enforcement that interferes with their learning experience;

**BE IT FURTHER RESOLVED**, it continues to be the policy of Great Valley Academy not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit; given the likelihood of substantial disruption posed by the presence of ICE or state or local law enforcement agencies acting for ICE, any request by ICE or other agencies to visit a school site should be presented to the Chief Executive Officer's Office for

review as to whether access to the site is permitted by law, a judicial warrant is required, or any other legal considerations apply; this review should be made expeditiously, but before any immigration law enforcement agent or officer appears at a school site;

**BE IT FURTHER RESOLVED**, should ICE or other immigration law enforcement agents request any student information, the request should be referred to the Chief Executive Officer's Office to ensure compliance with Family Educational Rights and Privacy Act (FERPA), student constitutional privacy, standards for a judicial warrant, and any other limitation on disclosure; this review should be conducted expeditiously, but before any production of information is made;

**BE IT FURTHER RESOLVED**, Great Valley Academy shall make public this Resolution and publish to its website for review by staff, students, and parents using usual means of communication.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

**Modesto**  
**Budget Comparison**  
**2018-2019 Approved Budget**  
**2018-2019 Proposed Budget Revision**

	2018-2019 Approved Operating Budget Jun-18	2018-2019 Proposed Operating Budget Aug-18	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
Income				
8000 · LCFF, EPA, In Lieu, Prop tax	7,821,679	7,714,860	-106,819	-1.4%
8100 · Federal Revenue (Grant)	223,102	223,102	0	0.0%
8300 · Other State Revenues	193,319	363,858	170,539	88.2%
8590 · One Time funding	0	0	0	100.0%
8600 · Other Local Revenue	724,964	724,964	0	0.0%
<b>Total Income</b>	<b>8,963,064</b>	<b>9,026,784</b>	<b>63,720</b>	<b>0.7%</b>
<b>Gross Profit</b>	<b>8,963,064</b>	<b>9,026,784</b>	<b>63,720</b>	<b>0.7%</b>
Expense				
1000 · Certificated Salaries	3,114,323	3,108,190	-6,133	-0.2%
2000 · Classified Salaries	1,908,574	1,930,704	22,129	1.2%
3000 · Employee Benefits	1,510,404	1,508,977	-1,427	-0.1%
4000 · Books & Supplies	626,875	626,875	0	0.0%
5000 · Services & Other Operating Exp	1,248,746	1,254,678	5,932	0.5%
6000 · Capital Outlay	140,000	145,000	5,000	3.6%
7430 · All Other Financing Uses	273,349	273,349	0	0.0%
<b>Total Expense</b>	<b>8,822,271</b>	<b>8,847,773</b>	<b>25,502</b>	<b>0.3%</b>
<b>Net Ordinary Income</b>	<b>140,793</b>	<b>179,011</b>	<b>38,218</b>	<b>27.1%</b>
	1.57%	2.0%		



Great Valley Academy-Modesto Campus  
Budget Comparison-Narrative  
8/15/18

**Revenue**

8000 - Revenue figures updated with most LCFF 19.2b calculations

- 20 Student Reduction

8100 - Remained the same

8300 - Remained the same

8590 - One time funding calculated

8600 - Remained the same

Net increase in revenue \$64K (0.7%)

**Expenses**

Salaries and benefit expenses include:

All actual 18/19 salaries

56 (51FT/5PT) teachers, 18 (16FT/2PT) aides, 24 (16FT/7PT) classified staff, 6 GVS, 3 Admin  
and all allocations for multi-campus staff salaries/benefits

Employee benefits include STRS increase & includes a 12.5% increase in health benefits

Classified salary increase of hours for Kids Care/Food Service and Maintenance

Salaries and benefits represent 74% of total expenses

Books and Supplies expenses include:

curriculum

teacher/classroom/office/medical/custodial/maintenance supplies

furniture/computers/equipment

Services and other expense estimates include:

professional development

new teacher induction

audit/legal/insurance/SpEd subcontracts/field trips/nursing

authorizer oversight fees

Capital Outlay

Increased \$5K for additional capital projects

\$60K for sun shade structure/\$50K for HVAC upgrades above Prop 39 funds

\*\* at year end, capital outlay amounts will be reclassified as a construction/fixed asset  
thereby providing an increase to "income/increase in fund reserve

Othr Tuition, Exc csts, Deficit

18/19 represents actual SELPA calculation from section C.2.d

All other financing uses

Includes mortgage payment including principal and interest

\*\* at year end, principal amounts will be reclassified as a reduction to liabilities  
thereby providing an increase to "income"/increase in fund reserve

**"Income"/increase in fund reserve amount**

\$179,011      2.00% of expenses

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
MODESTO

p1																p2	
Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total		
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	4,024,381.06	3,720,508.70	3,945,937.17	3,809,687.73	3,652,516.22	3,741,520.73	p1 3,650,346.32	3,579,913.78	3,913,650.49	3,917,441.18	3,941,416.36				
LCFF Revenue	8011	226,692.40	226,692.40	408,046.32	408,046.32	408,046.32	408,046.32	408,046.32	493,122.72	493,122.72	493,122.72	493,122.72	493,122.72	0.00	4,959,230.00		
EPA Funding	8012			273,621.25			273,621.25			296,777.75			295,768.78	47,321.97	1,187,111.00		
In-Lieu of Taxes Charter Funding	8096	0.00	86,907.00	173,814.00	115,876.00	115,876.00	115,876.00	115,876.00	101,391.50	202,783.00	101,391.50	101,391.50	101,391.50	115,876.00	1,448,450.00		
Selpa Prop Tax	8097							60,034.50						60,034.50	120,069.00		
Federal IDEA	8181												66,551.00	66,551.00	133,102.00		
Federal Food	8220	0.00	0.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	0.00	90,000.00		
State Food Revenue	8520	0.00	0.00	0.00	0.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	705.00	0.00	5,780.00		
Other St Revenue	8550													0.00	0.00		
Mandated Cost Reimb	8550					14,352.93								0.00	14,352.93		
One Time Funds	8590						53,907.70				53,907.70	53,907.72		0.00	161,723.12		
Lottery	8560							39,815.53			39,815.53			53,087.37	132,718.43		
Lottery, prop 20	8561													46,583.29	46,583.29		
Other	8590		2,700.00											0.00	2,700.00		
Prior Year Payments	prior year													0.00	0.00		
Other Local (Kids Care)	8689	15,000.00	20,000.00	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00	20,000.00	20,000.00	20,000.00	0.00	238,500.00		
Other Local (Fundraiser +)	8600-8699	0.00	5,000.00	28,000.00	28,000.00	22,000.00	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	103,000.00		
Selpa	8792	17,500.00	17,500.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	31,000.00	31,000.00	31,000.00	55,356.00	20,108.00	383,464.00		
TOTAL REVENUES		259,192.40	358,799.40	942,981.57	611,422.32	620,500.25	916,676.27	686,497.35	657,239.22	1,056,408.47	751,462.45	711,646.94	1,044,395.00	409,562.13	9,026,783.77		
EXPENDITURES																	
Certificated Salaries	1000-1999	30,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	328,190.00	0.00	3,108,190.00		
Classified Salaries	2000-2999	93,000.00	110,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	332,703.90	0.00	1,930,703.90		
Employee Benefits	3000-3999	35,000.00	125,000.00	125,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	103,977.00	0.00	1,508,977.00		
Books & Supplies	4000-4999	50,000.00	50,000.00	75,000.00	75,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	100,000.00	40,000.00	36,875.00	0.00	626,875.00		
Services & Other Operating Expense	5000-5999	50,000.00	85,000.00	60,000.00	75,000.00	150,000.00	200,000.00	150,000.00	100,000.00	85,000.00	60,000.00	60,000.00	179,677.91	0.00	1,254,677.91		
Capital Outlay	6000-6999	60,000.00	50,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	5,000.00	0.00	145,000.00		
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	0.00	273,349.00		
TOTAL EXPENDITURES		335,671.76	712,671.76	717,671.76	747,671.76	777,671.76	827,671.76	777,671.76	727,671.76	722,671.76	747,671.76	687,671.76	1,065,383.45		8,847,772.81		
NET INCREASE/DECREASE		(76,479.36)	(353,872.36)	225,309.81	(136,249.44)	(157,171.51)	89,004.51	(91,174.41)	(70,432.54)	333,736.71	3,790.69	23,975.18	(20,988.45)	409,562.13	179,010.96		
Accruals Received		50,000.00	50,000.00	118.66											100,118.66		
Liabilities																	
Line of Credit (1,000,000)															0.00		
Loan From Manteca (to Manteca)	\$ (1,248,675.92)														(1,248,675.92)		
ENDING CASH BALANCE		4,024,381.06	3,720,508.70	3,945,937.17	3,809,687.73	3,652,516.22	3,741,520.73	3,650,346.32	3,579,913.78	3,913,650.49	3,917,441.18	3,941,416.36	3,920,427.91				

**Salida**  
**Budget Comparison**  
**2018-2019 Approved Budget**  
**2018-2019 Proposed Budget Revision**

	2018-2019 Approved Operating Budget Jun-18	2018-2019 Proposed Operating Budget Aug-18	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
Income				
8000 - LCFF, EPA, In Lieu, Prop tax	7,003,819	7,050,294	46,475	0.7%
8100 - Federal Revenue (Grant)	149,699	149,699	0	0.0%
8300 - Other State Revenues	171,819	179,823	8,004	4.7%
8590 - One Time funding	0	146,832	146,832	100.0%
8600 - Other Local Revenue	621,296	621,296	0	0.0%
<b>Total Income</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>201,311</b>	<b>2.5%</b>
<b>Gross Profit</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>201,311</b>	<b>2.5%</b>
Expense				
1000 - Certificated Salaries	2,748,607	2,710,601	-38,006	-1.4%
2000 - Classified Salaries	1,512,811	1,463,082	-49,729	-3.3%
3000 - Employee Benefits	1,310,482	1,292,781	-17,700	-1.4%
4000 - Books & Supplies	488,950	612,119	123,169	25.2%
5000 - Services & Other Operating Exp	1,203,345	1,221,810	18,465	1.5%
6000 - Capital Outlay	200,200	200,200	0	0.0%
7430 - All Other Financing Uses	415,993	415,993	0	0.0%
<b>Total Expense</b>	<b>7,880,388</b>	<b>7,916,587</b>	<b>36,199</b>	<b>0.5%</b>
<b>Net Ordinary Income</b>	<b>66,246</b>	<b>231,357</b>	<b>165,111</b>	<b>249.2%</b>
	0.83%	2.84%		

Great Valley Academy-Salida Campus  
Budget Comparison-Narrative  
8/15/2018

<b>Revenue</b>
----------------

8000 - Revenue figures updated with most LCFF 19.2b calculations

8100 - Remained the same

8590 - One time funding calculated

8600 - Remained the same

Net increase in revenue \$201K (2.5%)

<b>Expenses</b>
-----------------

Salaries and benefit expenses include:

All actual 18/19 salaries

52 (44FT/8PT) teachers, 13 (12FT/1PT) aides, 20 (15FT/5PT) classified staff, 2 Admin  
and all allocations for multi-campus staff salaries/benefits

Employee benefits include STRS increase & includes a 12.5% increase in health benefits

Salaries and benefits represent 69% of total expenses

Books and Supplies expenses include:

curriculum - Increased for Go Math curriculum

teacher/classroom/office/medical/custodial/maintenance supplies

furniture/computers/equipment

Services and other expense estimates include:

professional development

new teacher induction

audit/legal/insurance/SpEd subcontracts/field trips/nursing

authorizer oversight fees

Capital Outlay

\$150K for county road improvements/\$25K for server & backup drive upgrades/\$10K for AC

\*\* at year end, capital outlay amounts will be reclassified as a construction/fixed asset

thereby providing an increase to "income"/increase in fund reserve

Othr Tuition, Exc csts, Deficit

18/19 represents actual SELPA calculation from section C.2.d

All other financing uses

Includes mortgage payment including principal and interest

\*\* at year end, principal amounts will be reclassified as a reduction to liabilities

thereby providing an increase to "income"/increase in fund reserve

<b>"Income"/increase in fund reserve amount</b>
---

\$231,357      2.84% of expenses

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
**SALIDA**

Description	Object Codes	p1												p2	
		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,815,487.66	1,462,562.24	1,426,835.56	1,460,058.52	1,365,812.82	1,416,852.28	1,464,065.14	1,483,868.31	1,658,433.35	1,773,329.92	1,892,077.09		
LCFF Revenue	8011	266,052.55	266,052.55	478,894.59	478,894.59	478,894.59	478,894.59	478,894.59	574,310.79	574,310.79	574,310.79	574,310.79	574,310.79	0.00	5,798,132.00
EPA Funding	8012			41,372.50		41,372.50		41,372.50		41,372.50			41,372.50	0.00	165,490.00
In-Lieu of Taxes Charter Funding	8096	0.00	57,919.02	115,838.04	77,225.36	77,225.36	77,225.36	77,225.36	68,389.37	136,778.74	68,389.37	68,389.37	152,385.65	0.00	976,991.00
Selpa Prop Tax	8097							54,840.50						54,840.50	109,681.00
Federal IDEA	8181												44,849.50	44,849.50	89,699.00
Federal Food	8220	0.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	60,000.00
State Food Revenue	8520	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00	4,000.00
Other St Revenue	8550													0.00	0.00
Mandated Cost Reimb	8550					13,031.34								0.00	13,031.34
One Time Funds	8590						48,944.00				48,944.00	48,944.00		0.00	146,832.00
Lottery	8560							36,149.40			36,149.40			48,199.20	120,498.00
Lottery, prop 20	8561													42,294.00	42,294.00
Other	8590													0.00	0.00
Prior Year Payments	prior year													0.00	0.00
Other Local (Kids Care)	8689	10,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	15,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	0.00	195,000.00
Other Local (Fundraiser +)	8600-8699	0.00	5,000.00	25,000.00	58,000.00	22,000.00	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	130,000.00
Selpa	8792	16,000.00	16,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	4,296.00	296,296.00
TOTAL REVENUES		292,052.55	361,971.57	710,105.13	663,119.95	640,651.29	700,936.45	697,109.85	694,700.16	804,462.03	779,793.56	743,644.16	864,918.44	194,479.20	8,147,944.34
EXPENDITURES															
Certificated Salaries	1000-1999	30,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	280,600.96	0.00	2,710,600.96
Classified Salaries	2000-2999	75,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	88,082.17	0.00	1,463,082.17
Employee Benefits	3000-3999	25,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	117,781.41	0.00	1,292,781.41
Books & Supplies	4000-4999	50,000.00	45,000.00	160,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	75,000.00	35,000.00	37,119.35	0.00	612,119.35
Services & Other Operating Expens	5000-5999	60,000.00	75,000.00	75,000.00	75,000.00	185,000.00	100,000.00	100,000.00	125,000.00	75,000.00	75,000.00	75,000.00	201,810.05	0.00	1,221,810.05
Capital Outlay	6000-6999	25,000.00	150,000.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	10,200.00	0.00	200,200.00
Other Outgo	7100-7499	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	87,126.11	0.00	415,993.00
TOTAL EXPENDITURES		294,896.99	784,896.99	754,896.99	629,896.99	734,896.99	649,896.99	649,896.99	674,896.99	629,896.99	664,896.99	624,896.99	822,720.05		7,916,586.94
NET INCREASE/DECREASE		(2,844.44)	(422,925.42)	(44,791.86)	33,222.96	(94,245.70)	51,039.46	47,212.86	19,803.17	174,565.04	114,896.57	118,747.17	42,198.39	194,479.20	231,357.40
Accruals Received		20,000.00	70,000.00	9,065.18											99,065.18
Liabilities From Modesto (Loan)	\$ 1,248,675.92														1,248,675.92
ENDING CASH BALANCE		1,815,487.66	1,462,562.24	1,426,835.56	1,460,058.52	1,365,812.82	1,416,852.28	1,464,065.14	1,483,868.31	1,658,433.35	1,773,329.92	1,892,077.09	1,934,275.48		



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## **INTERNSHIP CONTRACT AGREEMENT**

**by and between**

**BRANDMAN UNIVERSITY**

**and**

**Great Valley Academy**

- **Multiple Subject Internship Credential**
- **Single Subject Internship Credential**
- **Education Specialist Internship Credential**

An Internship Credential authorizes the same service at the same level as the Preliminary Credential with some exceptions. The Internship Credential is only valid in one school district or consortium under the preconditions established by State law (see Appendix A).

For this reason, interns must have a contract before a credential can be issued. Each intern candidate is to work under the direct and continuing supervision of a Brandman University Supervisor, from the Modesto Campus, and District Mentor who provides general support at the classroom level of the cooperating school. Also, the Internship Credential shall be issued initially for a two-year period and may be renewed by the Commission. (Education Code Section 44455). For renewals, please see Education Code Section 44456.

### **I. General Provisions**

#### **a. The UNIVERSITY agrees and verifies that:**

- i. Each Intern Teacher shall have met the requirements for enrollment in its Credential Programs
- ii. Each Intern Teacher must have completed the minimum number of preservice hours of University Credential Program course work, as required by the CCTC for issuance of the Intern Credential.
- iii. Each Intern Teacher shall apply for the Internship Credential through the Teacher Accreditation Department at Brandman University, upon verification of employment from the School District.

#### **b. The DISTRICT agrees and verifies that:**

- i. The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the

District for at least one academic year, subject to the District's personnel policies and State law(s).

- ii. The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at Brandman University.
- iii. The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.

## **II. Support and Supervision Requirements**

Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

### **a. General Support and Supervision Provided to All Interns**

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre

and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.

iii. The DISTRICT shall select mentor teachers who meet the following qualifications:

- (1) valid corresponding Clear or Life credential,
- (2) three years successful teaching experience, and
- (3) the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.

iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.

v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.

vi. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.

vii. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.

viii. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.

**b. Support and Supervision Specific to Teaching English Learners**

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or



education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.
- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

### **III. THE PARTIES MUTUALLY AGREE**

- A. The parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- B. The UNIVERSITY agrees to indemnify, hold harmless, and defend the DISTRICT, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the DISTRICT because of bodily injury

to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents or employees.

The DISTRICT agrees to indemnify, hold harmless, and at the University's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of the DISTRICT, its agents or employees.

- C. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- D. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- E. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK  
INFORMATION:

SITE

CONTACT

UNIVERSITY  
INFORMATION:

CONTACT

Great Valley Academy  
3200 Tully Road  
Modesto, CA 95350  
Attn: Janet Pollard, Administrative  
Assistant  
Tel: (209) 576-2283

Brandman University  
16355 Laguna Canyon Road  
Irvine, CA 92618  
Attn: School of Education, Dean  
Fax: (800) 775-0128

- F. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- G. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.

- H. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- I. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

#### **IV. TERM AND TERMINATION OF AGREEMENT**

Brandman University and the Great Valley Academy, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective on November 1, 2018, and continuing until October 31, 2020 (2-year maximum). This agreement may be terminated and the provisions of this agreement may be altered, changed or amended by mutual consent of both parties upon sixty (60) days written notice.

**SIGNATURES:**

DISTRICT

REPRESENTATIVES:

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

Name: \_\_\_\_\_

Title: Superintendent

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

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

Name: \_\_\_\_\_

Title: Human Resources

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


UNIVERSITY:

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

Name: Phillip L. Doolittle

Title: Executive Vice Chancellor of Finance and  
Administration and Chief Financial Officer

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

Signature: 

Name: Dr. Christine Zeppos

Title: Dean, School of Education

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

## APPENDIX A

### Preconditions Established for Internship Programs

For initial program accreditation and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law or Commission policy.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code §§44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code § 44325(c) (3).
- (3) **Pre-Service Requirement.**
  - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English Learners.
  - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
  - (a) Provisions for an annual evaluation of the intern.
  - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
  - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
  - (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

**(5) Supervision of Interns.**

(a) In all internship programs, the participating institutions shall provide supervision of all interns.

(b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code § 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.

**(6) Assignment and Authorization.** To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code § 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code § 44458.

**(7) Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code §§ 44321 and 44452.

**(8) Early Program Completion Option.** Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:

- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
  - Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
  - Techniques to address learning differences, including working with students with special needs
  - Techniques to address working with English learners to provide access to the curriculum
  - Reading instruction in accordance with state standards
  - Assessment of student progress based on the state content and performance standards
  - Classroom management techniques
  - Methods of teaching the subject fields
- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.
- (c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

- (d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code § 44468).

- (9) **Length of Validity of the Intern Certificate.** Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code § 44325 (b).
- (10) **Non-Displacement of Certificated Employees.** The institution and participating districts must certify that interns do not displace certificated employees in participating districts.
- (11) **Justification of Internship Program.** When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.
- (12) **Bilingual Language Proficiency.** Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c).

**APPENDIX B**  
**Support and Supervision Activities**

<b>Potential Support &amp; Supervision Activities to be Provided by the District</b>
Demonstration Lessons and/or Co-teaching activities with mentor
Classroom Observations and Coaching*
Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
Grade Level or Department Meetings related to curriculum, planning, and/or instruction
New Teacher Orientation
Coaching (not evaluation) from Administrator
Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
Logistical help before and during school year (bulletin boards, seating arrangements, materials acquisition, parent conferences, etc.)
Review/discuss test results with colleagues (CELDT and standardized tests)*
Activities/workshops specifically addressing issues in the intern's classroom—co-attended by intern and mentor(s)
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*
<b>Support &amp; Supervision Activities Provided through the University</b>
Classroom Observations and Coaching*
Weekly Online Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) including EL support*
Weekly Contact with Supervisors via email, phone (voice, text), and/or video conferencing
Intern Observations of other teachers and classrooms including observations of SDAIE/ELD lessons*

*\*May also be used towards the 45-hour EL Support & Supervision Requirement.*



Great Valley Academy Modesto  
June 2018

	A Actual YTD	B Revised Budget YTD	C Accruals	D Revised Budget Balance of year	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending
	Jul 17-Jun 18	Jul 17-June 18					A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>8000 · Revenue Limit Sources</b>	7,130,570	7,190,863	49,807	0	7,187,084	7,190,863	7,180,377
<b>8100 · Federal Revenue</b>	166,921	164,013	2,921	0	164,013	164,013	169,842
<b>8300 · Other State Revenues</b>	552,139	609,332	40,106	0	184,763	609,332	592,245
<b>8600 · Other Local Revenue</b>	332,358	342,657	14,285	0	325,000	342,658	346,643
<b>8700 · Selpa</b>	319,460	340,356	0	0	340,356	340,356	319,460
<b>Total Income</b>	<b>8,501,448</b>	<b>8,647,222</b>	<b>107,119</b>	<b>0</b>	<b>8,201,216</b>	<b>8,647,222</b>	<b>8,608,566</b>
<b>Gross Profit</b>	<b>8,501,448</b>	<b>8,647,222</b>	<b>107,119</b>	<b>0</b>	<b>8,201,216</b>	<b>8,647,222</b>	<b>8,608,566</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	2,835,928	3,004,358	0	0	2,975,722	3,004,358	2,835,928
<b>2000 · Classified Salaries</b>	1,718,157	1,596,057	27,095	0	1,822,996	1,596,057	1,745,252
<b>3000 · Employee Benefits</b>	1,161,909	1,277,011	77,010	0	1,317,926	1,277,011	1,238,919
<b>4000 · Books &amp; Supplies</b>	597,288	676,434	40,809	0	567,615	676,434	638,096
<b>5000 · Services &amp; Other Operating Exp</b>	1,077,725	1,198,219	67,303	0	1,054,227	1,198,219	1,145,028
<b>6000 · Capital Outlay</b>	138,489	372,767	99,349	0	121,389	372,767	237,839
<b>7430 · All Other Financing Uses</b>	212,061	277,084	62,084	0	277,084	277,084	274,145
<b>Total Expense</b>	<b>7,741,557</b>	<b>8,401,930</b>	<b>373,651</b>	<b>0</b>	<b>8,136,959</b>	<b>8,401,930</b>	<b>8,115,208</b>
<b>Net Ordinary Income</b>	<b>759,891</b>	<b>245,292</b>	<b>-266,532</b>	<b>0</b>	<b>64,257</b>	<b>245,292</b>	<b>493,359</b>

2017-2018  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
									P1						
BEGINNING CASH FUND BALANCE	9110	3,530,596.94	3,651,206.09	3,169,888.95	3,426,865.66	3,505,832.13	2,797,606.76	3,835,304.03	3,782,505.81	3,717,979.62	4,152,055.12	3,755,902.90	3,663,062.53		
LCFF Revenue	8011	224,739.00	224,739.00	404,530.00	404,530.00	0.00	809,060.00	404,530.00	407,896.00	407,896.00	407,896.00	407,896.00	334,266.00	0.00	4,437,978.00
EPA Funding	8012			264,394.00		0.00	264,394.00			297,417.00			349,732.00	0.00	1,175,937.00
In-Lieu of Taxes Charter Funding	8096	0.00	74,114.00	148,227.00	98,818.00	98,818.00	98,818.00	98,818.00	98,818.00	251,254.00	125,627.00	125,627.00	229,511.00	0.00	1,448,450.00
Selpa Prop Tax	8097							68,205.00					0.00	49,807.00	118,012.00
Federal IDEA	8181												68,661.00	2,814.00	71,475.00
Federal Food	8220	0.00	0.00	0.00	7,256.21	9,510.93	9,684.71	0.00	19,109.63	8,061.84	11,117.66	9,639.02	23,879.56	107.48	98,367.04
State Food Revenue	8520	0.00	0.00	0.00	0.00	741.00	676.12	0.00	1,333.09	563.13	775.97	671.97	1,665.39	7.38	6,434.05
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550						13,597.00							0.00	13,597.00
One Time Funds	8590						41,994.00				41,994.00	41,993.00		0.00	125,981.00
Lottery	8560							49,314.61			44,387.16		24,218.73	16,638.84	134,559.34
Lottery, prop 20	8561												30,466.37	18,059.36	48,525.73
Other	8590		355.00				220,256.00						0.00	5,400.00	226,011.00
Prior Year Payments	prior year	19,526.06	11,336.82	4,323.39	10,124.53		31,076.00	(4,002.07)	(10,067.00)	(7,323.00)	(8,677.22)	(7,421.00)	(1,760.12)	0.00	37,136.39
Other Local (Kids Care)	8689	9,083.64	27,668.27	11,795.54	21,040.45	15,297.10	16,801.80	14,263.60	19,144.97	22,398.77	19,955.60	15,412.40	2,983.58	14,284.60	210,130.32
Other Local (Fundraiser +)	8600-8699	6,654.08	5,141.12	30,240.49	28,860.95	25,121.37	5,154.21	2,427.19	4,333.39	11,506.76	3,659.83	5,256.84	8,156.36	0.00	136,512.59
Selpa	8792	15,810.00	15,810.00	28,459.00	28,459.00	0.00	56,918.00	28,459.00	29,777.00	29,777.00	29,777.00	29,777.00	26,437.00	0.00	319,460.00
TOTAL REVENUES		275,812.78	359,164.21	891,969.42	599,089.14	149,488.40	1,568,429.84	662,015.33	570,345.08	1,021,551.50	676,513.00	628,852.23	1,098,216.87	107,118.66	8,608,566.46
EXPENDITURES															
Certificated Salaries	1000-1999	25,485.90	267,603.56	271,993.84	271,471.72	280,123.83	267,128.02	269,036.08	276,669.28	279,551.67	265,387.95	269,966.12	91,509.91	0.00	2,835,927.88
Classified Salaries	2000-2999	89,740.66	101,399.58	135,949.07	113,989.83	138,240.07	131,073.17	113,694.83	138,240.11	121,589.76	117,522.73	134,356.53	382,360.52	27,095.47	1,745,252.33
Employee Benefits	3000-3999	36,625.46	130,746.90	103,698.75	98,503.10	112,917.72	99,493.07	116,981.09	115,900.68	110,553.99	102,246.70	104,130.41	30,111.09	77,010.39	1,238,919.35
Books & Supplies	4000-4999	20,875.85	48,220.29	55,379.82	46,137.57	38,328.98	60,984.09	59,623.97	24,634.63	30,328.74	37,361.37	110,511.95	64,900.56	40,808.53	638,096.35
Services & Other Operating Expenses	5000-5999	31,283.95	35,230.71	84,167.31	99,229.57	167,978.84	120,841.24	157,661.90	81,812.07	53,830.49	49,533.44	109,095.86	87,059.75	67,302.88	1,145,028.01
Capital Outlay	6000-6999	11,954.00	70,196.64	20,338.69	0.00	17,938.59	0.00	0.00	0.00	0.00	0.00	0.00	18,061.41	99,349.38	237,838.71
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	62,084.00	274,145.12
TOTAL EXPENDITURES		233,637.58	671,069.44	689,199.24	647,003.55	773,199.79	697,191.35	734,669.63	654,928.53	613,526.41	589,723.95	745,732.63	691,675.00	373,650.65	8,115,207.75
NET INCREASE/DECREASE		42,175.20	(311,905.23)	202,770.18	(47,914.41)	(623,711.39)	871,238.49	(72,654.30)	(84,583.45)	408,025.09	86,789.05	(116,880.40)	406,541.87	(266,531.99)	493,358.71
Accruals Received		186,299.71	0.00	38,643.80	35,899.18	(84,513.98)	96,837.00			6,063.00					329,946.60
Liabilities		(107,865.76)	(169,411.91)	15,562.73	90,981.70		69,621.78	19,856.08	20,057.26	19,987.41	15,734.65	24,040.03	7,266.33		5,830.30
Line of Credit (1,000,000)															0.00
Loan From Manteca (to Manteca)	-750,000										(498,675.92)				(1,248,675.92)
ENDING CASH BALANCE		3,651,206.09	3,169,888.95	3,426,865.66	3,505,832.13	2,797,606.76	3,835,304.03	3,782,505.81	3,717,979.62	4,152,055.12	3,755,902.90	3,663,062.53	4,076,870.73		

Great Valley Academy Salida  
June 2018

	A Actual YTD	B Revised Budget YTD	C Accruals as of 6/30/2018	D Revised Budget Balance of year	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending
	Jul 17 - Jun 18	Jul 17 - Jun 18					A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>8000 · Revenue Limit Sources</b>	6,506,305	6,589,547	46,809	0	6,601,917	6,589,547	6,553,114
<b>8100 · Federal Revenue</b>	129,582	132,574	2,895	0	132,574	132,574	132,477
<b>8300 · Other State Revenues</b>	258,812	304,030	35,167	0	157,728	304,030	293,980
<b>8600 · Other Local Revenue</b>	371,184	330,000	14,194	0	285,000	330,000	385,378
<b>8700 · SELPA</b>	282,678	279,459	0	0	279,459	279,459	282,678
<b>Total Income</b>	<b>7,548,562</b>	<b>7,635,610</b>	<b>99,065</b>	<b>0</b>	<b>7,456,678</b>	<b>7,635,610</b>	<b>7,647,627</b>
<b>Gross Profit</b>	<b>7,548,562</b>	<b>7,635,610</b>	<b>99,065</b>	<b>0</b>	<b>7,456,678</b>	<b>7,635,610</b>	<b>7,647,627</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	2,320,888	2,448,820	0	0	2,560,124	2,448,820	2,320,888
<b>2000 · Classified Salaries</b>	1,534,130	1,538,651	25,605	0	1,492,238	1,538,651	1,559,735
<b>3000 · Employee Benefits</b>	1,065,060	1,113,238	0	0	1,123,607	1,113,238	1,065,060
<b>4000 · Books &amp; Supplies</b>	439,117	596,018	21,532	0	620,900	596,018	460,648
<b>5000 · Services &amp; Other Operating Exp</b>	1,050,233	1,126,175	121,557	0	1,002,062	1,126,175	1,171,790
<b>6000 · Capital Outlay</b>	30,009	181,000	440	0	200,700	181,000	30,449
<b>7430 · All Other Financing Uses</b>	374,508	429,948	54,948	0	414,948	429,948	429,456
<b>Total Expense</b>	<b>6,813,945</b>	<b>7,433,850</b>	<b>224,081</b>	<b>0</b>	<b>7,414,579</b>	<b>7,433,850</b>	<b>7,038,026</b>
<b>Net Ordinary Income</b>	<b>734,618</b>	<b>201,760</b>	<b>-125,016</b>	<b>0</b>	<b>42,099</b>	<b>201,760</b>	<b>609,601</b>

2017 -2018  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,251,804.94	1,031,233.13	733,768.68	1,098,579.87	892,792.15	300,206.32	834,324.32	1,056,619.87	1,048,855.63	1,294,027.42	1,509,866.20	1,604,157.59		
LCFF Revenue	8011	251,768.00	251,768.00	453,182.00	453,182.00	0.00	906,364.00	453,182.00	515,946.00	515,946.00	515,946.00	515,946.00	487,821.00	0.00	5,321,051.00
EPA Funding	8012			37,825.00		0.00	37,825.00				45,207.00		38,743.00	0.00	159,600.00
In-Lieu of Taxes Charter Funding	8096		48,359.00	390,898.00	(229,700.00)	64,479.00	64,479.00	64,479.00	64,479.00	178,173.00	89,087.00	89,087.00	141,497.00	0.00	965,317.00
Selpa Prop Tax	8097							60,337.00						46,809.00	107,146.00
Federal IDEA	8100-8299												67,230.00	2,755.00	69,985.00
Federal Food	8220				4,313.25	6,713.72	5,575.03	0.00	11,514.05	6,048.31	6,670.13	6,156.80	15,361.19	139.78	62,492.26
State Food Revenue	8520					494.73	372.65		766.28	411.85	454.28	417.62	1,040.24	9.69	3,967.34
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550						12,028.00							0.00	12,028.00
One Time Funds	8590						37,149.00				37,149.00	37,150.00		0.00	111,448.00
Lottery	8560							43,571.36			37,480.80		23,135.16	18,018.40	122,205.72
Lottery, prop 20	8561										1,736.98		25,181.24	17,139.36	44,057.58
Other	8590			265.00								(15,370.00)		0.00	(15,105.00)
Prior Year Payments	prior year	65.00					17,014.00	12,448.72	(5,659.00)	(5,464.00)	(5,655.46)	(5,659.00)	8,288.00	0.00	15,378.26
Other Local (Kids Care)	8689	10,597.00	23,456.50	12,726.00	16,793.55	19,486.50	14,508.00	14,495.35	19,858.70	18,275.75	21,683.30	21,060.40	(3,212.35)	14,193.95	203,922.65
Other Local (Fundraiser +)	8600-8699	948.33	3,328.28	11,037.66	60,258.86	24,575.16	26,801.77	7,938.54	7,687.80	9,470.00	17,815.92	6,575.80	5,017.34	0.00	181,455.46
Selpa	8792	13,987.00	13,987.00	25,176.00	25,176.00	0.00	50,352.00	25,176.00	26,379.00	26,379.00	26,379.00	26,379.00	23,308.00	0.00	282,678.00
TOTAL REVENUES		277,365.33	340,898.78	931,109.66	330,023.66	115,749.11	1,172,468.45	681,627.97	640,971.83	794,446.91	748,746.95	681,743.62	833,409.82	99,065.18	7,647,627.27
EXPENDITURES															
Certificated Salaries	1000-1999	17,401.70	197,102.51	206,402.48	209,351.71	216,665.60	212,295.60	205,999.57	208,488.29	211,188.77	205,072.40	209,050.66	221,868.53	0.00	2,320,887.82
Classified Salaries	2000-2999	70,730.48	110,375.36	138,613.67	119,717.93	138,229.05	135,298.88	120,968.94	140,799.74	129,537.09	125,988.89	137,224.89	166,644.94	25,605.10	1,559,734.96
Employee Benefits	3000-3999	29,111.58	110,875.18	85,290.34	84,996.72	99,700.17	88,501.11	103,559.30	99,905.13	95,425.12	88,294.56	88,990.68	90,410.38	0.00	1,065,060.27
Books & Supplies	4000-4999	14,072.49	89,605.75	38,237.45	38,114.10	38,625.36	22,182.50	38,870.39	34,225.48	19,933.00	24,698.84	19,044.27	61,507.02	21,531.57	460,648.22
Services & Other Operating Expens	5000-5999	38,803.94	57,030.59	71,151.08	82,270.52	184,356.55	100,553.94	101,858.92	119,005.31	63,321.15	58,983.49	101,751.74	71,145.66	121,556.63	1,171,789.52
Capital Outlay	6000-6999	-	1,000.00	685.00	200.00	3,366.62	-	440.00	16,263.00	-	-	1,520.00	6,534.00	440.00	30,448.62
Other Outgo	7100-7499	37,903.86	37,904.68	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	54,948.00	429,456.44
TOTAL EXPENDITURES		208,024.05	603,894.07	570,250.01	564,520.97	710,813.34	588,702.02	601,567.11	648,556.94	549,275.12	532,908.17	587,452.23	647,980.52	224,081.30	7,038,025.85
NET INCREASE/DECREASE		69,341.28	(262,995.29)	360,859.65	(234,497.31)	(595,064.23)	583,766.43	80,060.86	(7,585.11)	245,171.79	215,838.78	94,291.39	185,429.30	(125,016.12)	609,601.42
Accruals Received				443.64				142,055.56							142,499.20
Liabilities Accrued (Paid)		(289,913.09)	(26,343.72)	8,544.58	34,381.76	2,478.40	(49,648.43)	179.13	(179.13)				8,745.21		(311,755.29)
Note Payable for Curriculum															0.00
From Modesto (to Modesto)	\$ 750,000										498,675.92				1,248,675.92
Portables purchased											(498,675.92)				
Const costs from loan to BS			(8,125.44)	(5,036.68)	(5,672.17)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Cash held by BofSt	\$ 223,669	223,669.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Cash reserved for construction			105,807.32	110,844.00	116,516.17	116,516.17	78,847.59	78,847.59	27,495.71						
Cash in hand		807,563.70	627,961.36	987,735.87	776,275.98	183,690.15	755,476.73	977,772.28	1,021,359.92	1,294,027.42	1,509,866.20	1,604,157.59	1,798,332.10		
ENDING CASH BALANCE		1,031,233.13	733,768.68	1,098,579.87	892,792.15	300,206.32	834,324.32	1,056,619.87	1,048,855.63	1,294,027.42	1,509,866.20	1,604,157.59	1,798,332.10		

## **Regular Meeting of the Board of Trustees**

September 24, 2018

Monday, 5:30 PM

Great Valley Academy

3200 Tully Rd.

Modesto, CA 95350

**a. CALL TO ORDER**

**b. PLEDGE OF ALLEGIANCE**

**c. COMMUNICATIONS**

**a. WRITTEN COMMUNICATION**

**b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

**c. MODESTO PRINCIPAL'S REPORT**

**d. SALIDA PRINCIPAL'S REPORT**

**e. HOMESCHOOL PRINCIPAL'S REPORT**

**f. CHIEF OPERATING OFFICER'S REPORT**

**g. CHIEF EXECUTIVE OFFICER'S REPORT**

**h. FOUNDER'S REPORT**

**d. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

a. Adoption of the Minutes of the Regular Board Meeting of August 27, 2018

b. Ratify HVAC contract (part of previous Prop 39 Project approval)

**f. ACTION ITEMS**

a. Approval of Policy #2018.044- Standard of Conduct: Personal Appearance (Tattoos/Piercings)

**g. INFORMATION AND DISCUSSION**

a. Monthly Financials

b. Committee Update

**h. FUTURE AGENDA ITEMS**

a. NEXT REGULAR BOARD MEETING – October 29, 2018

~Salida Campus

**i. FINAL ADJOURNMENT**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**September 24, 2018**

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Note: Enrollment shows [Aug. 20th-Sept. 18th]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	86.619	97.63%	86.920	97.83%
1	88	84.1	95.92%	84.480	96.48%
2	67	65	97.01%	65.240	97.37%
3	95	89.238	94.86%	89.680	95.51%
4	95	92.809	97.93%	93	98.26%
5	104	100.238	96.38%	100.640	96.80%
6	104	98.857	95.27%	99.280	95.71%
7	102	99.238	96.43%	99.440	96.76%
8	95	92.142	98.02%	92.40	98.29%
Total	838	808.238	96.57%	811.08	96.97%

2. Key Accomplishments:

Aug.27th-Sept. 20th- NWEA Testing is Completed

Sept. 6th- Character Ed Parent Meeting

Sept. 6th- Dinner Night Out (\$600 dollars raised)

Sept. 12th & 13th- Picture Day

Sept. 13th- 1st Grade Parent Night (Make and Take)

Sept. 18th- Lockdown Drill

Sept. 18th- Norman Foote Performance at Gallo

Sept. 19th- Dr. Hernandez Presentation

Sept. 21st- Teacher In Service Day

3. Upcoming Key Events/Activities:

Sept. 24th-26th Camp Sea Lab

Sept. 25th- 7th Grade Parent Meeting

Sept- All Month Vball Games/ Cross Country

Sept. 28th- Eaglet Awards

Sept. 28th- Spirit Day- College Day

Oct. 2nd- Spelling Bee

Oct. 5th- 8th Grade Constitution Day

Oct. 10th-12th- Parent Conferences

Oct. 15th-19th- Fall Break

Oct. 26th- Eaglet Awards

Oct. 26th- Spirit Day- Character Day



# Great Valley Academy Salida

## Charter School Monthly Summary Report

September 24, 2018

Attendance dates: 09/03/18-09/18/18

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA %
K	100	96.90	96.90	95.92	96.96
1	100	97.36	97.36	96.72	97.22
2	101	97.09	96.93	97.84	96.87
3	100	97.00	97.00	97.16	97.19
4	100	96.73	96.72	97.40	97.63
5	100	95.64	96.42	96.00	96.57
6	100	97.18	97.18	97.44	97.79
7	100	97.36	97.36	98.00	97.88
8	90	87.91	97.67	88.60	98.44
Total	891	864.40	97.05	865.08	97.38

### 2. Key Accomplishments:

- a. August 27<sup>th</sup> – September 14<sup>th</sup> – NWEA assessment
- b. August 29<sup>th</sup> – CVLP Kick-off for Mrs. Wahid
- c. August 30<sup>th</sup> – 6<sup>th</sup> Grade Science Camp Parent Meeting
- d. August 31<sup>st</sup> – Family Bingo Activity (Kinder)
- e. Month of August – Decreased Connecting Room visits by 34% compared to August last year
- f. September 4<sup>th</sup> – Looping Meeting (3/4)
- g. September 7<sup>th</sup> – Fishing Field Trip
- h. September 7<sup>th</sup> – Family Bingo pt. 2 (Kinder)
- i. September 11<sup>th</sup> – Collaborative Coffee
- j. September 11<sup>th</sup> – Looping Meeting (5/6)
- k. September 13<sup>th</sup> – Sutters Fort Parent Meeting
- l. September 14<sup>th</sup> – Classroom Spirit Day

- m. September 14<sup>th</sup> – Market Day
- n. September 17<sup>th</sup> – Multi-campus SRS/GVS meeting
- o. September 18<sup>th</sup> – Looping Meeting (7/8)
- p. September 19<sup>th</sup> / 20<sup>th</sup> – Picture Day
- q. September 20<sup>th</sup> – Journey to the Center of the Earth Culminating Event (5<sup>th</sup>)
- r. September 20<sup>th</sup> – Explorer Culminating Event (6<sup>th</sup>)
- s. September 21<sup>st</sup> – In-service day: ELD training and multi-campus team building
- t. September 23<sup>rd</sup> – Fire Drill

3. Upcoming Key Events/Activities:

- a. September 25<sup>th</sup> – Kinder Meeting
- b. September 26<sup>th</sup> – Jog-a-thon packets go home
- c. September 27<sup>th</sup> – Principal's Meeting
- d. September 28<sup>th</sup> – PPCs Due
- e. September 28<sup>th</sup> – Fishing Elective Field Trip
- f. October 2<sup>nd</sup> – Looping Meeting ½
- g. October 3<sup>rd</sup> – 12<sup>th</sup> – Book Fair
- h. October 4<sup>th</sup> – Code Yellow Drill
- i. October 9<sup>th</sup> – Collaborative Coffee
- j. October 9<sup>th</sup> – Fall Rotations (1<sup>st</sup>)
- k. October 10<sup>th</sup> – 12<sup>th</sup> – Parent/Teacher Conferences
- l. October 12<sup>th</sup> – 50% Jog-a-thon Rewards
- m. October 15<sup>th</sup> – 19<sup>th</sup> – Fall Break
- n. October 23<sup>rd</sup> – Looping Meeting (3/4)
- o. October 25<sup>th</sup> – Principal's Meeting
- p. October 26<sup>th</sup> – Fishing Elective Field Trip

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

September 24, 2018

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%. ADA goal is 96%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	14	13.86	98.97	12.5	99.73
1	9	8.6	95.23	9.3	98.28
2	13	13	100	14	99.81
3	10	9.9	98.57	9.1	99.64
4	5	5	100	4.6	99.16
5	5	5	100	100	100
6	8	7.7	96.42	97.2	97.22
7	10	10	100	99.5	99.51
8	6	4.3	75.20	94.4	94.40
Total	80	77.3	96.95	98.94	98.94

2. Key Accomplishments:

- a. September 4<sup>th</sup> – Homeschool Orientation – Continuing to add students
- b. September 11<sup>th</sup> – Constitution class began for our 8<sup>th</sup> grade students- 19 students signed up.
- c. September 11<sup>th</sup> – Middle School Pizza Party – 19 students met to enjoy pizza and brainstorm ideas for middle school activities for the school year.
- d. September 11<sup>th</sup> – Park Day at Davis Park
- e. September 13<sup>th</sup> – Enrichment classes began on Salida Campus – 23 students from grades K-6. Content areas covered were Latin, STEAM activities, and character trait lesson.
- f. September 14<sup>th</sup> – Lego Robotics and GVS began in Modesto – 26 students signed up.
- g. September 24<sup>th</sup> - 28<sup>th</sup> – Camp Sea Lab – One child attending with Modesto Campus

3. Upcoming Key Events/Activities:

- a. October 2<sup>nd</sup> – Homeschool Orientation
- b. September 25<sup>th</sup> – Field trip to Academy of Science in San Francisco – 15 families signed up
- c. October 9<sup>th</sup> – Park Day
- d. October 26<sup>th</sup> – Field Trip to Dutch Hollow Farms

Chief Operating Officer's Report  
September 24, 2018  
Board Meeting



Process and Policy Updates

- ❖ KidsCare billing and check-in system – In Full Operation
- ❖ Fiscal and Human Resource policy manuals – Drafts in Progress
- ❖ Procedure Development – Disinfectants – Complete
- ❖ Policy Development – Child Protective Service Reports and School Visits
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Verify and/or create duty statements/job descriptions for all positions
- ❖ Facilities/Maintenance planning, budgeting and organization

District Responsibilities

- ❖ Annual Audit – October 1<sup>st</sup> – 3<sup>rd</sup>
- ❖ New Website Intranet – In Full Operation
  - ❑ Background & TB Clearance Database for Volunteers – Ongoing
- ❖ Paychex – continue to train staff and make improvements
- ❖ Potential School Breakfast Option – Under Review for Feasibility

Website Analytics

- ❖ August 2018
  - ❑ 4,459 Users Visited (76.9% New/23.1% Returning)
  - ❑ 21,742 Page Views
  - ❑ Users Averaged 2:30 Minutes on the Site
  - ❑ 54.12% Mobile – 42.34% Desktop – 3.54% Tablet
  - ❑ Type: Organic 57.2% – Direct 32.5% – Referral 8.0% – Social 2.3%

Training

- ❖ Annual YM & C Legal Updates
- ❖ SCOE District Business Support Meetings – Ongoing
- ❖ SCOE Frisk Training – October
- ❖ SCOE Payroll meetings – Bi-monthly
- ❖ CSDC Conference – December
- ❖ LCAP training – TBD

Upcoming

- ❖ Video Surveillance Policy
- ❖ Employee Policy Updates

Chief Executive Officer's Report  
September 24, 2018  
Board Meeting



Strategic Plan

- Action items in process
- Status report –October

Board Governance

- New board member lunch and learn, October 1, 2018
- Meeting scheduled, October 18, 2018

State Accountability

- Preparing for Local Priority input into Dashboard
- Awaiting CAASPP scores

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- Modesto campus visit with Assemblyman Heath Flora
- Stanislaus Partners in Education (SPIE)
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads participating 2018-2019

Other

- Homeschool Principal recruitment/hire
  - Chris has started strong, and continues doing a fabulous job (see her report for details)

Salida Campus

- Stanislaus County required Sisk Road improvements
  - County sign off complete



### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Contractor chosen, contract in process
  - Balance of funding received
  - Highlands contract approved, installation complete

### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
- Conferences
  - CSDC Conference (December)
  - CCSA Conference (March 2019)
- Programs
  - Yearlong coaching mastery (start date 5/30/2018)



Legislative update (includes CCSA position)

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee. **(no change)**

**Support: AB 1871 (Bonta) – Charter School Meal Service Programs:** AB 1871 would require all classroom-based charter school programs to provide at least one meal to free or reduced-price meal eligible students daily. AB 1871 passed the Assembly Floor with a 56-16 vote with 6 abstentions. CCSA has moved to a support position following a compromise with the author and sponsors of this measure. The amendments provide all new charter schools an additional year to implement meal programs, encourage school districts to provide assistance to charter schools, and only applies this legislation to non classroom-based programs when students are scheduled to attend an on-site program for 2 hours or more. Passed Senate Appropriations Committee, ordered for 3<sup>rd</sup> reading. **Approved by Governor 9.18.18**

**Oppose: AB 3222 (O'Donnell) – Prevailing Wage for Charter School Conduit Bonds:** AB 3222 would require charter schools to pay prevailing wage for projects paid for via conduit bonds. CCSA is opposed to this legislation as it could increase costs on these programs by as much as 20 percent. AB 3222 passed the Assembly Floor with a 54-19 vote with 5 abstentions. The bill is now at Appropriations Committee. **(no change)**

**Oppose unless Amended: AB 3228 (Burke) – Surplus Property: Emergency Loans:** AB 3228 would allow specified school districts with emergency state loans to sell surplus property to private developers in order to pay off their emergency loan balance. CCSA is concerned because this could potentially allow these districts to sell off property that is currently occupied by charter schools. In Appropriations Committee, ordered for 3<sup>rd</sup> reading. **Ordered to inactive file.**

**Support: AB 406 (McCarty) For-Profit Charter Schools:** CCSA has moved from a position of oppose unless amended to a position of support for AB 406 by Assemblymember McCarty, following the amendments taken in Senate Education Committee. AB 406 would prohibit for-profit corporations from controlling or running charter public schools in California. CCSA strongly believes that this bill is needed to protect the public trust, ensuring that charter schools cannot make a profit while protecting a charter school's ability to contract with for-profit entities for school services. We believe that as amended, AB 406 now strikes an appropriate balance. AB 406 is currently on the Assembly Floor for concurrence after which it will head to the Governor's desk. **Approved by Governor 9.7.18**



**Support: AB 1747 (Rodriguez) School Safety Plans:** AB 1747 would require charter schools to create comprehensive school safety plans as a part of the charter petition process. Charter schools were amended into this legislation by the Assembly Education committee. However, we were successful in securing amendments that make it clear that charter schools have the flexibility to adopt and create its school safety plans within its existing charter petition which brought us to a support position, consistent with our position on AB 58 (Rodriguez) from 2015-16. **Passed, on Governor's desk for approval.**

**Neutral: SB 607 (Skinner)** Willful Defiance: SB 607 would effectively ban expulsions for willful defiance for K-12, including charter schools. SB 607 also bans suspensions for willful defiance for grades K-8, including charter schools with a sunset on the ban for grades 6-8 in 2023. CCSA moved to a neutral position on this legislation after feedback from members and amendments that removed the ban on suspension for grades 9-12. **Passed, on Governor's desk for approval.**





## **Founder's Report to the Great Valley Academy School Board**

**September 24, 2018**

Attended the first Valley Charter School Cadre meeting in Fresno. The Cadre is now part of a larger Central Valley charter school organization called the "360 Accelerator". Their goal is to help charter school thrive in this area and to bring more of an awareness to the particular problems facing charter schools in this region. Leah Silvestre serves on their board. The next meeting will be September 27<sup>th</sup> at GVA.

Hosted State Assemblyperson Heath Flora at GVA with Leah. He was very positive and we talked about the unique qualities of GVA and educated him on charter schools in general. There is so much false information about charters being given to legislators it was nice to give the assemblyperson truthful information.

Working with Kyle Buchanan to develop GVA as a beta test site to develop his visually driven Spanish language program. I am also working with him to develop a "States and Capitols" program for next year.

In talks with Eye Carrot to use GVA as a beta site for their educational and sports vision equipment and programs.

Attended the Chamber of Commerce "Education and Business Summit". Great Valley sponsored a table at the event.

Attended the Stanislaus Education Foundation brunch with Leah Silvestre.

Will attend the Stanislaus County School Board Member dinner.

Respectfully submitted,

Eldon Rosenow

**GREAT VALLEY ACADEMY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 27th, 2018**

# MINUTES

<b><i>Members Present:</i></b>	Chad Wolf, Steve Payne, Michelle Barton, Mike Gianelli, Vince Jamison, Susan Nisan
<b><i>Members Absent:</i></b>	Twila Tosh, Yolanda Meraz
<b><i>Great Valley Academy Staff Present:</i></b>	Leah Silvestre, Marisa Meeks, Dr. Eldon Rosenow, Kelli Rupe, Mike Ruehle, Chris Frost, Russ Howell
<b><i>Audience Present:</i></b>	None
<b><i>Call to Order:</i></b>	The meeting was called to order at 5:33 p.m.
<b><i>Pledge of Allegiance:</i></b>	Mr. Payne welcomed everyone and led the Pledge of Allegiance.
<b><i>Student Presentation:</i></b>	
<b><i>Communications:</i></b>	<b>COMMUNICATIONS</b>
<b><i>Written Communications:</i></b>	None
<b><i>Public Participation:</i></b>	None
<b><i>Chief Operating Officer's Report:</i></b>	Mrs. Meeks presented her report to the Board. She gave updates on the new Kids Care billing system and the new Staff Intranet.
<b><i>Chief Executive Officer's Report:</i></b>	Ms. Silvestre gave a summary and explanation of the handout <u><i>State Superintendent Toriakson Creates Team to Recommend Updates in Charter School Law.</i></u>

# MINUTES

## Regular Meeting of the Board

August 27, 2018

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### **Founder's Report:**

Dr. Rosenow's written report was given to the Board. He reported that the research on SRS is moving forward.

### **Approval of Agenda/**

### **Order of Agenda:**

The motion was made by Mr. Jamison, seconded by Mr. Payne approving the Agenda/Order of Agenda. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

### **Consent Agenda:**

### **CONSENT AGENDA**

The motion was made by Mr. Wolf, seconded by Mr. Jamison approving the consent agenda item. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

### **Action Items:**

### **ACTION ITEMS**

- a. The motion was made by Mrs. Barton, seconded by Mr. Gianelli approving the Unaudited Actuals - Modesto. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

- b. The motion was made by Mr. Gianelli, seconded by Mr. Payne approving the Unaudited Actuals – Salida. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

August 27, 2018

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- c. The motion was made by Mrs. Barton, seconded by Mr. Payne approving Board Policy 2018.43- Safe Schools for Immigrants. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

- d. The motion was made by Mrs. Barton, seconded by Mr. Gianelli approving Board Resolution 2018.42- Safe Schools for Immigrants. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

- e. The motion was made by Mr. Jamison, seconded by Mr. Payne approving the Revised Budget - Modesto. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

- f. The motion was made by Mr. Gianelli, seconded by Mr. Wolf approving the Revised Budget - Salida. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

# **MINUTES**

## **Regular Meeting of the Board**

**August 27, 2018**

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### ***Action Items cont'd:***

- g. The motion was made by Mr. Wolf, seconded by Mr. Jamison approving the Internship Contract with Brandman University. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Barton, Gianelli, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

### ***Information and Discussion:***

#### **Monthly Financials**

Modesto and Salida are both on target to meet budget.

### ***Future Agenda Items:***

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – September 24<sup>th</sup>, 2018

### ***Adjournment:***

The meeting was adjourned at 6:24 p.m.

# CONSTRUCTION CONTRACT FOR GREAT VALLEY ACADEMY

This Contract or Agreement is made and entered into this 14th day of September 2018, between Nicro Inc. hereinafter called "Contractor", whose address is 635 Delano Dr. Oakdale CA, and Great Valley Academy, hereinafter called the "Owner", whose address is 3200 Tully Road Modesto, CA.

## THE PARTIES AGREE AS FOLLOWS:

**SECTION 1. Description of Work:** See Attached Proposal 18-096-C

**SECTION 2. Contract Documents:** As used in this Contract, the term "contract documents" means and includes all of the following:

- A. This Contract in its entirety.
- B. All addenda and all modifications issued executed by the parties after execution of the Contract. A modification is (i) a written amendment to the Contract signed by both parties, or (ii) a change order.

The contract documents are intended to supplement each other as written including modifications so that any Work mentioned in one such instrument but not in the other shall be performed in the same manner as if mentioned in all such instruments, the specifications shall control over the plans, and this Contract shall control over both the specifications and the plans.

**SECTION 3. Plans, Specifications, and Permits:** The project shall be constructed in accordance with the plans and specifications and addenda which have been examined by the Contractor and which have been, or may be, signed by the parties hereto.

**SECTION 4. Commencement of Work:** Contractor shall complete the Work as rapidly as is reasonable and practical after commencement, subject to permissible delays as described in Section 8.

**SECTION 5. Insurance:** The Contractor shall obtain and maintain during the term of the Contract the following public liability and property damage insurance, which shall insure the Contractor or any of the subcontractors performing the Work covered by the Contract and also the owner and his representatives from damage claims which may arise from the performance of the Work under the Contract, whether such Work shall be performed by the Contractor or any subcontractor or by someone directly or indirectly employed by and of them and the limit of liability for each insurance shall be as follows:

GENERAL LIABILITY	General Aggregate:	\$2,000,000
	Each Occurrence:	\$1,000,000
	Personal & Adv. Injury:	\$1,000,000
	Each Occurrence:	\$1,000,000
	Workers Compensation:	\$1,000,000

The Contractor shall furnish the Owner with satisfactory proof of having obtained and maintaining the insurance required by submitting certificates of policies of insurance prior to the commencement of the Work under this Contract.

Great Valley Academy, it's Board Officers and Director's shall be named as additional insured under the Comprehensive General Liability or Commercial General Liability policy for any liability arising out of the performance of the Work. The policy shall stipulate that the insurance afforded the additional insured shall apply as primary insurance and that any other insurance maintained by Owner will be excess only and shall not be called upon to contribute with this insurance. Coverage for the Owner as additional insured shall be provided by a policy provision or by CG20 10, 1185 endorsement.

**SECTION 6. Taxes:** Contractor agrees to do and perform the Work and to furnish all the labor, materials, equipment, tools, and supplies and to pay all taxes therefore, at the prices specified in the Contractor's Proposal.

**SECTION 7. Payment:** Owner will cause the Contractor to be paid an amount not to exceed \$370,044.00 (the "contract amount") for the Work in the following manner:

A. Monthly after the start of the Work, Contractor will invoice Owner for the value of the Work completed less the aggregate of Work completed in previous billing periods. The Owner or its designated representative shall approve submitted invoices within 15 days of receipt from Contractor. \* **PAYMENT TERMS NET 30.**

**SECTION 8. Delays:** The Contractor shall be excused for any delay in completion of the Contract caused by acts of God; acts of the Owner or the "Owner's Agent", employee or independent contractor; acts of terrorism; stormy weather; labor trouble; acts of Public Utilities, public bodies, inspector's extra work; failure of the Owner to make progress payments promptly; or other contingencies unforeseeable by or beyond the reasonable control of the Contractor.

**SECTION 9. Labor and Materials:** The Contractor will pay all valid charges for labor and material incurred by Contractor and used in the construction of the Project, but may delay this obligation for bills received in any period during which the Owner is in arrears in making progress payments to the Contractor.

**SECTION 10. Taxes and Assessments:** All taxes and assessments assessed against the Project site or the Project shall be paid for by the Owner.

**SECTION 11. Extra Work:** Should the Owner, Construction Lender, or any public body or inspector direct any modification or addition to the Work covered by this Contract, the contract amount shall be adjusted accordingly. Modifications or additions to the Work shall be permitted only when a Contract Change Order has been signed by both the Owner and the Contractor.

**SECTION 12. Allowances:** If the contract price includes "Allowances", and the cost of performing the Work covered by the allowance is either greater or less than the allowance, then the contract price shall be increased or decreased accordingly. Unless otherwise requested by the Owner in writing, the Contractor shall use his own judgment in accomplishing Work covered by an allowance. If the Owner requests that Work covered by an allowance be accomplished in such a way that the cost will exceed the allowance, the Contractor shall comply with the Owner, on the condition that the Owner pay the additional cost.

**SECTION 13. Completion and Occupancy:** Owner agrees to sign and record a notice of completion within five (5) days after the Project is completed and ready for occupancy or use. If the owner fails to so record Notice of Completion, then the Owner hereby appoints the Contractor as the "Owner's Agent" to sign and record a Notice of Completion on behalf of the Owner. This agency is irrevocable and is an agency coupled with an interest. Contractor may take such action as is reasonably necessary to deny occupancy of the Project by the Owner or anyone else until a Notice of Completion has been recorded and the Contractor has received all payments due under this Contract. In the event that the Owner occupies the Project or any part thereof before the Contract has received all payments due him under this Contract, such occupancy shall constitute full and unqualified acceptance of all of the Contractor's Work by the Owner and the Owner agrees that such occupancy shall be a waiver of any and all claims of any kind against the Contractor.

**SECTION 14. Right to Stop Work:** Contractor shall have the right to stop Work if any payment shall not be made timely to Contractor under this Contract and shall not be required to resume Work. Any such work stoppage shall be considered a reasonable delay pursuant to Section 8. Furthermore, the Contractor may, at his option, terminate the Contract and the Owner shall be liable to the Contractor for breach of contract.

**SECTION 15. Limitations:** No action of any character arising from or related to this Contract, or the performance thereof, shall be commenced by either party against the other more than two (2) years after completion or cessation of work under this Contract.

**SECTION 16. Clean-Up:** Upon completion of the Work, Contractor will remove debris and surplus material created by its Work from the Project site and leave it in a neat and clean condition.

**SECTION 17. Assignments:** Neither party may assign this Contract without the written consent of the other party, which consent may be withheld in the sole and absolute discretion of the party to whom a request for assignment is made.



**SECTION 18. Notices:** All notices, requests, demands and other communications given or required to be given hereunder shall be in writing and sent by nationally recognized courier service such as Federal Express, by United States registered or certified mail with return receipt requested, or by fax machine duly addressed to the parties as follows:

IF TO ~~CONTRACTOR~~:

Nicro inc.  
635 Delano Dr.  
Oakdale, CA 95361  
Telephone: 209-848-8826  
Fax: 209-848-8836

IF TO OWNER:

Great Valley Academy  
3200 Tully Road  
Modesto, CA 95350  
Telephone: (209) 576-2283  
Fax: (209) 576-2838

A notice sent by fax machine will be presumed received on the date sent if transmitted and received during or prior to normal business hours and on the next business day if sent after normal business hours.

Delivery of any notice or other communication hereunder shall be deemed made on the date indicated in the return receipt or courier's records as the date of delivery or first attempted delivery to the address of the addressee set forth above. Any party may change its address for purposes of this Section by giving notice to the other party and to Escrow Holder as provided in this Section.

**SECTION 19. Dispute Resolution:** The parties hereto will attempt to settle any claim or controversy arising out of or relating to this Agreement through consultation and negotiation in good faith and a spirit of mutual cooperation. However, at any time before or during such negotiations, or following any unsuccessful negotiations, either party may be written notice to the other demand that the dispute be submitted to mediation. When such a demand is made, the parties shall within ten (10) days jointly make arrangements for the mediation of the dispute through the auspices, and pursuant to the then current mediation rules and procedures, of the Judicial Arbitration and Mediation Services ("JAMS"), except to the extent such rules and procedures are modified by agreement of the parties. If the dispute has not been resolved within sixty (60) days of any written demand for mediation, or within a longer time period to which the parties may agree, the dispute shall be submitted to binding arbitration in accordance with the commercial arbitration rules of J.A.M.S. In all cases submitted to JAMS for arbitration, the arbitration proceedings shall be conducted at a location mutually agreed upon by the parties and, if they cannot agree, then in Stanislaus County, California. The arbitration shall be conducted by a single arbitrator. If the parties cannot agree on a single arbitrator within fifteen (15) days following submission of a dispute to JAMS for arbitration, then the arbitrator shall be selected in accordance with JAMS' commercial arbitration rules. The parties shall advance their respective administrative fees, and advance in equal shares the arbitrator's fee.

Notwithstanding any rules or procedures of JAMS to the contrary, the arbitrator shall be bound to render a decision in accordance with applicable state and federal laws and shall issue written findings of fact and conclusions of law (the "written opinion"). In any petition to confirm, correct or vacate the arbitration award, the arbitrator's written opinion shall be subject to judicial review for limited the purpose of insuring that it conforms to applicable state and federal laws. Except for this limited right of judicial review and other statutory grounds for correcting or vacating the arbitrator's award, the parties agree that the decision of the arbitrator shall be final and binding upon them. Any arbitration award shall include the cost of arbitration and reasonable attorney's fees to the prevailing party, if the arbitrator determines that there is a prevailing party in any such dispute. Judgment may be entered on the award in the Stanislaus County Superior Court.

Any negotiation or mediation which takes place pursuant to this Agreement shall be confidential and shall be treated as a compromise and settlement negotiation for purposes of applicable rules of evidence.

**SECTION 20. Entire Agreement:** This Contract and any related agreements entered into by Owner or Contractor in connection with this Contract supersede any other agreement, whether written or oral, that may have been made or entered into by Owner or Contractor (or by any partner, director, officer, representative, or affiliate of such parties) relating to the matters contemplated hereby and thereby. This Contract and such other related agreements constitute the entire agreement by and among the parties and there are no agreements or commitments except as expressly set forth herein or therein.

**SECTION 21. Time is of the Essence:** Time is of the essence with regard to the performance of this Contract.

**SECTION 22. Governing Law:** This Contract shall be governed by the laws of the State of California.

**SECTION 23. Partial Invalidity:** If any term, provision, covenant, or condition of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Contract shall remain in full force and effect, and shall in no way be affected, impaired or invalidated.

**SECTION 24. Gender:** Use of the words in the masculine gender shall be construed to include throughout this Contract, whenever appropriate, the feminine and neuter genders.

**SECTION 25. Language Construction:** The language of each and all paragraphs, terms and/or provisions of this Contract, shall, in all cases and for any and all purposes, and in way and all circumstances whatsoever, be construed as a whole, according to its fair meaning, and not for or against any party hereto and with no regard whatsoever to the identity or status of any person or persons who drafted all or any portion of this Contract.

**SECTION 26. Authority of the Parties:** Each individual executing this Contract on behalf of the respective parties represents and warrants that he is duly authorized to execute this Contract on behalf of the respective parties.

**SECTION 27. Counterparts:** This Contract may be executed in any number of counterparts which together shall constitute the contracts of the parties, and the parties shall initial the exhibits attached hereto, if any.

**CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR OF THE BOARD, WHOSE ADDRESS IS:**

Contractors State License Board  
Post Office Box 26000  
Sacramento, California 95826

Dated: 9/19/18

**CONTRACTOR:**

Nicro inc.  
635 Delano Dr.  
Oakdale, CA 95361  
Telephone: 209-848-8826  
Fax: 209-848-8836

By [Signature]  
Title PRESIDENT

Dated: 9.20.2018

**OWNERS:**

GREAT VALLEY ACADEMY  
3200 Tully Rd.  
Modesto, CA 95350  
Telephone: 209-576-2283  
Fax: 209-576-2838

By [Signature]  
Title Chief Executive Officer



**RESOLUTION NO.: 2018.044**

**Standard of Conduct: Personal Appearance (Tattoos & Jewelry)**

Great Valley Academy (GVA) expects all employees to exercise appropriate judgment with regard to personal appearance and grooming in order to be most effective in the performance of their workplace duties. GVA recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance with regards to jewelry, piercings and/or tattoos worn as a matter of personal choice.

In keeping with this approach, GVA allows reasonable self-expression through personal appearance, unless **a)** it conflicts with an employee's ability to perform his or her position effectively or within his or her specific work environment, or **b)** it is regarded as offensive or harassing toward co-workers, students, volunteers, parents/guardians or others with whom GVA employees have contact.

GVA permits employees to wear jewelry or to display tattoos and piercings at the workplace within the following guidelines and factors that administration will consider to determine whether jewelry, piercings or tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, students, volunteers, parents/guardians, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. School-environment or societal norms.
5. Complaints.

If administration determines an employee's jewelry, piercings or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry and piercings, covering of tattoos, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is GVA's goal. Nonetheless, GVA is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, administration will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the Chief Executive Officer or designee will follow company procedures to resolve the issue.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Rev. 9/2018

Great Valley Academy Modesto  
August 2018

	A Actual YTD  Jul-Aug 18	B Original Budget YTD  Jul-Aug 18	C Revised Budget Estimated Balance of year Sep 18-Jun 19	D Original Budget Balance of year Sep 18-Jun 19	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending  A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>8000 · Revenue Limit Sources</b>	571,256	598,952	7,143,604	7,222,726	7,821,678	7,714,860	7,714,860
<b>8100 · Federal Revenue</b>	0	0	223,102	223,102	223,102	223,102	223,102
<b>8300 · Other State Revenues</b>	49,981	2,700	313,877	190,618	193,318	363,858	363,858
<b>8600 · Other Local Revenue</b>	58,076	40,000	283,424	301,500	341,500	341,500	341,500
<b>8700 · Selpa</b>	32,520	35,000	350,944	348,464	383,464	383,464	383,464
<b>Total Income</b>	<b>711,833</b>	<b>676,652</b>	<b>8,314,951</b>	<b>8,286,411</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
<b>Gross Profit</b>	<b>711,833</b>	<b>676,652</b>	<b>8,314,951</b>	<b>8,286,411</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	274,911	305,000	2,833,279	2,809,323	3,114,323	3,108,190	3,108,190
<b>2000 · Classified Salaries</b>	215,590	203,000	1,715,114	1,705,574	1,908,574	1,930,704	1,930,704
<b>3000 · Employee Benefits</b>	124,512	160,000	1,384,465	1,350,404	1,510,404	1,508,977	1,508,977
<b>4000 · Books &amp; Supplies</b>	83,305	100,000	543,570	526,875	626,875	626,875	626,875
<b>5000 · Services &amp; Other Operating Exp</b>	88,569	135,000	1,166,109	1,113,746	1,248,746	1,254,678	1,254,678
<b>6000 · Capital Outlay</b>	33,760	110,000	111,240	30,000	140,000	145,000	145,000
<b>7430 · All Other Financing Uses</b>	35,344	35,344	238,005	238,005	273,349	273,349	273,349
<b>Total Expense</b>	<b>855,991</b>	<b>1,048,344</b>	<b>7,991,782</b>	<b>7,773,927</b>	<b>8,822,271</b>	<b>8,847,773</b>	<b>8,847,773</b>
<b>Net Ordinary Income</b>	<b>-144,158</b>	<b>-371,692</b>	<b>323,169</b>	<b>512,483</b>	<b>140,792</b>	<b>179,011</b>	<b>179,011</b>

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	3,977,447.71	3,634,938.71	3,857,867.18	3,714,117.74	3,555,446.23	3,643,950.74	3,553,805.48	3,483,872.94	3,818,109.65	3,822,900.34	3,847,875.52		
LCFF Revenue	8011	240,987.00	240,987.00	408,046.32	408,046.32	408,046.32	408,046.32	408,046.32	493,122.72	493,122.72	493,122.72	493,122.72	464,533.52	0.00	4,959,230.00
EPA Funding	8012			273,621.25			273,621.25			296,777.75			343,090.75	0.00	1,187,111.00
In-Lieu of Taxes Charter Funding	8096		89,282.00	173,814.00	115,876.00	115,876.00	115,876.00	115,876.00	101,391.50	202,783.00	101,391.50	101,391.50	101,391.50	113,501.00	1,448,450.00
Selpa Prop Tax	8097	0.00						60,034.50						60,034.50	120,069.00
Federal IDEA	8181												66,551.00	66,551.00	133,102.00
Federal Food	8220			9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	0.00	90,000.00
State Food Revenue	8520					725.00	725.00	725.00	725.00	725.00	725.00	725.00	705.00	0.00	5,780.00
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550					14,352.93								0.00	14,352.93
One Time Funds	8590							53,907.70			53,907.70	53,907.72		0.00	161,723.12
Lottery	8560							39,815.53			39,815.53			53,087.37	132,718.43
Lottery, prop 20	8561													46,583.29	46,583.29
Other	8590												2,700.00	0.00	2,700.00
Prior Year Payments	prior year	44,854.00	5,127.00										(49,981.00)	0.00	0.00
Other Local (Kids Care)	8689	11,689.30	27,915.57	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	9,895.13	0.00	238,500.00
Other Local (Fundraiser +)	8600-8699	5,781.52	12,689.33	25,000.00	20,000.00	20,000.00	4,000.00	3,029.15	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	103,000.00
Selpa	8792	16,260.00	16,260.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	31,000.00	31,000.00	31,000.00	55,356.00	22,588.00	383,464.00
TOTAL REVENUES		319,571.82	392,260.90	940,481.57	603,922.32	619,000.25	916,176.27	687,526.50	657,739.22	1,056,908.47	752,462.45	712,646.94	1,005,741.90	362,345.16	9,026,783.77
EXPENDITURES															
Certificated Salaries	1000-1999	25,152.13	249,759.34	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	358,278.53	0.00	3,108,190.00
Classified Salaries	2000-2999	67,373.09	148,217.08	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	320,113.73	0.00	1,930,703.90
Employee Benefits	3000-3999	17,605.14	106,906.72	125,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	139,465.14	0.00	1,508,977.00
Books & Supplies	4000-4999	30,146.85	53,158.50	75,000.00	75,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	100,000.00	40,000.00	53,569.65	0.00	626,875.00
Services & Other Operating Expenses	5000-5999	34,148.99	54,419.53	60,000.00	75,000.00	150,000.00	200,000.00	150,000.00	100,000.00	85,000.00	60,000.00	60,000.00	226,109.39	0.00	1,254,677.91
Capital Outlay	6000-6999	33,759.80	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	81,240.20	0.00	145,000.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	0.00	273,349.00
TOTAL EXPENDITURES		225,857.76	630,132.93	717,671.76	747,671.76	777,671.76	827,671.76	777,671.76	727,671.76	722,671.76	747,671.76	687,671.76	1,257,736.28	0.00	8,847,772.81
NET INCREASE/DECREASE		93,714.06	(237,872.03)	222,809.81	(143,749.44)	(158,671.51)	88,504.51	(90,145.26)	(69,932.54)	334,236.71	4,790.69	24,975.18	(251,994.38)	362,345.16	179,010.96
Accruals Received		55,207.00	0.00	118.66											55,325.66
Liabilities		(222,333.77)	(104,636.97)												0.00
Line of Credit (1,000,000)															
Loan to/from Salida	-1,248,676														(1,248,675.92)
ENDING CASH BALANCE		3,977,447.71	3,634,938.71	3,857,867.18	3,714,117.74	3,555,446.23	3,643,950.74	3,553,805.48	3,483,872.94	3,818,109.65	3,822,900.34	3,847,875.52	3,595,881.14		

Great Valley Academy Salida  
August 2018

	A Actual YTD  Jul-Aug 18	B Original Budget YTD  Jul-Aug 18	C Revsied Budget Estimated Balance of year Sep 18-Jun 19	D Original Budget Balance of year Sep 18-Jun 19	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending  A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>8000 · Revenue Limit Sources</b>	613,875	570,860	6,436,419	6,432,959	7,003,819	7,050,294	7,050,294
<b>8100 · Federal Revenue</b>	0	0	149,699	149,699	149,699	149,699	149,699
<b>8300 · Other State Revenues</b>	4,442	0	322,213	171,819	171,819	326,655	326,655
<b>8600 · Other Local Revenue</b>	33,313	32,000	291,687	293,000	325,000	325,000	325,000
<b>8700 · SELPA</b>	28,768	32,000	267,528	264,296	296,296	296,296	296,296
<b>Total Income</b>	<b>680,398</b>	<b>634,860</b>	<b>7,467,547</b>	<b>7,311,774</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Gross Profit</b>	<b>680,398</b>	<b>634,860</b>	<b>7,467,547</b>	<b>7,311,774</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	243,059	265,000	2,467,541	2,483,607	2,748,607	2,710,601	2,710,601
<b>2000 · Classified Salaries</b>	156,117	205,000	1,306,965	1,307,811	1,512,811	1,463,082	1,463,082
<b>3000 · Employee Benefits</b>	100,337	140,000	1,192,445	1,170,482	1,310,482	1,292,781	1,292,781
<b>4000 · Books &amp; Supplies</b>	74,074	95,000	538,045	393,950	488,950	612,119	612,119
<b>5000 · Services &amp; Other Operating Exp</b>	48,826	135,000	1,172,984	1,068,345	1,203,345	1,221,810	1,221,810
<b>6000 · Capital Outlay</b>	100,661	175,000	99,539	25,200	200,200	200,200	200,200
<b>7430 · All Other Financing Uses</b>	59,740	59,794	356,253	356,199	415,993	415,993	415,993
<b>Total Expense</b>	<b>782,815</b>	<b>1,074,794</b>	<b>7,133,772</b>	<b>6,805,594</b>	<b>7,880,388</b>	<b>7,916,587</b>	<b>7,916,587</b>
<b>Net Ordinary Income</b>	<b>-102,417</b>	<b>-439,934</b>	<b>333,775</b>	<b>506,180</b>	<b>66,246</b>	<b>231,357</b>	<b>231,357</b>

2018 - 2019  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,905,119.33	1,560,615.80	1,515,823.94	1,549,046.90	1,454,801.20	1,505,840.66	1,553,053.52	1,572,856.69	1,747,421.73	1,862,318.30	1,981,065.47		
LCFF Revenue	8011	277,978.00	277,978.00	478,894.59	478,894.59	478,894.59	478,894.59	478,894.59	574,310.79	574,310.79	574,310.79	574,310.79	550,459.89	0.00	5,798,132.00
EPA Funding	8012			41,372.50			41,372.50			41,372.50			41,372.50	0.00	165,490.00
In-Lieu of Taxes Charter Funding	8096		57,919.00	115,838.04	77,225.36	77,225.36	77,225.36	77,225.36	68,389.37	136,778.74	68,389.37	68,389.37	152,385.67	0.00	976,991.00
Selpa Prop Tax	8097							54,840.50						54,840.50	109,681.00
Federal IDEA	8100-8299												44,849.50	44,849.50	89,699.00
Federal Food	8220			6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	60,000.00
State Food Revenue	8520					500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550					13,031.34								0.00	13,031.34
One Time Funds	8590						48,944.00				48,944.00	48,944.00		0.00	146,832.00
Lottery	8560							36,149.40			36,149.40			48,199.20	120,498.00
Lottery, prop 20	8561													42,294.00	42,294.00
Other	8590													0.00	0.00
Prior Year Payments	prior year		4,442.00										(4,442.00)	0.00	0.00
Other Local (Kids Care)	8689	7,825.51	24,026.79	17,000.00	17,000.00	17,000.00	17,000.00	15,000.00	17,000.00	17,000.00	17,000.00	17,000.00	12,147.70	0.00	195,000.00
Other Local (Fundraiser +)	8600-8699	471.59	988.90	25,000.00	58,000.00	22,000.00	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	6,039.51	0.00	130,000.00
Selpa	8792	14,384.00	14,384.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	33,528.00	0.00	296,296.00
TOTAL REVENUES		300,659.10	379,738.69	710,105.13	663,119.95	640,651.29	700,936.45	697,109.85	694,700.16	804,462.03	779,793.56	743,644.16	842,840.77	190,183.20	8,147,944.34
EXPENDITURES															
Certificated Salaries	1000-1999	15,663.92	227,395.55	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	307,541.49	0.00	2,710,600.96
Classified Salaries	2000-2999	46,587.48	109,529.91	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	136,964.78	0.00	1,463,082.17
Employee Benefits	3000-3999	12,446.47	87,890.44	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	157,444.50	0.00	1,292,781.41
Books & Supplies	4000-4999	7,473.14	66,601.28	160,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	75,000.00	35,000.00	58,044.93	0.00	612,119.35
Services & Other Operating Expens	5000-5999	12,742.74	36,083.23	75,000.00	75,000.00	185,000.00	100,000.00	100,000.00	125,000.00	75,000.00	75,000.00	75,000.00	287,984.08	0.00	1,221,810.05
Capital Outlay	6000-6999	1,295.00	99,365.88	5,000.00	5,000.00	-	-	-	-	5,000.00	-	-	84,539.12	0.00	200,200.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	87,180.11	0.00	415,993.00
TOTAL EXPENDITURES		126,078.74	656,736.28	754,896.99	629,896.99	734,896.99	649,896.99	649,896.99	674,896.99	629,896.99	664,896.99	624,896.99	1,119,699.01	0.00	7,916,586.94
NET INCREASE/DECREASE		174,580.36	(276,997.59)	(44,791.86)	33,222.96	(94,245.70)	51,039.46	47,212.86	19,803.17	174,565.04	114,896.57	118,747.17	(276,858.24)	190,183.20	231,357.40
Accruals Received		46,809.00													46,809.00
Liabilities Accrued (Paid)		(114,602.13)	(67,505.94)												0.00
Note Payable for Curriculum															0.00
From Modesto (to Modesto)	\$ 1,248,676														1,248,675.92
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		1,905,119.33	1,560,615.80	1,515,823.94	1,549,046.90	1,454,801.20	1,505,840.66	1,553,053.52	1,572,856.69	1,747,421.73	1,862,318.30	1,981,065.47	1,704,207.23		



# **Regular Meeting of the Board of Trustees**

October 29, 2018

5:30 PM

Great Valley Academy – Salida Campus

5901 Sisk Rd.

Modesto, CA 95356

- a. CALL TO ORDER**
- b. PLEDGE OF ALLEGIANCE**
- c. STANISLAUS COUNTY SUPRINTENDENT CANDIDATES**

- Scott Kyukendall
- Shannon Sanford

- d. COMMUNICATIONS**

- a. WRITTEN COMMUNICATION**
  - b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

- c. MODESTO PRINCIPAL'S REPORT**
    - d. SALIDA PRINCIPAL'S REPORT**
    - e. HOMESCHOOL PRINCIPAL'S REPORT**
    - f. CHIEF OPERATING OFFICER'S REPORT**
    - g. CHIEF EXECUTIVE OFFICER'S REPORT**
    - h. FOUNDER'S REPORT**
  - e. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

- a. Adoption of the Minutes of the Regular Board Meeting of September 24, 2018.

**f. ACTION ITEMS**

- a. Acceptance of Board Member Michelle Barton's resignation
- b. Approval of updated lease amount for Homeschool
- c. Approval of Reappointment for 3 year term ending 6/30/2021 for Steve Payne
- d. Approval of Policy 2018.045- Employee Medical Benefit Reimbursement for Age 65 or Older Employees

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Inter-company Receivable
- c. Strategic Plan Update

**h. FUTURE AGENDA ITEMS**

**a. NEXT REGULAR BOARD MEETING~**

Monday December 3, 2018, 5:30 PM, Modesto Campus

**i. FINAL ADJOURNMENT**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**October 29, 2018**

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Note: Enrollment shows [Sept. 17th- Oct. 12th]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	89	85.473	96.26%	86.476	97.32%
1	88	85.157	96.77%	84.928	96.66%
2	67	65.263	96.77%	65.190	97.01%
3	94	91.210	96.04%	90.833	95.74%
4	95	91.473	96.11%	92.381	97.38%
5	104	99.842	96.08%	100.476	96.53%
6	104	99.105	95.29%	99.619	95.61%
7	103	99.947	96.83%	99.928	96.94%
8	94	91.315	96.69%	91.928	97.59%
Total	838	808.789	96.29%	811.761	96.73%

2. Key Accomplishments:

Sept. 24th-26th Camp Sea Lab

Sept. 25th- 7th Grade Parent Meeting

Sept- All Month Vball Games/ Cross Country

Sept. 28th- Eaglet Awards

Sept. 28th- Spirit Day- College Day

Oct. 2nd- Spelling Bee

Oct. 5th- 8th Grade Constitution Day

Oct. 10th-12th- Parent Conferences

Oct. 26th- Eaglet Awards

Oct. 26th- Spirit Day- Character Day

3. Upcoming Key Events/Activities:

Oct. 30th- Coffee with Ruehle

Nov. 1st- 3rd Grade Field Trip

Nov. 2nd- Jog a Thon

Nov. 7th- Ukulele Performance

Nov. 8th- Kindergarten On Campus Field Trip (Animal Adventures)

Nov. 8th- Ned's Kindness Adventure

Nov. 8th- 5th Grade Culminating Event

Nov. 9th- Academic Report Cards Due to Admin

Nov. 12th- Veterans Day- No School

Nov. 13th-16th- Clean Classroom Competition

Nov. 13th- Earthquake Drill

Nov. 14th- Academic Report Cards Go Home

Nov. 16th- Patriotic Day

Nov. 16th- Fall Boutique

Nov. 20th- Medieval Banquet

Nov. 21st-23rd- Thanksgiving Break

# Great Valley Academy Salida

## Charter School Monthly Summary Report

October 29, 2018

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%

October dates: 10/1-10/29 YTD dates:

Grade	Enrollment	ADA	ADA %	YTD	YTD ADA %
K	100	96.87	96.45	96.16	96.39
1	100	97.56	97.56	96.94	97.07
2	101	97.62	96.59	98.04	96.65
3	100	97.19	97.18	97.25	97.03
4	100	97.37	97.37	97.48	97.51
5	100	97.62	97.62	96.42	96.63
6	100	97.62	97.62	97.48	97.55
7	100	97.25	97.25	97.60	97.54
8	90	86.62	96.25	87.73	97.47
Total	892	865.75	97.11	865.10	97.09

### 2. Key Accomplishments:

- a. September 26<sup>th</sup> – Jog-a-thon packets go home
- b. September 27<sup>th</sup> – Principal's Meeting
- c. September 28<sup>th</sup> – PPCs Due
- d. September 28<sup>th</sup> – Data Dive: NWEA results, goal setting
- e. September 28<sup>th</sup> – Fishing Elective Field Trip
- f. October 3<sup>rd</sup> – 12<sup>th</sup> – Book Fair
- g. October 4<sup>th</sup> – Code Yellow Drill
- h. October 5<sup>th</sup> – Introduced character initiatives to junior high students
- i. October 5<sup>th</sup> – Teacher Assistant Training
- j. October 9<sup>th</sup> – Collaborative Coffee
- k. October 9<sup>th</sup> – Fall Rotations (1<sup>st</sup>)
- l. October 10<sup>th</sup> – 12<sup>th</sup> – Parent/Teacher Conferences

- m. October 12<sup>th</sup> – 50% Jog-a-thon Rewards
- n. October 15<sup>th</sup> – 19<sup>th</sup> – Fall Break
- o. October 18<sup>th</sup> – Jog-a-thon update: Current donations totaling \$45,570 (\$44,500 goal)
- p. October 25<sup>th</sup> – Principal’s Meeting
- q. October 26<sup>th</sup> – Fishing Elective Field Trip
- r. October 26<sup>th</sup> – Pumpkin Chucking (Catapults and trebuchets)

3. Upcoming Key Events/Activities:

- a. October 30<sup>th</sup> – Del Webb Ukulele Club to play with GVA ukulele elective
- b. October 31<sup>st</sup> – Field Trip to Dutch Hollow Farms (K)
- c. October 31<sup>st</sup> – Culminating Event: Biographies (3)
- d. October 31<sup>st</sup> – Multiple fall celebrations
- e. November 2<sup>nd</sup> – Jog-a-thon
- f. November 6<sup>th</sup> – Culminating Event: Journey to the Center of the Earth (6<sup>th</sup>)
- g. November 7<sup>th</sup> – Collaborative Coffee
- h. November 7<sup>th</sup> – Field Trip: Mercer Caverns (6<sup>th</sup>)
- i. November 8<sup>th</sup> – Multi-campus SRS Day
- j. November 8<sup>th</sup> – Culminating Event: Explorers (5<sup>th</sup>)
- k. November 8<sup>th</sup> – Parent Meeting
- l. November 14<sup>th</sup> – Field Trip: Aerospace Museum of California (GEMS 5/6)
- m. November 16<sup>th</sup> – Crazy Sock Day
- n. November 16<sup>th</sup> – Market Day
- o. November 20<sup>th</sup> – Multiple Thanksgiving celebrations
- p. November 28<sup>th</sup> – Academic and Character Report Cards sent home
- q. November 29<sup>th</sup> - Field Trip: Aerospace Museum of California (GEMS 2/3/4)
- r. November 29<sup>th</sup> – Principals Meeting

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

September 24, 2018

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%. ADA goal is 96%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	13	11	100	11	100
1	12	10	100	10	100
2	9	9	100	9	100
3	6	6	100	6	100
4	8	8	100	8	100
5	7	7	100	7	100
6	7	5	100	5	100
7	15	13	100	13	100
8	14	10	88	10	88
Total	91	80	80	80	80

2. Key Accomplishments:

- a. October 2<sup>nd</sup> – Homeschool Orientation
- b. September 25<sup>th</sup> – Field trip to Academy of Science in San Francisco – Over 70 people attended
- c. October 8<sup>th</sup> – Jr. High Constitution test
- d. October 9<sup>th</sup> – Park Day
- e. October 9<sup>th</sup> – 5<sup>th</sup> and 7<sup>th</sup> grade Fitness Gram practice
- f. October 22<sup>nd</sup> – 91 Students enrolled ( 2 more in paperwork process)

3. Upcoming Key Events/Activities:

- a. October 26<sup>th</sup> – Field Trip to Dutch Hollow Farms
- b. November 6<sup>th</sup> – Homeschool Orientation
- c. November 7<sup>th</sup> – 2<sup>nd</sup> AWR period ending

Chief Operating Officer's Report  
October 29, 2018  
Board Meeting



Process and Policy Updates

- ❖ Fiscal and Human Resource policy manuals – Drafts in Progress
- ❖ Policy Development – Child Protective Service Reports and School Visits
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Policy Development – Student & Staff Interaction
- ❖ Verify and/or create duty statements/job descriptions for all positions
- ❖ Facilities/Maintenance planning, budgeting and organization

District Responsibilities

- ❖ Annual Audit – Complete and Positive
- ❖ School Breakfast Option – Application in Process
- ❖ Evaluate new student registration process between campuses for alignment
- ❖ Paychex – continue to train staff and make improvements
- ❖ School Care Works – continue to train and make improvements

Website Analytics

- ❖ September 2018
  - ❑ 2,324 Users Visited (71.4% New/28.6% Returning)
  - ❑ 9,293 Page Views
  - ❑ Users Averaged 1:51 Minutes on the Site
  - ❑ 51.59% Mobile – 44.88% Desktop – 3.53% Tablet
  - ❑ Type: Organic 59.1% – Direct 29.2% – Referral 10.4% – Social 1.3%

Training

- ❖ Annual YM & C Legal Updates
- ❖ SCOE District Business Support Meetings – Ongoing
- ❖ SCOE Frisk Training – Complete
- ❖ SCOE Payroll meetings – Bi-monthly
- ❖ CSDC Conference – December
- ❖ LCAP training – TBD

Upcoming

- ❖ Video Surveillance Policy
- ❖ Employee Policy Updates



Chief Executive Officer's Report  
October 29, 2018  
Board Meeting



Strategic Plan

- Action items in process
- Status report –October

Board Governance

- New board member lunch and learn, October 1, 2018
- Meeting, October 18, 2018

State Accountability

- Preparing for Local Priority input into Dashboard
- Awaiting updated dashboard results

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads participating 2018-2019
- Chamber of Commerce: State of Business and Education
- Stanislaus County Fall Board Trustees dinner
- Stanislaus Partners in Education annual recognition event
- Bi-Annual community brunch, supporting the Education Foundation of Stanislaus County
- Annual Join Hands for Education dinner, supporting the Education Foundation of Stanislaus County

Other

- Homeschool Principal recruitment/hire
  - Chris has started strong, and continues doing a fabulous job (see her report for details)

Salida Campus

- Stanislaus County required Sisk Road improvements
  - County sign off complete



### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Contractor chosen, contract in process
  - Balance of funding received
  - Highlands contract approved, installation complete

### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
  - CDE/Commission of the States-Charter Authorizer best practices
  - SELPA-IEP 101 for Charter Schools
- Conferences
  - CSDC Conference (December)
  - CCSA Conference (March 2019)
- Programs
  - Yearlong coaching mastery (start date 5/30/2018)



Legislative update (includes CCSA position)

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee. **(no change)**

**Support: AB 1871 (Bonta) – Charter School Meal Service Programs:** AB 1871 would require all classroom-based charter school programs to provide at least one meal to free or reduced-price meal eligible students daily. AB 1871 passed the Assembly Floor with a 56-16 vote with 6 abstentions. CCSA has moved to a support position following a compromise with the author and sponsors of this measure. The amendments provide all new charter schools an additional year to implement meal programs, encourage school districts to provide assistance to charter schools, and only applies this legislation to non classroom-based programs when students are scheduled to attend an on-site program for 2 hours or more. Passed Senate Appropriations Committee, ordered for 3<sup>rd</sup> reading. **Approved by Governor 9.18.18**

**Oppose: AB 3222 (O'Donnell) – Prevailing Wage for Charter School Conduit Bonds:** AB 3222 would require charter schools to pay prevailing wage for projects paid for via conduit bonds. CCSA is opposed to this legislation as it could increase costs on these programs by as much as 20 percent. AB 3222 passed the Assembly Floor with a 54-19 vote with 5 abstentions. The bill is now at Appropriations Committee. **(no change)**

**Oppose unless Amended: AB 3228 (Burke) – Surplus Property: Emergency Loans:** AB 3228 would allow specified school districts with emergency state loans to sell surplus property to private developers in order to pay off their emergency loan balance. CCSA is concerned because this could potentially allow these districts to sell off property that is currently occupied by charter schools. In Appropriations Committee, ordered for 3<sup>rd</sup> reading. **Ordered to inactive file.**

**Support: AB 406 (McCarty) For-Profit Charter Schools:** CCSA has moved from a position of oppose unless amended to a position of support for AB 406 by Assemblymember McCarty, following the amendments taken in Senate Education Committee. AB 406 would prohibit for-profit corporations from controlling or running charter public schools in California. CCSA strongly believes that this bill is needed to protect the public trust, ensuring that charter schools cannot make a profit while protecting a charter school's ability to contract with for-profit entities for school services. We believe that as amended, AB 406 now strikes an appropriate balance. AB 406 is currently on the Assembly Floor for concurrence after which it will head to the Governor's desk. **Approved by Governor 9.7.18**



**Support: AB 1747 (Rodriguez) School Safety Plans:** AB 1747 would require charter schools to create comprehensive school safety plans as a part of the charter petition process. Charter schools were amended into this legislation by the Assembly Education committee. However, we were successful in securing amendments that make it clear that charter schools have the flexibility to adopt and create its school safety plans within its existing charter petition which brought us to a support position, consistent with our position on AB 58 (Rodriguez) from 2015-16. **Approved by Governor 9.27.18**

**Neutral: SB 607 (Skinner) Willful Defiance:** SB 607 would effectively ban expulsions for willful defiance for K-12, including charter schools. SB 607 also bans suspensions for willful defiance for grades K-8, including charter schools with a sunset on the ban for grades 6-8 in 2023. CCSA moved to a neutral position on this legislation after feedback from members and amendments that removed the ban on suspension for grades 9-12. **Vetoed by Governor 9.27.18**



**Founders Report to the  
Great Valley Academy School Board  
October 29, 2018**

- Planning meeting with Tom Changnon and Leah Silvestre
- Attended Stanislaus Partners in Education Lunch
- Attended the Stanislaus County Education Foundation fundraiser
- Guest lecturer for MJC kinesiology class on movement and child development
- Attended the Central Valley Cadre meeting in Fresno
- We have established an appointment system for visual evaluations of students that is working extremely well
- Electronic recording of results from visual evaluations has also improved efficiency
- Continued work on research projects and to show that the in class Smart Reading System evaluations are reliable
- Eye Carrot Company called to reestablish talks on using GVA as a beta site for some of their visual skill training equipment

**GREAT VALLEY ACADEMY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 24, 2018**

# MINUTES

**Members Present:** Michelle Barton, Susan Nisan, Steve Payne, Vince Jamison, Yolanda Meraz, Twila Tosh

**Members Absent:** Chad Wolf, Mike Gianelli

**Great Valley Academy Staff Present:** Christine Frost, Russ Howell, Leah Silvestre, Casey Cleland, Kelli Rupe, Marisa Meeks, Dr. Eldon Rosenow, Mike Ruehle

**Audience Present:** None

**Call to Order:** The meeting was called to order at 5:32 PM.

**Pledge of Allegiance:** Mr. Payne welcomed everyone and led the Pledge of Allegiance.

**Student Presentation:** None

**Communications:** **COMMUNICATIONS**

**Written Communications:** None

**Public Participation:** None

**Modesto Principal's Report:** Mr. Ruehle presented his report to the board. He reported about a presentation by Astronaut, Dr. Hernandez, to students. He also reported about working with the County Office of Education on the Math Walk.

**Salida Principal's Report:** Mr. Howell presented his report to the board. He reported on how the new Connecting Room procedures and goals were going. The number of students sent to the Connecting Room was reduced by 34%.

# MINUTES

## Regular Meeting of the Board

September 24, 2018

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### Homeschool

#### ***Principal's Report:***

Ms. Frost presented her report to the board. Enrollment is currently at 86 and enrichment classes have begun on the Salida Campus with the students responding well.

#### ***Chief Operating Officer's Report:***

Mrs. Meeks presented her report to the board. She gave updates on the Kids Care billing system and preparing for our annual audit.

#### ***Chief Executive Officer's Report:***

Ms. Silvestre presented her report to the board. She spoke about Website analytics, GVA marketing and her meeting with Assemblyman Heath Flora.

#### ***Founder's Report:***

Dr. Rosenow presented his report to the board. He continues to work on the research project.

#### ***Approval of Agenda/ Order of Agenda:***

The motion was made by Ms. Nisan, seconded by Mr. Payne, approving the Agenda and Order of Agenda with the addition of Action Item b, Approval of Leasing Additional Homeschool Resource Center. A roll call vote was taken.

**AYES:** Barton, Nisan, Payne, Jamison, Meraz, Tosh

**NOES:** None

**ABSENT:** Wolf, Gianelli

**ABSTENTIONS:** None

#### ***Consent Agenda:***

#### **CONSENT AGENDA**

The motion was made by Mrs. Tosh, seconded by Mr. Jamison approving the consent agenda items. A roll call vote was taken.

**AYES:** Barton, Nisan, Payne, Jamison, Meraz, Tosh

**NOES:** None

**ABSENT:** Wolf, Gianelli

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

September 24, 2018

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### **Action Items:**

### **ACTION ITEMS**

a. The motion was made by Mrs. Meraz, seconded by Mr. Jamison approving Policy 2018.044 Standard of Conduct-Personal Appearance. A roll call vote was taken.

**AYES:** Barton, Nisan, Payne, Jamison, Meraz, Tosh

**NOES:** None

**ABSENT:** Wolf, Gianelli

**ABSTENTIONS:** None

b. The motion was made by Ms. Nisan, seconded by Mrs. Barton approving the lease of additional space for the Homeschool Resource Center. A roll call vote was taken.

**AYES:** Barton, Nisan, Payne, Jamison, Meraz, Tosh

**NOES:** None

**ABSENT:** Wolf, Gianelli

**ABSTENTIONS:** None

### **Information and Discussion:**

### **Monthly Financials**

Both campuses on target to meet budget.

### **Future Agenda Items:**

### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – October 29, 2018 ~Salida Campus

### **Adjournment:**

The meeting was adjourned at 5:58 PM





Action Item a.

Acceptance of Resignation from the Board from Michelle Barton effective September 24, 2018.



Action Item b.

Approval of leasing additional space for Homeschool Resource Center in the Tully Manor Office Park.

Approval of monthly lease amount not to exceed \$1,450 (including utilities, janitorial, parking, etc.)



Action Item c.

Approval of 3rd term appointment of Steve Payne- term  
expires 6/30/21



**RESOLUTION NO.: 2018.045**

**Employee Medical Benefit Reimbursement for Age 65 or Older Employees**

All Great Valley Academy (GVA) employees who consistently work 30 hours or more per week are eligible for health insurance benefits in accordance with the school's health insurance plan as set forth in the Summary Plan Description ("SPD"). There are various plans available and each plan has its own premium component. The employee's portion of monthly premiums will be deducted from the employee's paycheck. As mandated by federal and state law, employees on a leave of absence retain existing health coverage and are responsible for paying their portion of premiums for such coverage. Failure to make a timely request and pay for such coverage will result in the loss of coverage.

GVA recognizes that employees who reach the age of 65 may choose to enroll in the Federal Medicare insurance program thus not enrolling or dis-enrolling in the GVA sponsored medical plan. In addition to the Federal Medicare insurance program, an employee 65 years of age or older may opt to enroll in a supplemental medical plan (i.e., Kaiser, Blue Shield, Aetna, etc.). Supplemental plans to Medicare may be more cost effective for the employee than the school sponsored plans. This policy does not require that a 65 or older employee enroll in Medicare or a supplemental plan.

When an employee chooses to enroll in Medicare with a supplemental plan, GVA will proceed as follows:

1. GVA will reimburse to the employee the total monthly cost of the premium for a supplemental plan (up to \$250 per month) that is from the same medical carrier that is currently offered to all other eligible employees (i.e., Kaiser).
2. GVA will not reimburse the Medicare premiums, co-pays, or other out-of-pocket medical expenses.
3. Employee must provide proof of enrollment and statement for the monthly premium upon enrollment in the supplemental plan and each August thereafter to coincide with GVA's general open enrollment period.
4. Reimbursement for medical premium will be processed on the employee payroll check and may be considered taxable income.
5. Employee must notify GVA immediately upon cancellation of plan or change in medical plan.
6. If an employee leaves GVA, the employee is responsible to reimburse GVA for any premium paid in advance.

This policy does not guarantee that Great Valley Academy will remain with any one medical benefit carrier, continue to sponsor medical benefits for employees, or provide continuous reimbursement for supplemental plans. All supplemental plan reimbursements will be reviewed by the Chief Executive Officer or designee for approval.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Rev. 10/2018

Great Valley Academy Modesto  
September 2018

	A Actual YTD  Jul-Sep 18	B Original Budget YTD  Jul-Sep 18	C Revised Budget Estimated Balance of year Oct 18-Jun 19	D Original Budget Balance of year Oct 18-Jun 19	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending  A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>8000 · Revenue Limit Sources</b>	1,503,068	1,516,045	6,211,792	6,305,633	7,821,678	7,714,860	7,714,860
<b>8100 · Federal Revenue</b>	0	9,000	223,102	214,102	223,102	223,102	223,102
<b>8300 · Other State Revenues</b>	41,792	2,700	322,066	190,618	193,318	363,858	363,858
<b>8600 · Other Local Revenue</b>	91,935	88,500	249,565	253,000	341,500	341,500	341,500
<b>8700 · Selpa</b>	61,787	65,000	321,677	318,464	383,464	383,464	383,464
<b>Total Income</b>	<b>1,698,582</b>	<b>1,681,245</b>	<b>7,328,202</b>	<b>7,281,817</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
<b>Gross Profit</b>	<b>1,698,582</b>	<b>1,681,245</b>	<b>7,328,202</b>	<b>7,281,817</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	532,129	580,000	2,576,061	2,534,323	3,114,323	3,108,190	3,108,190
<b>2000 · Classified Salaries</b>	385,473	358,000	1,545,231	1,550,574	1,908,574	1,930,704	1,930,704
<b>3000 · Employee Benefits</b>	244,894	285,000	1,264,083	1,225,404	1,510,404	1,508,977	1,508,977
<b>4000 · Books &amp; Supplies</b>	161,550	175,000	465,325	451,875	626,875	626,875	626,875
<b>5000 · Services &amp; Other Operating Exp</b>	152,207	195,000	1,102,471	1,053,746	1,248,746	1,254,678	1,254,678
<b>6000 · Capital Outlay</b>	37,501	120,000	107,499	20,000	140,000	145,000	145,000
<b>7430 · All Other Financing Uses</b>	53,015	53,015	220,334	220,334	273,349	273,349	273,349
<b>Total Expense</b>	<b>1,566,768</b>	<b>1,766,015</b>	<b>7,281,005</b>	<b>7,056,255</b>	<b>8,822,271</b>	<b>8,847,773</b>	<b>8,847,773</b>
<b>Net Ordinary Income</b>	<b>131,814</b>	<b>-84,770</b>	<b>47,197</b>	<b>225,562</b>	<b>140,792</b>	<b>179,011</b>	<b>179,011</b>

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	3,977,447.71	3,634,938.71	3,985,319.52	3,841,570.08	3,682,898.57	3,771,403.08	3,681,257.82	3,611,325.28	3,945,561.99	3,950,352.68	3,975,327.86		
LCFF Revenue	8011	240,987.00	240,987.00	433,777.00	408,046.32	408,046.32	408,046.32	408,046.32	493,122.72	493,122.72	493,122.72	493,122.72	438,802.84	0.00	4,959,230.00
EPA Funding	8012			319,472.00			273,621.25			296,777.75			297,240.00	0.00	1,187,111.00
In-Lieu of Taxes Charter Funding	8096		89,282.00	178,563.00	115,876.00	115,876.00	115,876.00	115,876.00	101,391.50	202,783.00	101,391.50	101,391.50	101,391.50	108,752.00	1,448,450.00
Selpa Prop Tax	8097	0.00						60,034.50						60,034.50	120,069.00
Federal IDEA	8181												66,551.00	66,551.00	133,102.00
Federal Food	8220				9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	90,000.00
State Food Revenue	8520					725.00	725.00	725.00	725.00	725.00	725.00	725.00	705.00	0.00	5,780.00
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550					14,352.93								0.00	14,352.93
One Time Funds	8590						53,907.70				53,907.70	53,907.72		0.00	161,723.12
Lottery	8560							39,815.53			39,815.53			53,087.37	132,718.43
Lottery, prop 20	8561													46,583.29	46,583.29
Other	8590												2,700.00	0.00	2,700.00
Prior Year Payments	prior year	44,854.00	5,127.00	(8,189.19)									(41,791.81)	0.00	0.00
Other Local (Kids Care)	8689	11,689.30	27,915.57	19,524.78	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	9,895.13	1,475.22	238,500.00
Other Local (Fundraiser +)	8600-8699	5,781.52	12,689.33	14,334.91	20,000.00	20,000.00	4,000.00	3,029.15	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	10,665.09	103,000.00
Selpa	8792	16,260.00	16,260.00	29,267.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	31,000.00	31,000.00	31,000.00	55,356.00	23,321.00	383,464.00
TOTAL REVENUES		319,571.82	392,260.90	986,749.50	603,922.32	619,000.25	916,176.27	687,526.50	657,739.22	1,056,908.47	752,462.45	712,646.94	942,349.66	379,469.47	9,026,783.77
EXPENDITURES															
Certificated Salaries	1000-1999	25,152.13	249,759.34	257,217.06	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	376,061.47	-	3,108,190.00
Classified Salaries	2000-2999	67,373.09	148,217.08	169,882.97	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	305,230.76	-	1,930,703.90
Employee Benefits	3000-3999	17,605.14	106,906.72	120,381.65	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	144,083.49	-	1,508,977.00
Books & Supplies	4000-4999	30,146.85	53,158.50	78,244.23	75,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	50,325.42	-	626,875.00
Services & Other Operating Expenses	5000-5999	34,148.99	54,419.53	63,638.35	75,000.00	150,000.00	200,000.00	150,000.00	100,000.00	85,000.00	60,000.00	60,000.00	222,471.04	-	1,254,677.91
Capital Outlay	6000-6999	33,759.80	-	3,741.44	10,000.00	-	-	-	-	10,000.00	-	-	87,498.76	-	145,000.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	-	273,349.00
TOTAL EXPENDITURES		225,857.76	630,132.93	710,777.46	747,671.76	777,671.76	827,671.76	777,671.76	727,671.76	722,671.76	747,671.76	687,671.76	1,264,630.58	0.00	8,847,772.81
NET INCREASE/DECREASE		93,714.06	(237,872.03)	275,972.04	(143,749.44)	(158,671.51)	88,504.51	(90,145.26)	(69,932.54)	334,236.71	4,790.69	24,975.18	(322,280.92)	379,469.47	179,010.96
Accruals Received		55,207.00	0.00	74,408.77											129,615.77
Liabilities		(222,333.77)	(104,636.97)												0.00
Line of Credit (1,000,000)															
Loan to/from Salida	-1,248,676														(1,248,675.92)
ENDING CASH BALANCE		3,977,447.71	3,634,938.71	3,985,319.52	3,841,570.08	3,682,898.57	3,771,403.08	3,681,257.82	3,611,325.28	3,945,561.99	3,950,352.68	3,975,327.86	3,653,046.94		

Great Valley Academy Salida  
September 2018

	A Actual YTD  Jul-Sep 18	B Original Budget YTD  Jul-Sep 18	C Revsied Budget Estimated Balance of year Oct 18-Jun 19	D Original Budget Balance of year Oct 18-Jun 19	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending  A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>8000 · Revenue Limit Sources</b>	1,269,973	1,192,137	5,780,321	5,811,682	7,003,819	7,050,294	7,050,294
<b>8100 · Federal Revenue</b>	0	6,000	149,699	143,699	149,699	149,699	149,699
<b>8300 · Other State Revenues</b>	-7,854	0	334,510	171,819	171,819	326,655	326,655
<b>8600 · Other Local Revenue</b>	54,838	74,000	270,162	251,000	325,000	325,000	325,000
<b>8700 · SELPA</b>	54,659	58,000	241,637	238,296	296,296	296,296	296,296
<b>Total Income</b>	<b>1,371,616</b>	<b>1,330,137</b>	<b>6,776,328</b>	<b>6,616,496</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Gross Profit</b>	<b>1,371,616</b>	<b>1,330,137</b>	<b>6,776,328</b>	<b>6,616,496</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	477,263	500,000	2,233,338	2,248,607	2,748,607	2,710,601	2,710,601
<b>2000 · Classified Salaries</b>	284,200	335,000	1,178,882	1,177,811	1,512,811	1,463,082	1,463,082
<b>3000 · Employee Benefits</b>	200,947	255,000	1,091,834	1,055,482	1,310,482	1,292,781	1,292,781
<b>4000 · Books &amp; Supplies</b>	115,727	140,000	496,393	348,950	488,950	612,119	612,119
<b>5000 · Services &amp; Other Operating Exp</b>	93,356	210,000	1,128,454	993,345	1,203,345	1,221,810	1,221,810
<b>6000 · Capital Outlay</b>	104,742	180,000	95,459	20,200	200,200	200,200	200,200
<b>7430 · All Other Financing Uses</b>	89,610	89,691	326,383	326,302	415,993	415,993	415,993
<b>Total Expense</b>	<b>1,365,844</b>	<b>1,709,691</b>	<b>6,550,743</b>	<b>6,170,697</b>	<b>7,880,388</b>	<b>7,916,587</b>	<b>7,916,587</b>
<b>Net Ordinary Income</b>	<b>5,773</b>	<b>-379,554</b>	<b>225,585</b>	<b>445,799</b>	<b>66,246</b>	<b>231,357</b>	<b>231,357</b>



2018 - 2019  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,905,119.33	1,560,615.80	1,668,955.04	1,702,178.00	1,607,932.30	1,658,971.76	1,706,184.62	1,725,987.79	1,900,552.83	2,015,449.40	2,134,196.57		
LCFF Revenue	8011	277,978.00	277,978.00	500,360.00	478,894.59	478,894.59	478,894.59	478,894.59	574,310.79	574,310.79	574,310.79	574,310.79	528,994.48	0.00	5,798,132.00
EPA Funding	8012			39,900.00			41,372.50	41,372.50		41,372.50			42,845.00	0.00	165,490.00
In-Lieu of Taxes Charter Funding	8096		57,919.00	115,838.00	77,225.36	77,225.36	77,225.36	77,225.36	68,389.37	136,778.74	68,389.37	68,389.37	152,385.71	0.00	976,991.00
Selpa Prop Tax	8097							54,840.50						54,840.50	109,681.00
Federal IDEA	8100-8299												44,849.50	44,849.50	89,699.00
Federal Food	8220			0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	60,000.00
State Food Revenue	8520					500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550					13,031.34								0.00	13,031.34
One Time Funds	8590						48,944.00				48,944.00	48,944.00		0.00	146,832.00
Lottery	8560							36,149.40			36,149.40			48,199.20	120,498.00
Lottery, prop 20	8561													42,294.00	42,294.00
Other	8590													0.00	0.00
Prior Year Payments	prior year		4,442.00	(12,296.25)									7,854.25	0.00	0.00
Other Local (Kids Care)	8689	7,825.51	24,026.79	14,590.11	17,000.00	17,000.00	17,000.00	15,000.00	17,000.00	17,000.00	17,000.00	17,000.00	14,557.59	0.00	195,000.00
Other Local (Fundraiser +)	8600-8699	471.59	988.90	6,935.52	58,000.00	22,000.00	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	24,103.99	0.00	130,000.00
Selpa	8792	14,384.00	14,384.00	25,891.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	33,637.00	0.00	296,296.00
TOTAL REVENUES		300,659.10	379,738.69	691,218.38	663,119.95	640,651.29	700,936.45	697,109.85	694,700.16	804,462.03	779,793.56	743,644.16	855,727.52	196,183.20	8,147,944.34
EXPENDITURES															
Certificated Salaries	1000-1999	15,663.92	227,395.55	234,203.28	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	313,338.21	0.00	2,710,600.96
Classified Salaries	2000-2999	46,587.48	109,529.91	128,082.51	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	138,882.27	0.00	1,463,082.17
Employee Benefits	3000-3999	12,446.47	87,890.44	100,610.30	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	171,834.20	0.00	1,292,781.41
Books & Supplies	4000-4999	7,473.14	66,601.28	41,652.32	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	75,000.00	75,000.00	176,392.61	0.00	612,119.35
Services & Other Operating Expens	5000-5999	12,742.74	36,083.23	44,529.59	75,000.00	185,000.00	100,000.00	100,000.00	125,000.00	75,000.00	75,000.00	75,000.00	318,454.49	0.00	1,221,810.05
Capital Outlay	6000-6999	1,295.00	99,365.88	4,080.62	5,000.00	-	-	-	-	5,000.00	-	-	85,458.50	0.00	200,200.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,869.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	87,207.11	0.00	415,993.00
TOTAL EXPENDITURES		126,078.74	656,736.28	583,028.61	629,896.99	734,896.99	649,896.99	649,896.99	674,896.99	629,896.99	664,896.99	624,896.99	1,291,567.39	0.00	7,916,586.94
NET INCREASE/DECREASE		174,580.36	(276,997.59)	108,189.77	33,222.96	(94,245.70)	51,039.46	47,212.86	19,803.17	174,565.04	114,896.57	118,747.17	(435,839.87)	196,183.20	231,357.40
Accruals Received		46,809.00		149.47											46,958.47
Liabilities Accrued (Paid)		(114,602.13)	(67,505.94)												0.00
Note Payable for Curriculum															0.00
From Modesto (to Modesto)	\$ 1,248,676														1,248,675.92
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		1,905,119.33	1,560,615.80	1,668,955.04	1,702,178.00	1,607,932.30	1,658,971.76	1,706,184.62	1,725,987.79	1,900,552.83	2,015,449.40	2,134,196.57	1,698,356.70		



October 29, 2018

Great Valley Academy  
3200 Tully Road  
Modesto, CA 95350

Great Valley Academy auditors, Nigro & Nigro, PC, are conducting an audit of our financial statements. Following are the terms outlined between Great Valley Academy – Modesto and Great Valley Academy – Salida regarding the intercompany receivable/payable.

February 26, 2018 – Great Valley Academy School Board approved accessing the remaining \$250,000 of the original \$1,000,000 intercompany (school) transfer from GVA Modesto to GVA Salida from 2016.

March 26, 2018 – Great Valley Academy School Board approved an additional \$255,000 for an intercompany (school) transfer from GVA Modesto to GVA Salida.

Total obligation to GVA Modesto at 6/30/18:

Date incurred	April 26, 2018 (Full Amount)
Original amount of debt owed:	\$ 1,248,675.92
Principal amount unpaid at 6/30/18:	\$ 1,248,675.92
Maturity date:	Not Applicable (Intercompany)
Interest rate:	0%
Interest payment dates:	N/A
Date to which interest has been paid:	N/A
Terms for payment of principal:	Scheduled repayment of \$5,000 per month starting July 2019 and increasing to \$10,000 per month in July 2020 until paid in full. Terms subject to change pending School Board approval.

Description of collateral or personal guarantees (if none, please so indicate):

No collateral or personal guarantees exist. Repayment is solely intercompany (school) and dependent on yearly budget and funding.

After completing the above information (attach additional sheets if necessary) and signing and dating your reply, please or send it directly to Michael Klein, CPA at [mklein@nnpcas.com](mailto:mklein@nnpcas.com).

Very truly yours,

Great Valley Academy School Board President or Secretary

To: Nigro & Nigro, PC

The information furnished above (and any attachments) regarding the obligation from Great Valley Academy – Salida campus agrees with our records at 6/30/18.

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

Title: \_\_\_\_\_

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



	TACTIC	LEAD RESPONSIBLE	ACTION STEP	TARGET COMPLETION	STATUS	EVIDENCE OF PROGRESS
STUDENTS expand academic and critical thinking skills	1.1.1 Create a comprehensive list of current character development initiatives (e.g. Family meetings, Caring Habits, Conscious Discipline, Big Buddies, peer mentoring)	Site Admin/Teacher Leaders	Principal meeting with Pillars Leads, Co-campus half-day release day for Pillars Leads to begin process	May 2018	Completed	Meeting agenda, resulting list of initiatives
	1.1.2 Evaluate effectiveness of current character development initiatives (e.g. solicit staff and student feedback)	Site Admin/Teacher Leaders	Staff Survey, Pillars Lead Review	February 2018	Completed	Agenda item, notes, survey results
	1.2.1 Identify key metrics and data collection methods aligned to character development curriculum	Site Admin/Character Lead	Principal meeting with Pillars Leads, Co-campus half-day release day for Pillars Leads to begin process	May 2018	Completed	Agenda item, notes, metrics
	1.2.2 Seek external expertise and potential partnerships (e.g. local universities, Character Lab)	CEO	Establish connection with one or more university or other partner	Ongoing	In progress	Multiple meetings with UCSF, discussions regarding suggested next steps
	1.2.3 Train staff in data collection, understanding, and use in classroom/on campus	Site Admin	Infuse as part of the PLC process - Specific direction for selecting data piece and procedure for analysis	May 2018	In progress	PLC Documentation
	1.3.1 Establish and regularly reinforce classroom norms that support positive relationships	Site Admin/Culture Lead	Training for teachers about Caring Habits, Conscious Discipline	August 2017	Completed	Staff Evaluation Rubric (CSTP 2)
	1.5.1 Collect stories from students, alumni, and parents about impact of character development	Site Admin/Character Lead	Administer Parent Survey	December 2017	Completed	Narrative Responses
	1.5.2 Frame stories using priority character attributes from standardized model to create case studies	Site Admin/Character Lead	TBD	Move to 2018-2019	Not started	TBD



STUDENTS develop as empathetic and responsible people	TACTIC	LEAD RESPONSIBLE	ACTION STEP	TARGET COMPLETION	STATUS	EVIDENCE OF PROGRESS
	2.1.1 Determine and clarify the reporting structure of R&D efforts	Board/CEO/Founder	Assess current structure, determine long term structure, create plan to meet long term goals	May 2019	In progress	Conversations occurring at the board governance level. Next steps: plan creation, timeline development, implementation
	2.1.2 Improve management practices for GVS program development, implementation, and evaluation	Site Admin/GVS Lead/Founder/CEO	District Meetings (Sept, Feb), Develop Criteria for Entry/Exit GVS Intervention, Develop Flow Chart for Progress	May 2018	In progress	Flow Chart, Metrics to Use
	2.1.3 Continue SRS development in K-2	Site Admin/GVS Lead/Founder/CEO	Ongoing Pillar Lead Assignment	May 2018	In progress	SRS Binder update
	2.1.4 Hire outside consultant to conduct data review and analysis of GVS and impact on academic performance including input from organizational leadership and external research into the science behind the approach	Site Admin/GVS Lead/Founder	Meeting with UCSF as a potential research partner	Phase 1 June 2018, then 2-3 years of data collection	In progress	Ultimately, research results. While in process; oversight, research design, training, supervision. Evaluation of internal practices/assessments, determine and obtain access to control group.
	2.2.1 Hone identification and tracking of students with Tier I, II, III intervention needs	Site Admin	Admin regular meetings with RTI/RSP, SST Shared Doc	May 2018	In progress	Meeting Notes, process documentation
	2.2.2 Standardize SST Process and include GVS data	Site Admin	Admin regular meetings with GVS Team to integrate within SST Process	May 2018	In progress	Meeting Notes, process documentation
	2.3.1 Formalize academic data practices at each level and use data to guide instruction (e.g. Pillars Leaders from both sites and Homeschool)	Site Admin/Teacher Leaders	PLC Process... Data creation and process for analysis	May 2018	In progress	Notes from PLC meetings, process documentation
	2.3.2 Use formalized data practices to improve academic assessment and properly identify student need	Site Admin/Teacher Leaders	PLC... Admin to meet to compare scores cross campus	May 2018	In progress	PLC process, Data Sheets
	2.3.3 Formalize Mastery Learning strategies and incorporate training into teacher onboarding	Site Admin/Teacher Leaders	Collaboration of Mastery Learning Pillars Positions Cross-Campus... Share Notes on Mastery Learning... Focus on common	May 2018	In progress	Reference Sheet... Use of sheet to facilitate training



	TACTIC	LEAD RESPONSIBLE	ACTION STEP	TARGET COMPLETION	STATUS	EVIDENCE OF PROGRESS
<b>EDUCATORS</b> Implement the GVA model and engage in continuous learning	3.1.1 Engage in an all-staff collaborative effort to articulate staff values, cultural norms, and school climate measures	CEO/Board/Site Admin/Culture Lead	(CEO/BOARD)	Planning June 2018 for August 2018 roll out	In progress	Plan, timeline, documentation
	3.1.2 Create evaluative methods to assess culture, incorporating surveys, anecdotes, and objective data (e.g. Take surveys at meetings, create survey accountability structure)	Site Admin/Culture Lead	Joy Survey - EOY Teacher Survey	May 2018	In progress	Survey Results
	3.1.3 Establish methods for "cultural health" check-ins at school site and organization-wide (e.g. Celebrating accomplishments, spending time as a staff, in-person leadership time)	Site Admin/Culture Lead	Culture Focus Group Interview - Culture Leads create list of questions and record interview results with focus group	May 2018	In progress	Written record of ideas from focus group interview
	3.2.1 Create quarterly survey for teachers to submit pertinent professional development opportunities	Site Admin/ Professional Development Lead	Ongoing communication between teachers and PD Pillar to match needs with trainings	May 2018	In progress	Document to show teachers and trainings attended
	3.2.2 Establish expectations around professional development (e.g. growth mindset, inclusiveness)	Site Admin/ Professional Development Lead	Generate list of norms with Pillars Lead/Team	May 2018	In progress	Meeting Notes
	3.2.3 Diversify leadership of in-house professional development sessions; encourage innovation in structure and format	Site Admin/ Professional Development Lead/CEO	Complete 2 Teacher Breakout Session at In-Service Days	May 2018	In progress	Sign-Up Document for Teacher Break Out Sessions
	3.2.8 Create and maintain resource bank for teachers with English Language Learners	Site Admin/EL Lead	Create a reference sheet of strategies for teachers to use in general with Language Learner Students	May 2018	Completed	ELD Strategies Reference Sheet for Teachers
	3.2.9 Create and maintain resource bank for teachers of students with special needs	Site Admin/Resource teams	Admin to meet with RSP to brainstorm needs and generate list of appropriate strategies	May 2018	Completed	Document listing strategies
	3.3.1 Develop a tiered list of comprehensive instructional strategies to master in sequential order focused on Pillars 1-4 (e.g. "The GVA Way")	Site Admin/Teacher Leaders	look at eval rubric, walkthrough document	May 2018	Completed	Review and revision of eval document and corresponding documents (submitted for Sue Rich to update)
	3.3.2 Refine Teacher Support Team structure to properly support new teacher needs	Site Admin/New Teacher Support Lead	See 3.4.3	August 2018	Completed	Teacher survey data
	3.3.3 Identify essential trainings (e.g. supporting students from a trauma-informed perspective, working with English Language Learners, teaching students with special needs)	Site Admin/Professional Development Lead	Review and analyze end of year professional goals for teachers (based on end of year teacher evaluations)	August 2018	Completed	Friday Meeting Schedule for 2018-2019
	3.3.4 Create teacher-training curriculum designed to convey the practice of GVS and build enthusiasm around the philosophy (e.g. talking points)	Founder/GVS Lead/Site Admin	explore depth, gain better understanding prior to beginning curriculum development		Not started	push to year 2



TACTIC		LEAD RESPONSIBLE	ACTION STEP	TARGET COMPLETION	STATUS	EVIDENCE OF PROGRESS
	3.3.5 (Homeschool Only) Standardize annual process for setting parent-educator expectations, goals, and mechanisms for support	Homeschool Staff	Meet as a staff to determine process or form needed for consistency across the board for teachers and parent-teachers to implement/utilize	23 May '18	Completed	-As evidenced by completed written process or form
	3.4.1 Establish clear career pathways to leadership and school administration and communicate these clearly to staff	CEO/Site Admin	review existing process, assess additional needs	June 2018	Completed	Results of review and assessment potential revision to current leadership development strategy
	3.4.3 Enlist veteran teachers to assume leadership responsibilities (e.g. train and mentor new staff, lead professional development sessions)	Site Admin	Enstate Pillar Leads	August 2018	Completed	Positions Established
	3.5.1 Connect district leadership across campuses (e.g. Retreat, resource sharing)	CEO/Site Admin/Teacher Leaders	Meeting to connect Pillars Leadership Teams (August 2017), Follow-Up meeting near end of year	May 2018	Completed	Meeting Calendar Topic/Date
	3.5.2 Connect looping teams across campuses and use Friday professional development time to meet	CEO/Site Admin/Teacher Leaders	Develop PLC plan to connect looping teams and utilize initial training, in-services, and Friday meeting time to meet	May 2018	Completed	PLC Document
	3.5.3 Create district-wide staff community building opportunities	CEO/Site Admin/Teacher Leaders	Salida Housewarming Party in Sept 2017, Holiday Party Jan 2018, Teacher Breakout Sessions at In-Service Days	May 2018	In progress	Calendar dates, descriptions for events







TACTIC	LEAD RESPONSIBLE	ACTION STEP	TARGET COMPLETION	STATUS	EVIDENCE OF PROGRESS
4.3.4 Establish "New Parent Coach" position under teacher leaders to develop parent leadership and serve as contact person for parent questions	Site Admin/Parent Liaison/Teacher Leaders	Reviewing along with leadership opportunities (3.4.1)	June 2018	Not started	Results of review and assessment, potential revision to current leadership development strategy
4.3.5 Hire parent liaison at Salida (possible part time)	Site Admin/Parent Liaison/Teacher Leaders	NA due to budget constraints	evaluate for 2018-2019 potential	Not started	Evaluation results based on budget availability
4.3.6 Develop more robust process (e.g. Have parents download and sign up for Parent Square at Back to School Night, Make enrollment meetings mandatory, include information about GVS and its purpose, outline parent expectations, welcoming picnic in park)	Site Admin/Parent Liaison/Teacher Leaders	Creation of parent expectations list to include in enrollment packets	May 2018	In progress	Creation of document
4.3.7 Homeschool Only: Connect Homeschool parents with each other enabling them to coordinate independently	Site Admin	-Establish a Monthly Park Day - Connection through email with those who desire to share with one another.	16 October '18	Completed	-As evidenced by calendar dates set - As evidenced by email sent to offer to connect parents, parents reply and then list sent out to all interested parents.
	Site Admin	Speak with families and later survey to discover what serves them best to accomplish this.	19 May '18	In progress	- As evidenced by Field Trip date set for May - As evidenced by separate field trip scheduled for those who signed up for the Connection Group
	Teachers	- Provide On Campus Classes that allow Students to connect (ex Enrichment, GVS Smart, Lego Robotics, Constitution ...)	30 April '18	Completed	- As evidenced by Class Booklet and Newsletter offerings to all students.
	All Staff	- Hold a 3 or more events that allow the kids and parents to connect: (Monster Math, Winter Reception, Read Across America, Poetry in the Park...	19 May '18	Completed	- As evidenced in monthly Newsletter, and "Weekly" sent out each Monday to share out about the event - Holding the event itself and observation of those who attended



	TACTIC	LEAD RESPONSIBLE	ACTION STEP	TARGET COMPLETION	STATUS	EVIDENCE OF PROGRESS
ORG LEADERS increase access to educational opportunities	5.1.1 Refine the GVA model and define essential components of each campus (e.g. infrastructure, processes, job descriptions, systems)	CEO/COO	Using upgraded infrastructure, create aligned plan and multi campus, internal support structure needed for school growth and replication	June 2019	In progress	Initial steps to further develop infrastructure-Upgrade and automation of: Website, payroll systems, Kids care billing/check in system, intranet, online benefit access
	5.1.2 Create a decision-making framework to evaluate growth opportunities	Board/CEO	Use growth readiness framework included in strategic plan	June 2019	Not started	Evaluation template, decision making criteria
	5.1.3 Conduct feasibility study of potential markets	Board/CEO	Use growth readiness framework included in strategic plan	As needed/Ongoing	Not started	Meeting, key information points, tool for assessment
	5.1.4 Map timeline and critical decision-making points for new school opening	Board/CEO	Use growth readiness framework included in strategic plan	As needed/Ongoing	Not started	Completed growth readiness based timeline
	5.2.1 Identify advocacy opportunities	CEO	Follow all state level sources, choose those impacting charter schools, take action as appropriate	Ongoing	In progress	Following multiple state level organizations, using as basis for communication, and advocacy
	5.2.2 Identify charter specific public speaking opportunities	Board/CEO/Founder	Meeting to brainstorm target groups, prioritize list, reflect, repeat	Ongoing	In progress	Initial conversation at new board member lunch and learn, October 1, 2018, contacts in progress
	5.2.3 Identify key relationships (e.g. County Superintendents) and assign lead responsible	CEO	Regular meetings with SCOE superintendent, and assistant superintendents	Ongoing	In progress	Monthly meetings with SCOE superintendent, regular, periodic meetings with various assistant superintendents
	5.2.4 Monitor local, state, and national policy changes and communicate relevant updates to staff, board, and parents	CEO	Compile information as is timely and relevant	Ongoing	In progress	Periodic communication to stakeholder groups (email, memo, staff presentation, board report, etc.)
	5.4.5 Contribute expertise to a teacher residency and/or leadership development program	CEO/Founder	Participate in pilot program development, contribute as facilitator and iterative program development	May 2018	Completed	Central Valley Leadership Program development input provided, co facilitation of select program sessions, program being attended by GVA leadership staff
	5.5.3 Develop higher education partnerships to support research initiatives	Board/CEO	See 2.1.4 above	See 2.1.4 above	In progress	See 2.1.4 above



# Great Valley Academy Strategic Plan

Board Update  
October 29, 2018

# Strategic Plan Year One Update

- Year one progress, document review
- Binder containing details, and evidence of progress
- Year 1 reflections by strategic priority area
- Next steps

# Strategic Plan Year One


- 62 action items (tactics)
- Supported by more than 60 items documenting evidence of progress
- 20 items completed (32%)
- 33 items in progress (ongoing in nature) (53%)
- **53 items completed & in progress (85%)**
- 9 items pushed to out years (15%)
  - Need data collected in current year
  - Not yet needed





# GVA Strategic Priorities

Year One  
(2017-2018)



# Strategic Priority Areas

## Addressed over the 5 year plan

- Heightened focus on core academics and better integration into student life
- Metrics for core academics & character development, consistent implementation & data analysis to drive instruction
- R&D investment to help quantify benefits of GVS program & other innovative academic & charter development instructional strategies
- Clearly defined unique offering of Homeschool
- Thoughtful & cohesive student service learning opportunities (Year two kick off)

# Heightened focus on core academics and better integration into student life

- Use of Mastery Learning
  - Align assessments
  - Tracking student data to assess progress
  - Curriculum maps (by Common Core power standard)
- Student Success Team (SST) meetings
  - Continue to develop and standardize process
  - Consistent meeting times available
  - Using student data to communicate needs and progress
- Common assessments to optimize data tracking, student support and assessment of progress
- Ongoing dialog with site administration regarding student performance

## Metrics for core academics & character development-Consistent implementation & data analysis to drive instruction

- Professional Learning Community (PLC) meeting structure focusing on student data, allows for academic focused, student oriented discussions
- NWEA and local assessments provide actionable data for teachers to
  - Drive instruction
  - Identify intervention needs
  - Establish individual and class goals
  - Track student progress over time
- Character elements, documentation of initiatives being fine tuned
- Character element impact currently being measured through student, staff and parent survey tools



## R&D investment to help quantify benefits of GVS program & other innovative academic & charter development instructional strategies

- Research needs to be a major focus, and takes much planning, support and investment
- Data to be collected in a form that can be easily shared and edited
- Reflecting on various types of research and case studies that support GVS success
- Ability to improve communication is key to GVS success (internal to staff, external to parents)
- Recognized a notable increase in student referrals for visual evaluation
- Regular multi-campus GVS meetings facilitate consistency in process, and collaborative understanding

# Clearly defined unique offering of Homeschool

- Family centered, relational focus
  - Family field trip learning opportunities
  - Ability to meet with entire family in a single session
  - Project learning that incorporates content standards across multiple learners (grade levels) in a family
- Choice of curriculum to fit the needs of the student and home educator
- Advisory teacher for each family
  - Provides expertise to home educators in teaching strategies
  - Flexible with families in meeting times and locations
  - Support home educators as they work one on one with their children to close achievement gaps, and challenge students to higher level of achievement


# Thoughtful & cohesive student service learning opportunities

- This is a year two strategic plan area



# GVA Next Steps

Year Two  
(2018-2019)



# Next Steps

- Widen focus of implementation
  - Continued progress on roll over tactics
    - Focus on academic areas to improve outcomes
  - Dive into year two tactics
- Track and report progress towards goals
- Verify alignment with vision and mission
- Learn from the process, outcomes, discussion and reflection
- Validate tactic prioritization given evolving elements of overall Charter School climate

## **Regular Meeting of the Board of Trustees**

December 3, 2018

Monday, 5:30 PM

Great Valley Academy

3200 Tully Rd.

Modesto, CA 95350

- a. CALL TO ORDER**
- b. PLEDGE OF ALLEGIANCE**
- c. RECOGNITION OF TOM CHANGNON**
- d. COMMUNICATIONS**
  - a. WRITTEN COMMUNICATION**
  - b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

- c. MODESTO PRINCIPAL'S REPORT**
  - d. SALIDA PRINCIPAL'S REPORT**
  - e. HOMESCHOOL PRINCIPAL'S REPORT**
  - f. CHIEF OPERATING OFFICER'S REPORT**
  - g. CHIEF EXECUTIVE OFFICER'S REPORT**
  - h. FOUNDER'S REPORT**
- 
- e. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

- a. Adoption of the Minutes of the Regular Board Meeting of October 29, 2018
- b. Approval of Modesto 2018/2019 1<sup>st</sup> Interim Financials
- c. Approval of Salida 2018/2019 1<sup>st</sup> Interim Financials
- d. Approval of ratification of lease for Homeschool expansion

**f. ACTION ITEMS**

- a. Acceptance of annual audit
- b. Acceptance of 401(K) Formal Record of Action

**g. INFORMATION AND DISCUSSION**

- a. Broad course of study reflection
- b. Monthly financials
- c. Committee Update

**h. FUTURE AGENDA ITEMS**

- a. NEXT REGULAR BOARD MEETING – January 28, 2019 ~ SALIDA CAMPUS

**i. FINAL ADJOURNMENT**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**December 3, 2018**

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Note: Enrollment shows [Oct. 22nd- Nov. 20th]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	89	83.333	92.88%	85.539	95.84%
1	88	83.666	93.35%	85.269	95.51%
2	67	62.666	94.58%	63.698	96.27%
3	94	89.142	94.34%	90.507	95.27%
4	95	90.571	94.78%	91.841	96.51%
5	104	99.523	95.46%	100.301	96.17%
6	104	96.095	93.13%	98.507	94.78%
7	103	98.047	95.09%	99.333	96.32%
8	94	89.000	94.32%	91.047	96.50%
Total	838	792.047	94.23%	806.047	95.89%

2. Key Accomplishments:

Nov. 1st- 3rd Grade Field Trip

Nov. 2nd- Jog a Thon

Nov. 7th- Ukulele Performance

Nov. 8th- Kindergarten On Campus Field Trip (Animal Adventures)

Nov. 8th- Ned's Kindness Adventure

Nov. 8th- 5th Grade Culminating Event

Nov. 13th-16th- Clean Classroom Competition

Nov. 13th- Earthquake Drill

Nov. 14th- Academic Report Cards Go Home

Nov. 16th- Patriotic Day

Nov. 16th- Fall Boutique



Nov. 20th- 7th grade Medieval Banquet

Nov. 21st-23rd- Thanksgiving Break

Nov. 28th- SCOE Math Walks

3. Upcoming Key Events/Activities:

Nov./Dec.- Ongoing Girls Basketball Games

Dec. 13th- Jr. High Social

Dec. 14th- Pajama Day- Pajama Drive

Dec. 14th- 2nd Grade Fossils Culminating Event

Dec. 18th- 2nd Grade Field Trip

Dec. 24th- Jan. 4th- Winter Break

# Great Valley Academy Salida

## Charter School Monthly Summary Report

November 26, 2018

Attendance reflects 11/1-11/20

YTD reflects 08/14-11/20

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA %
K	100	87.23	87.23	94.24	94.25
1	100	90.8	89.84	95.03	95.03
2	101	94.00	93.06	96.87	95.44
3	100	93.61	93.61	96.09	95.97
4	98	91.08	92.93	95.41	96.06
5	100	92.23	92.23	95.33	95.27
6	100	91.92	91.53	96.09	95.97
7	100	91.31	91.30	96.03	95.93
8	90	81.61	90.68	86.13	95.69
Total	889	813.07	91.39	851.24	95.51

### 2. Key

#### Accomplishments:

- a. October 30<sup>th</sup> – Del Webb Ukulele Club to play with GVA ukulele elective
- b. October 31<sup>st</sup> – Field Trip to Dutch Hollow Farms (K)
- c. October 31<sup>st</sup> – Culminating Event: Biographies (3)
- d. October 31<sup>st</sup> – Multiple fall celebrations
- e. November 2<sup>nd</sup> – Jog-a-thon (\$68,000 raise! Goal was \$44,500!)
- f. November 6<sup>th</sup> – Culminating Event: Journey to the Center of the Earth (6<sup>th</sup>)
- g. November 7<sup>th</sup> – Collaborative Coffee
- h. November 7<sup>th</sup> – Field Trip: Mercer Caverns (6<sup>th</sup>)
- i. November 8<sup>th</sup> – Multi-campus SRS Day
- j. November 8<sup>th</sup> – Culminating Event: Explorers (5<sup>th</sup>)
- k. November 8<sup>th</sup> – Parent Meeting
- l. November 13<sup>th</sup> – Hosted CVLP

- m. November 14<sup>th</sup> – Field Trip: Aerospace Museum of California (GEMS 5/6)
  - n. November 16<sup>th</sup> – Crazy Sock Day
  - o. November 16<sup>th</sup> – Market Day
  - p. November 20<sup>th</sup> – Multiple Thanksgiving celebrations
  - q. November 28<sup>th</sup> – Academic and Character Report Cards sent home
3. Upcoming Key Events/Activities:
- a. Nov. 29<sup>th</sup> – Principals Meeting
  - b. Nov. 29<sup>th</sup> – GEMS Field Trip: Aerospace Museum
  - c. Nov. 30<sup>th</sup> – PPCs Due
  - d. Dec. 1<sup>st</sup> – Omelet Breakfast Fundraiser
  - e. Dec. 4<sup>th</sup> – Beginning Band concert
  - f. Dec. 6<sup>th</sup> – Collaborative Coffee
  - g. Dec. 6<sup>th</sup> – Art Club
  - h. Dec. 6<sup>th</sup> – ARC Night
  - i. Dec. 10<sup>th</sup> – Presentation at CSDC Conference: Creativity in the Music Classroom
  - j. Dec. 19<sup>th</sup> – Culminating Event (6<sup>th</sup>): Code Blue
  - k. Dec. 21<sup>st</sup> – Pajama Day

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

November 26, 2018

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%. ADA goal is 96%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	13	11	100	11	100
1	12	10	100	10	100
2	9	9	100	9	100
3	6	6	100	6	100
4	8	8	100	8	100
5	7	7	100	7	100
6	7	5	100	5	100
7	15	13	100	13	100
8	14	10	88	10	88
Total	91	80	98	80	98

2. Key Accomplishments:

- a. November 2<sup>nd</sup> - Parent Square onboarding process initiated
- b. November 6<sup>th</sup> – Homeschool Orientation – added 2 new families
- c. November 7<sup>th</sup> – Ended 2<sup>nd</sup> AWR Period
- d. November 11<sup>th</sup> – Park Day (cancelled to poor air quality)
- e. November 14<sup>th</sup> – 16<sup>th</sup> – Interview and demos for new teacher
- f. November 14<sup>th</sup> – Parent Survey conducted
- g. November 19<sup>th</sup> – Play practice begins for “A Christmas Carol”

3. Upcoming Key Events/Activities:

- a. November 30<sup>th</sup> – Field trip to Hilmar Cheese – (Jr. High group will do their escape room)
- b. December 3<sup>rd</sup> – Move into new space
- c. December 4<sup>th</sup> – Homeschool Orientation
- d. December 19<sup>th</sup> – Winter Reception



Chief Operating Officer's Report  
December 3, 2018  
Board Meeting



Process and Policy Updates

- ❖ Fiscal Policy Manual – Draft in Progress
- ❖ Human Resource Policy Manual (incl job description updates) – Draft in Progress
- ❖ Policy Development – Child Protective Service Reports and School Visits
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Policy Development – Student & Staff Interaction – Under Review
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

District Responsibilities

- ❖ Annual Website Review for Changes, Improvements and Refresh
- ❖ School Breakfast Option – Application in Process and Logistics Under Review
- ❖ 2019/20 Enrollment and Interest Form Updates
- ❖ Campus Enrollment Marketing Brochure Updates and Refresh
- ❖ School Care Works – Continue to Train and Add Parent Options

Website Analytics

- ❖ October 2018
  - ❑ 2,300 Users Visited (73.8% New/26.2% Returning)
  - ❑ 8,586 Page Views
  - ❑ Users Averaged 1:43 Minutes on the Site
  - ❑ 54.4% Mobile – 41.8% Desktop – 3.8% Tablet
  - ❑ Type: Organic 61.3% – Direct 28.7% – Referral 9.0% – Social 1.0%

Training

- ❖ CSDC Conference – December
- ❖ Annual Governor's Budget Review – January
- ❖ Annual YM & C Legal Updates
- ❖ SCOE District Business Support Meetings – Ongoing
- ❖ SCOE Payroll meetings – Bi-monthly
- ❖ LCAP training – TBD

Upcoming

- ❖ Video Surveillance Policy
- ❖ Employee Handbook Updates

Chief Executive Officer's Report  
December 3, 2018  
Board Meeting



Strategic Plan

- Action items in process

Board Governance

- New board member lunch and learn, October 1, 2018
- Meeting, November 26, 2018

State Accountability

- Completed Local Priority input into Dashboard
- Awaiting updated dashboard results

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads participating 2018-2019
- Chamber of Commerce: State of Business and Education
- Stanislaus County Fall Board Trustees dinner
- Stanislaus Partners in Education annual recognition event
- Bi-Annual community brunch, supporting the Education Foundation of Stanislaus County
- Annual Join Hands for Education dinner, supporting the Education Foundation of Stanislaus County

Other

- Homeschool
  - Chris has started strong, and continues doing a fabulous job (see her report for details)
  - New Space: improvements in process, occupancy December 3<sup>rd</sup>
  - Digging into policies, processes for review and revision

Salida Campus

- Stanislaus County required Sisk Road improvements
  - County sign off complete



### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Contractor chosen, contract in process
  - Balance of funding received
  - Highlands contract approved, installation complete

### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
  - CDE/Commission of the States-Charter Authorizer best practices
  - SELPA-IEP 101 for Charter Schools
  - Teachers College, Columbia University-Leading change in Uncertain Times (K-12 education)
  - CDE-College & Career Indicators
  - CDE-Suspension & Chronic Absenteeism Indicators
  - CDE-Academic Indicators
- Conferences
  - CSDC Conference (December)
  - CCSA Conference (March 2019)
- Programs
  - Yearlong leadership-coaching mastery (start date 5/30/2018)





Legislative update (includes CCSA position)

Updated 11.26.2018

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee. **(no change)**

**Support: AB 1871 (Bonta) – Charter School Meal Service Programs:** AB 1871 would require all classroom-based charter school programs to provide at least one meal to free or reduced-price meal eligible students daily. AB 1871 passed the Assembly Floor with a 56-16 vote with 6 abstentions. CCSA has moved to a support position following a compromise with the author and sponsors of this measure. The amendments provide all new charter schools an additional year to implement meal programs, encourage school districts to provide assistance to charter schools, and only applies this legislation to non classroom-based programs when students are scheduled to attend an on-site program for 2 hours or more. Passed Senate Appropriations Committee, ordered for 3<sup>rd</sup> reading. **Approved by Governor 9.18.18**

**Oppose: AB 3222 (O'Donnell) – Prevailing Wage for Charter School Conduit Bonds:** AB 3222 would require charter schools to pay prevailing wage for projects paid for via conduit bonds. CCSA is opposed to this legislation as it could increase costs on these programs by as much as 20 percent. AB 3222 passed the Assembly Floor with a 54-19 vote with 5 abstentions. The bill is now at Appropriations Committee. **(no change)**

**Oppose unless Amended: AB 3228 (Burke) – Surplus Property: Emergency Loans:** AB 3228 would allow specified school districts with emergency state loans to sell surplus property to private developers in order to pay off their emergency loan balance. CCSA is concerned because this could potentially allow these districts to sell off property that is currently occupied by charter schools. In Appropriations Committee, ordered for 3<sup>rd</sup> reading. **Ordered to inactive file.**

**Support: AB 406 (McCarty) For-Profit Charter Schools:** CCSA has moved from a position of oppose unless amended to a position of support for AB 406 by Assemblymember McCarty, following the amendments taken in Senate Education Committee. AB 406 would prohibit for-profit corporations from controlling or running charter public schools in California. CCSA strongly believes that this bill is needed to protect the public trust, ensuring that charter schools cannot make a profit while protecting a charter school's ability to contract with for-profit entities for school services. We believe that as amended, AB 406 now strikes an appropriate balance. AB 406 is currently on the Assembly Floor for concurrence after which it will head to the Governor's desk. **Approved by Governor 9.7.18**



**Support: AB 1747 (Rodriguez) School Safety Plans:** AB 1747 would require charter schools to create comprehensive school safety plans as a part of the charter petition process. Charter schools were amended into this legislation by the Assembly Education committee. However, we were successful in securing amendments that make it clear that charter schools have the flexibility to adopt and create its school safety plans within its existing charter petition which brought us to a support position, consistent with our position on AB 58 (Rodriguez) from 2015-16. **Approved by Governor 9.27.18**

**Neutral: SB 607 (Skinner) Willful Defiance:** SB 607 would effectively ban expulsions for willful defiance for K-12, including charter schools. SB 607 also bans suspensions for willful defiance for grades K-8, including charter schools with a sunset on the ban for grades 6-8 in 2023. CCSA moved to a neutral position on this legislation after feedback from members and amendments that removed the ban on suspension for grades 9-12. **Vetoed by Governor 9.27.18**



## **Founders Report to the Great Valley Academy School Board December 3, 2018**

- This has been a busy month for evaluation of student visual needs. 52 evaluations in this month, 192 since the start of school.
- Met with Tom Changnon to discuss current political conditions
- Attended the Central Valley Cadre meeting-the committee is starting to develop criterion for what makes up an excellent public school
- Phone consult with Ben Shephard who is the research director for a private dyslexia school in Boston called the Carroll School. They began as an Orton-Gillingham school using phonics instruction to try and treat dyslexia. At this time they are trying to develop visual programs to complete their program. This was an initial conversation that may lead to some collaborative work on general reading practices.
- Phone consult with Stephen Beamish who does international marketing research. His company has been hired Carrot to determine the needs in public education for eye training products. This may lead to Eye Carrot finally using Great Valley Academy as a beta site for their products.

Respectfully,  
Eldon Rosenow, OD  
Founder

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 29, 2018**

# MINUTES

***Members Present:*** Chad Wolf, Mike Gianelli, Steve Payne, Susan Nisan

***Members Absent:*** Vince Jamison, Yolanda Meraz, Twila Tosh

***Great Valley***

***Academy Staff Present:*** Leah Silvestre, Marisa Meeks, Christine Frost, Dr. Eldon Rosenow, Michael Ruehle, Russell Howell, Casey Cleland, Bev Broedlow, Debbie George, David Franklin

***Audience Present:***

***Call to Order:*** The meeting was called to order at 5:45 PM

***Pledge of Allegiance:*** Mr. Payne welcomed everyone and led the Pledge of Allegiance.

***Student Presentation:***

***Communications:*** **COMMUNICATIONS**

***Written***

***Communications:*** None

***Public Participation:*** Shannon Sanford spoke about her candidacy for Stanislaus County Superintendent.

***Modesto Principal***

***Report:*** Mr. Ruehle presented his report to the Board. He reported that the Spelling Bee was well received and talked about how this year's cross country team embodies the spirit that we want out of our sports teams.

***Salida Principal***

***Report:*** Mr. Howell presented his report to the Board. Casey Cleland told the Board about a science event featuring catapults and trebuchets that was a great success with the students.

# MINUTES

## Regular Meeting of the Board

October 29, 2018

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### *Homeschool Principal*

#### **Report:**

Ms. Frost presented her report to the Board. She reported that there are now 91 students. She also reported that Debbie George is teaching a Constitution Class and that it has been very well received.

### *Chief Operating*

#### **Officer's Report:**

Mrs. Meeks reported that the annual audit was concluded and that there were no findings of any kind.

### *Chief Executive*

#### **Officer's Report:**

Ms. Silvestre presented her report to the board. She reported that the total student count for both campuses is 1821 kids with a total waiting list of 263. She also handed out copies of the Destination Graduation brochure featuring GVA students.

### **Founder's Report:**

Dr. Rosenow presented his report to the Board.

### **Approval of Agenda/**

#### **Order of Agenda:**

The motion was made by Mr. Wolf, seconded by Mr. Gianelli, approving the Agenda and Order of Agenda with the addition of Action Item e, Approval of EL Reclassification Policy. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz, Jamison

**ABSTENTIONS:** None

### **Consent Agenda:**

#### **CONSENT AGENDA**

The motion was made by Mr. Wolf, seconded by Mr. Gianelli, approving the consent agenda items. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz, Jamison

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

October 29, 2018

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### **Action Items:**

### **ACTION ITEMS**

a. The motion was made by Mr. Gianelli, seconded by Ms. Nisan, accepting the resignation of Michelle Barton from the GVA Board. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz, Jamison

**ABSTENTIONS:** None

b. The motion was made by Mr. Wolf, seconded by Mr. Gianelli, approving the updated lease amount for the additional Homeschool space. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz, Jamison

**ABSTENTIONS:** None

c. The motion was made by Mr. Gianelli, seconded by Mr. Wolf, approving the reappointment of Steve Payne for a 3 year Board term. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz, Jamison

**ABSTENTIONS:** None

d. The motion was made by Mrs. Nisan, seconded by Mr. Wolf, approving Policy #2018.045- Employee Medical Benefit Reimbursement for Age 65 or Older Employees. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz, Jamison

**ABSTENTIONS:** None

# **MINUTES**

## **Regular Meeting of the Board**

**October 29, 2018**

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### ***Action Items (contd):***

e. The motion was made by Mr. Gianelli, seconded by Mr. Wolf, approving Resolution #2014.001 – English Learner Reclassification Policy (Revision). A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Meraz, Jamison

**ABSTENTIONS:** None

### ***Information and***

#### ***Discussion:***

#### **Monthly Financials**

Both campuses are on track to meet budget.

### ***Future Agenda***

#### ***Items:***

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – Monday December 3, 2018

~ Modesto Campus

### ***Adjournment:***

The meeting was adjourned at 7:50 PM.

**Great Valley Academy-Modesto Campus**  
**2018-2019 First Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED & RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	7,821,679	7,714,860	2,055,887	7,714,860
2) Federal Revenue	8100-8299	223,102	223,102	5,772	223,102
3) Other State Revenue	8300-8599	193,319	363,858	7,249	363,858
4) Other Local Revenue	8600-8799	724,964	724,964	285,200	724,964
<b>5) TOTAL REVENUES</b>		<b>8,963,064</b>	<b>9,026,784</b>	<b>2,354,108</b>	<b>9,026,784</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	3,114,323	3,108,190	790,842	3,108,190
2) Classified Salaries	2000-2999	1,908,574	1,930,704	548,199	1,930,704
3) Employee Benefits	3000-3999	1,510,404	1,508,977	345,891	1,508,977
4) Books and Supplies	4000-4999	626,875	626,875	188,223	626,875
5) Services & Other Operating Exp	5000-5999	1,248,746	1,254,678	251,313	1,254,678
6) Capital Outlay	6000-6999	140,000	145,000	56,556	145,000
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	61,297	61,297	0	61,297
	7400-7499	212,052	212,052	70,687	212,052
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>8,822,271</b>	<b>8,847,773</b>	<b>2,251,711</b>	<b>8,847,773</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		140,793	179,011	102,397	179,011
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses					
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	0	0	0	0
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		140,793	179,011	102,397	179,011
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	7,479,859	7,479,859		7,479,859
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		7,479,859	7,479,859		7,479,859
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		7,479,859	7,479,859		7,479,859
2) Ending Balance, June 30 (E + F1e)		7,620,652	7,658,870		7,658,870



**Great Valley Academy-Modesto Campus**  
**2018-2019 First Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	120,069	120,069	0	120,069
2) Federal Revenue	8100-8299	223,102	223,102	5,772	223,102
3) Other State Revenue	8300-8599	50,669	55,063	2,489	55,063
4) Other Local Revenue	8600-8799	383,464	383,464	142,147	383,464
<b>5) TOTAL REVENUES</b>		<b>777,304</b>	<b>781,698</b>	<b>150,408</b>	<b>781,698</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	313,308	313,308	64,774	313,308
2) Classified Salaries	2000-2999	91,788	91,788	36,026	91,788
3) Employee Benefits	3000-3999	91,561	91,561	27,519	91,561
4) Books and Supplies	4000-4999	120,000	200,000	10,162	200,000
5) Services & Other Operating Exp	5000-5999	482,470	482,470	11,515	482,470
6) Capital Outlay	6000-6999	0	0	37,485	0
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	61,297 0	61,297 0	0 0	61,297 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>1,160,424</b>	<b>1,240,424</b>	<b>187,481</b>	<b>1,240,424</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>		(383,120)	(458,726)	(37,073)	(458,726)
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	383,120	458,726	37,073	458,726
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>383,120</b>	<b>458,726</b>	<b>37,073</b>	<b>458,726</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		0	0	0	0
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	274,866	274,866		274,866
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		274,866	274,866		274,866
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		274,866	274,866		274,866
2) Ending Balance, June 30 (E + F1e)		274,866	274,866		274,866

**Great Valley Academy-Modesto Campus**  
**2018-2019 First Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	7,701,610	7,594,791	2,055,887	7,594,791
2) Federal Revenue	8100-8299	0	0	0	0
3) Other State Revenue	8300-8599	142,650	308,795	4,760	308,795
4) Other Local Revenue	8600-8799	341,500	341,500	143,053	341,500
<b>5) TOTAL REVENUES</b>		<b>8,185,760</b>	<b>8,245,086</b>	<b>2,203,700</b>	<b>8,245,086</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,801,015	2,794,882	726,068	2,794,882
2) Classified Salaries	2000-2999	1,816,786	1,838,916	512,173	1,838,916
3) Employee Benefits	3000-3999	1,418,843	1,417,416	318,372	1,417,416
4) Books and Supplies	4000-4999	506,875	426,875	178,061	426,875
5) Services & Other Operating Exp	5000-5999	766,276	772,208	239,798	772,208
6) Capital Outlay	6000-6999	140,000	145,000	19,071	145,000
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	0 212,052	0 212,052	0 70,687	0 212,052
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,661,847</b>	<b>7,607,349</b>	<b>2,064,230</b>	<b>7,607,349</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		523,913	637,737	139,470	637,737
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	(383,120)	(458,726)	(37,073)	(458,726)
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(383,120)</b>	<b>(458,726)</b>	<b>(37,073)</b>	<b>(458,726)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		140,793	179,011	102,397	179,011
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	7,204,993	7,204,993		7,204,993
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		7,204,993	7,204,993		7,204,993
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		7,204,993	7,204,993		7,204,993
2) Ending Balance, June 30 (E + F1e)		7,345,786	7,384,004		7,384,004

FISCAL YEAR 2018-2021

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## GENERAL FUND FINANCIAL PROJECTIONS

Great Valley AcademyModesto

		FISCAL YEAR 2018-19				FISCAL YEAR 2019-20				FISCAL YEAR 2020-2021			
		SOURCE FOR PROJECTION				SOURCE FOR PROJECTION				SOURCE FOR PROJECTION			
Description	Account Codes	Projection Factors	Unrestr. 18-19 1st Yr. Proj.	Restr 18-19 1st Yr. Proj.	Total 18-19 1st Yr. Proj.	Projection Factors	Unrestr. 19-20 2nd Yr. Proj.	Restr 19-20 2nd Yr. Proj.	Total 19-20 2nd Yr. Proj.	Projection Factors	Unrestr. 20-21 3rd Yr. Proj.	Restr 20-21 3rd Yr. Proj.	Total 20-21 3rd Yr. Proj.
Fund Balance-July 1 Estimated			\$7,204,993	\$274,866	\$7,479,859		\$7,384,004	\$274,866	\$7,658,870		\$7,486,267	\$274,866	\$7,761,133
Unaudited Actual Adjustments			\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
July 1 Unaudited	9791		\$7,204,993	\$274,866	\$7,479,859		\$7,384,004	\$274,866	\$7,658,870		\$7,486,267	\$274,866	\$7,761,133
Audit Adjustments	9793				\$0				\$0		\$0	\$0	\$0
Adjustment for Restatements	9795		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Net Beginning Balance			\$7,204,993	\$274,866	\$7,479,859		\$7,384,004	\$274,866	\$7,658,870		\$7,486,267	\$274,866	\$7,761,133
Revenue Limit Sources	8010-8099	see notes	\$7,594,791	\$120,069	\$7,714,860	see notes	\$7,973,747	\$123,671	\$8,097,418	see notes	\$8,185,796	\$127,381	\$8,313,177
Federal Revenues	8100-8299	see notes	\$0	\$223,102	\$223,102	see notes	\$0	\$227,095	\$227,095	see notes	\$0	\$231,208	\$231,208
Other State Revenues	8300-8599	see notes	\$308,795	\$55,063	\$363,858	see notes	\$144,318	\$51,070	\$195,388	see notes	\$146,784	\$51,891	\$198,675
Other Local Revenues	8600-8799	see notes	\$341,500	\$383,464	\$724,964	see notes	\$341,500	\$394,968	\$736,468	see notes	\$355,810	\$406,472	\$762,282
Total Operating Revenues			\$8,245,086	\$781,698	\$9,026,784		\$8,459,565	\$796,804	\$9,256,369		\$8,688,390	\$816,952	\$9,505,342
Certificated Salaries	1000-1999	see notes	\$2,794,882	\$313,308	\$3,108,190	see notes	\$2,906,678	\$325,840	\$3,232,518	see notes	\$3,022,944	\$338,874	\$3,361,818
Classified Salaries	2000-2999	see notes	\$1,838,916	\$91,788	\$1,930,704	see notes	\$1,912,472	\$95,460	\$2,007,932	see notes	\$1,988,971	\$99,278	\$2,088,249
Employee Benefits	3000-3999	see notes	\$1,417,416	\$91,561	\$1,508,977	see notes	\$1,541,322	\$96,139	\$1,637,461	see notes	\$1,596,310	\$100,946	\$1,697,256
Books and Supplies	4000-4999	see notes	\$426,875	\$200,000	\$626,875	see notes	\$428,375	\$206,000	\$634,375	see notes	\$422,195	\$212,180	\$634,375
Services, Other Operating	5000-5999	see notes	\$772,208	\$482,470	\$1,254,678	see notes	\$804,514	\$525,892	\$1,330,406	see notes	\$808,933	\$552,187	\$1,361,120
Capital Outlay	6000-6999	see notes	\$145,000	\$0	\$145,000	see notes	\$35,000	\$0	\$35,000	see notes	\$20,000	\$0	\$20,000
Other Outgo	7100-7299 7400-7499	see notes	\$212,052	\$61,297	\$273,349	see notes	\$212,052	\$64,362	\$276,414	see notes	\$212,052	\$67,427	\$279,479
Direct Support/Indirect Costs	7300-7399		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Total Operating Expenditures			\$7,607,349	\$1,240,424	\$8,847,773		\$7,840,413	\$1,313,693	\$9,154,106		\$8,071,405	\$1,370,892	\$9,442,297
Operating Excess (Deficit)			\$637,737	(\$458,726)	\$179,011		\$619,152	(\$516,889)	\$102,263		\$616,985	(\$553,940)	\$63,045
Transfers In	8910-8929		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Transfers Out	7600-7629		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Sources	8930-8979		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Uses	7630-7699		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Long Term Liability	9660-9669		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Contrib. to Restricted Program	8980-8999		(\$458,726)	\$458,726	\$0		(\$516,889)	\$516,889	\$0		(\$553,940)	\$553,940	\$0
Net Increase (Decrease) to Fund Balance			\$179,011	\$0	\$179,011		\$102,263	\$0	\$102,263		\$63,045	\$0	\$63,045
Ending Fund Balance			\$7,384,004	\$274,866	\$7,658,870		\$7,486,267	\$274,866	\$7,761,133		\$7,549,312	\$274,866	\$7,824,178
Recommended Reserve (Unr)	3.00%		\$247,353				\$253,787				\$260,652		
Reserve .....			\$7,658,870				\$7,761,133				\$7,824,178		
Reserve %			86.56%				84.78%				82.86%		

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2018-2019**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099** LCFF revenue is based on 887.3 ADA and 41.91% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 878.93 ADA @ \$151
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2017/18 experience with growth

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule
- 2000-2999** Salaries based on schedule
- 3000-3999** Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999** Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999** Assumes expenses based on 2017/2018 experience with increase
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 878.93 ADA @ \$53
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed
- 2000-2999** Salaries based on schedule - Special Ed and Food Services
- 3000-3999** Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999** Assumes purchase of materials for Special Ed and Food Services based on 2017/18 experience
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Budget projections
- 6000-6999** Assumes Prop 39 expenditures
- 7100-7299/**
- 7400-7499** SELPA Insurance Pool per 2018/19 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2019-2020**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099 LCFF revenue is based on 904.4 ADA and 43.88% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299 No unrestricted federal programs
- 8300-8599 State Lottery projection of 887.3 ADA @ \$146
- 8600-8799 Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule
- 2000-2999 Salaries based on schedule
- 3000-3999 Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999 Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999 Assumes expenses based on 2018/19 budget
- 6000-6999 Assumes facilities upgrades
- 7300-7399 Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099 Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299 Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599 Revenue assumes Restricted Lottery based on 887.3 ADA @ \$48
- 8600-8799 Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule - Special Ed
- 2000-2999 Salaries based on schedule - Special Ed and Food Services
- 3000-3999 Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999 Assumes purchase of materials for Special Ed and Food Services based on 2018/19 budget
- 5000-5999 Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Budget projections
- 6000-6999 Assumes no continued expenditures in this category
- 7100-7299/
- 7400-7499 SELPA Insurance Pool per 2018/19 SCOE Budget projections
- 7300-7399 Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2020-2021**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099 LCFF revenue is based on 903.45 ADA and 43.25% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299 No unrestricted federal programs
- 8300-8599 State Lottery projection of 904.4 ADA @ \$146
- 8600-8799 Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget projection with growth

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule
- 2000-2999 Salaries based on schedule
- 3000-3999 Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999 Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999 Assumes expenses based on 2018/19 budget projection
- 6000-6999 Assumes facilities upgrades
- 7300-7399 Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099 Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299 Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599 Revenue assumes Restricted Lottery based on 904.4 ADA @ \$48
- 8600-8799 Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule - Special Ed
- 2000-2999 Salaries based on schedule - Special Ed and Food Services
- 3000-3999 Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999 Assumes purchase of materials for Special Ed and Food Services based on 2018/19 Budget projections
- 5000-5999 Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Budget projections
- 6000-6999 Assumes no continued expenditures in this category
- 7100-7299/
- 7400-7499 SELPA Insurance Pool per 2018/2019 SCOE Budget projections
- 7300-7399 Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

**Great Valley Academy-Salida**  
**2018-2019 First Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED & RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	7,003,819	7,050,294	1,847,558	7,050,294
2) Federal Revenue	8100-8299	149,699	149,699	3,767	149,699
3) Other State Revenue	8300-8599	171,819	326,655	(3,528)	326,655
4) Other Local Revenue	8600-8799	621,296	621,296	219,032	621,296
<b>5) TOTAL REVENUES</b>		<b>7,946,633</b>	<b>8,147,944</b>	<b>2,066,829</b>	<b>8,147,944</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,748,607	2,710,601	715,851	2,710,601
2) Classified Salaries	2000-2999	1,512,811	1,463,082	401,641	1,463,082
3) Employee Benefits	3000-3999	1,310,482	1,292,781	290,031	1,292,781
4) Books and Supplies	4000-4999	488,950	612,119	146,134	612,119
5) Services & Other Operating Exp	5000-5999	1,203,345	1,221,810	162,272	1,221,810
6) Capital Outlay	6000-6999	200,200	200,200	104,742	200,200
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	415,993	415,993	119,480	415,993
	7400-7499	0	0	0	0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,880,388</b>	<b>7,916,586</b>	<b>1,940,151</b>	<b>7,916,586</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		66,245	231,358	126,678	231,358
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses					
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	0	0	0	0
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		66,245	231,358	126,678	231,358
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	4,029,953	4,029,953		4,029,953
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		4,029,953	4,029,953		4,029,953
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		4,029,953	4,029,953		4,029,953
2) Ending Balance, June 30 (E + F1e)		4,096,198	4,261,311		4,261,311

**Great Valley Academy-Salida**  
**2018-2019 First Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	109,681	109,681	0	109,681
2) Federal Revenue	8100-8299	149,699	149,699	3,767	149,699
3) Other State Revenue	8300-8599	38,304	46,294	(4,416)	46,294
4) Other Local Revenue	8600-8799	296,296	296,296	90,962	296,296
<b>5) TOTAL REVENUES</b>		<b>593,980</b>	<b>601,970</b>	<b>90,313</b>	<b>601,970</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	178,251	313,308	27,286	313,308
2) Classified Salaries	2000-2999	81,910	91,788	20,389	91,788
3) Employee Benefits	3000-3999	69,323	91,561	10,742	91,561
4) Books and Supplies	4000-4999	100,000	150,000	44,087	120,000
5) Services & Other Operating Exp	5000-5999	421,414	500,000	13,996	482,470
6) Capital Outlay	6000-6999	0	0	0	0
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	55,993 0	55,993 0	0 0	55,993 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>906,891</b>	<b>1,202,650</b>	<b>116,500</b>	<b>1,155,120</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>		<b>(312,911)</b>	<b>(600,680)</b>	<b>(26,187)</b>	<b>(553,150)</b>
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	378,726	600,680	26,187	553,150
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>378,726</b>	<b>600,680</b>	<b>26,187</b>	<b>553,150</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>65,815</b>	<b>0</b>	<b>(0)</b>	<b>0</b>
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	0	0		0
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		0	0		0
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		0	0		0
2) Ending Balance, June 30 (E + F1e)		65,815	0		0



**Great Valley Academy-Salida**  
**2018-2019 First Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	6,894,138	6,940,613	1,847,558	6,940,613
2) Federal Revenue	8100-8299	0	0	0	0
3) Other State Revenue	8300-8599	133,515	280,361	888	280,361
4) Other Local Revenue	8600-8799	325,000	325,000	128,070	325,000
<b>5) TOTAL REVENUES</b>		<b>7,352,653</b>	<b>7,545,974</b>	<b>1,976,516</b>	<b>7,545,974</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,570,356	2,397,293	688,565	2,397,293
2) Classified Salaries	2000-2999	1,430,901	1,371,294	381,252	1,371,294
3) Employee Benefits	3000-3999	1,241,159	1,201,220	279,289	1,201,220
4) Books and Supplies	4000-4999	388,950	462,119	102,047	492,119
5) Services & Other Operating Exp	5000-5999	781,931	721,810	148,276	739,340
6) Capital Outlay	6000-6999	200,200	200,200	104,742	200,200
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	360,000 0	360,000 0	119,480 0	360,000 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>6,973,497</b>	<b>6,713,936</b>	<b>1,823,651</b>	<b>6,761,466</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>		379,156	832,038	152,865	784,508
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	(378,726)	(600,680)	(26,187)	(553,150)
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(378,726)</b>	<b>(600,680)</b>	<b>(26,187)</b>	<b>(553,150)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		430	231,358	126,678	231,358
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	4,029,953	4,029,953		4,029,953
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		4,029,953	4,029,953		4,029,953
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		4,029,953	4,029,953		4,029,953
2) Ending Balance, June 30 (E + F1e)		4,030,383	4,261,311		4,261,311

## FISCAL YEAR 2018-2019

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## GENERAL FUND FINANCIAL PROJECTIONS

Great Valley AcademySalida

		FISCAL YEAR 2018-19				FISCAL YEAR 2019-2020				FISCAL YEAR 2020-2021			
		SOURCE FOR PROJECTION				SOURCE FOR PROJECTION				SOURCE FOR PROJECTION			
Description	Account Codes	Projection Factors	Unrestr. 18-19 1st Yr. Proj.	Restr 18-19 1st Yr. Proj.	Total 18-19 1st Yr. Proj.	Projection Factors	Unrestr. 19-20 2nd Yr. Proj.	Restr 19-20 2nd Yr. Proj.	Total 19-20 2nd Yr. Proj.	Projection Factors	Unrestr. 20-21 3rd Yr. Proj.	Restr 20-21 3rd Yr. Proj.	Total 20-21 3rd Yr. Proj.
Fund Balance-July 1 Estimated			\$4,029,953	\$0	\$4,029,953		\$4,261,311	\$0	\$4,261,311		\$4,529,925	(\$0)	\$4,529,925
Unaudited Actual Adjustments			\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
July 1 Unaudited	9791		\$4,029,953	\$0	\$4,029,953		\$4,261,311	\$0	\$4,261,311		\$4,529,925	(\$0)	\$4,529,925
Audit Adjustments	9793		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Adjustment for Restatements	9795		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Net Beginning Balance			\$4,029,953	\$0	\$4,029,953		\$4,261,311	\$0	\$4,261,311		\$4,529,925	(\$0)	\$4,529,925
Revenue Limit Sources	8010-8099	see notes	\$6,940,613	\$109,681	\$7,050,294	see notes	\$7,345,799	\$112,971	\$7,458,770	see notes	\$7,530,728	\$116,262	\$7,646,990
Federal Revenues	8100-8299	see notes	\$0	\$149,699	\$149,699	see notes	\$0	\$152,390	\$152,390	see notes	\$0	\$155,081	\$155,081
Other State Revenues	8300-8599	see notes	\$280,361	\$46,294	\$326,655	see notes	\$134,295	\$43,718	\$178,013	see notes	\$138,150	\$44,858	\$183,008
Other Local Revenues	8600-8799	see notes	\$325,000	\$296,296	\$621,296	see notes	\$325,000	\$305,185	\$630,185	see notes	\$336,700	\$314,074	\$650,774
Total Operating Revenues			\$7,545,974	\$601,970	\$8,147,944		\$7,805,094	\$614,264	\$8,419,358		\$8,005,578	\$630,275	\$8,635,853
Certificated Salaries	1000-1999	see notes	\$2,397,293	\$313,308	\$2,710,601	see notes	\$2,493,185	\$325,840	\$2,819,025	see notes	\$2,592,912	\$338,874	\$2,931,786
Classified Salaries	2000-2999	see notes	\$1,371,294	\$91,788	\$1,463,082	see notes	\$1,426,145	\$95,460	\$1,521,605	see notes	\$1,483,192	\$99,278	\$1,582,470
Employee Benefits	3000-3999	see notes	\$1,201,220	\$91,561	\$1,292,781	see notes	\$1,308,449	\$96,139	\$1,404,588	see notes	\$1,356,059	\$100,946	\$1,457,005
Books and Supplies	4000-4999	see notes	\$462,119	\$150,000	\$612,119	see notes	\$340,950	\$154,500	\$495,450	see notes	\$336,315	\$159,135	\$495,450
Services, Other Operating	5000-5999	see notes	\$721,810	\$500,000	\$1,221,810	see notes	\$730,783	\$515,000	\$1,245,783	see notes	\$745,103	\$530,450	\$1,275,553
Capital Outlay	6000-6999	see notes	\$200,200	\$0	\$200,200	see notes	\$185,500	\$0	\$185,500	see notes	\$95,500	\$0	\$95,500
Other Outgo	7100-7299 7400-7499	see notes	\$360,000	\$55,993	\$415,993	see notes	\$420,000	\$58,793	\$478,793	see notes	\$480,000	\$61,592	\$541,592
Direct Support/Indirect Costs	7300-7399		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Total Operating Expenditures			\$6,713,936	\$1,202,650	\$7,916,586		\$6,905,012	\$1,245,732	\$8,150,744		\$7,089,081	\$1,290,275	\$8,379,356
Operating Excess (Deficit)			\$832,038	(\$600,680)	\$231,358		\$900,082	(\$631,468)	\$268,614		\$916,497	(\$660,000)	\$256,497
Transfers In	8910-8929		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Transfers Out	7600-7629		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Sources	8930-8979		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Uses	7630-7699		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Long Term Liability	9660-9669		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Contrib. to Restricted Program	8980-8999		(\$600,680)	\$600,680	\$0		(\$631,468)	\$631,468	\$0		(\$660,000)	\$660,000	\$0
Net Increase (Decrease) to Fund Balance			\$231,358	\$0	\$231,358		\$268,614	(\$0)	\$268,614		\$256,497	\$0	\$256,497
Ending Fund Balance			\$4,261,311	\$0	\$4,261,311		\$4,529,925	(\$0)	\$4,529,925		\$4,786,422	(\$0)	\$4,786,422
Recommended Reserve (Unr)	3.00%		\$226,379				\$234,153				\$240,167		
Reserve .....			\$4,261,311				\$4,529,925				\$4,786,422		
Reserve %			53.83%				55.58%				57.12%		

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2018-2019**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099** LCFF revenue is based on 827.45 ADA and 29.67% unduplicated count (includes Charter in lieu tax
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 798 ADA @ \$516
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2017/18 experience with growth

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule including new teachers for student growth
- 2000-2999** Salaries based on schedule including new staff for student growth
- 3000-3999** Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999** Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999** Assumes expenses based on 2017/18 experience with increase
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 798 ADA @ \$51
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed
- 2000-2999** Salaries based on schedule - Special Ed and Food services
- 3000-3999** Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified
- 4000-4999** Assumes purchase of materials for Special Ed and Food Services based on 2017/18 experience
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Bu
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance pool per 2018/19 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

## **GREAT VALLEY ACADEMY:**

### **Budget Assumptions for MYP**

**2019-2020**

#### **UNRESTRICTED**

##### **REVENUES:**

- 8010-8099** LCFF revenue is based on 851.2 ADA and 31.51% unduplicated count (includes Charter in lieu tax a
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 827.45 ADA @ \$146
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget

##### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule
- 2000-2999** Salaries based on schedule
- 3000-3999** Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999** Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999** Assumes expenses based on 2018/19 budget
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

##### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

#### **RESTRICTED**

##### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 827.45 ADA @ \$48
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

##### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed
- 2000-2999** Salaries based on schedule - Special Ed and Food services
- 3000-3999** Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified
- 4000-4999** Assumes purchase of materials for Special Ed and Food Services based on 2018/19 budget projecti
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Bu
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance pool per 2018/19 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

##### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

## **GREAT VALLEY ACADEMY:**

### **Budget Assumptions for MYP**

**2020-2021**

#### **UNRESTRICTED**

##### **REVENUES:**

- 8010-8099** LCFF revenue is based on 851.2 ADA and 30.75% unduplicated count (includes Charter in lieu tax a
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 851.2 ADA @ \$146
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget with growth

##### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule
- 2000-2999** Salaries based on schedule
- 3000-3999** Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999** Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999** Assumes expenses based on 2018/19 budget projection
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

##### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

#### **RESTRICTED**

##### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 851.2 ADA @ \$48
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

##### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed
- 2000-2999** Salaries based on schedule - Special Ed and Food services
- 3000-3999** Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified
- 4000-4999** Assumes purchase of materials for Special Ed and Food Services based on 2018/19 budget projecti
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Bu
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance pool per 2018/19 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

##### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments



# STONE BROS. MANAGEMENT INC.

## OFFICE BUILDING LEASE

This is a Lease between Tully Manor Investments LLC, a California limited liability company ("Landlord"), and Great Valley Academy ("Tenant") and is dated December 1, 2018

### 1. LEASE OF PREMISES.

In consideration of the Rent (as defined at Section 5.4) and the provisions of this Lease, Landlord leases to Tenant and Tenant leases from Landlord the Premises shown by the floor plan attached hereto as Exhibit "A", and further described at Section 2I. The Premises are located within the Building and Project described in Section 2m. Tenant shall have the non-exclusive right (unless otherwise provided herein) in common with Landlord, other tenants, subtenants and invitees, to use of the Common Areas (as defined at Section 2e).

### 2. DEFINITIONS

As used in this Lease, the following terms shall have the following meanings:

a. **Base Rent (initial):** \$1.55 psf: \$1,297.35 per month; \$15,568.20 per year.

b. **Base Year:** The calendar year of 2018.

c. **Broker(s):**

Landlord's: Stone Bros. Management Inc.

Tenant's: \_\_\_\_\_

In the event that Stone Bros. Management Inc. represents both Landlord and Tenant, Landlord and Tenant hereby confirm that they were timely advised of the dual representation and that they consent to the same, and that they do not expect said broker to disclose to either of them the confidential information of the other party.

d. **Commencement Date:** TBD subject to Tenant's taking possession of premises.

e. **Common Areas:** The building lobbies, common corridors and hallways, restrooms, garage and parking areas, stairways, elevators and other generally understood public or common areas. Landlord shall have the right to regulate or restrict the use of the Common Areas.

f. **Expense Stop:** (fill in if applicable): \$N/A.

g. **Expiration Date:** 8/31/2020, unless otherwise sooner terminated in accordance with the provisions of this Lease.

h. ~~**Index (Section 5.2):** United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers, N/A Average, Subgroup "All Items" (1967 = 100).~~

i. **Landlord's Mailing Address:** Stone Bros. Management, Inc. 5250 Claremont Avenue, Stockton, CA 95207

**Tenant's Mailing Address:** Great Valley Academy, 3200 Tully Road, Modesto, CA 95350

j. **Monthly Installments of Base Rent (initial):** \$1,297.35 per month.

k. **Parking:** Tenant shall be permitted to park cars on a non-exclusive basis in the area(s) designated by Landlord for parking. Tenant shall abide by any and all parking regulations and rules established from time to time by Landlord or Landlord's parking operator. ***Parking shall be restricted to the staff and participants of this GVA office. GVA agrees to provide designated parking placards with issuance limited to staff members and parents who are directly associated with this GVA office. The placards are to be prominently displayed in vehicles. GVA Staff shall monitor all related parking activity and shall enforce the placard requirement.***

l. **Premises:** That portion of the Building containing approximately 837 square feet of Rentable Area, shown by diagonal lines on Exhibit "A," located on the 1st floor of the Building and known as Suite A-4.

m. **Project:** The building of which the Premises are a part (the "Building") and any other buildings or improvements on the real property (the "Property") located at 1209 Woodrow and further described at Exhibit "B." The Project is known as Tully Manor Office Park.

n. **Rentable Area:** As to both the Premises and the Project, the respective measurements of floor area as may from time to time be subject to lease by Tenant and all tenants of the Project, respectively, as determined by Landlord and applied on a consistent basis throughout the Project.

o. **Security Deposit (Section 7):** \$2,594.70

p. **State:** The State of California.

q. **Tenant's First Adjustment Date (Section 5.2):** The first day of the calendar month following the Rent Commencement Date plus 12 months.

r. **Tenant's Use Clause (Article 8):** General office use, file storage, and or home school program administration, including but not limited to periodic student testing and parent-teacher meetings.

  
Initials

Initials



- s. **Term:** The period commencing on the Commencement Date and expiring at midnight on the Expiration Date.

### 3. EXHIBITS AND ADDENDA.

The exhibits and addenda listed below (unless lined out) are incorporated by reference in this Lease:

- a. Exhibit "A"- Floor Plan showing the Premises.
- b. Exhibit "B"- Site Plan of the Project.
- c. Exhibit "C" – Tenant Improvement drawing

### 4. DELIVERY OF POSSESSION.

Tenant shall take the premises on **December 3, 2018**. If for any reason Landlord does not deliver possession of the Premises to Tenant on the Commencement Date, Landlord shall not be subject to any liability for such failure, the Expiration Date shall not change and the validity of this Lease shall not be impaired, but Rent shall be abated until delivery of possession. If Landlord permits Tenant to enter into possession of the Premises before the Commencement Date, such possession shall be subject to the provisions of this Lease, including, without limitation, the payment of Rent.

### 5. RENT.

5.1. **Payment of Base Rent.** Tenant agrees to pay the Base Rent for the Premises. Monthly Installments of Base Rent shall be payable in advance on the first day of each calendar month of the Term. If the Term begins (or ends) on other than the first (or last) day of a calendar month, the Base Rent for the partial month shall be prorated on a per diem basis. Tenant shall pay Landlord the first Monthly Installment of Base Rent when Tenant executes the Lease.

5.2. **Adjusted Base Rent. – 3%**

- a. The Base Rent (and the corresponding Monthly Installments of Base Rent) set forth at Section 2a shall be adjusted annually (the "Adjustment Date"), commencing on Tenant's First Adjustment Date.

5.3. **Definition of Rent.** All costs and expenses which Tenant assumes or agrees to pay to Landlord under this Lease shall be deemed additional rent (which, together with the Base Rent is sometimes referred to as the "Rent"). The Rent shall be paid to the Building Manager (or other person) and at such place, as Landlord may from time to time designate in writing, without any prior demand therefor and without deduction or offset, in lawful money of the United States of America.

5.4. **Rent Control.** If the amount of Rent or any other payment due under this Lease violates the terms of any governmental restrictions on such Rent or payment, then the Rent or payment due during the period of such restrictions shall be the maximum amount allowable under those restrictions. Upon termination of the restrictions, Landlord shall, to the extent it is legally permitted, recover from Tenant the difference between the amounts received during the period of the restrictions and the amounts Landlord would have received had there been no restrictions.

### 6. INTEREST AND LATE CHARGES.

If Tenant fails to pay when due any Rent or other amounts or charges which Tenant is obligated to pay under the terms of this Lease, the unpaid amounts shall bear interest at the maximum rate then allowed by law. Tenant acknowledges that the late payment of any Monthly Installment of Base Rent will cause Landlord to lose the use of that money and incur costs and expenses not contemplated under this Lease, including without limitation, administrative and collection costs and processing and accounting expenses, the exact amount of which is extremely difficult to ascertain. Therefore, in addition to interest, if any such installment is not received by Landlord within five (5) days from the date it is due, Tenant shall pay Landlord a late charge equal to ten percent (10%) of such installment. Landlord and Tenant agree that this late charge represents a reasonable estimate of such costs and expenses and is fair compensation to Landlord for the loss suffered from such nonpayment by Tenant. Acceptance of any interest or late charge shall not constitute a waiver of Tenant's default with respect to such nonpayment by Tenant nor prevent Landlord from exercising any other rights or remedies available to Landlord under this Lease.

### 7. SECURITY DEPOSIT.

Tenant agrees to deposit with Landlord the Security Deposit set forth at Section 2 upon execution of this Lease, as security for Tenant's faithful performance of its obligations under this Lease. Landlord and Tenant agree that the Security Deposit may be commingled with funds of Landlord and Landlord shall have no obligation or liability for payment of interest on such deposit. Tenant shall not mortgage, assign, transfer or encumber the Security Deposit without the prior written consent of Landlord and any attempt by Tenant to do so shall be void, without force or effect and shall not be binding upon Landlord.

If Tenant fails to pay any Rent or other amount when due and payable under this Lease, or fails to perform any of the terms hereof, Landlord may appropriate and apply or use all or any portion of the Security Deposit for Rent payments or any other amount then due and unpaid, for payment of any amount for which Landlord has become obligated as a result of Tenant's default or breach, and for any loss or damage sustained by Landlord as a result of Tenant's default or breach, and Landlord may so apply or use this deposit without prejudice to any other remedy Landlord may have by reason of Tenant's default or breach. If Landlord so uses any of the Security Deposit, Tenant shall, within ten (10) days after written demand therefor, restore the Security Deposit to the full amount originally deposited; Tenant's failure to do so shall constitute an act of default hereunder and Landlord shall have the right to exercise any remedy provided for at Article 27 hereof. Within fifteen (15) days after the Term (or any extension thereof) has expired or Tenant has vacated the Premises, whichever shall last occur, and provided Tenant is not then in default on any of its obligations hereunder, Landlord shall return the Security Deposit to Tenant, or, if Tenant has assigned its interest under this Lease, to the last assignee of Tenant. If Landlord sells its interest in the Premises, Landlord may deliver this deposit to the purchaser of Landlord's interest and thereupon be relieved of any further liability or obligation with respect to the Security Deposit.

### 8. TENANT'S USE OF THE PREMISES.

Tenant shall use the Premises solely for the purposes set forth in Tenant's Use Clause. Tenant shall not use or occupy the Premises in violation of law or any covenant, condition or restriction affecting the Building or Project or the certificate of occupancy issued for the Building or Project, and shall, upon notice from Landlord, immediately discontinue any use of the Premises which



is declared by any governmental authority having jurisdiction to be a violation of law or the certificate of occupancy. Tenant, at Tenant's own cost and expense, shall comply with all laws, ordinances, regulations, rules and/or any directions of any governmental agencies or authorities having jurisdiction which shall, by reason of the nature of Tenant's use or occupancy of the Premises, impose any duty upon Tenant or Landlord with respect to the Premises or its use or occupation. A judgment of any court of competent jurisdiction or the admission by Tenant in any action or proceeding against Tenant that Tenant has violated any such laws, ordinances, regulations, rules and/or directions in the use of the Premises shall be deemed to be a conclusive determination of that fact as between Landlord and Tenant. Tenant shall not do or permit to be done anything which will invalidate or increase the cost of any fire, extended coverage or other insurance policy covering the Building or Project and/or property located therein, and shall comply with all rules, orders, regulations, requirements and recommendations of the Insurance Services Office or any other organization performing a similar function. Tenant shall promptly upon demand reimburse Landlord for any additional premium charged for such policy by reason of Tenant's failure to comply with the provisions of this Article. Tenant shall not do or permit anything to be done in or about the Premises which will in any way obstruct or interfere with the rights of other tenants or occupants of the Building or Project, or injure or annoy them, or use or allow the Premises to be used for any improper, immoral, unlawful or objectionable purpose, nor shall Tenant cause, maintain or permit any nuisance in, on or about the Premises. Tenant shall not commit or suffer to be committed any waste in or upon the Premises.

## 9. SERVICES AND UTILITIES.

Provided that Tenant is not in default hereunder, Landlord agrees to furnish to the Premises during generally recognized business days, and during hours determined by Landlord in its sole discretion, and subject to the Rules and Regulations of the Building or Project, electricity for normal desk top office equipment and normal copying equipment, and heating, ventilation and air conditioning ("HVAC") as required in Landlord's judgment for the comfortable use and occupancy of the Premises. If Tenant desires HVAC at any other time, Landlord shall use reasonable efforts to furnish such service upon reasonable notice from Tenant and Tenant shall pay Landlord's charges therefor on demand. Landlord shall also maintain and keep lighted the common stairs, common entries and restrooms in the Building. Landlord shall not be in default hereunder or be liable for any damages directly or indirectly resulting from, nor shall the Rent be abated by reason of (i) the installation, use or interruption of use of any equipment in connection with the furnishing of any of the foregoing services, (ii) failure to furnish or delay in furnishing any such services where such failure or delay is caused by accident or any condition or event beyond the reasonable control of Landlord, or by the making of necessary repairs or improvements to the Premises, Building or Project, or (iii) the limitation, curtailment or rationing of, or restrictions on, use of water, electricity, gas or any other form of energy serving the Premises, Building or Project. Landlord shall not be liable under any circumstances for a loss of or injury to property or business, however occurring, through or in connection with or incidental to failure to furnish any such services. If Tenant uses heat generating machines or equipment in the Premises which affect the temperature otherwise maintained by the HVAC system, Landlord reserves the right to install supplementary air conditioning units in the Premises and the cost thereof, including the cost of installation, operation and maintenance thereof, shall be paid by Tenant to Landlord upon demand by Landlord.

Tenant shall not, without the written consent of Landlord, use any apparatus or device in the Premises, including without limitation, electronic data processing machines, punch card machines or machines using in excess of 120 volts, which consumes more electricity than is usually furnished or supplied for the use of premises as general office space, as determined by Landlord. Tenant shall not connect any apparatus with electric current except through existing electrical outlets in the Premises. Tenant shall not consume water or electric current in excess of that usually furnished or supplied for the use of premises as general office space (as determined by Landlord), without first procuring the written consent of Landlord, which Landlord may refuse, and in the event of consent, Landlord may have installed a water meter or electrical current meter in the Premises to measure the amount of water or electric current consumed. The cost of any such meter and of its installation, maintenance and repair shall be paid for by the Tenant and Tenant agrees to pay to Landlord promptly upon demand for all such water and electric current consumed as shown by said meters, at the rates charged for such services by the local public utility plus any additional expense incurred in keeping account of the water and electric current so consumed. If a separate meter is not installed, the excess cost for such water and electric current shall be established by an estimate made by a utility company or electrical engineer hired by Landlord at Tenant's expense.

Nothing contained in this Article shall restrict Landlord's right to require at any time separate metering of utilities furnished to the Premises. In the event utilities are separately metered, Tenant shall pay promptly upon demand for all utilities consumed at utility rates charged by the local public utility plus any additional expense incurred by Landlord in keeping account of the utilities so consumed. Tenant shall be responsible for the maintenance and repair of any such meters at its sole cost.

Landlord shall furnish elevator service, lighting replacement for building standard lights, restroom supplies, window washing and janitor services in a manner that such services are customarily furnished to comparable office buildings in the area.

## 10. CONDITION OF THE PREMISES.

Tenant's taking possession of the Premises shall be deemed conclusive evidence that as of the date of taking possession the Premises are in good order and satisfactory condition, except for such matters as to which Tenant gave Landlord notice on or before the Commencement Date. No promise of Landlord to alter, remodel, repair or improve the Premises, the Building or the Project and no representation, express or implied, respecting any matter or thing relating to the Premises, Building, Project or this Lease (including, without limitation, the condition of the Premises, the Building or the Project) have been made to Tenant by Landlord or its Broker or Sales Agent, other than as may be contained herein or in a separate exhibit or addendum signed by Landlord and Tenant.

## 11. CONSTRUCTION, REPAIRS AND MAINTENANCE.

- a. **Landlord's Obligations.** Landlord shall maintain in good order, condition and repair the Building and all other portions of the Premises not the obligation of Tenant or of any other tenant in the Building.

**See Exhibit "C" – Prior to Moving in, Landlord will complete the following work. Tenant agrees to pay 50% of the tenant improvement costs at time of possession, not to exceed \$2,000. Any changes in scope to the below or modifications will be in writing and a change order will be created, prior to the work being completed.**

- **Paint – to match current space C-1.**
- **Keyed lock – on the door of the smaller office**
- **Larger office:**



- Countertop installed on the back and right walls – full length (same style as the one installed in C-1/current sink area. Same height and depth. Does not need backsplash. It needs to have holes to access the electrical outlets below.
- Shelves below the countertop of the longer wall – 2 shelves – full length and counter deep.
- Open area below the countertop on the shorter right-hand wall – will be used for storage of chairs and other large items.
- Shelving above the countertops – adjustable shelving to the ceiling – shelves approx. 12 in deep
  - This could be the metal rail and bracket systems or built-in like in curriculum room above countertop currently in C-1. (darker wood color if rail system)

b. **Tenant's Obligations.**

(2) Tenant at Tenant's sole expense shall, except for services furnished by Landlord pursuant to Article 9 hereof, maintain the Premises in good order, condition and repair, including the interior surfaces of the ceilings, walls and floors, all doors, all interior windows, all plumbing, pipes and fixtures, electrical wiring, switches and fixtures, Building Standard furnishings and special items and equipment installed by or at the expense of Tenant.

(3) Tenant shall be responsible for all repairs and alterations in and to the Premises, Building and Project and the facilities and systems thereof, the need for which arises out of (i) Tenant's use or occupancy of the Premises, (ii) the installation, removal, use or operation of Tenant's Property (as defined in Article 13) in the Premises, (iii) the moving of Tenant's Property into or out of the Building, or (iv) the act, omission, misuse or negligence of Tenant, its agents, contractors, employees or invitees.

(4) If Tenant fails to maintain the Premises in good order, condition and repair, Landlord shall give Tenant notice to do such acts as are reasonably required to so maintain the Premises. If Tenant fails to promptly commence such work and diligently prosecute it to completion, then Landlord shall have the right to do such acts and expend such funds at the expense of Tenant as are reasonably required to perform such work. Any amount so expended by Landlord shall be paid by Tenant promptly after demand with interest at the prime commercial rate then being charged by Bank of America NT & SA plus two percent (2%) per annum, from the date of such work, but not to exceed the maximum rate then allowed by law. Landlord shall have no liability to Tenant for any damage, inconvenience, or interference with the use of the Premises by Tenant as a result of performing any such work.

c. **Compliance with Law.** Landlord and Tenant shall each do all acts required to comply with all applicable laws, ordinances, and rules of any public authority relating to their respective maintenance obligations as set forth herein.

d. **Waiver by Tenant.** Tenant expressly waives the benefits of any statute now or hereafter in effect which would otherwise afford the Tenant the right to make repairs at Landlord's expense or to terminate this Lease because of Landlord's failure to keep the Premises in good order, condition and repair.

e. **Load and Equipment Limits.** Tenant shall not place a load upon any floor of the Premises which exceeds the load per square foot which such floor was designed to carry, as determined by Landlord or Landlord's structural engineer. The cost of any such determination made by Landlord's structural engineer shall be paid for by Tenant upon demand. Tenant shall not install business machines or mechanical equipment which cause noise or vibration to such a degree as to be objectionable to Landlord or other Building tenants.

f. Except as otherwise expressly provided in this Lease, Landlord shall have no liability to Tenant nor shall Tenant's obligations under this Lease be reduced or abated in any manner whatsoever by reason of any inconvenience, annoyance, interruption or injury to business arising from Landlord's making any repairs or changes which Landlord is required or permitted by this Lease or by any other tenant's lease or required by law to make in or to any portion of the Project, Building or the Premises. Landlord shall nevertheless use reasonable efforts to minimize any interference with Tenant's business in the Premises.

g. Tenant shall give Landlord prompt notice of any damage to or defective condition in any part or appurtenance of the Building's mechanical, electrical, plumbing, HVAC or other systems serving, located in, or passing through the Premises.

h. Upon the expiration or earlier termination of this Lease, Tenant shall return the Premises to Landlord clean and in the same condition as on the date Tenant took possession, except for normal wear and tear. Any damage to the Premises, including any structural damage, resulting from Tenant's use or from the removal of Tenant's fixtures, furnishings and equipment pursuant to Section 13b shall be repaired by Tenant at Tenant's expense.

## 12. ALTERATIONS AND ADDITIONS.

a. Tenant shall not make any additions, alterations or improvements to the Premises without obtaining the prior written consent of Landlord. Landlord's consent may be conditioned on Tenant's removing any such additions, alterations or improvements upon the expiration of the Term and restoring the Premises to the same condition as on the date Tenant took possession. All work with respect to any addition, alteration or improvement shall be done in a good and workmanlike manner by properly qualified and licensed personnel approved by Landlord, and such work shall be diligently prosecuted to completion. Landlord may, at Landlord's option, require that any such work be performed by Landlord's contractor, in which case the cost of such work shall be paid for before commencement of the work. Tenant shall pay to Landlord upon completion of any such work by Landlord's contractor, an administrative fee of fifteen percent (15%) of the cost of the work.

b. Tenant shall pay the costs of any work done on the Premises pursuant to Section 12a, and shall keep the Premises, Building and Project free and clear of liens of any kind. Tenant shall indemnify, defend against and keep Landlord free and harmless from all liability, loss, damage, costs, attorneys' fees and any other expense incurred on account of claims by any person performing work or furnishing materials or supplies for Tenant or any person claiming under Tenant.

Tenant shall keep Tenant's leasehold interest, and any additions or improvements which are or become the property of Landlord under this Lease, free and clear of all attachment or judgment liens. Before the actual commencement of any work for which a claim or lien may be filed, Tenant shall give Landlord notice of the intended commencement date a sufficient time before that date to enable Landlord to post notices of non-responsibility or any other notices which Landlord deems necessary for the proper protection of Landlord's interest in the Premises, Building or the Project, and Landlord shall have the right to enter the Premises and post such notices at any reasonable time.

c. Landlord may require, at Landlord's sole option, that Tenant provide to Landlord, at Tenant's expense, a lien and completion bond in an amount equal to at least one and one-half (1½) times the total estimated cost of any additions, alterations or improvements to be made in or to the Premises, to protect Landlord against any liability for mechanic's and materialmen's liens



and to insure timely completion of the work. Nothing contained in this Section 12c shall relieve Tenant of its obligation under Section 12b to keep the Premises, Building and Project free of all liens.

d. Unless their removal is required by Landlord as provided in Section 12a, all additions, alterations and improvements made to the Premises shall become the property of Landlord and be surrendered with the Premises upon the expiration of the Term; provided, however, Tenant's equipment, machinery and trade fixtures which can be removed without damage to the Premises shall remain the property of Tenant and may be removed, subject to the provisions of Section 13b.

### 13. LEASEHOLD IMPROVEMENTS; TENANT'S PROPERTY.

a. All fixtures, equipment, improvements and appurtenances attached to or built into the Premises at the commencement of or during the Term, whether or not by or at the expense of Tenant ("Leasehold Improvements"), shall be and remain a part of the Premises, shall be the property of Landlord and shall not be removed by Tenant, except as expressly provided in Section 13b.

b. All movable partitions, business and trade fixtures, machinery and equipment, communications equipment and office equipment located in the Premises and acquired by or for the account of Tenant, without expense to Landlord, which can be removed without structural damage to the Building, and all furniture, furnishings and other articles of movable personal property owned by Tenant and located in the Premises (collectively "Tenant's Property") shall be and shall remain the property of Tenant and may be removed by Tenant at any time during the Term; provided that if any of Tenant's Property is removed, Tenant shall promptly repair any damage to the Premises or to the Building resulting from such removal.

### 14. RULES AND REGULATIONS.

Tenant agrees to comply with (and cause its agents, contractors, employees and invitees to comply with) the rules and regulations and with such reasonable modifications thereof and additions thereto as Landlord may from time to time make. Landlord shall not be responsible for any violation of said rules and regulations by other tenants or occupants of the Building or Project.

### 15. CERTAIN RIGHTS RESERVED BY LANDLORD.

Landlord reserves the following rights, exercisable without liability to Tenant for (a) damage or injury to property, person or business, (b) causing an actual or constructive eviction from the Premises, or (c) disturbing Tenant's use or possession of the Premises:

- a. To name the Building and Project and to change the name or street address of the Building or Project;
- b. To install and maintain all signs on the exterior and interior of the Building and Project;
- c. To have pass keys to the Premises and all doors within the Premises, excluding Tenant's vaults and safes;
- d. At any time during the Term, and on reasonable prior notice to Tenant, to inspect the Premises, and to show the Premises to any prospective purchaser or mortgagee of the Project, or to any assignee of any mortgage on the Project, or to others having an interest in the Project or Landlord, and during the last six months of the Term, to show the Premises to prospective tenants thereof; and
- e. To enter the Premises for the purpose of making inspections, repairs, alterations, additions or improvements to the Premises or the Building (including, without limitation, checking, calibrating, adjusting or balancing controls and other parts of the HVAC system), and to take all steps as may be necessary or desirable for the safety, protection, maintenance or preservation of the Premises or the Building or Landlord's interest therein, or as may be necessary or desirable for the operation or improvement of the Building or in order to comply with laws, orders or requirements of governmental or other authority. Landlord agrees to use its best efforts (except in an emergency) to minimize interference with Tenant's business in the Premises in the course of any such entry.

### 16. ASSIGNMENT AND SUBLETTING.

No assignment of this Lease or sublease of all or any part of the Premises shall be permitted, except as provided in this Article 16.

a. Tenant shall not, without the prior written consent of Landlord, assign or hypothecate this Lease or any interest herein or sublet the Premises or any part thereof, or permit the use of the Premises by any party other than Tenant. Any of the foregoing acts without such consent shall be void and shall, at the option of Landlord, terminate this Lease. This Lease shall not, nor shall any interest of Tenant herein, be assignable by operation of law without the written consent of Landlord.

b. If at any time or from time to time during the Term Tenant desires to assign this Lease or sublet all or any part of the Premises, Tenant shall give notice to Landlord setting forth the terms and provisions of the proposed assignment or sublease, and the identity of the proposed assignee or subtenant. Tenant shall promptly supply Landlord with such information concerning the business background and financial condition of such proposed assignee or subtenant as Landlord may reasonably request. Landlord shall have the option, exercisable by notice given to Tenant within twenty (20) days after Tenant's notice is given, either to sublet such space from Tenant at the rental and on the other terms set forth in this Lease for the term set forth in Tenant's notice, or, in the case of an assignment, to terminate this Lease. If Landlord does not exercise such option, Tenant may assign the Lease or sublet such space to such proposed assignee or subtenant on the following further conditions:

- (1) Landlord shall have the right to approve such proposed assignee or subtenant, which approval shall not be unreasonably withheld;
- (2) The assignment or sublease shall be on the same terms set forth in the notice given to Landlord;
- (3) No assignment or sublease shall be valid and no assignee or sublessee shall take possession of the Premises until an executed counterpart of such assignment or sublease has been delivered to Landlord;
- (4) No assignee or sublessee shall have a further right to assign or sublet except on the terms herein contained; and
- (5) Any sums or other economic consideration received by Tenant as a result of such assignment or subletting, however denominated under the assignment or sublease, which exceed, in the aggregate, (i) the total sums which Tenant is obligated to pay Landlord under this Lease (prorated to reflect obligations allocable to any portion of the Premises subleased),



plus (ii) any real estate brokerage commissions or fees payable in connection with such assignment or subletting, shall be paid to Landlord as additional rent under this Lease without affecting or reducing any other obligations of Tenant hereunder.

c. Notwithstanding the provisions of paragraphs a and b above, Tenant may assign this Lease or sublet the Premises or any portion thereof, without Landlord's consent and without extending any recapture or termination option to Landlord, to any corporation which controls, is controlled by or is under common control with Tenant, or to any corporation resulting from a merger or consolidation with Tenant, or to any person or entity which acquires all the assets of Tenant's business as a going concern, provided that (i) the assignee or sublessee assumes, in full, the obligations of Tenant under this Lease, (ii) Tenant remains fully liable under this Lease, and (iii) the use of the Premises under Article 8 remains unchanged.

d. No subletting or assignment shall release Tenant of Tenant's obligations under this Lease or alter the primary liability of Tenant to pay the Rent and to perform all other obligations to be performed by Tenant hereunder. The acceptance of Rent by Landlord from any other person shall not be deemed to be a waiver by Landlord of any provision hereof. Consent to one assignment or subletting shall not be deemed consent to any subsequent assignment or subletting. In the event of default by an assignee or subtenant of Tenant or any successor of Tenant in the performance of any of the terms hereof, Landlord may proceed directly against Tenant without the necessity of exhausting remedies against such assignee, subtenant or successor. Landlord may consent to subsequent assignments of the Lease or sublettings or amendments or modifications to the Lease with assignees of Tenant, without notifying Tenant, or any successor of Tenant, and without obtaining its or their consent thereto and any such actions shall not relieve Tenant of liability under this Lease.

e. If Tenant assigns the Lease or sublets the Premises or requests the consent of Landlord to any assignment or subletting or if Tenant requests the consent of Landlord for any act that Tenant proposes to do, then Tenant shall, upon demand, pay Landlord an administrative fee of One Hundred Fifty and No/100ths Dollars (\$150.00) plus any attorneys' fees reasonably incurred by Landlord in connection with such act or request.

## 17. HOLDING OVER.

If after expiration of the Term, Tenant remains in possession of the Premises with Landlord's permission (express or implied), Tenant shall become a tenant from month to month only, upon all the provisions of this Lease (except as to term and Base Rent), but the "Monthly Installments of Base Rent" payable by Tenant shall be increased to one hundred fifty percent (150%) of the Monthly Installments of Base Rent payable by Tenant at the expiration of the Term. Such monthly rent shall be payable in advance on or before the first day of each month. If either party desires to terminate such month-to-month tenancy, it shall give the other party not less than thirty (30) days advance written notice of the date of termination.

## 18. SURRENDER OF PREMISES.

a. Tenant shall peaceably surrender the Premises to Landlord on the Expiration Date, in broom-clean condition and in as good condition as when Tenant took possession, except for (i) reasonable wear and tear, (ii) loss by fire or other casualty, and (iii) loss by condemnation. Tenant shall, on Landlord's request, remove Tenant's Property on or before the Expiration Date and promptly repair all damage to the Premises or Building caused by such removal.

b. If Tenant abandons or surrenders the Premises, or is dispossessed by process of law or otherwise, any of Tenant's Property left on the Premises shall be deemed to be abandoned, and, at Landlord's option, title shall pass to Landlord under this Lease as by a bill of sale. If Landlord elects to remove all or any part of such Tenant's Property, the cost of removal, including repairing any damage to the Premises or Building caused by such removal, shall be paid by Tenant. On the Expiration Date Tenant shall surrender all keys to the Premises.

## 19. DESTRUCTION OR DAMAGE.

a. If the Premises or the portion of the Building necessary for Tenant's occupancy is damaged by fire, earthquake, act of God, the elements of other casualty, Landlord shall, subject to the provisions of this Article, promptly repair the damage, if such repairs can, in Landlord's opinion, be completed within (90) ninety days. If Landlord determines that repairs can be completed within ninety (90) days, this Lease shall remain in full force and effect, except that if such damage is not the result of the negligence or willful misconduct of Tenant or Tenant's agents, employees, contractors, licensees or invitees, the Base Rent shall be abated to the extent Tenant's use of the Premises is impaired, commencing with the date of damage and continuing until completion of the repairs required of Landlord under Section 19d.

b. If in Landlord's opinion, such repairs to the Premises or portion of the Building necessary for Tenant's occupancy cannot be completed within ninety (90) days, Landlord may elect, upon notice to Tenant given within thirty (30) days after the date of such fire or other casualty, to repair such damage, in which event this Lease shall continue in full force and effect, but the Base Rent shall be partially abated as provided in Section 19a. If Landlord does not so elect to make such repairs, this Lease shall terminate as of the date of such fire or other casualty.

c. If any other portion of the Building or Project is totally destroyed or damaged to the extent that in Landlord's opinion repair thereof cannot be completed within ninety (90) days, Landlord may elect upon notice to Tenant given within thirty (30) days after the date of such fire or other casualty, to repair such damage, in which event this Lease shall continue in full force and effect, but the Base Rent shall be partially abated as provided in Section 19a. If Landlord does not elect to make such repairs, this Lease shall terminate as of the date of such fire or other casualty.

d. If the Premises are to be repaired under this Article, Landlord shall repair at its cost any injury or damage to the Building and Building Standard Work in the Premises. Tenant shall be responsible at its sole cost and expense for the repair, restoration and replacement of any other Leasehold Improvements and Tenant's Property. Landlord shall not be liable for any loss of business, inconvenience or annoyance arising from any repair or restoration of any portion of the Premises, Building or Project as a result of any damage from fire or other casualty.

e. This Lease shall be considered an express agreement governing any case of damage to or destruction of the Premises, Building or Project by fire or other casualty, and any present or future law which purports to govern the rights of Landlord and Tenant in such circumstances in the absence of express agreement, shall have no application.

## 20. EMINENT DOMAIN.

a. If the whole of the Building or Premises is lawfully taken by condemnation or in any other manner for any public or quasi-public purpose, this Lease shall terminate as of the date of such taking, and Rent shall be prorated to such date. If less than the whole of the Building or Premises is so taken, this Lease shall be unaffected by such taking, provided that (i) Tenant shall



have the right to terminate this Lease by notice to Landlord given within ninety (90) days after the date of such taking if twenty percent (20%) or more of the Premises is taken and the remaining area of the Premises is not reasonably sufficient for Tenant to continue operation of its business, and (ii) Landlord shall have the right to terminate this Lease by notice to Tenant given within ninety (90) days after the date of such taking. If either Landlord or Tenant so elects to terminate this Lease, the Lease shall terminate on the thirtieth (30th) day after either such notice. The Rent shall be prorated to the date of termination. If this Lease continues in force upon such partial taking, the Base Rent and Tenant's Proportionate Share shall be equitably adjusted according to the remaining Rentable Area of the Premises and Project.

b. In the event of any taking, partial or whole, all of the proceeds of any award, judgment or settlement payable by the condemning authority shall be the exclusive property of Landlord, and Tenant hereby assigns to Landlord all of its right, title and interest in any award, judgment or settlement from the condemning authority. Tenant, however, shall have the right, to the extent that Landlord's award is not reduced or prejudiced, to claim from the condemning authority (but not from Landlord) such compensation as may be recoverable by Tenant in its own right for relocation expenses and damage to Tenant's personal property.

c. In the event of a partial taking of the Premises which does not result in a termination of this Lease, Landlord shall restore the remaining portion of the Premises as nearly as practicable to its condition prior to the condemnation or taking, but only to the extent of Building Standard Work. Tenant shall be responsible at its sole cost and expense for the repair, restoration and replacement of any other Leasehold Improvements and Tenant's Property.

## 21. INDEMNIFICATION.

a. Tenant shall indemnify and hold Landlord harmless against and from liability and claims of any kind for loss or damage to property of Tenant or any other person, or for any injury to or death of any person, arising out of: (1) Tenant's use and occupancy of the Premises, or any work, activity or other things allowed or suffered by Tenant to be done in, on or about the Premises; (2) any breach or default by Tenant of any of Tenant's obligations under this Lease; or (3) any negligent or otherwise tortious act or omission of Tenant, its agents, employees, invitees or contractors. Tenant shall at Tenant's expense, and by counsel satisfactory to Landlord, defend Landlord in any action or proceeding arising from any such claim and shall indemnify Landlord against all costs, attorneys' fees, expert witness fees and any other expenses incurred in such action or proceeding. As a material part of the consideration for Landlord's execution of this Lease, Tenant hereby assumes all risk of damage or injury to any person or property in, on or about the Premises from any cause, unless such damage or injury is due to Landlord's negligence, misconduct, or failure to maintain the Premises, Building, or Project as required per the terms of the Lease.

b. Landlord shall not be liable for injury or damage which may be sustained by the person or property of Tenant, its employees, invitees or customers, or any other person in or about the Premises, caused by or resulting from fire, steam, electricity, gas, water or rain which may leak or flow from or into any part of the Premises, or from the breakage, leakage, obstruction or other defects of pipes, sprinklers, wires, appliances, plumbing, air conditioning or lighting fixtures, whether such damage or injury results from conditions arising upon the Premises or upon other portions of the Building or Project or from other sources, except when such injury or damage is caused or increased due to Landlord's negligence or failure to maintain the Premises, Building, Project. Landlord shall not be liable for any damages arising from any act or omission of any other tenant of the Building, or Project as required per the terms of the Lease.

## 22. TENANT'S INSURANCE.

a. As long as their respective insurers so permit, the insurance required to be carried by Tenant hereunder shall be issued by responsible insurance companies acceptable to Landlord and Landlord's lender and qualified to do business in the State. Each policy shall name Landlord, and at Landlord's request any mortgagee of Landlord, as an additional insured, as their respective interests may appear. Each policy shall contain (i) a cross-liability endorsement, (ii) a provision that such policy and the coverage evidenced thereby shall be primary and non-contributing with respect to any policies carried by Landlord and that any coverage carried by Landlord shall be excess insurance, and (iii) a waiver by the insurer of any right of subrogation against Landlord, its agents, employees and representatives, which arises or might arise by reason of any payment under such policy or by reason of any act or omission of Landlord, its agents, employees or representatives. A copy of each paid up policy (authenticated by the insurer) or certificate of the insurer evidencing the existence and amount of each insurance policy required hereunder shall be delivered to Landlord before the date Tenant is first given the right of possession of the Premises, and thereafter within thirty (30) days after any demand by Landlord therefor. Landlord may, at anytime and from time to time, inspect and/or copy any insurance policies required to be maintained by Tenant hereunder. No such policy shall be cancelable except after twenty (20) days written notice to Landlord and Landlord's lender. Tenant shall furnish Landlord with renewals or "binders" of any such policy at least ten (10) days prior to the expiration thereof. Tenant agrees that if Tenant does not take out and maintain such insurance, Landlord may (but shall not be required to) procure said insurance on Tenant's behalf and charge the Tenant the premiums together with a twenty-five percent (25%) handling charge, payable upon demand. Tenant shall have the right to provide such insurance coverage pursuant to blanket policies obtained by the Tenant, provided such blanket policies expressly afford coverage to the Premises, Landlord, Landlord's mortgagee and Tenant as required by this Lease.

b. Beginning on the date Tenant is given access to the Premises for any purpose and continuing until expiration of the Term, Tenant shall procure, pay for and maintain in effect policies of casualty insurance covering (i) all Leasehold Improvements (including any alterations, additions or improvements as may be made by Tenant pursuant to the provisions of Article 12 hereof), and (ii) trade fixtures, merchandise and other personal property from time to time in, on or about the Premises, in an amount not less than one hundred percent (100%) of their actual replacement cost from time to time, providing protection against any peril included within the classification "Fire and Extended Coverage" together with insurance against sprinkler damage, vandalism and malicious mischief. The proceeds of such insurance shall be used for the repair or replacement of the property so insured. Upon termination of this Lease following a casualty as set forth herein, the proceeds under (i) shall be paid to Landlord, and the proceeds under (ii) above shall be paid to Tenant.

c. Beginning on the date Tenant is given access to the Premises for any purpose and continuing until expiration of the Term, Tenant shall procure, pay for and maintain in effect workers' compensation insurance as required by law and comprehensive public liability and property damage insurance with respect to the construction of improvements on the Premises, the use, operation or condition of the Premises and the operations of Tenant in, on or about the Premises, providing personal injury and broad form property damage coverage for not less than One Million Dollars (\$1,000,000.00) combined single limit for bodily injury, death and property damage liability.

d. Not less than every three (3) years during the Term, Landlord and Tenant shall mutually agree to increases in all of Tenant's insurance policy limits for all insurance to be carried by Tenant as set forth in this Article. In the event Landlord and Tenant cannot mutually agree upon the amounts of said increases, then Tenant agrees that all insurance policy limits as set forth in this Article shall be adjusted for increases in the cost of living in the same manner as is set forth in Section 5.2 hereof for the adjustment of the Base Rent.



23 / **22. WAIVER OF SUBROGATION.**

Landlord and Tenant each hereby waive all rights of recovery against the other and against the officers, employees, agents and representatives of the other, on account of loss by or damage to the waiving party of its property or the property of others under its control, to the extent that such loss or damage is insured against under any fire and extended coverage insurance policy which either may have in force at the time of the loss or damage. Tenant shall, upon obtaining the policies of insurance required under this Lease, give notice to its insurance carrier or carriers that the foregoing mutual waiver of subrogation is contained in this Lease.

24 / **23. SUBORDINATION AND ATTORNMENT.**

Upon written request of Landlord, or any first mortgagee or first deed of trust beneficiary of Landlord, or ground lessor of Landlord, Tenant shall, in writing, subordinate its rights under this Lease to the lien of any first mortgage or first deed of trust, or to the interest of any lease in which Landlord is lessee, and to all advances made or hereafter to be made thereunder. However, before signing any subordination agreement, Tenant shall have the right to obtain from any lender or lessor or Landlord requesting such subordination, an agreement in writing providing that, as long as Tenant is not in default hereunder, this Lease shall remain in effect for the full Term. The holder of any security interest may, upon written notice to Tenant, elect to have this Lease prior to its security interest regardless of the time of the granting or recording of such security interest.

In the event of any foreclosure sale, transfer in lieu of foreclosure or termination of the lease in which Landlord is lessee, Tenant shall attorn to the purchaser, transferee or lessor as the case may be, and recognize that party as Landlord under this Lease, provided such party acquires and accepts the Premises subject to this Lease.

25 / **24. TENANT ESTOPPEL CERTIFICATES.**

Within ten (10) days after written request from Landlord, Tenant shall execute and deliver to Landlord or Landlord's designee, a written statement certifying (a) that this Lease is unmodified and in full force and effect, or is in full force and effect as modified and stating the modifications; (b) the amount of Base Rent and the date to which Base Rent and additional rent have been paid in advance; (c) the amount of any security deposited with Landlord; and (d) that Landlord is not in default hereunder or, if Landlord is claimed to be in default, stating the nature of any claimed default. Any such statement may be relied upon by a purchaser, assignee or lender. Tenant's failure to execute and deliver such statement within the time required shall at Landlord's election be a default under this Lease and shall also be conclusive upon Tenant that: (1) this Lease is in full force and effect and has not been modified except as represented by Landlord; (2) there are no uncured defaults in Landlord's performance and that Tenant has no right of offset, counter-claim or deduction against Rent; and (3) not more than one month's Rent has been paid in advance.

26 / **25. TRANSFER OF LANDLORD'S INTEREST.**

In the event of any sale or transfer by Landlord of the Premises, Building or Project, and assignment of this Lease by Landlord, Landlord shall be and is hereby entirely freed and relieved of any and all liability and obligations contained in or derived from this Lease arising out of any act, occurrence or omission relating to the Premises, Building, Project or Lease occurring after the consummation of such sale or transfer, providing the purchaser shall expressly assume all of the covenants and obligations of Landlord under this Lease. If any security deposit or prepaid Rent has been paid by Tenant, Landlord may transfer the security deposit or prepaid Rent to Landlord's successor and upon such transfer, Landlord shall be relieved of any and all further liability with respect thereto.

27 / **26. DEFAULT.**

27 / 27 / **26.1. Tenant's Default.** The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Tenant:

- a. If Tenant fails to pay any Rent or any other charges required to be paid by Tenant under this Lease and such failure continues for five (5) days after written notice of such default is given by Landlord to Tenant; or
- b. If Tenant fails to promptly and fully perform any other covenant, condition or agreement contained in this Lease and such failure continues for thirty (30) days after written notice thereof from Landlord to Tenant; or
- c. If a writ of attachment or execution is levied on this Lease or on any of Tenant's Property; or
- d. If Tenant makes a general assignment for the benefit of creditors, or provides for an arrangement, composition, extension or adjustment with its creditors; or
- e. If Tenant files a voluntary petition for relief or if a petition against Tenant in a proceeding under the federal bankruptcy laws or other insolvency laws is filed and not withdrawn or dismissed within forty-five (45) days thereafter, or if under the provisions of any law providing for reorganization or winding up of corporations, any court of competent jurisdiction assumes jurisdiction, custody or control of Tenant or any substantial part of its property and such jurisdiction, custody or control remains in force unrelinquished, unstayed or unterminated for a period of forty-five (45) days; or
- f. If in any proceeding or action in which Tenant is a party, a trustee, receiver, agent or custodian is appointed to take charge of the Premises or Tenant's Property (or has the authority to do so) for the purpose of enforcing a lien against the Premises or Tenant's Property; or
- g. If Tenant is a partnership or consists of more than one (1) person or entity, if any partner of the partnership or other person or entity is involved in any of the acts or events described in subparagraphs d through g above.

27 / 27 / **26.2. Remedies.** In the event of Tenant's default hereunder, then in addition to any other rights or remedies Landlord may have under any law, Landlord shall have the right, at Landlord's option, without further notice or demand of any kind to do the following:

- a. Terminate this Lease and Tenant's right to possession of the Premises and reenter the Premises and take possession thereof, and Tenant shall have no further claim to the Premises or under this Lease; or
- b. Continue this Lease in effect, reenter and occupy the Premises for the account of Tenant, and collect any unpaid Rent or other charges which have or thereafter become due and payable; or



c. Reenter the Premises under the provisions of subparagraph b, and thereafter elect to terminate this Lease and Tenant's right to possession of the Premises.

If Landlord reenters the Premises under the provisions of subparagraphs b or c above, Landlord shall not be deemed to have terminated this Lease or the obligation of Tenant to pay any Rent or other charges thereafter accruing, unless Landlord notifies Tenant in writing of Landlord's election to terminate this Lease. In the event of any reentry or retaking of possession by Landlord, Landlord shall have the right, but not the obligation, to remove all or any part of Tenant's Property in the Premises and to place such property in storage at a public warehouse at the expense and risk of Tenant. If Landlord elects to relet the Premises for the account of Tenant, the rent received by Landlord from such reletting shall be applied as follows: first, to the payment of any indebtedness other than Rent due hereunder from Tenant to Landlord; second, to the payment of any costs of such reletting; third, to the payment of the cost of any alterations or repairs to the Premises; fourth to the payment of Rent due and unpaid hereunder; and the balance, if any, shall be held by Landlord and applied in payment of future Rent as it becomes due. If that portion of rent received from the reletting which is applied against the Rent due hereunder is less than the amount of the Rent due, Tenant shall pay the deficiency to Landlord promptly upon demand by Landlord. Such deficiency shall be calculated and paid monthly. Tenant shall also pay to Landlord, as soon as determined, any costs and expenses incurred by Landlord in connection with such reletting or in making alterations and repairs to the Premises, which are not covered by the rent received from the reletting.

Should Landlord elect to terminate this Lease under the provisions of subparagraph a or c above, Landlord may recover as damages from Tenant the following:

1. *Past Rent.* The worth at the time of the award of any unpaid Rent which had been earned at the time of termination; plus
2. *Rent Prior to Award.* The worth at the time of the award of the amount by which the unpaid Rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that Tenant proves could have been reasonably avoided; plus
3. *Rent After Award.* The worth at the time of the award of the amount by which the unpaid Rent for the balance of the Term after the time of award exceeds the amount of the rental loss that Tenant proves could be reasonably avoided; plus
4. *Proximately Caused Damages.* Any other amount necessary to compensate Landlord for all detriment proximately caused by Tenant's failure to perform its obligations under this Lease or which in the ordinary course of things would be likely to result therefrom, including, but not limited to, any costs or expenses (including attorneys' fees), incurred by Landlord in (a) retaking possession of the Premises, (b) maintaining the Premises after Tenant's default, (c) preparing the Premises for reletting to a new tenant, including any repairs or alterations, and (d) reletting the Premises, including broker's commissions.

"The worth at the time of the award" as used in subparagraphs 1 and 2 above, is to be computed by allowing interest at the rate of ten percent (10%) per annum. "The worth at the time of the award" as used in subparagraph 3 above, is to be computed by discounting the amount at the discount rate of the Federal Reserve Bank situated nearest to the Premises at the time of the award plus one percent (1%).

The waiver by Landlord of any breach of any term, covenant or condition of this Lease shall not be deemed a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition. Acceptance of Rent by Landlord subsequent to any breach hereof shall not be deemed a waiver of any preceding breach other than the failure to pay the particular Rent so accepted, regardless of Landlord's knowledge of any breach at the time of such acceptance of Rent. Landlord shall not be deemed to have waived any term, covenant or condition unless Landlord gives Tenant written notice of such waiver.

**27.3 Landlord's Default.** If Landlord fails to perform any covenant, condition or agreement contained in this Lease within thirty (30) days after receipt of written notice from Tenant specifying such default, or if such default cannot reasonably be cured within thirty (30) days, if Landlord fails to commence to cure within that thirty (30) day period, then Landlord shall be liable to Tenant for any damages sustained by Tenant as a result of Landlord's breach; provided, however, it is expressly understood and agreed that if Tenant obtains a money judgment against Landlord resulting from any default or other claim arising under this Lease, that judgment shall be satisfied only out of the rents, issues, profits, and other income actually received on account of Landlord's right, title and interest in the Premises, Building or Project, and no other real, personal or mixed property of Landlord (or of any of the partners which comprise Landlord, if any) wherever situated, shall be subject to levy to satisfy such judgment. If, after notice to Landlord of default, Landlord (or any first mortgagee or first deed of trust beneficiary of Landlord) fails to cure the default as provided herein, then Tenant shall have the right to cure that default at Landlord's expense. Tenant shall not have the right to terminate this Lease or to withhold, reduce or offset any amount against any payments of Rent or any other charges due and payable under this Lease except as otherwise specifically provided herein.

## 28. BROKERAGE FEES.

Tenant warrants and represents that it has not dealt with any real estate broker or agent in connection with this Lease or its negotiation except those noted in Section 2c. Tenant shall indemnify and hold Landlord harmless from any cost, expense or liability (including costs of suit and reasonable attorneys' fees) for any compensation, commission or fees claimed by any other real estate broker or agent in connection with this Lease or its negotiation by reason of any act of Tenant.

## 29. NOTICES.

All notices, approvals and demands permitted or required to be given under this Lease shall be in writing and deemed duly served or given if personally delivered or sent by certified or registered U.S. mail, postage prepaid, and addressed as follows: (a) if to Landlord, to Landlord's Mailing Address and to the Building manager, and (b) if to Tenant, to Tenant's Mailing Address; provided, however, notices to Tenant shall be deemed duly served or given if delivered or mailed to Tenant at the Premises. Landlord and Tenant may from time to time by notice to the other designate another place for receipt of future notices.

## 30. GOVERNMENT ENERGY OR UTILITY CONTROLS.

In the event of imposition of federal, state or local government controls, rules, regulations, or restrictions on the use or consumption of energy or other utilities during the Term, both Landlord and Tenant shall be bound thereby. In the event of a difference in interpretation by Landlord and Tenant of any such controls, the interpretation of Landlord shall prevail, and Landlord shall have the right to enforce compliance therewith, including the right of entry into the Premises to effect compliance.

## 31. RELOCATION OF PREMISES. DELETED BY AGREEMENT



32 / 31. QUIET ENJOYMENT

Tenant, upon paying the Rent and performing all of its obligations under this Lease, shall peaceably and quietly enjoy the Premises, subject to the terms of this Lease and to any mortgage, lease, or other agreement to which this Lease may be subordinate.

33 / 32. OBSERVANCE OF LAW.

Tenant shall not use the Premises or permit anything to be done in or about the Premises which will in any way conflict with any law, statute, ordinance or governmental rule or regulation now in force or which may hereafter be enacted or promulgated. Tenant shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force, and with the requirements of any board of fire insurance underwriters or other similar bodies now or hereafter constituted, relating to, or affecting the condition, use or occupancy of the Premises, excluding structural changes not related to or affected by Tenant's improvements or acts. The judgment of any court of competent jurisdiction or the admission of Tenant in any action against Tenant, whether Landlord is a party thereto or not, that Tenant has violated any law, ordinance or governmental rule, regulation or requirement, shall be conclusive of that fact as between Landlord and Tenant.

34 / 33. FORCE MAJEURE.

Any prevention, delay or stoppage of work to be performed by Landlord or Tenant which is due to strikes, labor disputes, inability to obtain labor, materials, equipment or reasonable substitutes therefor, acts of God, governmental restrictions or regulations or controls, judicial orders, enemy or hostile government actions, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform hereunder, shall excuse performance of the work by that party for a period equal to the duration of that prevention, delay or stoppage. Nothing in this Article 34 shall excuse or delay Tenant's obligation to pay Rent or other charges under this Lease.

35 / 34. CURING TENANT'S DEFAULTS.

If Tenant defaults in the performance of any of its obligations under this Lease, Landlord may (but shall not be obligated to) without waiving such default, perform the same for the account at the expense of Tenant. Tenant shall pay Landlord all costs of such performance promptly upon receipt of a bill therefor.

36 / 35. SIGN CONTROL.

Tenant shall not affix, paint, erect or inscribe any sign, projection, awning, signal or advertisement of any kind to any part of the Premises, Building or Project, including without limitation, the inside or outside of windows or doors, without the written consent of Landlord. Landlord shall have the right to remove any signs or other matter, installed without Landlord's permission, without being liable to Tenant by reason of such removal, and to charge the cost of removal to Tenant as additional rent hereunder, payable within ten (10) days of written demand by Landlord.

37 / 36. MISCELLANEOUS.

a. **Accord and Satisfaction; Allocation of Payments.** No payment by Tenant or receipt by Landlord of a lesser amount than the Rent provided for in this Lease shall be deemed to be other than on account of the earliest due Rent, nor shall any endorsement or statement on any check or letter accompanying any check or payment as Rent be deemed an accord and satisfaction, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of the Rent or pursue any other remedy provided for in this Lease. In connection with the foregoing, Landlord shall have the absolute right in its sole discretion to apply any payment received from Tenant to any account or other payment of Tenant then not current and due or delinquent.

b. **Addenda.** If any provision contained in an addendum to this Lease is inconsistent with any other provision herein, the provision contained in the addendum shall control, unless otherwise provided in the addendum.

c. **Attorneys' Fees.** If any action or proceeding is brought by either party against the other pertaining to or arising out of this Lease, the finally prevailing party shall be entitled to recover all costs and expenses, including reasonable attorneys' fees, incurred on account of such action or proceeding.

d. **Captions, Articles and Section Numbers.** The captions appearing within the body of this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease. All references to Article and Section numbers refer to Articles and Sections in this Lease.

e. **Changes Requested by Lender.** Neither Landlord or Tenant shall unreasonably withhold its consent to changes or amendments to this Lease requested by the lender on Landlord's interest, so long as these changes do not alter the basic business terms of this Lease or otherwise materially diminish any rights or materially increase any obligations of the party from whom consent to such charge or amendment is requested.

f. **Choice of Law.** This Lease shall be construed and enforced in accordance with the laws of the State.

g. **Consent.** Notwithstanding anything contained in this Lease to the contrary, Tenant shall have no claim, and hereby waives the right to any claim against Landlord for money damages by reason of any refusal, withholding or delaying by Landlord of any consent, approval or statement of satisfaction, and in such event, Tenant's only remedies therefor shall be an action for specific performance, injunction or declaratory judgment to enforce any right to such consent, etc.

h. **Corporate Authority.** If Tenant is a corporation, each individual signing this Lease on behalf of Tenant represents and warrants that he is duly authorized to execute and deliver this Lease on behalf of the corporation, and that this Lease is binding on Tenant in accordance with its terms. Tenant shall, at Landlord's request, deliver a certified copy of a resolution of its board of directors authorizing such execution.

i. **Counterparts.** This Lease may be executed in multiple counterparts, all of which shall constitute one and the same Lease.

By: **MLS/NBS Family Real Estate Investment Trust**

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

**CONSULT YOUR ADVISORS** - This document (including its exhibits and addenda, if any) should be reviewed carefully. Landlord makes no representation or recommendation as to the legal sufficiency or tax consequences of this document or the transaction to which it relates. Consult your attorney and tax accountant.



j. **Execution of Lease; No Option.** The submission of this Lease to Tenant shall be for examination purposes only, and does not and shall not constitute a reservation of or option for Tenant to lease, or otherwise create any interest of Tenant in the Premises or any other premises within the Building or Project. Execution of this Lease by Tenant and its return to Landlord shall not be binding on Landlord notwithstanding any time interval, until Landlord has in fact signed and delivered this Lease to Tenant.

k. **Furnishing of Financial Statements; Tenant's Representations.** In order to induce Landlord to enter into this Lease Tenant agrees that it shall promptly furnish Landlord, from time to time, upon Landlord's written request, with financial statements reflecting Tenant's current financial condition. Tenant represents and warrants that all financial statements, records and information furnished by Tenant to Landlord in connection with this Lease are true, correct and complete in all respects.

l. **Further Assurances.** The parties agree to promptly sign all documents reasonably requested to give effect to the provisions of this Lease.

m. **Mortgagee Protection.** Tenant agrees to send by certified or registered mail to any first mortgagee or first deed of trust beneficiary of Landlord whose address has been furnished to Tenant, a copy of any notice of default served by Tenant on Landlord. If Landlord fails to cure such default within the time provided for in this Lease, such mortgagee or beneficiary shall have an additional thirty (30) days to cure such default; provided that if such default cannot reasonably be cured within that thirty (30) day period, then such mortgagee or beneficiary shall have such additional time to cure the default as is reasonably necessary under the circumstances.

n. **Prior Agreements; Amendments.** This Lease contains all of the agreements of the parties with respect to any matter covered or mentioned in this Lease, and no prior agreement or understanding pertaining to any such matter shall be effective for any purpose. No provisions of this Lease may be amended or added to except by an agreement in writing signed by the parties or their respective successors in interest.

o. **Recording.** Tenant shall not record this Lease without the prior written consent of Landlord. Tenant, upon the request of Landlord, shall execute and acknowledge a "short form" memorandum of this Lease for recording purposes.

p. **Severability.** A final determination by a court of competent jurisdiction that any provision of this Lease is invalid shall not affect the validity of any other provision, and any provision so determined to be invalid shall, to the extent possible, be construed to accomplish its intended effect.

q. **Successors and Assigns.** This Lease shall apply to and bind the heirs, personal representatives, and permitted successors and assigns of the parties.

r. **Time of the Essence.** Time is of the essence of this Lease.

s. **Waiver.** No delay or omission in the exercise of any right or remedy of Landlord upon any default by Tenant shall impair such right or remedy or be construed as a waiver of such default.

t. **Compliance.** The parties hereto agree to comply with all applicable federal, state and local laws, regulations, codes, ordinances and administrative orders having jurisdiction over the parties, property or the subject matter of this Agreement, including, but not limited to, the 1964 Civil Rights Act and all amendments thereto, the Foreign Investment *In Real Property Tax Act*, the *Comprehensive Environmental Response Compensation and Liability Act*, and *The Americans With Disabilities Act*.

The receipt and acceptance by Landlord of delinquent Rent shall not constitute a waiver of any other default; it shall constitute only a waiver of timely payment for the particular Rent payment involved.

No act or conduct of Landlord, including, without limitation, the acceptance of keys to the Premises, shall constitute an acceptance of the surrender of the Premises by Tenant before the expiration of the Term. Only a written notice from Landlord to Tenant shall constitute acceptance of the surrender of the Premises and accomplish a termination of the Lease.

Landlord's consent to or approval of any act by Tenant requiring Landlord's consent or approval shall not be deemed to waive or render unnecessary Landlord's consent to or approval of any subsequent act by Tenant.

Any waiver by Landlord of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Lease.

OPTION TO EXTEND.

**Tenant is given one (1) three (3) year option to extend ("Option to Extend") the term of the Lease on all the provisions contained in this Lease, including 3% annual rent increases, following the expiration of the initial term. Tenant must give written notice of exercise of the Option to Extend ("Option Notice") to Landlord, at least six (6) months before, and no earlier than twelve (12) months before the expiration. Tenant must not be in default of the Lease in any way at the time of exercising the Option.**

The parties hereto have executed this Lease as of the dates set forth below.

TENANT: GREAT VALLEY ACADEMY

By:  Date: November 19, 2018

LANDLORD: TULLY MANOR INVESTMENTS, LLC, a California limited liability company

CO-MANAGERS

By: MDSFS, INC

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

  
Initials

\_\_\_\_\_  
Initials

**GREAT VALLEY ACADEMY - MODESTO**

**AUDIT REPORT**

**For the Fiscal Year Ended  
June 30, 2018**

DRAFT

# **GREAT VALLEY ACADEMY - MODESTO**

*For the Fiscal Year Ended June 30, 2018*

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## ***Financial Section***

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Great Valley Academy - Modesto  
Modesto, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Great Valley Academy - Modesto (a California nonprofit Organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows, and functional expenses for the fiscal year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Great Valley Academy - Modesto as of June 30, 2018, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters***Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information on pages 17 to 19 is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole. The information on page 16 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_\_\_\_, 2018, on our consideration of the Great Valley Academy - Modesto's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Murrieta, California  
\_\_\_\_\_, 2018



**GREAT VALLEY ACADEMY - MODESTO***Statement of Financial Position**June 30, 2018*

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**ASSETS**

Cash	\$	4,127,870
Accounts receivable		107,119
Intercompany receivable (see Note 3)		1,248,676
Prepaid expenses		16,035
Capital assets:		
Non-depreciable assets		1,135,562
Depreciable assets		4,415,805
Less accumulated depreciation		<u>(1,125,969)</u>

Total Assets	\$	<u>9,925,098</u>
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**LIABILITIES AND NET ASSETS****Liabilities**

Accounts payable	\$	330,006
Unearned revenues		9,901
Accrued payroll liabilities and benefits		104,105
Net deferred pay (See Note 4)		208,721
Long term liabilities:		
Portion due within one year		124,940
Portion due after one year		<u>1,667,567</u>

Total liabilities		<u>2,445,240</u>
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**Net assets**

Unrestricted		7,306,585
Temporarily restricted		<u>173,273</u>
Total net assets		<u>7,479,858</u>

Total Liabilities and Net Assets	\$	<u>9,925,098</u>
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**GREAT VALLEY ACADEMY - MODESTO***Statement of Activities**For the Fiscal Year Ended June 30, 2018*

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 4,437,978	\$ -	\$ 4,437,978
Education Protection Account	1,175,937	-	1,175,937
In-lieu property tax transfers	1,448,450	-	1,448,450
Special education property tax transfers	-	118,012	118,012
Federal special education awards	-	71,475	71,475
Federal food program	-	98,367	98,367
State food program	-	6,434	6,434
Lottery	134,559	48,526	183,085
Other state sources	-	402,725	402,725
STRS on-behalf payment	221,964	-	221,964
Local special education transfers	-	319,460	319,460
Other local revenues	344,826	-	344,826
Interest earned	1,817	-	1,817
Net assets released from restrictions	959,942	(959,942)	-
Total revenues, gains, and other support	8,725,473	105,057	8,830,530
<b>EXPENSES</b>			
Program services:			
Instruction	4,774,863	-	4,774,863
Instruction-related services	792,378	-	792,378
Pupil services	607,049	-	607,049
Ancillary services	337,853	-	337,853
Total program services	6,512,143	-	6,512,143
Management and general:			
General administration	822,600	-	822,600
Plant services	561,637	-	561,637
Depreciation	195,221	-	195,221
Interest expense	144,588	-	144,588
Total management and general	1,724,046	-	1,724,046
Total expenses	8,236,189	-	8,236,189
Change in net assets	489,284	105,057	594,341
Net assets, July 1, 2017	6,817,301	68,216	6,885,517
Net assets, June 30, 2018	\$ 7,306,585	\$ 173,273	\$ 7,479,858



**GREAT VALLEY ACADEMY - MODESTO***Statement of Cash Flows**For the Fiscal Year Ended June 30, 2018*

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$	594,341
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities		
Depreciation		195,221
(Increase) decrease in operating assets:		
Accounts receivable		275,084
Intercompany receivable		(498,676)
Prepaid expenses		3,367
Increase (decrease) in operating liabilities:		
Accounts payable		69,006
Net deferred pay		208,721
Accrued payroll liabilities		104,105
Unearned revenue		2,768
Net cash provided (used) by operating activities		<u>953,937</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment, furniture and building improvements	<u>(237,839)</u>
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**CASH FLOWS FROM FINANCING ACTIVITIES**

Payment on mortgage note	<u>(118,824)</u>
Net increase (decrease) in cash	597,274
Beginning cash balance, July 1, 2017	<u>3,530,596</u>
Ending cash balance, June 30, 2018	<u>\$ 4,127,870</u>

**SUIPPLEMENTAL DISCLOSURE**

Interest paid	<u>\$ 144,588</u>
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**GREAT VALLEY ACADEMY - MODESTO***Statement of Functional Expenses**For the Fiscal Year Ended June 30, 2018*

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	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
<b>Salaries and Benefits</b>			
Certificated salaries	\$ 2,835,928	\$ -	2,835,928
Classified salaries	1,192,575	552,677	1,745,252
Employee benefits	1,312,572	148,318	1,460,890
<b>Total Salaries and Benefits</b>	<b>5,341,075</b>	<b>700,995</b>	<b>6,042,070</b>
<b>Supplies and Operating Expenses</b>			
Books and supplies	523,526	114,570	638,096
Services and other operating expenses	647,542	568,672	1,216,214
Unallocated depreciation	-	195,221	195,221
Other outgo	-	144,588	144,588
<b>Total Supplies and Operating Expenses</b>	<b>1,171,068</b>	<b>1,023,051</b>	<b>2,194,119</b>
<b>Totals</b>	<b>\$ 6,512,143</b>	<b>\$ 1,724,046</b>	<b>\$ 8,236,189</b>

## GREAT VALLEY ACADEMY - MODESTO

### Notes to Financial Statements

June 30, 2018

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#### NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

##### A. Nature of Activities

In February 2008, Great Valley Academy - Modesto (the School) was approved to operate as a California charter school by the Stanislaus County Office of Education. The School was formed as an Internal Revenue Code (IRC) Section 501(c)(3) non-profit public benefit corporation. The School offers classroom and non-classroom based education programs, offering education to students in kindergarten and grades 1-8. The school began its operations in 2008-09. In addition, the School also offers consulting services to other educational institutions, which are considered unrelated to the primary educational activity. Major sources of revenue for education comes from federal and state agencies.

##### B. Basis of Accounting

The School accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the School conform to generally accepted accounting principles as prescribed by the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA).

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Financial statements are prepared using the accrual basis of accounting.

##### C. Basis of Presentation

The School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**Unrestricted:** These net assets represent expendable funds for operations that are not otherwise limited by donor restrictions. These generally result from revenues generated by receiving contributions, providing services, and receiving interest from investments. These net assets also included expendable funds that are designated by the board, but do not meet the criteria to be classified as temporarily restricted.

**Temporarily Restricted:** The School reports gifts of cash and other assets as temporarily restricted when they are received with donor stipulations that limit the use of the donated asset. The specific donor imposed restrictions are often contingent upon specific performance of a future event or a specific passage of time before the organization may spend the funds.

**Permanently Restricted:** Assets subject to irrevocable donor restrictions requiring that the assets be maintained in perpetuity usually for the purpose of generating investment income to fund current operations.

At June 30, 2018, the School had unrestricted net assets of \$7,306,585 and temporarily restricted net assets of \$173,273.

##### D. Functional Allocation of Expenses

The School reports expenses by function. The costs of providing and supporting educational programs and other activities have been summarized on a functional basis in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the instructional program and supporting services benefited.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **E. Cash**

Cash consists of funds held in financial institutions. The School considers certificates of deposit with a maturity date of 90 days or longer to be investments. As of June 30, 2018, the School did not hold any cash as investments.

Cash balances are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). Amounts above the FDIC limit are secured by pledged collateral by the financial institution. As of June 30, 2018, \$3,724,118 of the cash balance was exposed to custodial risk because it exceeded the \$250,000 FDIC coverage limit.

##### **F. Prepaid Expenses**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

##### **G. Fair Value Measurements**

In accordance with fair value measurements, the School categorizes its assets and liabilities measured at fair value into a three-level hierarchy based on the priority of the inputs to the valuation technique used to determine fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used in the determination of the fair value measurement fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement.

Financial assets and liabilities recorded on the balance sheet are categorized based on the inputs to the valuation techniques as follows:

*Level 1* – Inputs that reflect unadjusted quoted prices in active markets for identical investments, such as stocks, corporate and government bonds. The School has the ability to access the holding and quoted prices as of the measurement date.

*Level 2* – Inputs, other than quoted prices, that are observable for the asset or liability either directly or indirectly, including inputs from markets that are not considered to be active.

*Level 3* – Inputs that are unobservable. Unobservable inputs reflect the School's own assumptions about the factors market participants would use in pricing an investment, and is based on the best information available in the circumstances.

##### **H. Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions or conditions.

##### **I. Non-Cash Donations**

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **I. Non-Cash Donations (continued)**

Absent donor stipulations regarding how long those donated assets must be maintained, the School reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The School reclassifies temporarily restricted net assets to unrestricted net assets at that time.

##### **J. Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenses during the reporting period. Significant estimates include the lives used for depreciation of property and equipment and allocation of costs between the various programs and expense categories. Actual results could differ from those estimates.

##### **K. Capital Assets**

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market values as of the date received. The School maintains a capitalization threshold of \$20,000 for all capital assets, except equipment, which has a \$5,000 capitalization threshold. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets, except for land and construction in progress, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	15-50 years
Land Improvements	20 years
Equipment	5-20 years

##### **L. Income Taxes**

The School is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes for its primary activity. However, the School also conducts unrelated consulting activities for which unrelated business income is generated. As a result, this income is taxable, however, management believes that no material income tax liability will arise for the fiscal year ending June 30, 2018, and therefore, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School files information returns in the U.S. federal jurisdiction, and the state of California. The statute of limitations for federal and California state tax purposes is generally three and four years, respectively.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 2 – ACCOUNTS RECEIVABLE**

Accounts receivable outstanding at June 30, 2018, consisted of the following:

Federal Government:		
Special education entitlement	\$	2,814
Food program		107
State Government:		
LCFF		49,807
Lottery		34,698
Mental health		5,400
Food program		7
Local:		
Other		14,286
		<hr/>
Total	\$	<u>107,119</u>

#### **NOTE 3 – INTERCOMPANY RECEIVABLE**

As of June 30, 2018, the Salida campus had an obligation to repay the Modesto campus \$1,248,676 to reimburse the down payment paid on its behalf for acquisition of the Salida property as well as for the acquisition of mobile modular classrooms. There is no stated interest rate for these obligations; however, the effective interest rate is not material and will not be recorded. The Salida campus is a related party under common control of the board of directors.

The planned schedule for future payments (subject to school board change) to Modesto is as follows:

Fiscal Year	Principal
2019-20	\$ 60,000
2020-21	120,000
2021-22	120,000
2022-23	120,000
2023-24	120,000
2024-29	600,000
2029-34	108,676
	<hr/>
Total	<u>\$ 1,248,676</u>

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 4 – NET DEFERRED PAY**

The School provides elected certificated and classified employees who receive pay in the 11-month cycle the option to opt-in to deferred net pay plan. This allows elected employees to receive 12 paychecks during the year. The final check is not a payroll check, rather money that is withheld at 8.33% of net pay for all pay periods August 2017 through June 2018. As of June 30, 2018, the School had an obligation to pay deferred net pay of \$208,721, comprised of \$114,306 for Modesto and \$94,415 for Salida. Modesto acts as the trustee for Salida's net deferred pay. The obligation payable at June 30, 2018, is not recognized on Salida's Statement of Financial Position as it is satisfied by Modesto on Salida's behalf.

#### **NOTE 5 – LONG TERM LIABILITIES**

A schedule of change in long-term liabilities for the year ended June 30, 2018, is shown below:

	Balance, July 1, 2017	Additions	Deductions	Balance, June 30, 2018	Amount Due in One Year
Mortgage note payable	\$ 1,911,331	\$ -	\$ 118,824	\$ 1,792,507	\$ 124,940

##### **Mortgage Note**

On May 14, 2010, Great Valley Academy - Modesto completed the purchase of the building which it had previously been leasing. The property was purchased for a price of \$3,250,000 from Modesto's Neighborhood Church. The agreement called for Great Valley Academy - Modesto to carry a note payable to the Church in the amount of \$2,975,000. The terms of the note required monthly payments of \$17,512 beginning on June 14, 2010 and ending on May 14, 2015, including interest at a rate of 6.75%, and monthly payments of \$15,704 beginning on May 14, 2015 and ending on April 14, 2020, including interest at a rate of 8.0%.

On July 8, 2014, Great Valley Academy refinanced the mortgage note previously held with Modesto Neighborhood Church with the Bank of Stockton. The new mortgage note assumed is \$2,226,000 with monthly payments of \$17,672. The note matures on July 5, 2029 and bears a fixed rate of interest of 4.95%. At June 30, 2018, the total balance outstanding on the note was \$1,792,507. The amounts required to amortize the outstanding balance at June 30, 2018, are as follows:

Fiscal Year	Principal	Interest	Total
2018-19	\$ 124,940	\$ 87,121	\$ 212,061
2019-20	131,137	80,925	212,062
2020-21	138,091	73,970	212,061
2021-22	145,184	66,878	212,062
2022-23	152,640	59,421	212,061
2023-28	888,950	171,356	1,060,306
2028-30	211,565	5,949	217,514
Total	\$ 1,792,507	\$ 545,620	\$ 2,338,127

## GREAT VALLEY ACADEMY - MODESTO

### Notes to Financial Statements

June 30, 2018

#### NOTE 6 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2018, was as follows:

	Balance, July 1, 2017	Additions	Retirements	Balance, June 30, 2018
Capital assets not being depreciated:				
Land	\$ 1,120,000	\$ -	\$ -	\$ 1,120,000
Construction in progress	-	15,562	-	15,562
Total capital assets not being depreciated	1,120,000	15,562	-	1,135,562
Capital assets being depreciated:				
Improvement of sites	1,550,773	222,277	-	1,773,050
Buildings	2,401,428	-	-	2,401,428
Equipment	241,327	-	-	241,327
Total capital assets being depreciated	4,193,528	222,277	-	4,415,805
Accumulated depreciation for:				
Improvement of sites	(389,666)	(102,876)	-	(492,542)
Buildings	(497,545)	(71,714)	-	(569,259)
Equipment	(43,537)	(20,631)	-	(64,168)
Total accumulated depreciation	(930,748)	(195,221)	-	(1,125,969)
Total capital assets being depreciated, net	3,262,780	27,056	-	3,289,836
Capital assets, net of depreciation	\$ 4,382,780	\$ 42,618	\$ -	\$ 4,425,398

Depreciation expense for the year ending June 30, 2018, was \$195,221 and was allocated by function.

#### NOTE 7 – LINE OF CREDIT

The School maintains an agreement with the Bank of Stockton for a line of credit in the amount of \$1,000,000. The line of credit is secured by the School's assets. As of June 30, 2018, there was no balance owed on the line of credit. The line of credit carries an interest rate of 7.0% and requires monthly payments when balances are owed.

#### NOTE 8 – COMMITMENTS AND CONTINGENCIES

##### State and Federal Funds

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

#### NOTE 9 – EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and eligible classified employees may contribute to the Great Valley Academy 401(k) Plan and Trust. The School is a participant in the plans and its contributions do not exceed 5% of total plan-level contributions.



## GREAT VALLEY ACADEMY - MODESTO

### Notes to Financial Statements

June 30, 2018

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#### NOTE 9 – EMPLOYEE RETIREMENT PLANS (continued)

The details of each plan are as follows:

##### A. California State Teachers' Retirement System (CalSTRS)

###### Plan Description

The School contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

###### Benefits Provided

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The School contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2018, are summarized as follows:

	<b>STRP Defined Benefit Program</b>	
	On or before December 31, 2012	On or after January 1, 2013
Hire Date		
Benefit Formula	2% at 60	2% at 62
Benefit Vesting Schedule	5 years of service	5 years of service
Benefit Payments	Monthly for life	Monthly for life
Retirement Age	60	62
Monthly Benefits as a Percentage of Eligible Compensation	2.0%-2.4%	2.0%-2.4%
Required Employee Contribution Rate	10.25%	9.205%
Required Employer Contribution Rate	14.43%	14.43%
Required State Contribution Rate	9.328%	9.328%

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 9 – EMPLOYEE RETIREMENT PLANS (continued)**

##### **A. California State Teachers' Retirement System (CalSTRS) (continued)**

###### **Contributions**

Required member District and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1% of applicable member earnings phased over a seven year period. The contribution rates for each plan for the year ended June 30, 2018, are presented above and the School's total contributions were \$386,602.

The School's contributions to CalSTRS and required employer contribution rate for the last three fiscal years were as follows:

	Contribution	Required Contribution Rate
2017-18	\$ 386,602	14.43%
2016-17	\$ 335,301	12.58%
2015-16	\$ 255,325	10.73%

###### **On-Behalf Payments**

The School was the recipient of on-behalf payments made by the State of California to STRS for the benefit of covered employees' retirement savings. These payments consist of state General Fund contributions of \$221,964 to STRS. This estimate was based on 9.328% of covered payroll expenses for the 2015-16 year.

##### **A. 401(k) Plan**

The School has established a 401K defined contribution retirement plan, whereby all eligible classified employees may elect to defer a portion of their salary into a separate retirement plan trust. Per the plan agreement, there is a requirement for the School to match employee salary elective deferrals up to 4%. For the year ending June 30, 2018, total employer contributions to the plan was \$39,547.

#### **NOTE 10 – NET ASSET CLASSIFICATION**

Temporarily restricted net assets consists of the following at June 30, 2018:

Clean Energy Jobs Act	<u>\$ 173,273</u>
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## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 11 – JPA INFORMATION**

The Great Valley Academy - Modesto participates in a joint venture under a joint powers agreement (JPA) with Charter Safe. The Charter Safe JPA provides property and liability insurance and workers compensation coverage for its members. The JPA is governed by a board consisting of a representative from each member agency. The governing board controls the operations of the JPA independent of any influence by the member agencies beyond their representation on the governing board. Each member pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionately to its participation in the JPA.

Condensed unaudited financial information for Charter Safe for the year ended June 30, 2018, is as follows:

	Charter Safe
Total Assets	\$ 28,139,685
Total Liabilities	21,494,257
Net Assets	<u>\$ 6,645,428</u>
Total Revenues	\$ 24,040,219
Cost of Sales	16,943,974
Total Expenses	<u>6,271,075</u>
Net Income (Loss)	<u>\$ 825,170</u>

#### **NOTE 12 – GREAT VALLEY HOMESCHOOL PROGRAM OFFICE OPERATING LEASE**

Great Valley Academy – Modesto entered into an operating lease agreement with Tully Manor Investments, LLC in August 2015 for office space for its homeschool program, located in Modesto, CA. Payments are required monthly and initial base rental fee is \$1,979 per month, with 3% increases annually. The initial term is five years with option to extend up to three years. Total operating lease expense for the facility for the year ending June 30, 2018 was \$25,076.

#### **NOTE 13 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2018, have been evaluated through \_\_\_\_\_, 2018, the date at which the School's audited financial statements were available to be issued.

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## ***Supplementary Information***

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## **GREAT VALLEY ACADEMY - MODESTO**

### *Organizational Structure*

*June 30, 2018*

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The Great Valley Academy - Modesto (Charter No. 0985) was authorized as a California charter school in February, 2008 by the Stanislaus County Office of Education. The School provides classroom and non-classroom based instruction to students in kindergarten and grades 1-8, and is located in Modesto, California.

<b>BOARD OF DIRECTORS</b>		
<b>Member</b>	<b>Office</b>	<b>Term Expires</b>
Steve Payne	President	October, 2018
Michael Gianelli	Vice President	June, 2019
Chad Wolf	Secretary	June, 2020
John Kramer	Treasurer	June, 2018
Twila Tosh	Salida Authorizing Agency Designee	August, 2018
Susan Nisan	Board Member	January, 2019
Ryan Swehla	Board Member	June, 2018
Yolanda Meraz	Board Member	June, 2020
Vince Jamison	Board Member	June, 2020
Michelle Barton	Board Member	June, 2020

### **ADMINISTRATORS**

Leah Silvestre Franklin,  
*Chief Executive Officer*

Marisa Jacobson-Meeks,  
*Chief Operating Officer*

Dr. Eldon Rosenow,  
*Founder*

**GREAT VALLEY ACADEMY - MODESTO***Schedule of Average Daily Attendance  
For the Fiscal Year Ended June 30, 2018*

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**Schedule of Average Daily Attendance (ADA)**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

	<b>Second Period Report</b>		<b>Annual Report</b>	
	Certificate No. B8ACABEF		Certificate No. A9599121	
	Classroom- Based	Total Regular ADA	Classroom- Based	Total Regular ADA
<b>Regular ADA:</b>				
Kindergarten through Third	321.36	366.46	321.21	366.44
Fourth through Sixth	293.32	311.18	292.35	310.22
Seventh through Eighth	191.01	201.29	190.65	201.89
Total Regular ADA	805.69	878.93	804.21	878.55

**GREAT VALLEY ACADEMY - MODESTO***Schedule of Instructional Time**For the Fiscal Year Ended June 30, 2018*

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Grade Level	Required	2017-18 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,740	181	Complied
Grade 1	50,400	59,040	181	Complied
Grade 2	50,400	59,040	181	Complied
Grade 3	50,400	59,040	181	Complied
Grade 4	54,000	60,850	181	Complied
Grade 5	54,000	60,850	181	Complied
Grade 6	54,000	60,850	181	Complied
Grade 7	54,000	60,850	181	Complied
Grade 8	54,000	60,850	181	Complied

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of Education Code Sections 47612 and 47612.5.

**GREAT VALLEY ACADEMY - MODESTO**

*Reconciliation of Annual Financial and Budget Report with Audited Financial Statements  
For the Fiscal Year Ended June 30, 2018*

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This schedule provides the information necessary to reconcile the net assets reported on the Unaudited Actual Financial report to the audited financial statements.

***There were no differences between net assets reported on the Unaudited Actual Financial reports  
and on the Audited Financial Statements in 2017-18.***

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***Other Independent Auditors' Reports***

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors  
Great Valley Academy - Modesto  
Modesto, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Great Valley Academy - Modesto (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018 and the related statement of activities, statement of functional expenses, and cash flows for the fiscal year then ended, and the related notes to the financial statements, and have issued our report thereon dated \_\_\_\_\_, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Great Valley Academy - Modesto's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Great Valley Academy - Modesto's internal control. Accordingly, we do not express an opinion on the effectiveness of the Great Valley Academy - Modesto's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Great Valley Academy - Modesto's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Murrieta, California  
\_\_\_\_\_, 2018

## INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors  
Great Valley Academy - Modesto  
Modesto, California

### **Report on State Compliance**

We have audited Great Valley Academy - Modesto's compliance with the types of compliance requirements described in the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* that could have a direct and material effect on each of the Great Valley Academy - Modesto's state government programs as noted on the following page for the fiscal year ended June 30, 2018.

### **Management's Responsibility**

Management is responsible for compliance with state laws, regulations, and the terms and conditions of its State programs.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of Great Valley Academy - Modesto's state programs based on our audit of the types of compliance requirements referred to on the following page. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to on the following page that could have a direct and material effect on a state program occurred. An audit includes examining, on a test basis, evidence about Great Valley Academy - Modesto's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each state program. However, our audit does not provide a legal determination of Great Valley Academy - Modesto's compliance.

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with the State laws and regulations applicable to the following items:

Description	Procedures Performed
School Districts, County Offices of Education, and Charter Schools:	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	Not Applicable
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes – Classroom Based	Yes
Charter School Facility Grant Program	Not Applicable

***Unmodified Opinion on Compliance with State Programs***

In our opinion, Great Valley Academy - Modesto complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2018.

Murrieta, California  
\_\_\_\_\_, 2018

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## ***Findings and Recommendations***

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## **GREAT VALLEY ACADEMY - MODESTO**

### *Schedule of Audit Findings and Recommendations For the Fiscal Year Ended June 30, 2018*

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#### **SECTION I - SUMMARY OF AUDITORS' RESULTS**

##### ***Financial Statements***

Type of auditors' report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(s) identified not considered to be material weaknesses?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

##### ***Federal Awards***

*The School expended less than \$750,000 in federal awards in 2017-18;  
therefore, a Single Audit pursuant to OMB Uniform Guidance was not performed.*

##### ***State Awards***

Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>
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## **GREAT VALLEY ACADEMY - MODESTO**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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#### **SECTION II - FINANCIAL STATEMENT FINDINGS**

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*. Pursuant to Assembly Bill (AB) 3627, all audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>AB 3627 Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

***There were no financial statement findings in 2017-18.***

## **GREAT VALLEY ACADEMY - MODESTO**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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#### **SECTION III - FEDERAL AWARD FINDINGS AND RECOMMENDATIONS**

This section identifies the audit findings required to be reported by the Uniform Guidance, Section 200.516 (e.g., significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs).

*The School expended less than \$750,000 on federal awards in 2017-18, therefore, a Single Audit pursuant to OMB Uniform Guidance was not performed.*

**GREAT VALLEY ACADEMY - MODESTO**

*Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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**SECTION IV - STATE AWARD FINDINGS AND RECOMMENDATIONS**

This section identifies the audit findings pertaining to noncompliance with state program rules and regulations.

***There were no state award findings or questioned costs in 2017-18.***

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**GREAT VALLEY ACADEMY - MODESTO**  
*Summary Schedule of Prior Audit Findings*  
*For the Fiscal Year Ended June 30, 2018*

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*There were no audit findings or recommendations in 2016-17.*

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**GREAT VALLEY ACADEMY - SALIDA**

**AUDIT REPORT**

**For the Fiscal Year Ended  
June 30, 2018**

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**GREAT VALLEY ACADEMY - SALIDA**  
*For the Fiscal Year Ended June 30, 2018*  
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## ***Financial Section***

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Great Valley Academy - Salida  
Modesto, California

### Report on the Financial Statements

We have audited the accompanying financial statements of Great Valley Academy - Salida (a California nonprofit Organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows, and functional expenses for the fiscal year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Great Valley Academy - Salida as of June 30, 2018, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters***Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information on pages 17 to 19 is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole. The information on page 16 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_\_\_\_, 2018, on our consideration of the Great Valley Academy - Salida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Murrieta, California  
\_\_\_\_\_, 2018

**GREAT VALLEY ACADEMY - SALIDA***Statement of Financial Position**June 30, 2018*

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**ASSETS**

Cash	\$	1,798,333
Accounts receivable		99,065
Prepaid expenses		14,418
Deposits		900
Capital assets:		
Non-depreciable assets		950,000
Depreciable assets		7,672,277
Less accumulated depreciation		<u>(278,033)</u>
Total Assets	\$	<u><u>10,256,960</u></u>

**LIABILITIES AND NET ASSETS****Liabilities**

Accounts payable	\$	189,067
Accrued payroll and benefits		25,605
Unearned revenues		14,419
Intercompany payable (see Note 3)		1,248,676
Long term liabilities:		
Portion due within one year		107,880
Portion due after one year		<u>4,641,359</u>
Total liabilities		<u>6,227,006</u>

**Net assets**

Unrestricted		<u>4,029,954</u>
Total Liabilities and Net Assets	\$	<u><u>10,256,960</u></u>

**GREAT VALLEY ACADEMY - SALIDA**  
*Statement of Activities*  
*For the Fiscal Year Ended June 30, 2018*

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 5,321,051	\$ -	\$ 5,321,051
Education Protection Account	159,600	-	159,600
In-lieu property tax transfers	965,317	-	965,317
Special education property tax transfers	-	107,146	107,146
Federal special education awards	-	69,985	69,985
Federal food program	-	62,492	62,492
State food program	-	3,967	3,967
Lottery	122,206	44,058	166,264
Other state sources	-	123,749	123,749
STRS on-behalf payment	175,720	-	175,720
Local special education transfers	-	282,678	282,678
Other local revenues	384,470	-	384,470
Interest earned	908	-	908
Net assets released from restrictions	694,075	(694,075)	-
Total revenues, gains, and other support	<u>7,823,347</u>	<u>-</u>	<u>7,823,347</u>
<b>EXPENSES</b>			
Program services:			
Instruction	3,850,286	-	3,850,286
Instruction-related services	683,114	-	683,114
Pupil services	622,998	-	622,998
Ancillary services	290,099	-	290,099
Total program services	<u>5,446,497</u>	<u>-</u>	<u>5,446,497</u>
Management and general:			
General administration	693,856	-	693,856
Plant services	613,592	-	613,592
Depreciation	116,769	-	116,769
Interest expense	300,061	-	300,061
Total management and general	<u>1,724,278</u>	<u>-</u>	<u>1,724,278</u>
Total expenses	<u>7,170,775</u>	<u>-</u>	<u>7,170,775</u>
Change in net assets	652,572	-	652,572
Net assets, July 1, 2017	<u>3,377,382</u>	<u>-</u>	<u>3,377,382</u>
Net assets, June 30, 2018	<u>\$ 4,029,954</u>	<u>\$ -</u>	<u>\$ 4,029,954</u>

**GREAT VALLEY ACADEMY - SALIDA**  
*Statement of Cash Flows*  
*For the Fiscal Year Ended June 30, 2018*

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ 652,572
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities	
Depreciation	116,769
(Increase) decrease in operating assets:	
Accounts receivable	66,124
Deposits	(900)
Prepaid expenses	(6,740)
Increase (decrease) in operating liabilities:	
Accounts payable	(164,213)
Accrued payroll and benefits	25,605
Unearned revenue	7,641
Intercompany payable	498,676
Net cash provided (used) by operating activities	<u>1,195,534</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment, furniture and building improvements	<u>(529,124)</u>
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**CASH FLOWS FROM FINANCING ACTIVITIES**

Payments on Salida mortgage	(103,930)
Payments on construction loan	<u>(15,952)</u>
Net cash provided (used) by financing activities	<u>(119,882)</u>

Net increase (decrease) in cash	546,528
Beginning cash balance, July 1, 2017	<u>1,251,805</u>
Ending cash balance, June 30, 2018	<u><u>\$ 1,798,333</u></u>

**SUPPLEMENTAL DISCLOSURE**

Interest paid	<u><u>\$ 300,061</u></u>
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**GREAT VALLEY ACADEMY - SALIDA**  
*Statement of Functional Expenses*  
*For the Fiscal Year Ended June 30, 2018*

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	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
<b>Salaries and Benefits</b>			
Certificated salaries	\$ 2,320,888	\$ -	\$ 2,320,888
Classified salaries	1,016,089	543,646	1,559,735
Employee benefits	1,092,312	148,469	1,240,781
<b>Total Salaries and Benefits</b>	<b>4,429,289</b>	<b>692,115</b>	<b>5,121,404</b>
<b>Supplies and Operating Expenses</b>			
Books and supplies	364,695	95,952	460,647
Services and other operating expenses	652,513	519,381	1,171,894
Unallocated depreciation	-	116,769	116,769
Other outgo	-	300,061	300,061
<b>Total Supplies and Operating Expenses</b>	<b>1,017,208</b>	<b>1,032,163</b>	<b>2,049,371</b>
<b>Totals</b>	<b>\$ 5,446,497</b>	<b>\$ 1,724,278</b>	<b>\$ 7,170,775</b>

## GREAT VALLEY ACADEMY - SALIDA

### Notes to Financial Statements

June 30, 2018

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#### NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

##### A. Nature of Activities

In February 2008, Great Valley Academy was approved to operate as a California charter school by the Stanislaus County Office of Education. The School was formed as an Internal Revenue Code (IRC) Section 501(c)(3) non-profit public benefit corporation. In 2016-17, the School opened another school called Great Valley Academy – Salida. The School was opened under the approval of the Salida Union Elementary School District and operated kindergarten and grades 1-8. This school offers all classroom based education programs. The primary source of revenue for the School comes from federal and state contract payments.

##### B. Basis of Accounting

The School accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the School conform to generally accepted accounting principles as prescribed by the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA).

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Financial statements are prepared using the accrual basis of accounting.

##### C. Basis of Presentation

The School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**Unrestricted:** These net assets represent expendable funds for operations that are not otherwise limited by donor restrictions. These generally result from revenues generated by receiving contributions, providing services, and receiving interest from investments. These net assets also included expendable funds that are designated by the board, but do not meet the criteria to be classified as temporarily restricted.

**Temporarily Restricted:** The School reports gifts of cash and other assets as temporarily restricted when they are received with donor stipulations that limit the use of the donated asset. The specific donor imposed restrictions are often contingent upon specific performance of a future event or a specific passage of time before the organization may spend the funds.

**Permanently Restricted:** Assets subject to irrevocable donor restrictions requiring that the assets be maintained in perpetuity usually for the purpose of generating investment income to fund current operations.

At June 30, 2018, the School had unrestricted net assets of \$4,029,954 and did not report any temporarily restricted net assets.

##### D. Functional Allocation of Expenses

The School reports expenses by function. The costs of providing and supporting educational programs and other activities have been summarized on a functional basis in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the instructional program and supporting services benefited.



## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **E. Cash**

Cash consists of funds held in financial institutions. The School considers certificates of deposit with a maturity date of 90 days or longer to be investments. At year-end and throughout the year, the School's cash balances were deposited in one financial institution. As of June 30, 2018, the School did not hold any cash as investments.

Cash balances are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). Amounts above the FDIC limit are secured by pledged collateral by the financial institution. As of June 30, 2018, \$1,876,309 of the cash balance was exposed to custodial risk because it exceeded the \$250,000 FDIC coverage limit.

##### **F. Prepaid Expenses**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

##### **G. Fair Value Measurements**

In accordance with fair value measurements, the School categorizes its assets and liabilities measured at fair value into a three-level hierarchy based on the priority of the inputs to the valuation technique used to determine fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used in the determination of the fair value measurement fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement.

Financial assets and liabilities recorded on the balance sheet are categorized based on the inputs to the valuation techniques as follows:

*Level 1* – Inputs that reflect unadjusted quoted prices in active markets for identical investments, such as stocks, corporate and government bonds. The School has the ability to access the holding and quoted prices as of the measurement date.

*Level 2* – Inputs, other than quoted prices, that are observable for the asset or liability either directly or indirectly, including inputs from markets that are not considered to be active.

*Level 3* – Inputs that are unobservable. Unobservable inputs reflect the School's own assumptions about the factors market participants would use in pricing an investment, and is based on the best information available in the circumstances.

##### **H. Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions or conditions.

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **I. Non-Cash Donations**

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions.

Absent donor stipulations regarding how long those donated assets must be maintained, the School reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The School reclassifies temporarily restricted net assets to unrestricted net assets at that time.

##### **J. Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenses during the reporting period. Significant estimates include the lives used for depreciation of property and equipment and allocation of costs between the various programs and expense categories. Actual results could differ from those estimates.

##### **K. Capital Assets**

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market values as of the date received. The School maintains a capitalization threshold of \$20,000 for all capital assets, except equipment, which has a \$5,000 capitalization threshold. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets, except for land and construction in progress, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

Description	Estimated Lives
Buildings and Improvements	15-50 years
Land Improvements	20 years
Equipment	5-10 years

##### **L. Income Taxes**

The School is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School files information returns in the U.S. federal jurisdiction, and the state of California. The statute of limitations for federal and California state tax purposes is generally three and four years, respectively.

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 2 – ACCOUNTS RECEIVABLE**

Accounts receivable outstanding at June 30, 2018, consisted of the following:

Federal Government:		
Special education entitlement	\$	2,755
Food program		140
State Government:		
LCFF		46,809
Lottery		35,157
Food program		10
Local:		
Other		14,194
		<hr/>
Total	\$	<u>99,065</u>

#### **NOTE 3 – INTERCOMPANY PAYABLE**

As of June 30, 2018, the Salida campus had an obligation to repay the Modesto campus \$1,248,676 to reimburse the down payment paid on its behalf for acquisition of the Salida property, as well as for acquisition of mobile modular classrooms. The two school sites have mutually agreed to repayment at \$5,000 per month, starting July 2019, until June 2020. The repayment rate will increase to \$10,000 per month, starting July 2020, until paid in full. There is no stated interest rate for these obligations, however, the effective interest rate is not material and will not be recorded. The Modesto campus is a related party under common control of the board of directors.

The planned schedule for future payments (subject to school board change) to Modesto is as follows:

Fiscal Year	Principal
2019-20	\$ 60,000
2020-21	120,000
2021-22	120,000
2022-23	120,000
2023-24	120,000
2024-29	600,000
2029-34	108,676
	<hr/>
Total	<u>\$ 1,248,676</u>

## GREAT VALLEY ACADEMY - SALIDA

### Notes to Financial Statements

June 30, 2018

#### NOTE 4 – NET DEFERRED PAY

The School provides elected certificated and classified employees who receive pay in the 11-month cycle the option to opt-in to deferred net pay plan. This allows elected employees to receive 12 paychecks during the year. The final check is not a payroll check, rather money that is withheld at 8.33% of net pay for all pay periods August 2017 through June 2018. As of June 30, 2018, the School had an obligation to pay deferred net pay of \$208,721, comprised of \$114,306 for Modesto and \$94,415 for Salida. Modesto acts as the trustee for Salida's net deferred pay. The obligation payable at June 30, 2018, is not recognized on Salida's Statement of Financial Position as it is satisfied by Modesto on Salida's behalf.

#### NOTE 5 – LONG TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2018, is shown below:

	Balance, July 1, 2017	Additions	Deductions	Balance, June 30, 2018	Amount Due in One Year
Charter school construction loan	\$ 15,952	\$ -	\$ 15,952	\$ -	\$ -
Mortgage note payable	4,853,169	-	103,930	4,749,239	107,880
Totals	<u>\$ 4,869,121</u>	<u>\$ -</u>	<u>\$ 119,882</u>	<u>\$ 4,749,239</u>	<u>\$ 107,880</u>

##### A. Manteca Campus Construction Loan

On August 20, 2012, the Great Valley Academy – Manteca entered into a loan in order to provide funds to build out the Manteca campus. With the relocation of the Manteca campus to Salida, the new Salida campus has assumed this liability. The terms of the note require monthly payments in the amount of \$8,029 beginning on September 20, 2012, and ending on August 20, 2017, including interest at a rate of 5.5%. As of June 30, 2018, the loan was paid in full.

##### B. Mortgage Note

On June 30, 2016, Great Valley Academy assumed a mortgage note with the Bank of Stockton for \$4,900,000 for the purchase of property for its Salida school campus, which replaced the Manteca campus. The terms of the mortgage require interest-only payments through January, 2017; thereafter, payments are \$29,870 per month. The interest rate is fixed at 5.25% with note maturity expected at July, 2041.

At June 30, 2018, the total balance outstanding on the note was \$4,749,239. The amounts required to amortize the outstanding balance at June 30, 2018, are as follows:

Fiscal Year	Principal	Interest	Total
2018-19	\$ 107,880	\$ 250,559	\$ 358,439
2019-20	113,089	245,351	358,440
2020-21	119,934	238,506	358,440
2021-22	126,476	231,964	358,440
2022-23	133,375	225,065	358,440
2023-28	783,019	1,009,180	1,792,199
2028-33	1,022,017	770,182	1,792,199
2033-38	1,333,007	459,193	1,792,200
2038-42	<u>1,010,442</u>	<u>88,109</u>	<u>1,098,551</u>
Total	<u>\$ 4,749,239</u>	<u>\$ 3,518,109</u>	<u>\$ 8,267,348</u>

**GREAT VALLEY ACADEMY - SALIDA***Notes to Financial Statements**June 30, 2018***NOTE 6 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2018, was as follows:

	Balance, July 1, 2017	Additions	Retirements	Balance, June 30, 2018
Capital assets not being depreciated:				
Land	\$ 950,000	\$ -	\$ -	\$ 950,000
Total capital assets not being depreciated	950,000	-	-	950,000
Capital assets being depreciated:				
Improvement of sites	3,453,688	30,448	-	3,484,136
Buildings	3,550,000	498,676	-	4,048,676
Equipment	139,465	-	-	139,465
Total capital assets being depreciated	7,143,153	529,124	-	7,672,277
Accumulated depreciation for:				
Improvement of sites	(34,053)	(11,796)	-	(45,849)
Buildings	(91,026)	(91,026)	-	(182,052)
Equipment	(36,185)	(13,947)	-	(50,132)
Total accumulated depreciation	(161,264)	(116,769)	-	(278,033)
Total capital assets being depreciated, net	6,981,889	412,355	-	7,394,244
Capital assets, net of depreciation	\$ 7,931,889	\$ 412,355	\$ -	\$ 8,344,244

Depreciation expense for the year ending June 30, 2018, was \$116,769 and was allocated by function.

**NOTE 7 – LINE OF CREDIT**

The School maintains an agreement with the Bank of Stockton for a line of credit in the amount of \$1,000,000. The line of credit is secured by the School's assets. As of June 30, 2018, there was no balance owed on the line of credit. The line of credit carries an interest rate of 7.0% and requires monthly payments when there are balances owed.

**NOTE 8 – EMPLOYEE RETIREMENT PLANS**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and eligible classified employees may contribute to the Great Valley Academy 401(k) Plan and Trust. The School is a participant in the plans and its contributions do not exceed 5% of total plan-level contributions.

The details of each plan are as follows:

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 8 – EMPLOYEE RETIREMENT PLANS (continued)**

##### **A. California State Teachers' Retirement System (CalSTRS)**

###### **Plan Description**

The School contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

###### **Benefits Provided**

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The School contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2018, are summarized as follows:

	<b>STRP Defined Benefit Program</b>	
	On or before December 31, 2012	On or after January 1, 2013
Hire Date		
Benefit Formula	2% at 60	2% at 62
Benefit Vesting Schedule	5 years of service	5 years of service
Benefit Payments	Monthly for life	Monthly for life
Retirement Age	60	62
Monthly Benefits as a Percentage of Eligible Compensation	2.0%-2.4%	2.0%-2.4%
Required Employee Contribution Rate	10.25%	9.205%
Required Employer Contribution Rate	14.43%	14.43%
Required State Contribution Rate	9.328%	9.328%

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 8 – EMPLOYEE RETIREMENT PLANS (continued)**

##### **A. California State Teachers' Retirement System (CalSTRS)**

###### **Contributions**

Required member District and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1% of applicable member earnings phased over a seven year period. The contribution rates for each plan for the year ended June 30, 2018, are presented above and the School's total contributions were \$327,664.

The School's contributions to CalSTRS and required employer contribution rate for the last three fiscal years were as follows:

	Contribution	Required Contribution Rate
2017-18	\$ 327,664	14.43%
2016-17	\$ 250,472	12.58%
2015-16	\$ 202,131	10.73%

###### **On-Behalf Payments**

The School was the recipient of on-behalf payments made by the State of California to CalSTRS for the benefit of covered employees' retirement savings. These payments consist of state General Fund contributions of \$175,720 to CalSTRS. This estimate was based on 9.328% of covered payroll expenses for the 2015-16 year.

##### **B. 401(k) Plan**

The School has established a 401K defined contribution retirement plan, whereby all eligible classified employees may elect to defer a portion of their salary into a separate retirement plan trust. Per the plan agreement, there is a requirement for the School to match employee salary elective deferrals up to 4%. For the year ending June 30, 2018, total employer contributions to the plan was \$35,348.

#### **NOTE 9 – COMMITMENTS AND CONTINGENCIES**

##### **State and Federal Funds**

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.



## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2018*

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#### **NOTE 10 – JPA INFORMATION**

The Great Valley Academy - Salida participates in a joint venture under a joint powers agreement (JPA) with Charter Safe. The Charter Safe JPA provides property and liability insurance and workers compensation coverage for its members. The JPA is governed by a board consisting of a representative from each member agency. The governing board controls the operations of the JPA independent of any influence by the member agencies beyond their representation on the governing board. Each member pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionately to its participation in the JPA.

Condensed unaudited financial information for Charter Safe for the year ended June 30, 2018, is as follows:

	Charter Safe
Total Assets	\$ 28,139,685
Total Liabilities	21,494,257
Net Assets	<u>\$ 6,645,428</u>
Total Revenues	\$ 24,040,219
Cost of Sales	16,943,974
Total Expenses	<u>6,271,075</u>
Net Income (Loss)	<u>\$ 825,170</u>

#### **NOTE 11 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2018, have been evaluated through \_\_\_\_\_, 2018, the date at which the School's audited financial statements were available to be issued. No events requiring disclosures have occurred through this date.

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## ***Supplementary Information***

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## **GREAT VALLEY ACADEMY - SALIDA**

### *Organizational Structure*

*June 30, 2018*

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In 2016, Great Valley Academy - Salida (Charter No. 1819) was approved by the Salida Union Elementary School District and operates classroom based instruction in kindergarten and grades 1-8. The school is located in Salida, which is in Stanislaus County, California.

<b>BOARD OF DIRECTORS</b>		
<b>Member</b>	<b>Office</b>	<b>Term Expires</b>
Steve Payne	President	October, 2018
Michael Gianelli	Vice President	June, 2019
Chad Wolf	Secretary	June, 2020
John Kramer	Treasurer	June, 2018
Twila Tosh	Salida Authorizing Agency Designee	August, 2018
Susan Nisan	Board Member	January, 2019
Ryan Swehla	Board Member	June, 2018
Yolanda Meraz	Board Member	June, 2020
Vince Jamison	Board Member	June, 2020
Michelle Barton	Board Member	June, 2020

### **ADMINISTRATORS**

Leah Silvestre Franklin,  
*Chief Executive Officer*

Marisa Jacobson-Meeks,  
*Chief Operating Officer*

Dr. Eldon Rosenow,  
*Founder*

**GREAT VALLEY ACADEMY - SALIDA**  
*Schedule of Average Daily Attendance*  
*For the Fiscal Year Ended June 30, 2018*

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**Schedule of Average Daily Attendance (ADA)**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

		Second Period Report	Annual Report
		Certificate No. 931B11BA	Certificate No. 09100A46
		Total Regular ADA	Total Regular ADA
Regular ADA:	Kindergarten through Third	373.19	372.08
	Fourth through Sixth	285.61	285.35
	Seventh through Eighth	139.20	138.76
	Total Regular ADA	798.00	796.19

All average daily attendance is generated through classroom-based instruction.

**GREAT VALLEY ACADEMY - SALIDA**  
*Schedule of Instructional Time*  
*For the Fiscal Year Ended June 30, 2018*

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Grade Level	Required	2017-18 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,570	181	Complied
Grade 1	50,400	59,240	181	Complied
Grade 2	50,400	59,240	181	Complied
Grade 3	50,400	59,240	181	Complied
Grade 4	54,000	59,240	181	Complied
Grade 5	54,000	59,240	181	Complied
Grade 6	54,000	59,240	181	Complied
Grade 7	54,000	59,240	181	Complied
Grade 8	54,000	59,240	181	Complied

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of Education Code Sections 47612 and 47612.5.

**GREAT VALLEY ACADEMY - SALIDA**

*Reconciliation of Annual Financial and Budget Report with Audited Financial Statements  
For the Fiscal Year Ended June 30, 2018*

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This schedule provides the information necessary to reconcile the net assets reported on the Unaudited Actual Financial report to the audited financial statements.

***There were no differences between net assets reported on the Unaudited Actual Financial reports  
and on the audited financial statements in 2017-18.***

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***Other Independent Auditors' Reports***

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors  
Great Valley Academy - Salida  
Modesto, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Great Valley Academy - Salida (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018 and the related statement of activities, statement of functional expenses, and cash flows for the fiscal year then ended, and the related notes to the financial statements, and have issued our report thereon dated \_\_\_\_\_, 2018.

**Internal Control Over Financial Planning**

In planning and performing our audit of the financial statements, we considered Great Valley Academy - Salida's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Great Valley Academy - Salida's internal control. Accordingly, we do not express an opinion on the effectiveness of the Great Valley Academy - Salida's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Great Valley Academy - Salida's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Murrieta, California  
\_\_\_\_\_, 2018

## INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors  
Great Valley Academy - Salida  
Modesto, California

### **Report on State Compliance**

We have audited Great Valley Academy - Salida's compliance with the types of compliance requirements described in the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* that could have a direct and material effect on each of the Great Valley Academy - Salida's state government programs as noted on the following page for the fiscal year ended June 30, 2018.

### **Management's Responsibility**

Management is responsible for compliance with state laws, regulations, and the terms and conditions of its State programs.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of Great Valley Academy - Salida's state programs based on our audit of the types of compliance requirements referred to on the following page. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to on the following page that could have a direct and material effect on a state program occurred. An audit includes examining, on a test basis, evidence about Great Valley Academy - Salida's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each state program. However, our audit does not provide a legal determination of Great Valley Academy - Salida's compliance.

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with the State laws and regulations applicable to the following items:

Description	Procedures Performed
School Districts, County Offices of Education, and Charter Schools:	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Not Applicable
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	Not Applicable
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	No (See below)
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes – Classroom Based	Yes
Charter School Facility Grant Program	Not Applicable

We did not perform procedures to test nonclassroom-based instruction/independent study as the program was not material.

***Unmodified Opinion on Compliance with State Programs***

In our opinion, Great Valley Academy - Salida complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2018.

Murrieta, California  
 \_\_\_\_\_, 2018

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## ***Findings and Recommendations***

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# **GREAT VALLEY ACADEMY - SALIDA**

## *Schedule of Audit Findings and Recommendations For the Fiscal Year Ended June 30, 2018*

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### **SECTION I - SUMMARY OF AUDITORS' RESULTS**

#### ***Financial Statements***

Type of auditors' report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(s) identified not considered to be material weaknesses?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

#### ***Federal Awards***

*The School expended less than \$750,000 in federal awards in 2017-18;  
therefore, a Single Audit pursuant to OMB Uniform Guidance was not performed.*

#### ***State Awards***

Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>
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## **GREAT VALLEY ACADEMY - SALIDA**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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#### **SECTION II - FINANCIAL STATEMENT FINDINGS**

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*. Pursuant to Assembly Bill (AB) 3627, all audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>AB 3627 Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

***There were no financial statement findings in 2017-18.***



## **GREAT VALLEY ACADEMY - SALIDA**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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#### **SECTION III - FEDERAL AWARD FINDINGS AND RECOMMENDATIONS**

This section identifies the audit findings required to be reported by the Uniform Guidance, Section 200.516 (e.g., significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs).

*The School expended less than \$750,000 on federal awards in 2017-18, therefore, a Single Audit pursuant to OMB Uniform Guidance was not performed.*

**GREAT VALLEY ACADEMY - SALIDA**

*Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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**SECTION IV - STATE AWARD FINDINGS AND RECOMMENDATIONS**

This section identifies the audit findings pertaining to noncompliance with state program rules and regulations.

***There were no state award findings or questioned costs in 2017-18.***

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**GREAT VALLEY ACADEMY - SALIDA**  
*Summary Schedule of Prior Audit Findings*  
*For the Fiscal Year Ended June 30, 2018*

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*There were no audit findings or recommendations in 2016-17.*

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**GREAT VALLEY ACADEMY**  
**AUDIT REPORT**  
**For the Fiscal Year Ended**  
**June 30, 2018**

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# **GREAT VALLEY ACADEMY**

*For the Fiscal Year Ended June 30, 2018*

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## ***Financial Section***

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Great Valley Academy  
Modesto, California

### Report on the Financial Statements

We have audited the accompanying combined financial statements of Great Valley Academy (a California nonprofit Organization) and its subsidiaries, which comprise the combined statement of financial position as of June 30, 2018, and the related combined statements of activities, cash flows, and functional expenses for the fiscal year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these combined financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of combined financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these combined financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Great Valley Academy as of June 30, 2018, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.



**Other Matters***Other Information*

Our audit was conducted for the purpose of forming opinions on the combined financial statements that collectively comprise the School's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic combined financial statements. The supplementary information on pages 18 to 23 is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic combined financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic combined financial statements or to the basic combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole. The information on page 17 has not been subjected to the auditing procedures applied in the audit of the basic combined financial statements and accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_\_\_\_, 2018, on our consideration of the Great Valley Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter's internal control over financial reporting and compliance.

Murrieta, California

\_\_\_\_\_, 2018

**GREAT VALLEY ACADEMY***Combined Statement of Financial Position**June 30, 2018*

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**ASSETS**

Cash	\$	5,926,203
Accounts receivable		206,184
Prepaid expenses		30,453
Deposits		900
Capital assets:		
Non-depreciable assets		2,085,562
Depreciable assets		12,088,082
Less accumulated depreciation		<u>(1,404,002)</u>
Total Assets	\$	<u><u>18,933,382</u></u>

**LIABILITIES AND NET ASSETS****Liabilities**

Accounts payable	\$	519,073
Unearned revenues		24,320
Accrued payroll liabilities and benefits		129,710
Net deferred pay (See Note 4)		208,721
Long term liabilities:		
Portion due within one year		232,820
Portion due after one year		<u>6,308,926</u>
Total liabilities		<u>7,423,570</u>

**Net assets**

Unrestricted		11,336,539
Temporarily restricted		<u>173,273</u>
Total net assets		<u>11,509,812</u>
Total Liabilities and Net Assets	\$	<u><u>18,933,382</u></u>

**GREAT VALLEY ACADEMY**  
*Combined Statement of Activities*  
*For the Fiscal Year Ended June 30, 2018*

	Unrestricted	Temporarily Restricted	Total
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 9,759,029	\$ -	\$ 9,759,029
Education Protection Account	1,335,537	-	1,335,537
In-lieu property tax transfers	2,413,767	-	2,413,767
Special education property tax transfers	-	225,158	225,158
Federal special education awards	-	141,460	141,460
Federal food program	-	160,859	160,859
State food program	-	10,401	10,401
Lottery	256,765	92,584	349,349
Other state sources	-	526,474	526,474
STRS on-behalf payment	397,684	-	397,684
Local special education transfers	-	602,138	602,138
Other local revenues	729,296	-	729,296
Interest earned	2,725	-	2,725
Net assets released from restrictions	1,654,017	(1,654,017)	-
Total revenues, gains, and other support	16,548,820	105,057	16,653,877
<b>EXPENSES</b>			
Program Services:			
Instruction	8,625,149	-	8,625,149
Instruction-related services	1,475,492	-	1,475,492
Pupil services	1,230,047	-	1,230,047
Ancillary services	627,952	-	627,952
Total Program Services	11,958,640	-	11,958,640
Management and General:			
General administration	1,516,456	-	1,516,456
Plant services	1,175,229	-	1,175,229
Depreciation	311,990	-	311,990
Interest expense	444,649	-	444,649
Total management and general	3,448,324	-	3,448,324
Total expenses	15,406,964	-	15,406,964
Change in net assets	1,141,856	105,057	1,246,913
Net assets, July 1, 2017	10,194,683	68,216	10,262,899
Net assets, June 30, 2018	\$ 11,336,539	\$ 173,273	\$ 11,509,812

**GREAT VALLEY ACADEMY**  
*Combined Statement of Cash Flows*  
*For the Fiscal Year Ended June 30, 2018*

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ 1,246,913
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities	
Depreciation	311,990
(Increase) decrease in operating assets:	
Accounts receivable	341,208
Intercompany receivable	(498,676)
Deposits	(900)
Prepaid expenses	(3,373)
Increase (decrease) in operating liabilities:	
Accounts payable	(95,207)
Accrued payroll liabilities	129,710
Unearned revenue	10,409
Net deferred pay	208,721
Intercompany payable	498,676
Net cash provided (used) by operating activities	<u>2,149,471</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment, furniture and building improvements	<u>(766,963)</u>
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**CASH FLOWS FROM FINANCING ACTIVITIES**

Payments on Salida mortgage	(103,930)
Payments on construction loan	(15,952)
Payments on mortgage note	<u>(118,824)</u>
Net cash provided (used) by financing activities	<u>(238,706)</u>

Net increase (decrease) in cash	1,143,802
Beginning cash balance, July 1, 2017	<u>4,782,401</u>
Ending cash balance, June 30, 2018	<u><u>\$ 5,926,203</u></u>

**SUPPLEMENTAL DISCLOSURE**

Interest paid	<u><u>\$ 444,649</u></u>
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**GREAT VALLEY ACADEMY***Combined Statement of Functional Expenses  
For the Fiscal Year Ended June 30, 2018*

	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
<b>Salaries and Benefits</b>			
Certificated salaries	\$ 5,156,816	\$ -	\$ 5,156,816
Classified salaries	2,208,664	1,096,323	3,304,987
Employee benefits	2,404,884	296,787	2,701,671
<b>Total Salaries and Benefits</b>	<b>9,770,364</b>	<b>1,393,110</b>	<b>11,163,474</b>
<b>Supplies and Operating Expenses</b>			
Books and supplies	888,221	210,522	1,098,743
Services and other operating expenses	1,300,055	1,088,053	2,388,108
Unallocated depreciation	-	311,990	311,990
Other outgo	-	444,649	444,649
<b>Total Supplies and Operating Expenses</b>	<b>2,188,276</b>	<b>2,055,214</b>	<b>4,243,490</b>
<b>Totals</b>	<b>\$ 11,958,640</b>	<b>\$ 3,448,324</b>	<b>\$ 15,406,964</b>

## GREAT VALLEY ACADEMY

### Notes to the Combined Financial Statements

June 30, 2018

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#### NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

##### A. Nature of Activities

In February 2008, Great Valley Academy (the Charter) was approved to operate as a California charter school by the Stanislaus County Office of Education. The Charter was formed as an Internal Revenue Code (IRC) Section 501(c)(3) non-profit public benefit corporation. The Charter operated a school with a classroom based education program, offering education to students in kindergarten and grades 1-8. The school began its operations in 2008-09. In 2016-17, the School opened another school called Great Valley Academy-Salida. This new site was opened under the approval of the Salida Union Elementary School District and operated kindergarten and grades 1-8. The Modesto campus offers both classroom based and non-classroom based education programs, while the Salida campus offers all classroom based instruction. In addition, the Charter offers consulting services to other educational institutions, which is considered unrelated to the primary educational activity. Major sources of revenue for education comes from federal and state agencies.

##### B. Basis of Accounting

The Charter accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the Charter conform to generally accepted accounting principles as prescribed by the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA).

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Financial statements are prepared using the accrual basis of accounting.

##### C. Basis of Presentation

The combined financial statements include Great Valley-Modesto and Great Valley Academy-Salida. All significant inter-entity transactions have been eliminated.

The Charter reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**Unrestricted:** These net assets represent expendable funds for operations that are not otherwise limited by donor restrictions. These generally result from revenues generated by receiving contributions, providing services, and receiving interest from investments. These net assets also included expendable funds that are designated by the board, but do not meet the criteria to be classified as temporarily restricted.

**Temporarily Restricted:** The Charter reports gifts of cash and other assets as temporarily restricted when they are received with donor stipulations that limit the use of the donated asset. The specific donor imposed restrictions are often contingent upon specific performance of a future event or a specific passage of time before the organization may spend the funds.

**Permanently Restricted:** Assets subject to irrevocable donor restrictions requiring that the assets be maintained in perpetuity usually for the purpose of generating investment income to fund current operations.

At June 30, 2018, the Charter had unrestricted net assets of \$11,336,539 and temporarily restricted net assets of \$173,273.

## **GREAT VALLEY ACADEMY**

### *Notes to the Combined Financial Statements*

*June 30, 2018*

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#### **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **D. Functional Allocation of Expenses**

The Charter reports expenses by function. The costs of providing and supporting educational programs and other activities have been summarized on a functional basis in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the instructional program and supporting services benefited.

##### **E. Cash**

Cash consists of funds held in financial institutions. The Charter considers certificates of deposit with a maturity date of 90 days or longer to be investments. As of June 30, 2018, the Charter did not hold any cash as investments.

Cash balances are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). Amounts above the FDIC limit are secured by pledged collateral by the financial institution. As of June 30, 2018, \$5,600,427 of the cash balance was exposed to custodial risk because it exceeded the \$250,000 FDIC coverage limit.

##### **F. Prepaid Expenses**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

##### **G. Fair Value Measurements**

In accordance with fair value measurements, the Charter categorizes its assets and liabilities measured at fair value into a three-level hierarchy based on the priority of the inputs to the valuation technique used to determine fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used in the determination of the fair value measurement fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement.

Financial assets and liabilities recorded on the balance sheet are categorized based on the inputs to the valuation techniques as follows:

*Level 1* – Inputs that reflect unadjusted quoted prices in active markets for identical investments, such as stocks, corporate and government bonds. The Charter has the ability to access the holding and quoted prices as of the measurement date.

*Level 2* – Inputs, other than quoted prices, that are observable for the asset or liability either directly or indirectly, including inputs from markets that are not considered to be active.

*Level 3* – Inputs that are unobservable. Unobservable inputs reflect the Charter's own assumptions about the factors market participants would use in pricing an investment, and is based on the best information available in the circumstances.

##### **H. Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions or conditions.



## **GREAT VALLEY ACADEMY**

### *Notes to the Combined Financial Statements*

*June 30, 2018*

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#### **NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **I. Non-Cash Donations**

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions.

Absent donor stipulations regarding how long those donated assets must be maintained, the Charter reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Charter reclassifies temporarily restricted net assets to unrestricted net assets at that time.

##### **J. Estimates**

The preparation of combined financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenses during the reporting period. Significant estimates include the lives used for depreciation of property and equipment and allocation of costs between the various programs and expense categories. Actual results could differ from those estimates.

##### **K. Capital Assets**

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market values as of the date received. The Charter maintains a capitalization threshold of \$20,000 for all capital assets, except equipment, which has a \$5,000 capitalization threshold. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets, except for land and construction in progress, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

Description	Estimated Lives
Buildings and Improvements	15-50 years
Land Improvements	20 years
Equipment	5-10 years

##### **L. Income Taxes**

The Charter is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes for its primary activity. However, the Charter also conducts unrelated consulting activities for which unrelated business income is generated. As a result, this income is taxable, however, management believes that no material income tax liability will arise for this fiscal year ending June 30, 2018, and therefore, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The Charter files information returns in the U.S. federal jurisdiction, and the state of California. The statute of limitations for federal and California state tax purposes is generally three and four years, respectively.

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2018*

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**NOTE 2 – ACCOUNTS RECEIVABLE**

Accounts receivable outstanding at June 30, 2018, consisted of the following:

Federal Government:		
Special education entitlement	\$	5,569
Food Program		247
State Government:		
Lottery		96,616
LCFF		69,855
Mental health		5,400
Food program		17
Local:		
Other		28,480
Total	\$	<u>206,184</u>

**NOTE 3 – INTERCOMPANY RECEIVABLE/PAYABLE**

As of June 30, 2018, the Salida campus had an obligation to repay the Modesto campus \$1,248,676 to reimburse the down payment paid on its behalf for acquisition of the Salida property, as well as for acquisition of mobile modular classrooms. The two school sites have mutually agreed to repayment at \$5,000 per month, starting July 2019, until June 2020. The repayment rate will increase to \$10,000 per month, starting July 2020, until paid in full. There is no stated interest rate for these obligations, however, the effective interest rate is not material and will not be recorded. The Modesto campus is a related party under common control of the board of directors.

The planned schedule for future payments (subject to school board change) to Modesto is as follows:

Fiscal Year	Principal
2019-20	\$ 60,000
2020-21	120,000
2021-22	120,000
2022-23	120,000
2023-24	120,000
2024-29	600,000
2029-34	<u>108,676</u>
Total	<u>\$ 1,248,676</u>

**NOTE 4 – NET DEFERRED PAY**

The School provides elected certificated and classified employees who receive pay in the 11-month cycle the option to opt-in to deferred net pay plan. This allows elected employees to receive 12 paychecks during the year. The final check is not a payroll check, rather money that is withheld at 8.33% of net pay for all pay periods August 2017 through June 2018. As of June 30, 2018, the School had an obligation to pay deferred net pay of \$208,721, comprised of \$114,306 for Modesto and \$94,415 for Salida. Modesto acts as the trustee for Salida's net deferred pay. The obligation payable at June 30, 2018, is not recognized on Salida's Statement of Financial Position as it is satisfied by Modesto on Salida's behalf.

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2018***NOTE 5 – LONG TERM LIABILITIES**

A schedule of changes in long-term liabilities for the year ended June 30, 2018, is shown below:

	Balance, July 1, 2017	Additions	Deductions	Balance, June 30, 2018	Amount Due in One Year
Charter school construction loan	\$ 15,952	\$ -	\$ 15,952	\$ -	\$ -
Mortgage note payable - Modesto	1,911,331	-	118,824	1,792,507	124,940
Mortgage note payable - Salida	4,853,169	-	103,930	4,749,239	107,880
Totals	<u>\$ 6,780,452</u>	<u>\$ -</u>	<u>\$ 238,706</u>	<u>\$ 6,541,746</u>	<u>\$ 232,820</u>

**A. Mortgage Note - Modesto**

On May 14, 2010, Great Valley Academy completed the purchase of a building which it previously leased for its Modesto campus. The property was purchased for a price of \$3,250,000 from Modesto's Neighborhood Church. The agreement called for Great Valley Academy to carry a note payable to the Church in the amount of \$2,975,000. The terms of the note required monthly payments of \$17,512 beginning on June 14, 2010 and ending on May 14, 2015, including interest at a rate of 6.75%, and monthly payments of \$15,704 beginning on May 14, 2015 and ending on April 14, 2020, including interest at a rate of 8.0%.

On July 8, 2014, Great Valley Academy refinanced the mortgage note previously held with Modesto Neighborhood Church with the Bank of Stockton. The new mortgage note assumed is \$2,226,000 with monthly payments of \$17,672. The note matures on July 5, 2029 and bears a fixed rate of interest of 4.95%. At June 30, 2018, the total balance outstanding on the note was \$1,792,507. The amounts required to amortize the outstanding balance at June 30, 2018, are as follows:

Fiscal Year	Principal	Interest	Total
2018-19	\$ 124,940	\$ 87,121	\$ 212,061
2019-20	131,137	80,924	212,061
2020-21	138,091	73,969	212,061
2021-22	145,184	66,878	212,061
2022-23	152,640	59,421	212,061
2023-28	888,950	171,356	1,060,306
2028-30	211,565	5,950	217,515
Total	<u>\$ 1,792,507</u>	<u>\$ 545,619</u>	<u>\$ 2,338,126</u>

**B. Manteca Campus Loan**

On August 20, 2012, the Great Valley Academy – Manteca entered into a loan in order to provide funds to build out the Manteca campus. The new Salida campus has assumed this liability. The terms of the note require monthly payments in the amount of \$8,029 beginning on September 20, 2012 and ending on August 20, 2017, including interest at a rate of 5.5%. At June 30, 2018, the loan was paid in full.

**C. Mortgage Note - Salida**

On June 30, 2016, Great Valley Academy assumed a mortgage note with the Bank of Stockton for \$4,900,000 for the purchase of property for its Salida school campus, which replaced the Manteca campus. The terms of the mortgage require interest-only payments through January, 2017; thereafter, payments are \$29,870 per month. The interest rate is 5.25% with note maturity expected at July, 2041.

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2018***NOTE 5 – LONG TERM LIABILITIES (continued)****C. Mortgage Note – Salida (continued)**

The balance outstanding at June 30, 2018, was \$4,749,239.

At June 30, 2018, the total balance outstanding on the note was \$4,749,239. The amounts required to amortize the outstanding balance at June 30, 2018, are as follows:

Fiscal Year	Principal	Interest	Total
2018-19	\$ 107,880	\$ 250,559	\$ 358,439
2019-20	113,089	245,351	358,440
2020-21	119,934	238,506	358,440
2021-22	126,476	231,964	358,440
2022-23	133,375	225,065	358,440
2023-28	783,019	1,009,180	1,792,199
2028-33	1,022,017	770,182	1,792,199
2033-38	1,333,007	459,193	1,792,200
2038-42	1,010,442	88,109	1,098,551
Total	<u>\$ 4,749,239</u>	<u>\$ 3,518,109</u>	<u>\$ 8,267,348</u>

**NOTE 6 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2018 was as follows:

	Balance, July 1, 2017	Additions	Retirements	Balance, June 30, 2018
Capital assets not being depreciated:				
Land	\$ 2,070,000	\$ -	\$ -	\$ 2,070,000
Construction in progress	-	15,562	-	15,562
Total capital assets not being depreciated	<u>2,070,000</u>	<u>15,562</u>	<u>-</u>	<u>2,085,562</u>
Capital assets being depreciated:				
Improvement of sites	5,004,461	252,725	-	5,257,186
Buildings	5,951,428	498,676	-	6,450,104
Equipment	380,792	-	-	380,792
Total capital assets being depreciated	<u>11,336,681</u>	<u>751,401</u>	<u>-</u>	<u>12,088,082</u>
Accumulated depreciation for:				
Improvement of sites	(423,719)	(114,672)	-	(538,391)
Buildings	(588,571)	(162,740)	-	(751,311)
Equipment	(79,722)	(34,578)	-	(114,300)
Total accumulated depreciation	<u>(1,092,012)</u>	<u>(311,990)</u>	<u>-</u>	<u>(1,404,002)</u>
Total capital assets being depreciated, net	<u>10,244,669</u>	<u>439,411</u>	<u>-</u>	<u>10,684,080</u>
Capital assets, net of depreciation	<u>\$ 12,314,669</u>	<u>\$ 454,973</u>	<u>\$ -</u>	<u>\$ 12,769,642</u>

Depreciation expense for the year ending June 30, 2018, was \$311,990 and was allocated by function.

## **GREAT VALLEY ACADEMY**

### *Notes to the Combined Financial Statements*

*June 30, 2018*

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#### **NOTE 7 – LINE OF CREDIT**

The Charter entered into an agreement with the Bank of Stockton for a line of credit in the amount of \$1,000,000. The line of credit is secured by the Charter's assets. As of June 30, 2018, there was no balance owed on the line of credit. The line of credit carries an interest rate of 7.0% and requires monthly payments when there are balances owed.

#### **NOTE 8 – GREAT VALLEY HOMESCHOOL PROGRAM OFFICE OPERATING LEASE**

Great Valley Academy – Modesto entered into an operating lease agreement with Tully Manor Investments, LLC in August 2015 for office space for its homeschool program, located in Modesto, CA. Payments are required monthly and initial base rental fee is \$1,979 per month, with 3% increases annually. The initial term is five years with option to extend up to three years. Total operating lease expense for the facility for the year ending June 30, 2018 was \$25,076.

#### **NOTE 9 – EMPLOYEE RETIREMENT PLANS**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and eligible classified employees may contribute to the Great Valley Academy 401(k) Plan and Trust. The School is a participant in the plans and its contributions do not exceed 5% of total plan-level contributions.

The details of each plan are as follows:

##### **A. California State Teachers' Retirement System (CalSTRS)**

###### **Plan Description**

The School contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

###### **Benefits Provided**

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service.

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2018***NOTE 9 – EMPLOYEE RETIREMENT PLANS****A. California State Teachers' Retirement System (CalSTRS) (continued)****Benefits Provided (continued)**

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The School contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2018, are summarized as follows:

	<b>STRP Defined Benefit Program</b>	
	On or before December 31, 2012	On or after January 1, 2013
Hire Date	2% at 60	2% at 62
Benefit Formula	5 years of service	5 years of service
Benefit Vesting Schedule	Monthly for life	Monthly for life
Benefit Payments	60	62
Retirement Age	2.0%-2.4%	2.0%-2.4%
Monthly Benefits as a Percentage of Eligible Compensation	10.25%	9.205%
Required Employee Contribution Rate	14.43%	14.43%
Required Employer Contribution Rate	9.328%	9.328%
Required State Contribution Rate		

**Contributions**

Required member District and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1% of applicable member earnings phased over a seven year period. The contribution rates for each plan for the year ended June 30, 2018, are presented above and the School's total contributions were \$714,266.

The School's contributions to CalSTRS and required employer contribution rate for the last three fiscal years were as follows:

	<b>Contribution</b>			<b>Required Contribution Rate</b>
	Modesto	Salida	Combined	
2017-18	\$ 386,602	\$ 327,664	\$ 714,266	14.43%
2016-17	\$ 335,801	\$ 250,472	\$ 586,273	12.58%
2015-16	\$ 255,325	\$ 202,131	\$ 457,456	10.73%

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2018*

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**NOTE 9 – EMPLOYEE RETIREMENT PLANS (continued)****A. California State Teachers' Retirement System (CalSTRS) (continued)****On-Behalf Payments**

The Charter was the recipient of on-behalf payments made by the State of California to STRS for the benefit of covered employees' retirement savings. These payments consist of state General Fund contributions of \$221,964 for Modesto, \$175,720 for Salida, and \$397,684 combined to STRS. This estimate was based on 9.328% of covered payroll expenses for the 2015-16 year.

**B. 401(K) Plan**

The Charter has established a 401K defined contribution retirement plan, whereby all eligible classified employees may elect to defer a portion of their salary into a separate retirement plan trust. Per the plan agreement, there is a requirement for the School to match employee salary elective deferrals up to 4.0%. For the year ending June 30, 2018, total employer contributions to the plan was \$74,895.

**NOTE 10 – NET ASSET CLASSIFICATION**

Temporarily restricted net assets consists of the following at June 30, 2018:

Clean Energy Jobs Act	<u>\$ 173,273</u>
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**NOTE 11 – JPA INFORMATION**

The Great Valley Academy participates in a joint venture under a joint powers agreement (JPA) with Charter Safe. The Charter Safe JPA provides property and liability insurance and workers compensation coverage for its members. The JPA is governed by a board consisting of a representative from each member agency. The governing board controls the operations of the JPA independent of any influence by the member agencies beyond their representation on the governing board. Each member pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionately to its participation in the JPA.

Condensed unaudited financial information for Charter Safe for the year ended June 30, 2018, is as follows:

	<u>Charter Safe</u>
Total Assets	\$ 28,139,685
Total Liabilities	<u>21,494,257</u>
Net Assets	<u>\$ 6,645,428</u>
Total Revenues	\$ 24,040,219
Cost of Sales	16,943,974
Total Expenses	<u>6,271,075</u>
Net Income (Loss)	<u>\$ 825,170</u>



**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2018*

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**NOTE 12 – COMMITMENTS AND CONTINGENCIES****State and Federal Funds**

The Charter has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

**NOTE 13 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2018 have been evaluated through \_\_\_\_\_, 2018, the date at which the Charter's audited combined financial statements were available to be issued.

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## ***Supplementary Information***

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DRAFT

## **GREAT VALLEY ACADEMY**

### *Organizational Structure*

*June 30, 2018*

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The Great Valley Academy (Charter No. 0985) was authorized as a California charter school in February 2008 by the Stanislaus County Office of Education. The School provides classroom and non-classroom based instruction to students in kindergarten and grades 1-8, and is located in Modesto. In 2016, a second school called Great Valley Academy Salida (Charter No. 1819) was approved by the Salida Union Elementary School District and operates classroom based instruction in kindergarten and grades 1-8. The School is located in Salida, which is in Stanislaus County.

<b>BOARD OF DIRECTORS</b>		
<b>Member</b>	<b>Office</b>	<b>Term Expires</b>
Steve Payne	President	October, 2018
Michael Gianelli	Vice President	June, 2019
Chad Wolf	Secretary	June, 2020
John Kramer	Treasurer	June, 2018
Twila Tosh	Salida Authorizing Agency Designee	August, 2018
Susan Nisan	Board Member	January, 2019
Ryan Swehla	Board Member	June, 2018
Yolanda Meraz	Board Member	June, 2020
Vince Jamison	Board Member	June, 2020
Michelle Barton	Board Member	June, 2020

### **ADMINISTRATORS**

Leah Silvestre Franklin,  
*Chief Executive Officer*

Marisa Jacobson-Meeks,  
*Chief Operating Officer*

Dr. Eldon Rosenow,  
*Founder*

**GREAT VALLEY ACADEMY***Combined Statement of Financial Position**June 30, 2018*

	Great Valley Academy - Modesto	Great Valley Academy - Salida	Eliminating	Totals
<b>ASSETS</b>				
Cash	\$ 4,127,870	\$ 1,798,333	\$ -	\$ 5,926,203
Accounts receivable	107,119	99,065	-	206,184
Intercompany receivable (see Note 3)	1,248,676	-	(1,248,676)	-
Prepaid expenses	16,035	14,418	-	30,453
Deposits	-	900	-	900
Capital assets:				
Nondepreciable assets	1,135,562	950,000	-	2,085,562
Depreciable assets	4,415,805	7,672,277	-	12,088,082
Less accumulated depreciation	(1,125,969)	(278,033)	-	(1,404,002)
Total Assets	<u>\$ 9,925,098</u>	<u>\$ 10,256,960</u>	<u>\$ (1,248,676)</u>	<u>\$ 18,933,382</u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>Liabilities</b>				
Accounts payable	\$ 330,006	\$ 189,067	\$ -	\$ 519,073
Unearned revenues	9,901	14,419	-	24,320
Accrued payroll liabilities	104,105	25,605	-	129,710
Net deferred pay	208,721	-	-	208,721
Intercompany payable (see Note 3)	-	1,248,676	(1,248,676)	-
Long-term liabilities:				
Portion due within one year	124,940	107,880	-	232,820
Portion due after one year	1,667,567	4,641,359	-	6,308,926
Total liabilities	<u>2,445,240</u>	<u>6,227,006</u>	<u>(1,248,676)</u>	<u>7,423,570</u>
<b>Net assets</b>				
Unrestricted	7,306,585	4,029,954	-	11,336,539
Temporarily restricted	173,273	-	-	173,273
Total net assets	<u>7,479,858</u>	<u>4,029,954</u>	<u>-</u>	<u>11,509,812</u>
Total Liabilities and Net Assets	<u>\$ 9,925,098</u>	<u>\$ 10,256,960</u>	<u>\$ (1,248,676)</u>	<u>\$ 18,933,382</u>

**GREAT VALLEY ACADEMY***Combined Statement of Activities**For the Fiscal Year Ended June 30, 2018*

	Great Valley Academy - Modesto	Great Valley Academy - Salida	Totals
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 4,437,978	\$ 5,321,051	\$ 9,759,029
Education Protection Account	1,175,937	159,600	1,335,537
In-lieu property tax transfers	1,448,450	965,317	2,413,767
Special education property tax transfers	118,012	107,146	225,158
Federal special education awards	71,475	69,985	141,460
Federal food program	98,367	62,492	160,859
State food program	6,434	3,967	10,401
Lottery	183,085	166,264	349,349
Other state sources	402,725	123,749	526,474
STRS on-behalf payment	221,964	175,720	397,684
Local special education transfers	319,460	282,678	602,138
Other local revenues	344,826	384,470	729,296
Interest earned	1,817	908	2,725
Total revenues, gains, and other support	8,830,530	7,823,347	16,653,877
<b>EXPENSES</b>			
Certificated salaries	2,835,928	2,320,888	5,156,816
Classified salaries	1,745,252	1,559,735	3,304,987
Employee benefits	1,460,890	1,240,781	2,701,671
Books and supplies	638,096	460,647	1,098,743
Services and other operating expenses	1,216,214	1,171,894	2,388,108
Depreciation	195,221	116,769	311,990
Other outgo	144,588	300,061	444,649
Total expenses	8,236,189	7,170,775	15,406,964
Change in net assets	594,341	652,572	1,246,913
Net assets, July 1, 2017	6,885,517	3,377,382	10,262,899
Net assets, June 30, 2018	\$ 7,479,858	\$ 4,029,954	\$ 11,509,812

**GREAT VALLEY ACADEMY**  
*Combined Statement of Cash Flows*  
*For the Fiscal Year Ended June 30, 2018*

	Great Valley Academy - Modesto	Great Valley Academy - Salida	Totals
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Change in net assets	\$ 594,341	\$ 652,572	\$ 1,246,913
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities			
Depreciation	195,221	116,769	311,990
(Increase) decrease in operating assets:			
Accounts receivable	275,084	66,124	341,208
Intercompany receivable	(498,676)	-	(498,676)
Deposits	-	(900)	(900)
Prepaid expenses	3,367	(6,740)	(3,373)
Increase (decrease) in operating liabilities:			
Accounts payable	69,006	(164,213)	(95,207)
Accrued payroll liabilities	104,105	25,605	129,710
Unearned revenue	2,768	7,641	10,409
Net deferred pay	208,721	-	208,721
Intercompany payable	-	498,676	498,676
Net cash provided (used) by operating activities	953,937	1,195,534	2,149,471
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of equipment, furniture and building improvements	(237,839)	(529,124)	(766,963)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Payments on Salida mortgage note	-	(103,930)	(103,930)
Payments on construction loan	-	(15,952)	(15,952)
Payment on Modesto mortgage note	(118,824)	-	(118,824)
Net cash provided (used) by financing activities	(118,824)	(119,882)	(238,706)
Net increase (decrease) in cash	597,274	546,528	1,143,802
Beginning cash balance, July 1, 2017	3,530,596	1,251,805	4,782,401
Ending cash balance, June 30, 2018	\$ 4,127,870	\$ 1,798,333	\$ 5,926,203
<b>SUPPLEMENTAL DISCLOSURE</b>			
Interest paid	\$ 144,588	\$ 300,061	\$ 444,649

**GREAT VALLEY ACADEMY***Schedule of Average Daily Attendance  
For the Fiscal Year Ended June 30, 2018***Schedule of Average Daily Attendance (ADA)**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the Charter. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

**GREAT VALLEY ACADEMY - SALIDA**

	<b>Second Period Report</b>	<b>Annual Report</b>
	Certificate No. 931B11BA	Certificate No. 09100A46
	Total Regular ADA	Total Regular ADA
<b>Regular ADA:</b>		
Kindergarten through Third	373.19	372.08
Fourth through Sixth	285.61	285.35
Seventh through Eighth	139.20	138.76
Total Regular ADA	798.00	796.19

All average daily attendance is generated through classroom based instruction.

**GREAT VALLEY ACADEMY - MODESTO**

	<b>Second Period Report</b>		<b>Annual Report</b>	
	Certificate No. B8ACABEF		Certificate No. A9599121	
	Classroom- Based	Total Regular ADA	Classroom- Based	Total Regular ADA
<b>Regular ADA:</b>				
Kindergarten through Third	321.36	366.46	321.21	366.44
Fourth through Sixth	293.32	311.18	292.35	310.22
Seventh through Eighth	191.01	201.29	190.65	201.89
Total Regular ADA	805.69	878.93	804.21	878.55



**GREAT VALLEY ACADEMY***Schedule of Instructional Time**For the Fiscal Year Ended June 30, 2018*

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**GREAT VALLEY ACADEMY - SALIDA**

Grade Level	Required	2017-18 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,570	181	Complied
Grade 1	50,400	59,240	181	Complied
Grade 2	50,400	59,240	181	Complied
Grade 3	50,400	59,240	181	Complied
Grade 4	54,000	59,240	181	Complied
Grade 5	54,000	59,240	181	Complied
Grade 6	54,000	59,240	181	Complied
Grade 7	54,000	59,240	181	Complied
Grade 8	54,000	59,240	181	Complied

**GREAT VALLEY ACADEMY - MODESTO**

Grade Level	Required	2017-18 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,740	181	Complied
Grade 1	50,400	59,040	181	Complied
Grade 2	50,400	59,040	181	Complied
Grade 3	50,400	59,040	181	Complied
Grade 4	54,000	60,850	181	Complied
Grade 5	54,000	60,850	181	Complied
Grade 6	54,000	60,850	181	Complied
Grade 7	54,000	60,850	181	Complied
Grade 8	54,000	60,850	181	Complied

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of Education Code Sections 47612 and 47612.5.

**GREAT VALLEY ACADEMY**

*Reconciliation of Annual Financial and Budget Report with Audited Financial Statements  
For the Fiscal Year Ended June 30, 2018*

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This schedule provides the information necessary to reconcile the net assets reported on the Unaudited Actual Financial report to the audited financial statements.

***There were no differences between net assets reported on the Unaudited Actual Financial reports  
and on the audited financial statements in 2017-18.***

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***Other Independent Auditors' Reports***

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DRAFT

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors  
Great Valley Academy  
Modesto, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of Great Valley Academy (a nonprofit organization), which comprise the combined statement of financial position as of June 30, 2018 and the related combined statements of activities, and cash flows for the fiscal year then ended, and the related notes to the combined financial statements, and have issued our report thereon dated \_\_\_\_\_, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the combined financial statements, we considered Great Valley Academy's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Great Valley Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Great Valley Academy's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the School's combined financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Great Valley Academy's combined financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of combined financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Murrieta, California  
\_\_\_\_\_, 2018

## INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors  
Great Valley Academy  
Modesto, California

### **Report on State Compliance**

We have audited Great Valley Academy's compliance with the types of compliance requirements described in the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* that could have a direct and material effect on each of the Great Valley Academy's state government programs as noted on the following page for the fiscal year ended June 30, 2018.

### **Management's Responsibility**

Management is responsible for compliance with state laws, regulations, and the terms and conditions of its State programs.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of Great Valley Academy's state programs based on our audit of the types of compliance requirements referred to on the following page. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to on the following page that could have a direct and material effect on a state program occurred. An audit includes examining, on a test basis, evidence about Great Valley Academy's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each state program. However, our audit does not provide a legal determination of Great Valley Academy's compliance.

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with the State laws and regulations applicable to the following items:

Description	Procedures Performed
School Districts, County Offices of Education, and Charter Schools:	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	Not Applicable
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes – Classroom Based	Yes
Charter School Facility Grant Program	Not Applicable

***Unmodified Opinion on Compliance with State Programs***

In our opinion, Great Valley Academy complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2018.

Murrieta, California  
\_\_\_\_\_, 2018



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## ***Findings and Recommendations***

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**GREAT VALLEY ACADEMY***Schedule of Audit Findings and Recommendations  
For the Fiscal Year Ended June 30, 2018*

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**SECTION I - SUMMARY OF AUDITORS' RESULTS*****Financial Statements***

Type of auditors' report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(s) identified not considered to be material weaknesses?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

***Federal Awards***

*The School expended less than \$750,000 in federal awards in 2017-18;  
therefore, a Single Audit pursuant to OMB Uniform Guidance was not performed.*

***State Awards***

Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>
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## **GREAT VALLEY ACADEMY**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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#### **SECTION II - FINANCIAL STATEMENT FINDINGS**

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*. Pursuant to Assembly Bill (AB) 3627, all audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>AB 3627 Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

***There were no financial statement findings in 2017-18.***

## **GREAT VALLEY ACADEMY**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2018*

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#### **SECTION III - FEDERAL AWARD FINDINGS AND RECOMMENDATIONS**

This section identifies the audit findings required to be reported by the Uniform Guidance, Section 200.516 (e.g., significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs).

***The Charter expended less than \$750,000 on federal awards in 2017-18, therefore, a Single Audit pursuant to OMB Uniform Guidance was not performed.***

**GREAT VALLEY ACADEMY**

*Schedule of Audit Findings and Recommendations  
For the Fiscal Year Ended June 30, 2018*

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**SECTION IV - STATE AWARD FINDINGS AND RECOMMENDATIONS**

This section identifies the audit findings pertaining to noncompliance with state program rules and regulations.

*There were no state award findings or questioned costs in 2017-18.*

DRAFT

**GREAT VALLEY ACADEMY**

*Summary Schedule of Prior Audit Findings  
For the Fiscal Year Ended June 30, 2018*

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*There were no findings or recommendations in 2016-17.*

DRAFT

**GREAT VALLEY ACADEMY  
FORMAL RECORD OF ACTION**

The following is a formal record of action taken by the governing body of GREAT VALLEY ACADEMY (the "Company").

With respect to the GREAT VALLEY ACADEMY 401(K) PLAN AND TRUST (the "Plan"), the following resolutions are hereby adopted:

**RESOLVED:** That the Company has designated the following amounts as contributions to the Plan for the 6/30/2018 plan year:

Employer Matching Contributions	\$77,913.30
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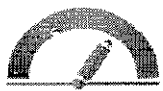
**RESOLVED FURTHER:** That the appropriate officers of the Company be, and they hereby are, authorized and directed to pay such amounts on behalf of the Company when required by the Plan or regulation;

**RESOLVED FURTHER:** That the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports documents or other information as may be required under applicable law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Secretary / Principal





Welcome, Great Valley  
Academy!

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Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

Finalize

## Self-Reflection Tool (Priority 7) - Access to a Broad Course of Study

**Standard:** Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12, as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

**Evidence:** The LEA responds to the self-reflection tools as specified and reports the results to its local governing board and through the local data selection option in the Dashboard.

### Approach for Self-Reflection Tool to Use as Evidence

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

**1. Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served.**

As a charter school, we provide access to a broad course of study, based on our authorized charter. All of our students, by enrolling in our schools have access to those courses. This can be verified by teacher/class schedules and by student academic report cards.

Text is limited to 3000 characters

**2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.**

We are a single site, and as mentioned above, all enrolled students have access.

Text is limited to 3000 characters

**3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.**

N/A

Text is limited to 3000 characters

**4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?**

N/A

Text is limited to 3000 characters

Additional information about enrollment in courses and the number of courses offered in different subjects at schools is available on the California Department of Education DataQuest web page (<https://data1.cde.ca.gov/dataquest/page2.asp?Level=District&subject=Course>).

# Criteria:

Please assess the local educational agency performance on meeting the standard by designating the following:\*

- ☒ Met
- ☐ Not Met
- ☐ Not Met For Two or More Years

**Optional:** Provide any additional information that the local educational agency believes is relevant to understanding its progress on the extent to which students have access to, and are enrolled in, a broad course of study.

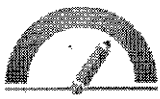
Text is limited to 1500 characters

Submit Responses

Reset Form

Questions: [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov) (mailto:lcff@cde.ca.gov)

California Department of Education  
1430 N Street  
Sacramento, CA 95814



Welcome, Great Valley  
Academy - Salida!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

Finalize

## Self-Reflection Tool (Priority 7) - Access to a Broad Course of Study

**Standard:** Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12, as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

**Evidence:** The LEA responds to the self-reflection tools as specified and reports the results to its local governing board and through the local data selection option in the Dashboard.

### Approach for Self-Reflection Tool to Use as Evidence

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

**1. Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served.**

As a charter school, we provide access to a broad course of study, based on our authorized charter. All of our students, by enrolling in our schools have access to those courses. This can be verified by teacher/class schedules and by student academic report cards.

Text is limited to 3000 characters

**2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.**

We are a single site, and as mentioned above, all enrolled students have access.

Text is limited to 3000 characters

**3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.**

N/A

Text is limited to 3000 characters

**4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?**

N/A

Text is limited to 3000 characters

Additional information about enrollment in courses and the number of courses offered in different subjects at schools is available on the California Department of Education DataQuest web page (<https://data1.cde.ca.gov/dataquest/page2.asp?Level=District&subject=Course>).

# Criteria:

Please assess the local educational agency performance on meeting the standard by designating the following:\*

- ☒ Met
- ☐ Not Met
- ☐ Not Met For Two or More Years

Optional: Provide any additional information that the local educational agency believes is relevant to understanding its progress on the extent to which students have access to, and are enrolled in, a broad course of study.

Text is limited to 1500 characters

Submit Responses

Reset Form

Questions: [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov) (mailto:lcff@cde.ca.gov)

California Department of Education  
1430 N Street  
Sacramento, CA 95814

Great Valley Academy Modesto  
October 2018

	A Actual YTD  Jul-Oct 18	B Revised Budget YTD  Jul-Oct 18	C Actual Estimated Balance of year Nov 18-Jun 19	D Original Annual Operating Budget	E Revised Annual Operating Budget	F Estimated Annual Spending  A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	2,055,887	2,026,990	5,658,973	7,821,678	7,714,860	7,714,860
8100 • Federal Revenue	5,772	9,000	217,330	223,102	223,102	223,102
8300 • Other State Revenues	51,894	41,792	311,964	193,318	363,858	363,858
8600 • Other Local Revenue	149,502	132,936	191,998	341,500	341,500	341,500
8700 • Selpa	91,054	91,787	292,410	383,464	383,464	383,464
<b>Total Income</b>	<b>2,354,109</b>	<b>2,302,505</b>	<b>6,672,675</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
 <b>Gross Profit</b>	 2,354,109	 2,302,505	 6,672,675	 8,963,062	 9,026,784	 9,026,784
<b>Expense</b>						
1000 • Certificated Salaries	790,841	807,129	2,317,349	3,114,323	3,108,190	3,108,190
2000 • Classified Salaries	548,198	550,473	1,382,506	1,908,574	1,930,704	1,930,704
3000 • Employee Benefits	345,891	384,894	1,163,086	1,510,404	1,508,977	1,508,977
4000 • Books & Supplies	188,223	236,550	438,652	626,875	626,875	626,875
5000 • Services & Other Operating Exp	251,313	227,207	1,003,365	1,248,746	1,254,678	1,254,678
6000 • Capital Outlay	56,556	47,501	88,444	140,000	145,000	145,000
7430 • All Other Financing Uses	70,687	70,687	202,662	273,349	273,349	273,349
<b>Total Expense</b>	<b>2,251,710</b>	<b>2,324,440</b>	<b>6,596,063</b>	<b>8,822,271</b>	<b>8,847,773</b>	<b>8,847,773</b>
 <b>Net Ordinary Income</b>	 102,399	 -21,935	 76,612	 140,792	 179,011	 179,011

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,770,795.23	3,849,299.74	3,749,125.33	3,668,692.79	3,992,429.50	3,986,720.19	4,001,195.37		
LCFF Revenue	8011	240,987.00	240,987.00	433,777.00	433,777.00	408,046.32	408,046.32	408,046.32	493,122.72	493,122.72	493,122.72	493,122.72	413,072.16	0.00	4,959,230.00
EPA Funding	8012			319,472.00				273,621.25		296,777.75			297,240.00	0.00	1,187,111.00
In-Lieu of Taxes Charter Funding	8096		89,282.00	178,563.00	119,042.00	115,876.00	115,876.00	115,876.00	101,391.50	202,783.00	101,391.50	101,391.50	101,391.50	105,586.00	1,448,450.00
Selpa Prop Tax	8097	0.00						60,034.50						60,034.50	120,069.00
Federal IDEA	8181												66,551.00	66,551.00	133,102.00
Federal Food	8220				5,772.01	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	12,227.99	90,000.00
State Food Revenue	8520				396.64	725.00	725.00	725.00	725.00	725.00	725.00	725.00	308.36	0.00	5,780.00
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550					14,352.93								0.00	14,352.93
One Time Funds	8590						53,907.70				53,907.70	53,907.72		0.00	161,723.12
Lottery	8560							39,815.53			39,815.53			53,087.37	132,718.43
Lottery, prop 20	8561													46,583.29	46,583.29
Other	8590												2,700.00	0.00	2,700.00
Prior Year Payments	prior year	44,854.00	5,127.00	(8,189.19)	9,705.76								(51,497.57)	0.00	0.00
Other Local (Kids Care)	8689	11,689.30	27,915.57	19,524.78	19,904.92	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	12,465.43	0.00	238,500.00
Other Local (Fundraiser +)	8600-8699	5,781.52	12,689.33	14,334.91	37,661.59	15,000.00	4,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,532.65	0.00	103,000.00
Selpa	8792	16,260.00	16,260.00	29,267.00	29,267.00	30,000.00	30,000.00	30,000.00	30,000.00	31,000.00	31,000.00	31,000.00	55,356.00	24,054.00	383,464.00
TOTAL REVENUES		319,571.82	392,260.90	986,749.50	655,526.92	614,000.25	916,176.27	687,497.35	657,239.22	1,056,408.47	751,962.45	712,146.94	909,119.53	368,124.15	9,026,783.77
EXPENDITURES															
Certificated Salaries	1000-1999	25,152.13	249,759.34	257,217.06	258,712.94	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	392,348.53	-	3,108,190.00
Classified Salaries	2000-2999	67,373.09	148,217.08	169,882.97	162,725.19	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	165,000.00	227,505.57	-	1,930,703.90
Employee Benefits	3000-3999	17,605.14	106,906.72	120,381.65	100,997.46	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	183,086.03	-	1,508,977.00
Books & Supplies	4000-4999	30,146.85	52,949.55	78,244.23	26,882.41	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	100,000.00	40,000.00	98,651.96	-	626,875.00
Services & Other Operating Expens	5000-5999	34,148.99	54,419.53	63,638.35	99,106.31	150,000.00	200,000.00	150,000.00	100,000.00	85,000.00	60,000.00	60,000.00	198,364.73	-	1,254,677.91
Capital Outlay	6000-6999	33,759.80	-	3,741.44	19,055.00	-	-	-	-	10,000.00	-	-	78,443.76	-	145,000.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	-	273,349.00
TOTAL EXPENDITURES		225,857.76	629,923.98	710,777.46	685,151.07	787,671.76	837,671.76	787,671.76	737,671.76	732,671.76	757,671.76	697,671.76	1,257,360.22	0.00	8,847,772.81
NET INCREASE/DECREASE		93,714.06	(237,663.08)	275,972.04	(29,624.15)	(173,671.51)	78,504.51	(100,174.41)	(80,432.54)	323,736.71	(5,709.31)	14,475.18	(348,240.69)	368,124.15	179,010.96
Accruals Received		55,207.00	0.00	74,408.77											129,615.77
Liabilities		(222,333.77)	(104,636.97)		(11,437.58)										0.00
Line of Credit (1,000,000)															
Loan to/from Salida	\$(1,248,675.92)														(1,248,675.92)
ENDING CASH BALANCE		3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,770,795.23	3,849,299.74	3,749,125.33	3,668,692.79	3,992,429.50	3,986,720.19	4,001,195.37	3,652,954.68		

Great Valley Academy Salida  
October 2018

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul-Oct 18	Jul-Oct 18	Nov 18-Jun 19			A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	1,847,558	1,826,093	5,202,736	7,003,819	7,050,294	7,050,294
8100 • Federal Revenue	3,767	6,000	145,932	149,699	149,699	149,699
8300 • Other State Revenues	-3,528	-7,854	330,184	171,819	326,655	326,655
8600 • Other Local Revenue	138,483	129,838	186,517	325,000	325,000	325,000
8700 • SELPA	80,550	80,659	215,746	296,296	296,296	296,296
<b>Total Income</b>	<b>2,066,829</b>	<b>2,034,736</b>	<b>6,081,115</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Gross Profit</b>	<b>2,066,829</b>	<b>2,034,736</b>	<b>6,081,115</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Expense</b>						
1000 • Certificated Salaries	715,851	717,263	1,994,750	2,748,607	2,710,601	2,710,601
2000 • Classified Salaries	401,641	414,200	1,061,441	1,512,811	1,463,082	1,463,082
3000 • Employee Benefits	290,030	315,947	1,002,751	1,310,482	1,292,781	1,292,781
4000 • Books & Supplies	146,133	150,727	465,986	488,950	612,119	612,119
5000 • Services & Other Operating Exp	162,272	168,356	1,059,538	1,203,345	1,221,810	1,221,810
6000 • Capital Outlay	104,742	109,742	95,459	200,200	200,200	200,200
7430 • All Other Financing Uses	119,480	119,480	296,513	415,993	415,993	415,993
<b>Total Expense</b>	<b>1,940,149</b>	<b>1,995,714</b>	<b>5,976,438</b>	<b>7,880,388</b>	<b>7,916,587</b>	<b>7,916,587</b>
<b>Net Ordinary Income</b>	<b>126,680</b>	<b>39,023</b>	<b>104,678</b>	<b>66,245</b>	<b>231,357</b>	<b>231,357</b>

2018 - 2019  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,663,725.45	1,714,764.91	1,761,977.77	1,781,780.94	1,956,345.98	2,071,242.55	2,189,989.72		
LCFF Revenue	8011	277,978.00	277,978.00	500,360.00	500,360.00	478,894.59	478,894.59	478,894.59	574,310.79	574,310.79	574,310.79	574,310.79	528,994.48	(21,465.41)	5,798,132.00
EPA Funding	8012			39,900.00			41,372.50			41,372.50			42,845.00	0.00	165,490.00
In-Lieu of Taxes Charter Funding	8096		57,919.00	115,838.00	77,225.00	77,225.36	77,225.36	77,225.36	68,389.37	136,778.74	68,389.37	68,389.37	152,385.71	0.36	976,991.00
Selpa Prop Tax	8097							54,840.50						54,840.50	109,681.00
Federal IDEA	8100-8299												44,849.50	44,849.50	89,699.00
Federal Food	8220			0.00	3,766.59	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,233.41	60,000.00
State Food Revenue	8520				251.24	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	(251.24)	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550					13,031.34								0.00	13,031.34
One Time Funds	8590						48,944.00				48,944.00	48,944.00		0.00	146,832.00
Lottery	8560							36,149.40			36,149.40			48,199.20	120,498.00
Lottery, prop 20	8561													42,294.00	42,294.00
Other	8590													0.00	0.00
Prior Year Payments	prior year		4,442.00	(12,296.25)	4,074.85								7,854.25	(4,074.85)	0.00
Other Local (Kids Care)	8689	7,825.51	24,026.79	14,590.11	15,442.60	17,000.00	17,000.00	15,000.00	17,000.00	17,000.00	17,000.00	17,000.00	14,557.59	1,557.40	195,000.00
Other Local (Fundraiser +)	8600-8699	471.59	988.90	6,935.52	68,201.52	22,000.00	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	24,103.99	(10,201.52)	130,000.00
Selpa	8792	14,384.00	14,384.00	25,891.00	25,891.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	33,637.00	109.00	296,296.00
TOTAL REVENUES		300,659.10	379,738.69	691,218.38	695,212.80	640,651.29	700,936.45	697,109.85	694,700.16	804,462.03	779,793.56	743,644.16	855,727.52	164,090.35	8,147,944.34
EXPENDITURES															
Certificated Salaries	1000-1999	15,663.92	227,395.55	234,203.28	238,588.21	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	314,750.00	0.00	2,710,600.96
Classified Salaries	2000-2999	46,587.48	109,529.91	128,082.51	117,441.19	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	151,441.08	0.00	1,463,082.17
Employee Benefits	3000-3999	12,446.47	87,890.44	100,610.30	89,083.27	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00	197,750.93	0.00	1,292,781.41
Books & Supplies	4000-4999	7,473.14	66,601.28	41,652.32	30,406.33	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	75,000.00	75,000.00	180,986.28	0.00	612,119.35
Services & Other Operating Expens	5000-5999	12,742.74	36,083.23	44,529.59	68,916.46	185,000.00	100,000.00	100,000.00	125,000.00	75,000.00	75,000.00	75,000.00	324,538.03	0.00	1,221,810.05
Capital Outlay	6000-6999	1,295.00	99,365.88	4,080.62	-	-	-	-	-	5,000.00	-	-	90,458.50	0.00	200,200.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,869.99	29,869.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	29,896.99	87,234.11	0.00	415,993.00
TOTAL EXPENDITURES		126,078.74	656,736.28	583,028.61	574,305.45	734,896.99	649,896.99	649,896.99	674,896.99	629,896.99	664,896.99	624,896.99	1,347,158.93	0.00	7,916,586.94
NET INCREASE/DECREASE		174,580.36	(276,997.59)	108,189.77	120,907.35	(94,245.70)	51,039.46	47,212.86	19,803.17	174,565.04	114,896.57	118,747.17	(491,431.41)	164,090.35	231,357.40
Accruals Received		46,809.00		149.47											46,958.47
Liabilities Accrued (Paid)		(114,602.13)	(67,505.94)		(31,891.24)										0.00
Note Payable for Curriculum															0.00
From Modesto (to Modesto)	\$ 1,248,676														1,248,675.92
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,663,725.45	1,714,764.91	1,761,977.77	1,781,780.94	1,956,345.98	2,071,242.55	2,189,989.72	1,698,558.31		



## **Regular Meeting of the Board of Trustees**

February 25, 2019

Monday, 5:30 PM

Great Valley Academy

3200 Tully Rd.

Modesto, CA 95350

**a. CALL TO ORDER**

**b. PLEDGE OF ALLEGIANCE**

**c. COMMUNICATIONS**

**a. WRITTEN COMMUNICATION**

- i. Nigro & Nigro Letter

**b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

**c. MODESTO PRINCIPAL'S REPORT**

**d. SALIDA PRINCIPAL'S REPORT**

**e. HOMESCHOOL PRINCIPAL'S REPORT**

**f. CHIEF OPERATING OFFICER'S REPORT**

**g. CHIEF EXECUTIVE OFFICER'S REPORT**

**h. FOUNDER'S REPORT**

**d. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

- a. Adoption of the Minutes of the Regular Board Meeting of December 3, 2018
- b. Approval of Modesto 2<sup>nd</sup> Interim Financials
- c. Approval of Salida 2<sup>nd</sup> Interim Financials
- d. Approval of Modesto Safety Plan Update

**f. ACTION ITEMS**

- a. Approval of 2019-2020 Modesto Academic Calendar
- b. Approval of 2019-2020 Salida Academic Calendar
- c. Approval of 2019-2020 Classified Holiday Schedule
- d. Approval of Plan for Low Performing Student Block Grant- Modesto
- e. Approval of Plan for Low Performing Student Block Grant - Salida
- f. Approval of Child Protective Services Policy
- g. Approval of revised Catastrophic Leave Policy

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Form 700's
- c. Committee Update
- d. CAASP Results/Dashboard Report
  - Modesto
  - Salida
  - Homeschool
- e. SCOE Board Annual Update

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING** – March 25, 2019- Modesto Campus

**i. CLOSED SESSION**

- a. Employee Performance Evaluation  
Title: Chief Executive Officer
- b. Personnel

**j. RE-OPEN GENERAL SESSION**

- a. Report results of Closed Session

**k. FINAL ADJOURNMENT**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*



# NIGRO & NIGRO<sup>P</sup>

A PROFESSIONAL ACCOUNTANCY CORPORATION

December 13, 2018

To the Board of Directors  
Great Valley Academy

We have audited the financial statements of Great Valley Academy for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 26, 2018. Professional standards also require that we communicate to you the following information related to our audit.

## **Significant Audit Findings**

### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Great Valley Academy are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017-2018. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the LCFF and In-Lieu Property Tax revenues are based on estimated State apportionment schedules and District property tax apportionments. We evaluated the key factors and assumptions used to develop the LCFF and In-Lieu Property Tax revenues in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the State Lottery and other State categorical program revenues are based on estimated appropriations provided by the California Department of Education. We evaluated the key factors and assumptions used to develop the State Lottery and other State categorical program revenues and the related accounts receivables in determining that they are reasonable in relation to the financial statements taken as a whole.

Management has also estimated accumulated depreciation and depreciation expense on capital assets using the straight-line method and estimated useful lives of the assets. We evaluated the key factors and assumptions used to develop the accumulated depreciation and depreciation expense on capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

There were no misstatements identified during our audit that were communicated to management.

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA | Kevin Brejnak, CPA, CFE | Peter Glenn, CPA | Michael Klein, CPA, CMA, EA

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***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated December 3, 2018.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

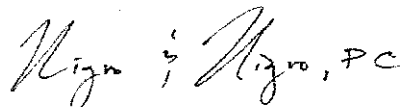
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Great Valley Academy and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Nigro & Nigro, PC".

Nigro & Nigro, PC

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**February 25, 2019**

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Note: Enrollment shows [1/21/2019- 2/15/2019]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	83.222	94.50%	85.100	95.50%
1	88	83.166	95.15%	84.472	94.58%
2	66	62.166	95.14%	63.381	95.97%
3	94	88.777	94.20%	89.627	94.48%
4	95	90.555	95.20%	91.500	96.01%
5	104	97.166	93.42%	99.718	95.55%
6	104	93.444	92.96%	96.609	94.01%
7	103	97.333	94.59%	98.672	95.44%
8	94	88.666	94.08%	90.436	95.93%
Total	838	784.500	94.31%	799.518	95.25%

2. Key Accomplishments:

Nov./Dec.- Ongoing Girls Basketball Games

Dec. 13th- Jr. High Social

Dec. 14th- Pajama Day- Pajama Drive

Dec. 14th- 2nd Grade Fossils Culminating Event

Dec. 18th- 2nd Grade Field Trip

Dec. 24th- Jan. 4th- Winter Break

Jan. 14th- Feb. 15th- NWEA Winter Testing

Feb.- Enrollment Meetings Completed

Feb. 13th-15th- Parent Conferences

3. Upcoming Key Events/Activities:

Feb. 25th-28th- 7th & 8th Grade Boys Basketball Tournament

Feb. 25th - Sutter's Fort – 4th Grade

Feb. 26th- Coffee with Ruehle

Feb. 26th - Ukulele Performance GVS Room

Feb. 28th- Drama Production – Mary Poppins

March 1st - Academic Report Cards due to Admin.

March 1st - Public Lottery

March 6th - 5th Grade San Jose Tech Museum Fieldtrip

March 11th - Lock Down Drill

March 12th - San Luis Wildlife Refuge – 3rd Grade Poole/Walker

March 14th - San Luis Wildlife Refuge – 3rd Grade Perales/Parker

March 14th - Family Movie Night

March 18-22- Book Faire

March 19th - Spring Pictures

March 22nd - Famous Duo

# Great Valley Academy Salida

## Charter School Monthly Summary Report

February 25, 2019

Attendance dates are 02/1-02/21

YTD dates are 08/14-02/21

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	99	93.69	94.63	94.22	94.40
1	99	92.31	93.97	94.50	94.69
2	99	94.15	95.10	96.41	95.18
3	99	93.85	94.56	95.43	95.36
4	97	92.62	95.24	95.01	96.02
5	99	93.54	94.40	96.07	95.44
6	100	94.69	94.69	95.45	95.59
7	98	92.38	94.12	95.45	95.59
8	88	82.00	93.01	82.00	95.16
Total	878	829.23	94.43	847.21	95.16

### 2. Key Accomplishments:

- a. Jan. 29th – Collaborative Coffee
- b. Jan. 29<sup>th</sup> – ¼ Loop Meeting
- c. Jan. 31<sup>st</sup> – Hilmar Cheese Company Field Trip (2<sup>nd</sup>)
- d. Jan. 31<sup>st</sup> – 5<sup>th</sup> Grade Art Club
- e. Feb. 5<sup>th</sup> – Enrollment Meeting
- f. Feb. 5<sup>th</sup> – 5/6 Loop Meeting
- g. Feb. 7<sup>th</sup> – Enrollment Meeting
- h. Feb. 8<sup>th</sup> – Teacher In-service: Break-out sessions, team building, conflict resolution
- i. Feb. 8<sup>th</sup> – Band Concert (collaboration with Modesto Christian)
- j. Feb. 9<sup>th</sup> – Enrollment Meeting
- k. Feb. 12<sup>th</sup> – Enrollment Meeting
- l. Feb. 14<sup>th</sup> – 5<sup>th</sup> Grade Art Club

- m. Feb. 20<sup>th</sup> – Hearing Van Re-checks
- n. Feb. 20<sup>th</sup> – Enrollment Meeting
- o. Feb. 22<sup>nd</sup> – Fishing Field Trip

3. Upcoming Key Events/Activities:

- a. Feb. 26<sup>th</sup> – Enrollment Meeting
- b. Feb. 26<sup>th</sup> – Fire Drill
- c. Feb. 26<sup>th</sup> – Culminating Event: Sounds and Waves (1<sup>st</sup>)
- d. Feb. 27<sup>th</sup> – Culminating Event: Code Blue (5<sup>th</sup>)
- e. Feb. 28<sup>th</sup> – 5<sup>th</sup> Grade Art Club
- f. Feb. 28<sup>th</sup> – Enrollment Meeting
- g. March 1<sup>st</sup> – Enrollment Meeting
- h. March 4<sup>th</sup> – Field Trip – Sutters Fort/State Capital (4<sup>th</sup>)
- i. March 7<sup>th</sup> – Multi campus SRS meeting
- j. March 7<sup>th</sup> – Code Red drill
- k. March 7<sup>th</sup> – Parent Meeting
- l. March 8<sup>th</sup> – Enrollment Lottery
- m. March 12<sup>th</sup> – Field Trip – Planetarium (5<sup>th</sup>)
- n. March 14<sup>th</sup> – Field Trip – Egyptian Museum (6<sup>th</sup>)
- o. March 14<sup>th</sup> – Field Trip – “Bring the Zoo to You” (Kinder)
- p. March 18<sup>th</sup> – 22<sup>nd</sup> – Spring Break
- q. March 23<sup>rd</sup> – SCOE Teacher Recruitment Fair



# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

February 25, 2019

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%. ADA goal is 96%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	14	14	100	12	100
1	16	15	100	12	98
2	7	7	99	7	100
3	7	7	100	7	100
4	7	7	100	7	100
5	9	8	100	8	100
6	5	5	100	5	100
7	17	16	99	16	99
8	14	11	100	11	89
Total	96	90	99	85	98

2. Key Accomplishments:

- a. December 4 – Took possession of our new resource center
- b. December 19 – Winter Reception
- c. January 9 - Parent Square launched to our families
- d. January 10 – Enrichment Classes resume
- e. January 25 – Field Trip to Monterey Bay Aquarium
- f. February 4 – 1<sup>st</sup> Monthly Parent Meeting
- g. February 12 – Park Day (Students created Valentine's boxes)
- h. February 14 – Annual McHenry Bowl Outing

3. Upcoming Key Events/Activities:

- a. March 4 – 2<sup>nd</sup> Monthly Parent Meeting
- b. March 5 – Parent Orientation
- c. March 8 – Field Trip to California Railroad Museum

Chief Operating Officer's Report  
February 25, 2019  
Board Meeting



Process and Policy Updates

- ❖ Policy Development – Child Protective Service Reports and School Visits – For board approval
- ❖ Fiscal Policy Manual – Draft in Progress
- ❖ Human Resource Policy Manual (incl job description updates) – Draft in Progress
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Policy Development – Student & Staff Interaction – Under Review
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

District Responsibilities

- ❖ School Breakfast – Modesto Launch February 19<sup>th</sup>
- ❖ Campus Enrollment Marketing Brochure Updates and Refresh – Complete
- ❖ Mid-Year Budget Revision – March
- ❖ Student/Parent Handbook Updates
- ❖ Employee Handbook Updates
- ❖ Salary Schedule Revisions
- ❖ Annual Website Review for Changes, Improvements and Refresh

Website Analytics

- ❖ January 2019
  - 2,438 Users Visited (73.8% New/26.2% Returning)
  - 10,363 Page Views
  - Users Averaged 2:11 Minutes on the Site
  - 59.44% Mobile – 37.64% Desktop – 2.92% Tablet
  - Type: Organic 65.1% – Direct 26.5% – Referral 4.5% – Social 3.9%

Training

- ❖ CCSA Conference – March
- ❖ YM & C Brown Act and Conflict of Interest Laws Workshop – March
- ❖ Annual Governor's Budget Review – May
- ❖ Annual YM & C Legal Updates – Ongoing

Chief Executive Officer's Report  
February 25, 2019  
Board Meeting



Strategic Plan

- Action items in process

Board Governance

- New board member lunch and learn, final 2018.2019 session to be scheduled
- Final 2018.2019 meeting was held February 21, 2019

State Accountability

- School site presentations at tonight's meeting

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads participating 2018-2019
- Chamber of Commerce: State of Business and Education (member, event committee)
- Stanislaus County Fall Board Trustees dinner
- Stanislaus Partners in Education annual recognition event
- Bi-Annual community brunch, supporting the Education Foundation of Stanislaus County
- Annual Join Hands for Education dinner, supporting the Education Foundation of Stanislaus County
- Cohort/360 Accelerator sponsored meeting with Assembly Education Committee, Vice Chair, Kevin Kiley
- Annual presentation to SCOE board members (GVA Modesto)

Other

- Homeschool
  - Continuing to review policies, procedures and academic model
  - Creating plan to implement program updates

Salida Campus

- Stanislaus County required Sisk Road improvements
  - County sign off complete



### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Contractor chosen, contract in process
    - AC unit delivered 2/8/2019, completion in progress
  - Balance of funding received
  - Highlands contract approved, installation complete

### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
  - CDE/Commission of the States-Charter Authorizer best practices
  - SELPA-IEP 101 for Charter Schools
  - Teachers College, Columbia University-Leading change in Uncertain Times (K-12 education)
  - CDE-College & Career Indicators
  - CDE-Suspension & Chronic Absenteeism Indicators
  - CDE-Academic Indicators
  - CDE-Local Control and Accountability Plan changes to the Plan Summary
  - CDE-Systems of Support
- Conferences
  - CSDC Conference (December)
  - CCSA Conference (March 2019)
- Programs
  - Yearlong leadership-coaching mastery (start date 5/30/2018)
  - Year 2 transformational leadership (start date 5/2019)



Legislative update (includes CCSA position)

Updated 2.22.2019

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee. **Re-introduced as AB 575**

**Neutral: SB 126 (Leyva, O'Donnell) – Charter School School Transparency:** Senate Bill 126 would require that California charter school boards comply with the same open meeting, conflict-of-interest and disclosure laws as district school boards, including holding public board meetings and opening records to the public.



February 25, 2019

## Founders Report to the Great Valley Academy School Board

Over the past month:

- I had the pleasure of supporting Tom Changnon at his retirement party at the newly developed Tom Changnon Educational Center located in the old Modesto Bee building
- Attended the Stanislaus County Office of Education board meeting where Leah Silvestre and Michael Ruehle presented an update on Great Valley Academy
- Continued development of the GVS and SRS programs
- Attended three days of lecture on Visual Science at UC Berkeley
- Leah and I went to breakfast with the new county superintendent, Scott Kuykendall
- Taught a professional learning class to specials teachers on proprioception and did a training to the GVS Staff
- Leah Silvestre and I developed my exit plan from Great Valley Academy

### Eye Carrot Update

Eye Carrot is an international company located in Toronto, Canada. They develop educational, sports and traumatic head trauma rehabilitative and enhancement training equipment. They have been working with GVA since their company was first formed and now have grown to the point where they are able to create an educational Beta site using GVA a world model school for this new technology. With the board's future approval, we will proceed to test their equipment and help establish student norms for standards of performance in an educational setting.

Eye Carrot also has a very solid relationship with UC Berkeley School of Optometry and Dr. Flanagan, the school's dean. This may be a possible research connection.

Respectfully Submitted,

Eldon Rosenow, OD  
Founder

**GREAT VALLEY ACADEMY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**December 3, 2018**

# MINUTES

<b><i>Members Present:</i></b>	Susan Nisan, Steve Payne, Vince Jamison, Yolanda Meraz
<b><i>Members Absent:</i></b>	Mike Gianelli, Chad Wolf, Twila Tosh
<b><i>Great Valley Academy Staff Present:</i></b>	Mike Ruehle, Russ Howell, Christine Frost, Eldon Rosenow, Marisa Meeks, Leah Silvestre, Kelli Rupe
<b><i>Audience Present:</i></b>	Tom Changnon
<b><i>Call to Order:</i></b>	The meeting was called to order at 5:42 pm
<b><i>Pledge of Allegiance:</i></b>	Mr. Payne welcomed everyone and led the Pledge of Allegiance.
<b><i>Communications:</i></b>	<b>COMMUNICATIONS</b>
<b><i>Written Communications:</i></b>	None
<b><i>Public Participation:</i></b>	None
<b><i>Modesto Principal Report:</i></b>	Mr. Ruehle reported about changes in the math walks and the results from them.
<b><i>Salida Principal Report:</i></b>	Mr. Howell reported on the great success of this years Jog-A-Thon. The original goal was \$44,500 and they brought in over \$68,000. He said that the use of Pledge Star system them year was part of the reason for the significant boost in donations.
<b><i>Homeschool Principal Report:</i></b>	Ms. Frost presented her report to the board. She reported that today was move in day for the new space. It is about 75% set up and parents are very excited about it!
<b><i>Chief Operating Officer's Report:</i></b>	Mrs. Meeks presented her report to the Board. She presented the final draft of the audit. She also thanked the Board for approving the Over 65 Medical Supplement Policy that last month on behalf of several employees who were positively affected by it.

# MINUTES

## Regular Meeting of the Board

December 3, 2018

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### *Chief Executive*

#### ***Officer's Report:***

Ms. Silvestre presented her report to the Board. She spoke about the air quality index and how that affected our ADA.

#### ***Founder's Report:***

Dr. Rosenow presented his report to the Board.

#### ***Approval of Agenda/***

#### ***Order of Agenda:***

The motion was made by Mr. Jamison, seconded by Mrs. Meraz, approving the Agenda and Order of Agenda. A roll call vote was taken.

**AYES:** Nisan, Jamison, Payne, Meraz

**NOES:** None

**ABSENT:** Wolf, Gianelli, Tosh

**ABSTENTIONS:** None

#### ***Consent Agenda:***

#### **CONSENT AGENDA**

The motion was made by Mrs. Meraz, seconded by Ms. Nisan, approving the consent agenda items. A roll call vote was taken.

**AYES:** Nisan, Jamison, Payne, Meraz

**NOES:** None

**ABSENT:** Wolf, Gianelli, Tosh

**ABSTENTIONS:** None

#### ***Action Items:***

#### **ACTION ITEMS**

- a. The motion was made by Mr. Jamison, seconded by Ms. Nisan, accepting the Annual Audit. A roll call vote was taken.

**AYES:** Nisan, Jamison, Payne, Meraz

**NOES:** None

**ABSENT:** Wolf, Gianelli, Tosh

**ABSTENTIONS:** None

- b. The motion was made by Mr. Jamison, seconded by Mr. Payne accepting the 401(k) Formal Record of Action. A roll call vote was taken.

**AYES:** Nisan, Jamison, Payne, Meraz

**NOES:** None

**ABSENT:** Wolf, Gianelli, Tosh

**ABSTENTIONS:** None



# **MINUTES**

## **Regular Meeting of the Board**

**December 3, 2018**

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### ***Information and***

#### ***Discussion:***

#### **Monthly Financials**

Both campuses are on track to meet/exceed budget. Things look very good.

#### **Broad course of study reflection**

A handout was given for the local Dashboard accountability.

#### **Committee Update**

The Board Governance Committee met and discussed organizational structure.

#### ***Future Agenda***

#### ***Items:***

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – January 28, 2019 – Salida Campus

#### ***Adjournment:***

The meeting was adjourned at 6:15 pm.

**Great Valley Academy-Modesto Campus**  
**2018-2019 Second Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED & RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	7,821,679	7,714,860	4,105,047	7,714,860
2) Federal Revenue	8100-8299	223,102	223,102	26,973	223,102
3) Other State Revenue	8300-8599	193,319	363,858	222,391	363,858
4) Other Local Revenue	8600-8799	724,964	724,964	417,275	724,964
<b>5) TOTAL REVENUES</b>		<b>8,963,064</b>	<b>9,026,784</b>	<b>4,771,686</b>	<b>9,026,784</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	3,114,323	3,108,190	1,560,862	3,108,190
2) Classified Salaries	2000-2999	1,908,574	1,930,704	1,022,494	1,930,704
3) Employee Benefits	3000-3999	1,510,404	1,508,977	717,568	1,508,977
4) Books and Supplies	4000-4999	626,875	626,875	301,255	626,875
5) Services & Other Operating Exp	5000-5999	1,248,746	1,254,678	638,429	1,254,678
6) Capital Outlay	6000-6999	140,000	145,000	123,966	145,000
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	61,297	61,297	0	61,297
	7400-7499	212,052	212,052	123,702	212,052
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>8,822,271</b>	<b>8,847,773</b>	<b>4,488,276</b>	<b>8,847,773</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		140,793	179,011	283,410	179,011
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses					
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	0	0	0	0
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		140,793	179,011	283,410	179,011
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	7,479,859	7,479,859		7,479,859
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		7,479,859	7,479,859		7,479,859
d) Other Restatements	9795	(1)	(1)		(1)
e) Adjusted Beginning Balance (F1c+F1d)		7,479,858	7,479,858		7,479,858
2) Ending Balance, June 30 (E + F1e)		7,620,651	7,658,869		7,658,869

**Great Valley Academy-Modesto Campus**  
**2018-2019 Second Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	120,069	120,069	71,232	120,069
2) Federal Revenue	8100-8299	223,102	223,102	26,973	223,102
3) Other State Revenue	8300-8599	50,669	55,063	154,146	55,063
4) Other Local Revenue	8600-8799	383,464	383,464	191,802	383,464
<b>5) TOTAL REVENUES</b>		<b>777,304</b>	<b>781,698</b>	<b>444,153</b>	<b>781,698</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	313,308	313,308	137,117	313,308
2) Classified Salaries	2000-2999	91,788	91,788	92,511	91,788
3) Employee Benefits	3000-3999	91,561	91,561	65,600	91,561
4) Books and Supplies	4000-4999	120,000	200,000	47,414	200,000
5) Services & Other Operating Exp	5000-5999	482,470	482,470	238,071	482,470
6) Capital Outlay	6000-6999	0	0	91,091	0
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	61,297 0	61,297 0	0 0	61,297 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>1,160,424</b>	<b>1,240,424</b>	<b>671,804</b>	<b>1,240,424</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		(383,120)	(458,726)	(227,651)	(458,726)
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	383,120	458,726	227,651	285,453
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>383,120</b>	<b>458,726</b>	<b>227,651</b>	<b>285,453</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		0	0	(0)	(173,273)
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	274,866	274,866		274,866
b) Audit Adjustments	9793	(101,592)	(101,592)		(101,592)
c) As of July 1, Audited (F1a + F1b)		173,274	173,274		173,274
d) Other Restatements	9795	(1)	(1)		(1)
e) Adjusted Beginning Balance (F1c+F1d)		173,273	173,273		173,273
2) Ending Balance, June 30 (E + F1e)		173,273	173,273		0

**Great Valley Academy-Modesto Campus**  
**2018-2019 Second Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	7,701,610	7,594,791	4,033,815	7,594,791
2) Federal Revenue	8100-8299	0	0	0	0
3) Other State Revenue	8300-8599	142,650	308,795	68,245	308,795
4) Other Local Revenue	8600-8799	341,500	341,500	225,473	341,500
<b>5) TOTAL REVENUES</b>		<b>8,185,760</b>	<b>8,245,086</b>	<b>4,327,533</b>	<b>8,245,086</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,801,015	2,794,882	1,423,745	2,794,882
2) Classified Salaries	2000-2999	1,816,786	1,838,916	929,983	1,838,916
3) Employee Benefits	3000-3999	1,418,843	1,417,416	651,968	1,417,416
4) Books and Supplies	4000-4999	506,875	426,875	253,841	426,875
5) Services & Other Operating Exp	5000-5999	766,276	772,208	400,358	772,208
6) Capital Outlay	6000-6999	140,000	145,000	32,875	145,000
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	0 212,052	0 212,052	0 123,702	0 212,052
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,661,847</b>	<b>7,607,349</b>	<b>3,816,472</b>	<b>7,607,349</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		523,913	637,737	511,061	637,737
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	(383,120)	(458,726)	(227,651)	(285,453)
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(383,120)</b>	<b>(458,726)</b>	<b>(227,651)</b>	<b>(285,453)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		140,793	179,011	283,410	352,284
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	7,204,993	7,204,993		7,204,993
b) Audit Adjustments	9793	101,592	101,592		101,592
c) As of July 1, Audited (F1a + F1b)		7,306,585	7,306,585		7,306,585
d) Other Restatements	9795				
e) Adjusted Beginning Balance (F1c+F1d)		7,306,585	7,306,585		7,306,585
2) Ending Balance, June 30 (E + F1e)		7,447,378	7,485,596		7,658,869

FISCAL YEAR 2018-2021

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GENERAL FUND FINANCIAL PROJECTIONS

Great Valley Academy

Modesto

		FISCAL YEAR 2018-19				FISCAL YEAR 2019-20				FISCAL YEAR 2020-2021			
		SOURCE FOR PROJECTION				SOURCE FOR PROJECTION				SOURCE FOR PROJECTION			
Description	Account Codes	Projection Factors	Unrestr. 18-19 1st Yr. Proj.	Restr 18-19 1st Yr. Proj.	Total 18-19 1st Yr. Proj.	Projection Factors	Unrestr. 19-20 2nd Yr. Proj.	Restr 19-20 2nd Yr. Proj.	Total 19-20 2nd Yr. Proj.	Projection Factors	Unrestr. 20-21 3rd Yr. Proj.	Restr 20-21 3rd Yr. Proj.	Total 20-21 3rd Yr. Proj.
Fund Balance-July 1 Estimated			\$7,204,993	\$274,866	\$7,479,859		\$7,658,869	\$0	\$7,658,869		\$7,761,132	\$0	\$7,761,132
Unaudited Actual Adjustments			\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
July 1 Unaudited	9791		\$7,204,993	\$274,866	\$7,479,859		\$7,658,869	\$0	\$7,658,869		\$7,761,132	\$0	\$7,761,132
Audit Adjustments	9793		\$101,592	(\$101,592)	\$0				\$0		\$0	\$0	\$0
Adjustment for Restatements	9795		\$0	(\$1)	(\$1)		\$0	\$0	\$0		\$0	\$0	\$0
Net Beginning Balance			\$7,306,585	\$173,273	\$7,479,858		\$7,658,869	\$0	\$7,658,869		\$7,761,132	\$0	\$7,761,132
Revenue Limit Sources	8010-8099	see notes	\$7,594,791	\$120,069	\$7,714,860	see notes	\$7,973,747	\$123,671	\$8,097,418	see notes	\$8,185,796	\$127,381	\$8,313,177
Federal Revenues	8100-8299	see notes	\$0	\$223,102	\$223,102	see notes	\$0	\$227,095	\$227,095	see notes	\$0	\$231,208	\$231,208
Other State Revenues	8300-8599	see notes	\$308,795	\$55,063	\$363,858	see notes	\$144,318	\$51,070	\$195,388	see notes	\$146,784	\$51,891	\$198,675
Other Local Revenues	8600-8799	see notes	\$341,500	\$383,464	\$724,964	see notes	\$341,500	\$394,968	\$736,468	see notes	\$355,810	\$406,472	\$762,282
Total Operating Revenues			\$8,245,086	\$781,698	\$9,026,784		\$8,459,565	\$796,804	\$9,256,369		\$8,688,390	\$816,952	\$9,505,342
Certificated Salaries	1000-1999	see notes	\$2,794,882	\$313,308	\$3,108,190	see notes	\$2,906,678	\$325,840	\$3,232,518	see notes	\$3,022,944	\$338,874	\$3,361,818
Classified Salaries	2000-2999	see notes	\$1,838,916	\$91,788	\$1,930,704	see notes	\$1,912,472	\$95,460	\$2,007,932	see notes	\$1,988,971	\$99,278	\$2,088,249
Employee Benefits	3000-3999	see notes	\$1,417,416	\$91,561	\$1,508,977	see notes	\$1,541,322	\$96,139	\$1,637,461	see notes	\$1,596,310	\$100,946	\$1,697,256
Books and Supplies	4000-4999	see notes	\$426,875	\$200,000	\$626,875	see notes	\$428,375	\$206,000	\$634,375	see notes	\$422,195	\$212,180	\$634,375
Services, Other Operating	5000-5999	see notes	\$772,208	\$482,470	\$1,254,678	see notes	\$804,514	\$525,892	\$1,330,406	see notes	\$808,933	\$552,187	\$1,361,120
Capital Outlay	6000-6999	see notes	\$145,000	\$0	\$145,000	see notes	\$35,000	\$0	\$35,000	see notes	\$20,000	\$0	\$20,000
Other Outgo	7100-7299 7400-7499	see notes	\$212,052	\$61,297	\$273,349	see notes	\$212,052	\$64,362	\$276,414	see notes	\$212,052	\$67,427	\$279,479
Direct Support/Indirect Costs	7300-7399		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Total Operating Expenditures			\$7,607,349	\$1,240,424	\$8,847,773		\$7,840,413	\$1,313,693	\$9,154,106		\$8,071,405	\$1,370,892	\$9,442,297
Operating Excess (Deficit)			\$637,737	(\$458,726)	\$179,011		\$619,152	(\$516,889)	\$102,263		\$616,985	(\$553,940)	\$63,045
Transfers In	8910-8929		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Transfers Out	7600-7629		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Sources	8930-8979		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Uses	7630-7699		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Long Term Liability	9660-9669		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Contrib. to Restricted Program	8980-8999		(\$285,453)	\$285,453	\$0		(\$516,889)	\$516,889	\$0		(\$553,940)	\$553,940	\$0
Net Increase (Decrease) to Fund Balance			\$352,284	(\$173,273)	\$179,011		\$102,263	\$0	\$102,263		\$63,045	\$0	\$63,045
Ending Fund Balance			\$7,658,869	\$0	\$7,658,869		\$7,761,132	\$0	\$7,761,132		\$7,824,177	\$0	\$7,824,177
Recommended Reserve (Unr)	3.00%		\$247,353				\$253,787				\$260,652		
Reserve .....			\$7,658,869				\$7,761,132				\$7,824,177		
Reserve %			86.56%				84.78%				82.86%		

# GREAT VALLEY ACADEMY:

## Budget Assumptions for MYP

### 2018-2019

Audit adjustment is a release of restricted Prop 39 facility upgrade funds consumed for approved capital expenditure projects per auditor.

Net impact of audit adjustment: Reduced restricted fund balance.

#### UNRESTRICTED

##### REVENUES:

- 8010-8099 LCFF revenue is based on 887.3 ADA and 41.91% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299 No unrestricted federal programs
- 8300-8599 State Lottery projection of 878.93 ADA @ \$151
- 8600-8799 Revenue projection of Kids Care Fees and Fundraising based on 2017/18 experience with growth

##### EXPENDITURES:

- 1000-1999 Salaries based on schedule
- 2000-2999 Salaries based on schedule
- 3000-3999 Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999 Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999 Assumes expenses based on 2017/2018 experience with increase
- 6000-6999 Assumes facilities upgrades
- 7300-7399 Mortgage interest per amortization schedule

##### CONTRIBUTIONS TO RESTRICTED PROGRAMS:

- 8980-8999 Assumes covering encroachments

#### RESTRICTED

##### REVENUES:

- 8010-8099 Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299 Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599 Revenue assumes Restricted Lottery based on 878.93 ADA @ \$53  
[Received low performing student block grant funds but plan not board approved prior to 2nd interims.](#)
- 8600-8799 Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

##### EXPENDITURES:

- 1000-1999 Salaries based on schedule - Special Ed
- 2000-2999 Salaries based on schedule - Special Ed and Food Services ([Will review in March 2019 budget revision.](#))
- 3000-3999 Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999 Assumes purchase of materials for Special Ed and Food Services based on 2017/18 experience
- 5000-5999 Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Budget projections
- 6000-6999 Assumes Prop 39 expenditures
- 7100-7299/
- 7400-7499 SELPA Insurance Pool per 2018/19 SCOE Budget projections
- 7300-7399 Assumes no continued expenditures in this category

##### CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:

- 8980-8999 Assumes covering encroachments

MYP Budget revision planned for March 2019 upon approval of low performing student block grant funds by GVA board.

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2019-2020**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099 LCFF revenue is based on 904.4 ADA and 43.88% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299 No unrestricted federal programs
- 8300-8599 State Lottery projection of 887.3 ADA @ \$146
- 8600-8799 Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule
- 2000-2999 Salaries based on schedule
- 3000-3999 Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999 Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999 Assumes expenses based on 2018/19 budget
- 6000-6999 Assumes facilities upgrades
- 7300-7399 Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099 Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299 Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599 Revenue assumes Restricted Lottery based on 887.3 ADA @ \$48
- 8600-8799 Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule - Special Ed
- 2000-2999 Salaries based on schedule - Special Ed and Food Services
- 3000-3999 Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999 Assumes purchase of materials for Special Ed and Food Services based on 2018/19 budget
- 5000-5999 Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Budget projections
- 6000-6999 Assumes no continued expenditures in this category
- 7100-7299/
- 7400-7499 SELPA Insurance Pool per 2018/19 SCOE Budget projections
- 7300-7399 Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2020-2021**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099** LCFF revenue is based on 903.45 ADA and 43.25% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 904.4 ADA @ \$146
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget projection with growth

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule
- 2000-2999** Salaries based on schedule
- 3000-3999** Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999** Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999** Assumes expenses based on 2018/19 budget projection
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 904.4 ADA @ \$48
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed
- 2000-2999** Salaries based on schedule - Special Ed and Food Services
- 3000-3999** Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999** Assumes purchase of materials for Special Ed and Food Services based on 2018/19 Budget projections
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2018/19 SCOE Budget projections
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance Pool per 2018/2019 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments



**Great Valley Academy-Salida**  
**2018-2019 Second Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED & RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	7,003,819	7,050,294	3,684,886	7,050,294
2) Federal Revenue	8100-8299	149,699	149,699	19,574	149,699
3) Other State Revenue	8300-8599	171,819	326,655	164,124	326,655
4) Other Local Revenue	8600-8799	621,296	621,296	435,565	621,296
<b>5) TOTAL REVENUES</b>		<b>7,946,633</b>	<b>8,147,944</b>	<b>4,304,149</b>	<b>8,147,944</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,748,607	2,710,601	1,429,862	2,710,601
2) Classified Salaries	2000-2999	1,512,811	1,463,082	759,272	1,463,082
3) Employee Benefits	3000-3999	1,310,482	1,292,781	609,143	1,292,781
4) Books and Supplies	4000-4999	488,950	612,119	254,847	612,119
5) Services & Other Operating Exp	5000-5999	1,203,345	1,221,810	512,823	1,221,810
6) Capital Outlay	6000-6999	200,200	200,200	114,899	200,200
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	415,993	415,993	209,090	415,993
	7400-7499	0	0	0	0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,880,388</b>	<b>7,916,586</b>	<b>3,889,936</b>	<b>7,916,586</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>		66,245	231,358	414,213	231,358
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses					
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	0	0	0	0
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		66,245	231,358	414,213	231,358
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	4,029,953	4,029,953		4,029,953
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		4,029,953	4,029,953		4,029,953
d) Other Restatements	9795	1	1		1
e) Adjusted Beginning Balance (F1c+F1d)		4,029,954	4,029,954		4,029,954
2) Ending Balance, June 30 (E + F1e)		4,096,199	4,261,312		4,261,312

**Great Valley Academy-Salida**  
**2018-2019 Second Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**RESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	109,681	109,681	64,673	109,681
2) Federal Revenue	8100-8299	149,699	149,699	19,574	149,699
3) Other State Revenue	8300-8599	38,304	46,294	102,707	46,294
4) Other Local Revenue	8600-8799	296,296	296,296	179,743	296,296
<b>5) TOTAL REVENUES</b>		<b>593,980</b>	<b>601,970</b>	<b>366,697</b>	<b>601,970</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	178,251	313,308	54,572	313,308
2) Classified Salaries	2000-2999	81,910	91,788	43,690	91,788
3) Employee Benefits	3000-3999	69,323	91,561	22,658	91,561
4) Books and Supplies	4000-4999	100,000	150,000	88,110	150,000
5) Services & Other Operating Exp	5000-5999	421,414	500,000	223,370	500,000
6) Capital Outlay	6000-6999	0	0	0	0
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	55,993 0	55,993 0	0 0	55,993 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>906,891</b>	<b>1,202,650</b>	<b>432,400</b>	<b>1,202,650</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>		<b>(312,911)</b>	<b>(600,680)</b>	<b>(65,703)</b>	<b>(600,680)</b>
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	378,726	600,680	65,703	600,680
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>378,726</b>	<b>600,680</b>	<b>65,703</b>	<b>600,680</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>65,815</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	0	0		0
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		0	0		0
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		0	0		0
2) Ending Balance, June 30 (E + F1e)		65,815	0		0

**Great Valley Academy-Salida**  
**2018-2019 Second Interim**  
**General Fund**  
**Revenues, Expenditures, and Changes in Fund Balance**

**UNRESTRICTED**

Description	Object Codes	Original Budget (A)	Board Appr'd Operating Budget (B)	Actuals To Date (C)	Projected Yr Totals (D)
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	6,894,138	6,940,613	3,620,213	6,940,613
2) Federal Revenue	8100-8299	0	0	0	0
3) Other State Revenue	8300-8599	133,515	280,361	61,417	280,361
4) Other Local Revenue	8600-8799	325,000	325,000	255,822	325,000
<b>5) TOTAL REVENUES</b>		<b>7,352,653</b>	<b>7,545,974</b>	<b>3,937,452</b>	<b>7,545,974</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,570,356	2,397,293	1,375,290	2,397,293
2) Classified Salaries	2000-2999	1,430,901	1,371,294	715,582	1,371,294
3) Employee Benefits	3000-3999	1,241,159	1,201,220	586,485	1,201,220
4) Books and Supplies	4000-4999	388,950	462,119	166,737	462,119
5) Services & Other Operating Exp	5000-5999	781,931	721,810	289,453	721,810
6) Capital Outlay	6000-6999	200,200	200,200	114,899	200,200
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	360,000 0	360,000 0	209,090 0	360,000 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>6,973,497</b>	<b>6,713,936</b>	<b>3,457,536</b>	<b>6,713,936</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		379,156	832,038	479,916	832,038
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In	8910-8929	0	0	0	0
b) Transfers Out	7610-7629	0	0	0	0
2) Other Sources/Uses		0	0	0	0
a) Sources	8930-8979	0	0	0	0
b) Uses	7630-7699	0	0	0	0
3) Contributions	8980-8999	(378,726)	(600,680)	(65,703)	(600,680)
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(378,726)</b>	<b>(600,680)</b>	<b>(65,703)</b>	<b>(600,680)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		430	231,358	414,213	231,358
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	4,029,953	4,029,953		4,029,953
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		4,029,953	4,029,953		4,029,953
d) Other Restatements	9795	1	1		1
e) Adjusted Beginning Balance (F1c+F1d)		4,029,954	4,029,954		4,029,954
2) Ending Balance, June 30 (E + F1e)		4,030,384	4,261,312		4,261,312

## GENERAL FUND FINANCIAL PROJECTIONS

Great Valley AcademySalida

		FISCAL YEAR 2018-19				FISCAL YEAR 2019-2020				FISCAL YEAR 2020-2021			
		SOURCE FOR PROJECTION				SOURCE FOR PROJECTION				SOURCE FOR PROJECTION			
Description	Account Codes	Projection Factors	Unrestr. 18-19 1st Yr. Proj.	Restr 18-19 1st Yr. Proj.	Total 18-19 1st Yr. Proj.	Projection Factors	Unrestr. 19-20 2nd Yr. Proj.	Restr 19-20 2nd Yr. Proj.	Total 19-20 2nd Yr. Proj.	Projection Factors	Unrestr. 20-21 3rd Yr. Proj.	Restr 20-21 3rd Yr. Proj.	Total 20-21 3rd Yr. Proj.
Fund Balance-July 1 Estimated			\$4,029,953	\$0	\$4,029,953		\$4,261,312	\$0	\$4,261,312		\$4,529,926	(\$0)	\$4,529,926
Unaudited Actual Adjustments			\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
July 1 Unaudited	9791		\$4,029,953	\$0	\$4,029,953		\$4,261,312	\$0	\$4,261,312		\$4,529,926	(\$0)	\$4,529,926
Audit Adjustments	9793		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Adjustment for Restatements	9795		\$1	\$0	\$1		\$0	\$0	\$0		\$0	\$0	\$0
Net Beginning Balance			\$4,029,954	\$0	\$4,029,954		\$4,261,312	\$0	\$4,261,312		\$4,529,926	(\$0)	\$4,529,926
Revenue Limit Sources	8010-8099	see notes	\$6,940,613	\$109,681	\$7,050,294	see notes	\$7,345,799	\$112,971	\$7,458,770	see notes	\$7,530,728	\$116,262	\$7,646,990
Federal Revenues	8100-8299	see notes	\$0	\$149,699	\$149,699	see notes	\$0	\$152,390	\$152,390	see notes	\$0	\$155,081	\$155,081
Other State Revenues	8300-8599	see notes	\$280,361	\$46,294	\$326,655	see notes	\$134,295	\$43,718	\$178,013	see notes	\$138,150	\$44,858	\$183,008
Other Local Revenues	8600-8799	see notes	\$325,000	\$296,296	\$621,296	see notes	\$325,000	\$305,185	\$630,185	see notes	\$336,700	\$314,074	\$650,774
Total Operating Revenues			\$7,545,974	\$601,970	\$8,147,944		\$7,805,094	\$614,264	\$8,419,358		\$8,005,578	\$630,275	\$8,635,853
Certificated Salaries	1000-1999	see notes	\$2,397,293	\$313,308	\$2,710,601	see notes	\$2,493,185	\$325,840	\$2,819,025	see notes	\$2,592,912	\$338,874	\$2,931,786
Classified Salaries	2000-2999	see notes	\$1,371,294	\$91,788	\$1,463,082	see notes	\$1,426,145	\$95,460	\$1,521,605	see notes	\$1,483,192	\$99,278	\$1,582,470
Employee Benefits	3000-3999	see notes	\$1,201,220	\$91,561	\$1,292,781	see notes	\$1,308,449	\$96,139	\$1,404,588	see notes	\$1,356,059	\$100,946	\$1,457,005
Books and Supplies	4000-4999	see notes	\$462,119	\$150,000	\$612,119	see notes	\$340,950	\$154,500	\$495,450	see notes	\$336,315	\$159,135	\$495,450
Services, Other Operating	5000-5999	see notes	\$721,810	\$500,000	\$1,221,810	see notes	\$730,783	\$515,000	\$1,245,783	see notes	\$745,103	\$530,450	\$1,275,553
Capital Outlay	6000-6999	see notes	\$200,200	\$0	\$200,200	see notes	\$185,500	\$0	\$185,500	see notes	\$95,500	\$0	\$95,500
Other Outgo	7100-7299 7400-7499	see notes	\$360,000	\$55,993	\$415,993	see notes	\$420,000	\$58,793	\$478,793	see notes	\$480,000	\$61,592	\$541,592
Direct Support/Indirect Costs	7300-7399		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Total Operating Expenditures			\$6,713,936	\$1,202,650	\$7,916,586		\$6,905,012	\$1,245,732	\$8,150,744		\$7,089,081	\$1,290,275	\$8,379,356
Operating Excess (Deficit)			\$832,038	(\$600,680)	\$231,358		\$900,082	(\$631,468)	\$268,614		\$916,497	(\$660,000)	\$256,497
Transfers In	8910-8929		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Transfers Out	7600-7629		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Sources	8930-8979		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Uses	7630-7699		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Long Term Liability	9660-9669		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Contrib. to Restricted Program	8980-8999		(\$600,680)	\$600,680	\$0		(\$631,468)	\$631,468	\$0		(\$660,000)	\$660,000	\$0
Net Increase (Decrease) to Fund Balance			\$231,358	\$0	\$231,358		\$268,614	(\$0)	\$268,614		\$256,497	\$0	\$256,497
Ending Fund Balance			\$4,261,312	\$0	\$4,261,312		\$4,529,926	(\$0)	\$4,529,926		\$4,786,423	(\$0)	\$4,786,423
Recommended Reserve (Unr)	3.00%		\$226,379				\$234,153				\$240,167		
Reserve .....			\$4,261,312				\$4,529,926				\$4,786,423		
Reserve %			53.83%				55.58%				57.12%		

# GREAT VALLEY ACADEMY:

## Budget Assumptions for MYP

2018-2019

### UNRESTRICTED

#### REVENUES:

- 8010-8099 LCFF revenue is based on 827.45 ADA and 29.67% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299 No unrestricted federal programs
- 8300-8599 State Lottery projection of 798 ADA @ \$151
- 8600-8799 Revenue projection of Kids Care Fees and Fundraising based on 2017/18 experience with growth

#### EXPENDITURES:

- 1000-1999 Salaries based on schedule including new teachers for student growth
- 2000-2999 Salaries based on schedule including new staff for student growth
- 3000-3999 Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999 Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999 Assumes expenses based on 2017/18 experience with increase
- 6000-6999 Assumes facilities upgrades
- 7300-7399 Mortgage interest per amortization schedule

#### CONTRIBUTIONS TO RESTRICTED PROGRAMS:

- 8980-8999 Assumes covering encroachments

### RESTRICTED

#### REVENUES:

- 8010-8099 Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299 Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599 Revenue assumes Restricted Lottery based on 798 ADA @ \$53  
*Received low performing student block grant funds but plan not board approved prior to 2nd interims.*
- 8600-8799 Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### EXPENDITURES:

- 1000-1999 Salaries based on schedule - Special Ed
- 2000-2999 Salaries based on schedule - Special Ed and Food services
- 3000-3999 Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999 Assumes purchase of materials for Special Ed and Food Services based on 2017/18 experience
- 5000-5999 Assumes SCOE Individual Student Services and SELPA Admin Fees per 2018/19 SCOE Budget projections
- 6000-6999 Assumes no continued expenditures in this category
- 7100-7299/
- 7400-7499 SELPA Insurance pool per 2018/19 SCOE Budget projections
- 7300-7399 Assumes no continued expenditures in this category

#### CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:

- 8980-8999 Assumes covering encroachments

MYP Budget revision planned for March 2019 upon approval of low performing student block grant funds by GVA board.

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2019-2020**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099 LCFF revenue is based on 851.2 ADA and 31.51% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299 No unrestricted federal programs
- 8300-8599 State Lottery projection of 827.45 ADA @ \$146
- 8600-8799 Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule
- 2000-2999 Salaries based on schedule
- 3000-3999 Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999 Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999 Assumes expenses based on 2018/19 budget
- 6000-6999 Assumes facilities upgrades
- 7300-7399 Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099 Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299 Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599 Revenue assumes Restricted Lottery based on 827.45 ADA @ \$48
- 8600-8799 Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999 Salaries based on schedule - Special Ed
- 2000-2999 Salaries based on schedule - Special Ed and Food services
- 3000-3999 Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999 Assumes purchase of materials for Special Ed and Food Services based on 2018/19 budget projections
- 5000-5999 Assumes SCOE Individual Student Services and SELPA Admin Fees per 2018/19 SCOE Budget projections
- 6000-6999 Assumes no continued expenditures in this category
- 7100-7299/
- 7400-7499 SELPA Insurance pool per 2018/19 SCOE Budget projections
- 7300-7399 Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999 Assumes covering encroachments

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2020-2021**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099** LCFF revenue is based on 851.2 ADA and 30.75% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 851.2 ADA @ \$146
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2018/19 budget with growth

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule
- 2000-2999** Salaries based on schedule
- 3000-3999** Assumes medical & retirement benefits applicable to certificated and classified salaries
- 4000-4999** Assumes text books and instructional materials for additional students, replacement of consumables
- 5000-5999** Assumes expenses based on 2018/19 budget projection
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

#### **CONTRIBUTIONS TO RESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2018/19 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2018/19 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 851.2 ADA @ \$48
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2018/19 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed
- 2000-2999** Salaries based on schedule - Special Ed and Food services
- 3000-3999** Assumes medical & retirement benefits for Special Ed and Food Service to certificated and classified salaries
- 4000-4999** Assumes purchase of materials for Special Ed and Food Services based on 2018/19 budget projections
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Admin Fees per 2018/19 SCOE Budget projections
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance pool per 2018/19 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

#### **CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:**

- 8980-8999** Assumes covering encroachments



# Great Valley Academy

## **2019-2020 Comprehensive School Safety Plan**

*This Comprehensive School Safety Plan was developed collaboratively with key stakeholders and adopted by the Great Valley Academy Board of Education on February 25, 2019*

**GVA Board Approval**  
**Confirmed by:**

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
<i>Steve Payne</i>	<i>Chairperson</i>		
<i>Leah Silvestre</i>	<i>CEO</i>		

*This document is to be maintained for public inspection in the School Office during regular business hours.*



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## **Comprehensive Safety Plan Purpose & Compliance**

The California Education Code (sections 32280-32288) outlines the requirements of all school districts operating any schools serving grades kindergarten through 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. Education Code does not require charter schools to have a safety plan. GVA has taken the opportunity to have a safety plan in order to have specific procedures in place in case of an emergency.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans must include the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures and procedures to allow a public agency to use school facilities for mass care and welfare shelters during an emergency
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination, harassment, intimidation and bullying School-wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules regarding access to school campus
- Rules and procedures on school discipline
- A crisis response plan
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March of each year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

Small school districts (with an enrollment of 2,500 students or less) may develop a comprehensive district safety plan to encompass all schools within the district, which would fulfill each individual school's comprehensive safety plan requirement. It is not required that small school districts have their safety plans developed or approved by site councils or

designated safety committees; the plans must only be approved by the district board of trustees. However, a district plan should be developed in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and others who may be interested in the prevention of campus crime and violence.

GVA recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

The Board shall review the comprehensive district wide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation. Approval of the plan shall occur at a regularly scheduled meeting.

A copy of the comprehensive school safety plan shall be available for review at the Great Valley Academy, school administration offices and online at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)

# **GVA Mission and Operating Principles**

## **Vision**

Great Valley Academy will meld neurological science and educational best practices to offer a superior learning alternative.

## **Mission**

Learning adds quality to our lives. Each student will develop competence, caring and citizenship. We shall strive to inspire students to learn and to grow to their potential by:

1. Providing a quality education through a positive learning experience.
2. Working in partnership with the home and community to meet the individual needs of the student.
3. Developing the learning and social skills necessary for maximizing lifelong learning potential.

## **Philosophy**

At Great Valley Academy, we believe:

- Every child is unique and can learn like a gifted learner – visually.
- Students deserve the opportunity to have instruction delivered in a way that is relevant and meaningful.
- School should be a non-threatening environment that emphasizes relationships.
- Character education should be taught, modeled and assessed.
- Highly trained, motivated teachers are essential.
- Parental involvement and support is an essential element of a quality educational experience.

## **GVA 5 Pillars**

1. Great Valley Smart (GVS®)
2. Character Development
3. Climate: Safe/Loved/Learning
4. Mastery Learning
5. Highly Qualified and Dedicated Staff

## **Safety Plan Vision**

To support the vision, mission and the five pillars of Great Valley Academy, we strive for a safe, respectful and nurturing learning environment where students are empowered to achieve through strong connections to their school and community.

Working together with our community partners, we will provide a safe campus environment by effectively identifying and addressing issues that potentially degrade our schools' social and physical climate.

## **Components of the Comprehensive School Safety Plan**

### **GVA Safety Planning Team Members and Contributors**

- Leah Silvestre, GVA CEO
- David Franklin, Vice Principal (August 2012-July 2014)
- Briannnda de Visser, Vice Principal (August 2014-present)
- Chad Wolf, GVA Board
- Michelle Bond, GVA Kids Care Director
- Brent Gilbreath, GVA Maintenance
- Jennifer Farley, GVA teacher
- Lacey Cooper, GVA teacher
- Shelley Stewart, GVA parent and former MPD
- Russ Vorse, Premier Security
- K. Rausch, GVA student (graduated 2015)
- Bryan Jillson, GVA Head PE Teacher

### **Assessment of School Safety**

An assessment of School Safety at GVA Modesto was conducted and included a review of survey data from the California Healthy Kids Survey (CHKS) and rates of disciplinary actions and truancy as collected through the California Department of Education Uniform Management Information Reporting System (UMIRS). Additional input was received from school administrators and law enforcement partners during the workshops conducted as part of the process to develop this safety plan. Reports from previously conducted physical site safety assessments were also reviewed.

Some of the key safety concerns raised during the assessment of school safety include:

- Signage
- Entrance and exits of the school
- Emergency procedures

### **Campus Safety Strategies and Programs**

*Education Code Section 32282(a)(2)(A)-(J)*

GVA recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The CEO or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

## **(A) Child Abuse Reporting Procedures**

*Additional code references: Education Code Section 32282(a)(2)(A); Penal Code Section 11164 et seq.*

GVA has a responsibility to protect students by facilitating prompt reporting of known and suspected incidents of child abuse and neglect. Specifically, 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 to **Child Protective Services (CPS)** immediately, or as soon as practically possible.

Child abuse should be reported immediately by phone, or as soon as practically possible, to the county **Child Protective Services** agency. The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. This procedure is outlined in more detail in the Reporting Procedures section, below.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School principal, coworker or other person shall not be a substitute for making a mandated report to **Child Protective Services**.

### **Definitions**

1. "Child Abuse" or "neglect" includes the following:
  - a. A physical injury inflicted by other than accidental means on a child by another person.
  - b. Sexual abuse of a child.
  - c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
  - d. Unlawful corporal punishment or injury resulting in a traumatic condition.
  - e. Neglect of a child or abuse in out-of-home care.

Child abuse and/or neglect includes both acts and omissions on the part of the responsible person.

2. "Mandated Reporters" include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; designated classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; and administrators, presenters, or counselors of a child abuse prevention program.
3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

4. “Reasonable Suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse.
5. “Child” means any person under 18 years of age.

### **Reporting Procedures**

1. **Step #1: Telephone Report.** Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to a child protective agency or law enforcement agency.
  - a. This report will include:
    1. The name of the person making the report.
    2. The name of the child.
    3. The present location of the child.
    4. The nature and extent of any injury.
    5. Any other information requested by the child protective agency, including the information that led the Mandated Reporter to gain knowledge of or suspect child abuse.
      - (i) When the verbal report is made, the employee shall note in writing the name of the official contacted, the date and time contacted, and any instructions or advice received.
  - b. If the agency asks the child be held until authorities arrive, the employee must remain with the child.
2. **Step #2: Written Report**
  - a. Within 36 hours of making the telephone report, the employee shall complete and mail to the local child protective agency (or law enforcement as appropriate) a written report, “Suspected Child Abuse Report,” which includes a completed Department of Justice form (DOJ SS 8572). The DOJ SS 8572 Form is available at [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf).
  - b. The written report is to be addressed to the person to whom the telephone report was made.
3. **Step #3: Internal Reporting**
  - a. Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the Campus Principal, Vice Principal or designee as soon as possible after the initial telephone report to the appropriate agency. The Campus Principal, Vice Principal, or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the Campus



Principal, Vice Principal, or designee may assist in completing and filing the necessary forms. The mandated reporter shall not be required to disclose his/her identity to the Campus Principal or Vice Principal.

- b. He/she may provide or mail a copy of the written report to the Campus Principal, Vice Principal or designee without his/her signature or name. Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency.

### **Legal Responsibility and Liability**

1. Mandated Reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse. This immunity shall apply even if the Mandated Reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his or her professional capacity or outside the scope of his or her employment.
2. If a Mandated Reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The Mandated Reporter may also be held personally liable for damages resulting from any injury to the child after a failure to report and could incur costs of defense and any subsequent damages to the child.
3. All employees are subject to disciplinary action for failure to report suspected child abuse pursuant to this policy. Moreover, the Charter School is not obligated to defend an employee who neglects or fails to make a required report.
4. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report shall be made by a member of the team selected by mutual agreement and a single written report made and signed by the selected member of the reporting team. However, if any member of the reporting team knows or should know that the selected member failed to make the report, that member thereafter has a duty to do make the report.
5. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

### **Victim Interviews**

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care. The child shall be given the

choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child.

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school

### **Release of Child to Peace Officer or Child Protective Services Agent**

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Campus Principal, Vice Principal or designee shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form before removing a child from school grounds.

### **When School Employees are Accused of Child Abuse**

Regardless of the identity of the suspected child abuser, the major responsibilities of Mandated Reporters are to: 1) identify incidents of suspected child abuse, and 2) comply with laws requiring the reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Failure to report suspected child abuse may result in disciplinary action up to and including release from at-will employment.

### **Training**

The Charter School shall provide training to all new personnel regarding the obligations as Mandatory Reporters and the steps required to report suspected abuse. Child abuse reporting procedures are reviewed yearly for all returning Charter School employees.

### **Notifications**

The Campus Principal, Vice Principal or designee shall provide all new employees who are mandated reporters a statement that informs them of their status as mandated reporters and their reporting obligations under Penal Code 11166. Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Campus Principal, Vice Principal or designee

### ***(B) Emergency Preparedness and Crisis Response Plan***

*Additional code references: Educational Code 35295-35297; Government Code 8607 and 3100*

The GVA Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The CEO or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. These plans will be developed in compliance with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). School employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Great Valley Academy emergency preparedness and crisis response plans are included in the appendices, and accomplish the following:

- **Appendix C: GVA Emergency Operations and Response**, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS, and
- **Appendix C.1: GVA Crisis Response Team with Contacts – Confidential** provides emergency contact information for district staff
- **Appendix C.2: GVA Emergency Response Procedures Flipchart – For Official Use Only (FOUO) Flipchart** describes detailed steps to be taken by all personnel and students for a safe and effective response to emergencies and provides specific evacuation procedures for the School Office and school sites developed with considerations for students with physical disabilities

#### ***(i) Earthquake and Multi-hazard Emergency Response Procedure System***

GVA has defined emergency response procedures for earthquakes and other hazards in the Crisis Response Plans described in the appendices of this plan. This district follows the recommended “drop, cover and hold on” procedures for earthquake response. The plans also align with standards established by NIMS and SEMS and call for response actions to be coordinated using ICS. Additional details on the implementation of these plans, including roles and responsibilities for school personnel, are included as part of the School Emergency Response Procedures flipcharts. These additional supporting plans are provided to school personnel as references and are not included as part of this public document.

#### ***(ii) Use of School Buildings for Emergency Shelters***

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall

cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

*Additional code reference: Education Code 48900, 48915 (d) and (c)*

The GVA Board desires to prepare students for responsible citizenship by fostering self-discipline and the acceptance of personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. This policy also states that staff shall use preventative measures and positive conflict resolution techniques whenever possible.

The GVA Board has established policies and standards of behavior in order to promote learning and protect the safety and well being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

The policy also describes the guidelines, in accordance with state and federal law, Suspension and Expulsion Procedure.

*For campus-specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to the Student and Parent Handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the school office, and filed under Appendix D: Student and Parent Handbooks.*

### **(D) Procedures to Notify Teachers of Dangerous Pupils**

*Additional code reference: Education Code 49079*

The CEO or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When any individual directs violence against an employee and the employee so notifies the CEO or designee, the CEO or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the CEO or designee of a threat of bodily harm, the CEO or designee shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The CEO or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

### **(E) Discrimination, Harassment, Intimidation and Bullying Policies**

*Additional code reference: Education Code 200-262.4*

GVA's comprehensive prohibition of **discrimination, harassment, and bullying** across all school programs and activities states that the Board of Education is committed to equal opportunity for all individuals in education. School programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs that ensure that discriminatory practices are eliminated in all activities.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are four that clearly define the expectations and procedures regarding occurrences of discrimination, harassment, intimidation and bullying:

GVA determines that district programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Board of Education shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The CEO of GVA is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Any student who engages in harassment, including sexual harassment, of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

*For campus-specific bullying and cyber-bullying policies, please refer to the Student and Parent Handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the school office.*

### **(F) School-wide Uniform Policy**

*Additional code reference: Education Code 35183*

The GVA Board expects that students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to the general society and appropriate to activities at school. The Board considers this to be a judgment area for the principal of each school and specific rules will be an administrative decision.

## **Uniforms**

Students and staff at Great Valley Academy will wear uniforms daily. We have chosen uniforms because they:

- Allow students and staff to focus on learning
- Help eliminate student or staff judging each other because of brand names, etc.
- Improve the safety and security of the school
- Improve behavior and discipline in the school
- Help develop a sense of unity
- Ensure that appropriate clothing will be worn to school
- Emphasize the individuality of each child

*For campus-specific uniform policies, please refer to the Student and Parent Handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the school office.*

## **(G) Procedure for Safe Ingress and Egress to and from School**

Great Valley Academy has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board policies and administrative regulations and how they contribute to this safety component:

- To assist students in safely crossing streets adjacent to or near school sites, the Board may establish a safety patrol. The CEO or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.
- GVA holds students accountable for conduct not only on campus but also on their way to and from school.
- GVA holds visitors accountable to signing in at the front office. Visitors will be asked to show identification if not recognized. Visitors will be asked to place a visitors label on their shirt.
- Checking students out of school. Parents will need to sign their child out and will be giving a B.Y.E. (Bridge to your home environment) slip to give to their child's teacher.
- Parents will be required to sign their child in at the office.
- GVA prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind, including when on their way to and from school.
- If a student flees campus staff personnel calls administration. Administration will call parents and Police Department to receive guidance.

Each school site will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threats or other similar hazards. A map showing emergency evacuation procedures for each campus is included in **Appendix C.2: GVA Emergency Response Procedures Flipchart.**

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds.

For purposes of school safety and security, the principal or designee will develop and ensure use of a visible means of identification for visitors while on school premises.

*Additional code references: Education Code 32210-32211, Penal Code 627*

## **(H)School Discipline Rules and Consequences**

*Additional code references: Education Code 35291 and 35291.5*

GVA identifies school-wide standards for student conduct:

The GVA Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on school trips.

The CEO or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of school rules related to conduct.

Refer to Student/Parent Handbook for Prohibited Behaviors.

Students who violate school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, and contact with local law enforcement as appropriate.

Students also may be subject to discipline for any off-campus conduct during non-school hours that poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

At GVA, students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, tablets, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Devices are turned off during class time and at any other time directed by a GVA employee.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

A school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

*For a comprehensive description of conduct and student behavior expectations, please refer to the Student and Parent Handbook distributed to all students at the start of each school year.*

*Current versions will be available for review alongside this comprehensive safety plan in the school office, and filed under Appendix D: Student and Parent Handbooks.*

GVA describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The GVA Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

**Additional Policies** are listed below, which describe overarching discipline standards for specific area of concern. Violation of these items will result in student referral to campus administration and may lead to suspension or expulsion. These include:

### ***(I) Hate Crime Reporting Procedures and Policies***

The GVA Board desires to protect the right of every student to be free from hate-motivated behavior. The Board will promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. GVA prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal or designee, and/or law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.

In addition, the GVA shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

### **Safety Plan Review, Evaluation and Amendment Procedures**

The Great Valley Academy comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in January of each school year.

Great Valley Academy adopted this annual comprehensive school safety plan at the regular meeting of the Board of Education as noted on the cover page. An opportunity for public comment was provided during this meeting, prior to the plan's adoption. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Documented Safety Planning Process.

An updated file containing all appropriate or required safety related plans and materials are available for public inspection in Great Valley Academy front office.





## Safety Plan Appendices

### Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the School Office at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under the California Public Records Act (Government Code 6254 parts *c* and *aa*) and prescribed by GVA, the following items will be identified as “**Confidential**”, reviewed only in a closed session of the GVA Board of Education and withheld from public release of the Comprehensive District Safety Plan:

- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.  
*(Further detail on protected information is also defined in Government Code Section 6254.3.)*
- Any appendices prepared to assess School Office and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt School Office operations.

According to the procedures developed by the Department of Homeland Security and defined in DHS Management Directive 11042.1, the following items will be designated “**For Official Use Only (FOUO)**”, reviewed only in a closed session of the GVA Board and released only for official safety assurance or crisis response use:

- Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and supplies storage.

## Appendix A: Documented Safety Planning Process

<b>Activity Description</b> <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	<b>Date, Time</b>	<b>Attached Document</b> <i>(description and location)</i>
GVA Site Safety Meeting	Nov. 13 <sup>th</sup>	Agenda
GVA Site Safety Meeting	Dec. 4 <sup>th</sup>	Agenda
GVA Site Safety Meeting	Dec. 18 <sup>th</sup>	Agenda
GVA Site Safety Meeting	Jan. 15 <sup>th</sup>	Agenda
GVA Site Safety Meeting	Jan. 29 <sup>th</sup>	Agenda
GVA Site Safety Meeting	Feb. 26 <sup>th</sup>	Agenda
GVA Site Safety Meeting	March 26 <sup>th</sup>	Agenda
GVA Site Safety Meeting	Apr. 9 <sup>th</sup>	Agenda
GVA Site Safety Meeting	Apr. 30 <sup>th</sup>	Agenda
GVA Site Safety Team Meeting	9/30/14 3:45 p.m.	Agenda

GVA Site Safety Team Meeting	10/28/14 3:45 p.m.	Agenda
GVA Site Safety Team Meeting	12/2/14 3:45 p.m.	Agenda
Charter Safe Active Shooter Webinar	2/5/15 3:30p.m.- 4:30p.m	Notes
Risk Free Management Safety Conference Presented by Young Minney & Corr.	2/24/15 9:00 a.m.-4:00 p.m.	Notes
Active Shooter Seminar	3/16/15	Notes  Attendee: Michelle Bond
GVA Site Safety Team Meeting	3/31/15	Agenda
Site Safety Vulnerability Assessment	4/24/15	Assessment Results: Brent Gilbreath Michelle Bond Brianna de Visser
GVA Site Safety Meetings	9/25/15, 10/27/15, 11/17/15, 1/19/16, 3/22/16	Site Safety Team with agenda's and notes
Active Shooter Seminar	Dec. 2015	Michelle Bond Chad Wolf Brent Gillbreath
WTS consult	11/23/15	Chad Wolf, Michelle Bond, Brianna de Visser
WTS Training	8/2017	Training for in class lockdowns

WTS Feedback on Policy	1/2017	-WTS looked over Safety plan and stated we have all the appropriate plans in place.
WTS Training	5/2018	-WTS came onsite to do Safety Procedure Training with all staff
Site Safety Meetings	Ongoing Monthly	

## **Appendix B: Forms**

Cover sheet only – insert all appropriate forms behind this page.

Included Forms:

- 1) Mandated Reporter Child Abuse Report Form

## **Appendix C: GVA Emergency Operations and Response**

The following sections provide key information for crisis response for GVA. While this information represents the basic tools needed for an effective crisis response, GVA will continue to assess, revise and expand on the plan for continuous improvement in student safety. Additional documentation will be referenced in this Comprehensive School Safety Plan as it is developed and implemented.

***Appendix C.1: GVA Crisis Response Team with Contacts –  
Confidential***

Cover sheet only – insert the GVA Crisis Response Team Roster behind this page, except in any publicly distributed versions of this document.



***Appendix C.2: GVA Emergency Response Procedures Flipchart –  
(For Official Use Only)***

Cover sheet only – insert the GVA Emergency Response Procedures Flipchart in preview format (un-cut and not assembled in flipchart folder) behind this page behind this page, except in any publicly distributed versions of this document.

## **Appendix D: Student and Parent Handbooks**

This section shall include current copies of student and parent handbooks for Great Valley Academy.

# Great Valley Academy-Modesto 2019-2020 Academic School Calendar

5-12 Teacher Training  
8 Family Night: Meet & Greet  
13 1<sup>st</sup> Day of School  
26-29 NWEA Testing

AUGUST 2019						
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

14 days

FEBRUARY 2020						
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

18 days

End of Trimester = Feb. 28 (62 days)

3-20 NWEA Testing  
10 Teacher In-Service  
12-14 Parent Conferences  
17 Presidents' Day  
-No School

2-19 NWEA Testing  
2 Labor Day  
-No School  
5 Parent Meeting  
20 Teacher In-Service  
25 Character Reports Cards

SEPTEMBER 2019						
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					

19 days

MARCH 2020						
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				

17 days

4 Academic Report Cards  
23-27 Spring Break

9-11 Parent Conferences  
14-18 Fall Break  
-No School

OCTOBER 2019						
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		

18 days

APRIL 2020						
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		

21 days

6-30 SBAC Testing  
10 Spring Holiday-No School

11 Veterans Day -No School  
13 Academic Report Cards  
27-29 Thanksgiving Day  
-No School

NOVEMBER 2019						
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

17 days

End of Trimester = Nov. 8 (57 days)

MAY 2020						
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						

19 Days

1 Teacher In-Service  
6 Character Report Cards  
7 Smarter Balanced  
25 Memorial Day  
-No School

23-31 Winter Vacation  
-No School

DECEMBER 2019						
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				

15 days

JUNE 2020						
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				

5 days

End of Trimester = June 5 (62 days)

3 Academic Report Cards  
4 8<sup>th</sup> Grade Promotion  
4 End of Year Party  
5 Last day of school

181 days

1-3 Winter Vacation  
-No School  
6 Teacher In-Service  
13-31 NWEA Winter Testing  
20 M.L. King Day-No School  
22 Character Report Cards  
23 Parent Meeting

JANUARY 2020						
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	

18 days

JULY 2020						
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	

NO SCHOOL

MINIMUM DAY

# GVA SALIDA | 2019-2020 CALENDAR

5-12 Teacher in service  
13 First day of school  
19-30 NWEA

AUGUST '19						
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

14

FEBRUARY '20						
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

18

end T2 2/28

10 Teacher in service  
12-14 Parent/teacher conf  
17 Presidents' Day

2 Labor Day  
3-6 NWEA  
20 Teacher in service

SEPTEMBER '19						
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					

19

MARCH '20						
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				

17

start T3 3/2

16-20 Spring break

9-11 Parent/Teacher conf  
14-18 Fall break

OCTOBER '19						
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		

18

APRIL '20						
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		

21

10 Good Friday

11 Veterans Day  
27-29 Thanksgiving Day

NOVEMBER '19						
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

17 end T1 11/8 start T2 11/12

MAY '20						
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						

19

1 Teacher in service  
25 Memorial Day

23-31 Christmas break

DECEMBER '19						
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				

15

JUNE '20						
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				

5

end T3 6/5

5 Last day of school

1-3 Christmas break  
6 Teacher in service  
20 M.L. King Day

JANUARY '20						
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	

18

JULY '20						
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	

181 school days



## Holiday Schedule Classified Staff 2019-2020 School Year

Thursday, July 4, 2019

Independence Day

Monday, September 2, 2019

Labor Day

Monday, November 11, 2019

Veteran's Day

Thursday & Friday, November 28 & 29, 2019

Thanksgiving Holidays

Tuesday & Wednesday, December 24 & 25,  
2019

Winter Holidays

Tuesday, December 31, 2019 & Wednesday,  
January 1, 2020

New Year's Holidays

Monday, January 20, 2020

Martin Luther King Jr. Day

Monday, February 17, 2020

President's Day

Friday, April 10, 2020

Spring Holiday

Monday, May 25, 2020

Memorial Day



## **Great Valley Academy-Modesto Low Performing Student Block Grant**

**Summarize how the funds will be used to increase or improve evidence based services for pupils identified.**

We have identified the following to be supported by the Low Performing Student Block Grant:

- ☐ Reading and Math screening tools
- ☐ Instructional resources
- ☐ Technology to support screening tool usage
- ☐ Additional instructional staff support
- ☐ Targeted professional development

**How will the effectiveness of the evidence based services be measured?**

The effectiveness of the intervention and supportive services (increased academic achievement) will be measured throughout the school year by:

- ☐ Reading screening tool
- ☐ Math screening tool
- ☐ Local assessments
- ☐ NWEA-MAP results
- ☐ CAASPP results

**How are services aligned with and described in the LEA's Local Control and Accountability Plan (LCAP)?**

The services are aligned with the following actions from our 2018.2019 LCAP:

- ☐ Action 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.
- ☐ Action 1.4 Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.
- ☐ Action 1.5 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's.
- ☐ Action 1.7 Maintain oversight of ongoing technology plan and supporting devices. Assess, monitor, support and grow school technological resources.



## **Great Valley Academy-Salida Low Performing Student Block Grant**

**Summarize how the funds will be used to increase or improve evidence based services for pupils identified.**

We have identified the following to be supported by the Low Performing Student Block Grant:

- ☐ Reading and Math screening tools
- ☐ Instructional resources
- ☐ Technology to support screening tool usage
- ☐ Additional instructional staff support
- ☐ Targeted professional development

**How will the effectiveness of the evidence based services be measured?**

The effectiveness of the intervention and supportive services (increased academic achievement) will be measured throughout the school year by:

- ☐ Reading screening tool
- ☐ Math screening tool
- ☐ Local assessments
- ☐ NWEA-MAP results
- ☐ CAASPP results

**How are services aligned with and described in the LEA's Local Control and Accountability Plan (LCAP)?**

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- ☐ Action 1.5 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's.
- ☐ Action 1.7 Maintain oversight of ongoing technology plan and supporting devices. Assess, monitor, support and grow school technological resources.



**RESOLUTION NO.: 2019.046**

**Child Protective Services (CPS) Reporting & Response Policy**

California Penal Code section 11166(a) 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 or neglect, 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.

**Training**

Great Valley Academy (“GVA” or the “School”) will provide annual training on the mandated reporting requirements, using an online training module to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee’s employment. GVA provides this training via online training module.

**Agency Reporting**

Any employee who, in their work capacity, observes or suspects that an incident, behavior, or conduct may be an indication of child abuse, shall within thirty-six (36) hours: (1) make a telephone report of the suspected child abuse to the Stanislaus County Community Services Agency at (209) 558-3665, and (2) complete and send Department of Justice Form 55 8572 “Suspected Child Abuse Report” to the same agency. The employee shall also report the same information to law enforcement within thirty-six (36) hours.

As outlined within GVA Board Resolution 2018.043, the School will not contact CPS to assist students whose parents have been detained on immigration charges or deported until GVA has exhausted all other avenues.



### **Internal Reporting**

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the Principal, or the Chief Executive Officer or designee.

However, employees reporting suspected child abuse or neglect are encouraged to notify the Principal by email or anonymous letter as soon as possible after the initial reports to the Community Services Agency and law enforcement, including by providing a summary of the suspected conduct and an affirmation that the appropriate agencies have been notified. While not required, this notice will help GVA protect the safety of the child involved. Thereafter, the Principal shall inform the Chief Executive Officer or designee of the suspected abuse. Further, mandated reporters are encouraged to seek assistance and guidance from the School as needed.

Reporting a case of possible child abuse or neglect to a supervisor, the school Principal, coworker or other person shall not be a substitute for making a mandated report to the Community Services Agency and law enforcement.

### **Interviews**

GVA shall permit law enforcement and children's welfare-related services on campus with proper identification and proof of an authorized student safety-related purpose to investigate claims of child abuse or neglect. All visitors are required to adhere to School policies for visitors and to sign-in and out of the campus visitor's log.

Whenever the School, in combination with a representative of a public agency investigating suspected child abuse or neglect, deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, regarding a report of suspected child abuse or neglect.

The child shall be afforded the option of being interviewed in private or selecting an adult employee of the School, including any certificated or classified employee, to be present at the interview. A representative of the public agency investigating suspected child abuse or neglect shall inform the child of that option, prior to the interview.

The purpose of the GVA employee's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible, but the employee may not participate in the interview. The GVA employee shall not further discuss the facts or circumstances of the case with the child, and is subject to the confidentiality requirements set forth in this Policy. The School shall inform the GVA employee selected by a child of the requirements of this Policy prior to the interview. The GVA employee selected by the child may decline the request to be present at the interview. If the GVA employee agrees to be present, the interview shall be held at a time during School hours when it does not involve an overtime expense to the School.

### **Release of Child to a Peace Officer**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Chief Executive Officer or designee and/or Principal shall not notify the parent/guardian, but rather GVA shall provide the peace officer with the address and telephone number of the child's parent/guardian and the peace officer will notify the parent/guardian.

### **Parent/Guardian Involvement**

In the case of suspected child abuse or neglect, a parent/guardian does not have the right to be informed of the report to the investigating public service agency and should not be informed by School personnel. The investigating public service agency will be responsible for providing any such information to the parent/guardian.

### **Confidentiality**

Confidentiality is crucial to such cases and must be enforced at all times in order to protect the child. At no time should the details or circumstances of suspected abuse or neglect be disclosed, except as needed to promote the safety of the child, and in compliance with the law and this Policy. All copies of written reports of suspected abuse or neglect made to the School will be maintained and secured by the Chief Executive Officer's executive staff. Any employee found to have breached confidentiality may be subject to disciplinary action, up to and including termination.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Adopted: [     /2019]



**Employee Handbook – Revision July 2018**  
**Policy Revision**  
**February 25, 2019**

## **CATASTROPHIC INJURY OR ILLNESS LEAVE POLICY**

The purpose of this policy is to permit an employee of Great Valley Academy (“GVA”) to contribute a portion of his or her accrued paid time off (PTO) to other employees (via a pooling (“bank”) of donated PTO) when another employee has suffered a catastrophic illness or injury requiring absence from work for a prolonged period of time.

“Catastrophic injury or illness” is defined as a life-threatening injury or illness of an employee or the employee’s minor child which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation for the employee. Acute chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods, may be considered catastrophic. Conditions that are short-term in nature, including but not common illnesses (influenza, measles, etc.) and common injuries (back pain, broken limb, sprained ankle, etc.) are generally not catastrophic.

An employee who requests catastrophic leave donations must personally (or the employee’s minor child must) be suffering from a catastrophic illness or injury that has resulted in, or is anticipated to result in, the exhaustion of all of his/her accrued paid leave, including but not limited to paid time off and vacation time. Employees are not eligible to receive leave donations in order to care for others with the exception of the employee’s minor child.

Participation in this program is voluntary. Recipient employees shall not offer anything of value to another employee in exchange for donating leave. Likewise, donating employees shall not receive anything of value from another employee in exchange for donating leave.

### **Recipient Eligibility**

An employee is only eligible to receive leave donations under this policy if he/she is a regular, full-time employee (30 or more hours per week) who has been in an active work status for GVA for at least 18 months (1.5) consecutive years. Legally protected leaves of absence pursuant to the Family Medical Leave Act (“FMLA”), Americans with Disabilities Act (“ADA”), Fair Employment and Housing Act (“FEHA”), Pregnancy Disability Leave (“PDL”), California Family Rights Act (“CFRA”), or similar federal, state, or local law shall not be considered a break in service for the purposes of determining whether the employee has been in an active work status for the requisite amount of time.

No employee may request to receive catastrophic leave more than one (1) time within a thirty-six (36) month period.

### **Donor Eligibility**

An employee is only eligible to donate leave under this policy if he/she is a regular, full-time employee (30 or more hours per week) who has been in an active work status for GVA for at least 18 months (1.5) consecutive years. Legally protected leaves of absence pursuant to the Family Medical Leave Act (“FMLA”), Americans with Disabilities Act (“ADA”), Fair Employment and Housing Act (“FEHA”), Pregnancy Disability Leave (“PDL”), California Family Rights Act (“CFRA”), or similar federal, state, or local law shall not be considered a break in service for the purposes of determining whether the employee has been in an active work status for the requisite amount of time.

Donating employees may contribute five (5) paid time off days per fiscal year to a paid time off bank for employees suffering a catastrophic illness or injury; however, each donating employee must retain at least five (5) paid time off days for his/her own account. Only accrued, unused paid time off may be donated.

### **Process of Requesting Catastrophic Leave**

1. Catastrophic leave requests must be submitted in writing to GVA and include a medical certification of the catastrophic injury or illness.
2. Upon receiving the catastrophic leave request, the Chief Executive Officer (“CEO”) or designee shall determine:
  - That the employee is unable to work due to the employee’s or employee’s minor child’s catastrophic illness or injury; and
  - That the employee has exhausted all accrued paid leave credits.
3. When the above verification and determinations are made, the CEO or designee may approve the transfer of paid time off credits. There is no right to receive catastrophic leave. The CEO or designee may in his/her unreviewable discretion decline an employee’s request for catastrophic leave benefits for any reason.
4. If the recipient employee’s request is granted, the CEO or designee shall inform employees of the means by which donations may be made in response to the employee’s request. Eligible employees may donate accrued paid time off credits to the requesting employee at a minimum of one (1) day, prorated per donating employee work day, and in hour increments thereafter. All transfers of eligible leave credit shall be irrevocable.
5. Donating employees shall remain anonymous. GVA will not identify the donor publically or to the recipient employee, but some employees may need to be made aware of the donation in order to process and administer the donation.

Board Approved \_\_\_\_\_

6. An employee who receives paid leave pursuant to this program shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. No employee shall receive more than forty (40) donated paid time off days.
7. If the employee is also receiving State Disability Insurance (“SDI”) or Paid Family Leave (“PFL”) benefits, which is paid on a weekly basis, the total amount of catastrophic leave pay the employee may receive on a weekly basis, when added to the amount of SDI or PFL benefits the employee is receiving, shall not exceed the employee’s total weekly salary.

The employee who is recipient of the donated leave credits shall use those credits in compliance with their approved application for catastrophic leave

Board Approved \_\_\_\_\_

## Great Valley Academy Modesto

January 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-Jan 19	Jul 18-Jan 19	Feb 19-Jun 19			A + C
<b>Ordinary Income/Expense</b>						
Income						
8000 • Revenue Limit Sources	4,105,047	3,932,413	3,609,813	7,821,678	7,714,860	7,714,860
8100 • Federal Revenue	26,973	36,000	196,129	223,102	223,102	223,102
8300 • Other State Revenues	222,391	152,043	141,467	193,318	363,858	363,858
8600 • Other Local Revenue	238,420	222,966	103,080	341,500	341,500	341,500
8700 • Selpa	178,855	181,787	204,609	383,464	383,464	383,464
<b>Total Income</b>	<b>4,771,686</b>	<b>4,525,208</b>	<b>4,255,098</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
<b>Gross Profit</b>	<b>4,771,686</b>	<b>4,525,208</b>	<b>4,255,098</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
Expense						
1000 • Certificated Salaries	1,560,862	1,632,129	1,547,328	3,114,323	3,108,190	3,108,190
2000 • Classified Salaries	1,022,493	1,045,473	908,211	1,908,574	1,930,704	1,930,704
3000 • Employee Benefits	717,568	804,894	791,409	1,510,404	1,508,977	1,508,977
4000 • Books & Supplies	301,255	356,550	325,620	626,875	626,875	626,875
5000 • Services & Other Operating Exp	638,430	727,207	616,248	1,248,746	1,254,678	1,254,678
6000 • Capital Outlay	123,965	47,501	21,035	140,000	145,000	145,000
7430 • All Other Financing Uses	123,702	123,702	149,647	273,349	273,349	273,349
<b>Total Expense</b>	<b>4,488,276</b>	<b>4,737,455</b>	<b>4,359,497</b>	<b>8,822,271</b>	<b>8,847,773</b>	<b>8,847,773</b>
<b>Net Ordinary Income</b>	<b>283,410</b>	<b>-212,247</b>	<b>-104,399</b>	<b>140,792</b>	<b>179,011</b>	<b>179,011</b>

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	4,146,695.23	4,469,698.94	4,463,256.63	4,572,835.81		
LCFF Revenue	8011	240,987.00	240,987.00	433,777.00	433,777.00	433,777.00	433,777.00	433,777.00	493,122.72	493,122.72	493,122.72	493,122.72	361,610.80	(25,730.68)	4,959,230.00
EPA Funding	8012			319,472.00		319,471.00				296,777.75			251,390.25	0.00	1,187,111.00
In-Lieu of Taxes Charter Funding	8096		89,282.00	178,563.00	119,042.00	119,042.00	119,042.00	119,042.00	119,042.00	202,783.00	101,391.50	101,391.50	101,391.50	78,437.50	1,448,450.00
Selpa Prop Tax	8097	0.00						71,232.00						48,837.00	120,069.00
Federal IDEA	8181												66,551.00	66,551.00	133,102.00
Federal Food	8220				5,772.01	0.00	10,415.77	10,785.16	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	18,027.06	90,000.00
State Food Revenue	8520				396.64	0.00	718.46	748.76	725.00	725.00	725.00	725.00	308.36	707.78	5,780.00
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550					0.00	14,353.00						(0.07)	0.00	14,352.93
One Time Funds	8590							0.00			53,907.70	53,907.72		53,907.70	161,723.12
Lottery	8560							45,372.26			39,815.53			47,530.64	132,718.43
Lottery, prop 20	8561													46,583.29	46,583.29
Low Performing Block Grant	8590						95,837.00					95,837.00	(191,674.00)	0.00	0.00
Other -Classified PD	8590							8,151.00					(5,451.00)	0.00	2,700.00
Prior Year Payments	prior year	44,854.00	5,127.00	(8,189.19)	9,705.76			5,316.48					(56,814.05)	0.00	0.00
Other Local (Kids Care)	8689	11,689.30	27,915.57	19,524.78	19,904.92	18,986.75	20,234.13	11,312.46	20,000.00	20,000.00	20,000.00	20,000.00	28,932.09	0.00	238,500.00
Other Local (Fundraiser +)	8600-8699	5,781.52	12,689.33	14,334.91	37,661.59	22,774.64	11,555.70	4,054.26	4,000.00	4,000.00	4,000.00	4,000.00	(21,851.95)	0.00	103,000.00
Selpa	8792	16,260.00	16,260.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	87,541.00	0.00	383,464.00
TOTAL REVENUES		319,571.82	392,260.90	986,749.50	655,526.92	623,847.39	1,054,671.06	739,058.38	675,156.72	1,055,675.47	751,229.45	807,250.94	630,933.93	334,851.29	9,026,783.77
EXPENDITURES															
Certificated Salaries	1000-1999	25,152.13	249,759.34	257,217.06	258,712.94	259,032.59	253,459.02	257,529.20	275,000.00	275,000.00	275,000.00	275,000.00	447,327.72	-	3,108,190.00
Classified Salaries	2000-2999	67,373.09	148,217.08	169,882.97	162,725.19	167,148.04	158,688.96	148,458.06	165,000.00	165,000.00	165,000.00	165,000.00	248,210.51	-	1,930,703.90
Employee Benefits	3000-3999	17,605.14	106,906.72	120,381.65	100,997.46	121,300.54	112,914.64	137,461.86	140,000.00	140,000.00	140,000.00	140,000.00	231,408.99	-	1,508,977.00
Books & Supplies	4000-4999	30,146.85	52,949.55	78,244.23	26,882.41	35,296.45	39,665.88	38,069.35	40,000.00	40,000.00	100,000.00	40,000.00	105,620.28	-	626,875.00
Services & Other Operating Expenses	5000-5999	34,148.99	54,419.53	63,638.35	99,106.31	96,404.86	39,720.49	250,991.05	100,000.00	85,000.00	60,000.00	60,000.00	311,248.33	-	1,254,677.91
Capital Outlay	6000-6999	33,759.80	-	3,741.44	19,055.00	8,080.15	6,702.26	52,626.83	-	10,000.00	-	-	11,034.52	-	145,000.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	-	273,349.00
TOTAL EXPENDITURES		225,857.76	629,923.98	710,777.46	685,151.07	704,934.39	628,823.01	902,808.11	737,671.76	732,671.76	757,671.76	697,671.76	1,433,809.99	0.00	8,847,772.81
NET INCREASE/DECREASE		93,714.06	(237,663.08)	275,972.04	(29,624.15)	(81,087.00)	425,848.05	(163,749.73)	(62,515.04)	323,003.71	(6,442.31)	109,579.18	(802,876.06)	334,851.29	179,010.96
Accruals Received		55,207.00	0.00	74,408.77											129,615.77
Liabilities		(222,333.77)	(104,636.97)		(11,437.58)	25,637.58	22,164.32	35,930.31							0.00
Line of Credit (1,000,000)															
Loan to/from Salida	\$ (1,248,675.92)														(1,248,675.92)
ENDING CASH BALANCE		3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	4,146,695.23	4,469,698.94	4,463,256.63	4,572,835.81	3,769,959.75		

Great Valley Academy Salida  
January 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-Jan 19	Jul 18-Jan 19	Feb 19-Jun 19			A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	3,684,886	3,590,666	3,365,408	7,003,819	7,050,294	7,050,294
8100 • Federal Revenue	19,574	24,000	130,125	149,699	149,699	149,699
8300 • Other State Revenues	164,124	91,770	162,531	171,819	326,655	326,655
8600 • Other Local Revenue	277,343	208,338	47,657	325,000	325,000	325,000
8700 • SELPA	158,223	158,659	138,073	296,296	296,296	296,296
<b>Total Income</b>	<b>4,304,149</b>	<b>4,073,434</b>	<b>3,843,795</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Gross Profit</b>	<b>4,304,149</b>	<b>4,073,434</b>	<b>3,843,795</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Expense</b>						
1000 • Certificated Salaries	1,429,862	1,437,263	1,280,739	2,748,607	2,710,601	2,710,601
2000 • Classified Salaries	759,272	804,200	703,810	1,512,811	1,463,082	1,463,082
3000 • Employee Benefits	609,143	660,947	683,638	1,310,482	1,292,781	1,292,781
4000 • Books & Supplies	254,847	255,727	357,272	488,950	612,119	612,119
5000 • Services & Other Operating Exp	512,823	553,356	708,987	1,203,345	1,221,810	1,221,810
6000 • Capital Outlay	114,899	109,742	85,301	200,200	200,200	200,200
7430 • All Other Financing Uses	209,090	209,090	206,903	415,993	415,993	415,993
<b>Total Expense</b>	<b>3,889,936</b>	<b>4,030,324</b>	<b>4,026,651</b>	<b>7,880,388</b>	<b>7,916,587</b>	<b>7,916,587</b>
<b>Net Ordinary Income</b>	<b>414,213</b>	<b>43,110</b>	<b>-182,856</b>	<b>66,245</b>	<b>231,357</b>	<b>231,357</b>



2018 - 2019  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,983,075.69	2,160,667.73	2,278,591.30	2,497,778.47		
LCFF Revenue	8011	277,978.00	277,978.00	500,360.00	500,360.00	500,360.00	500,360.00	500,360.00	500,360.00	574,310.79	574,310.79	574,310.79	517,083.63	0.00	5,798,132.00
EPA Funding	8012			39,900.00		39,900.00		39,900.00		41,372.50			44,317.50	0.00	165,490.00
In-Lieu of Taxes Charter Funding	8096		57,919.00	115,838.00	77,225.00	77,225.00	77,225.00	77,225.00	68,389.37	136,778.74	68,389.37	68,389.37	152,387.15	0.00	976,991.00
Selpa Prop Tax	8097							64,673.00						45,008.00	109,681.00
Federal IDEA	8100-8299												44,849.50	44,849.50	89,699.00
Federal Food	8220			0.00	3,766.59	0.00	7,941.16	7,865.85	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	10,426.40	60,000.00
State Food Revenue	8520				251.24	0.00	535.40	536.12	500.00	500.00	500.00	500.00	500.00	177.24	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550					0.00	13,031.00						0.34	0.00	13,031.34
One Time Funds	8590										48,944.00	48,944.00		48,944.00	146,832.00
Lottery	8560							41,072.28			36,149.40			43,276.32	120,498.00
Lottery, prop 20	8561													42,294.00	42,294.00
Low Perf St Blck Grant	8590						97,813.00					97,813.00	(195,626.00)	0.00	0.00
Other -Classified PD	8590							5,670.00					(5,670.00)	0.00	0.00
Prior Year Payments	prior year		4,442.00	(12,296.25)	4,074.85			8,994.31					(5,214.91)	0.00	0.00
Other Local (Kids Care)	8689	7,825.51	24,026.79	14,590.11	15,442.60	24,509.13	17,905.18	29,652.37	17,000.00	17,000.00	17,000.00	17,000.00	(6,951.69)	0.00	195,000.00
Other Local (Fundraiser +)	8600-8699	471.59	988.90	6,935.52	68,201.52	41,878.41	14,948.31	9,966.77	5,500.00	5,500.00	5,500.00	5,100.00	(34,991.02)	0.00	130,000.00
Selpa	8792	14,384.00	14,384.00	25,891.00	25,891.00	25,891.00	25,891.00	25,891.00	26,000.00	26,000.00	26,000.00	26,000.00	34,073.00	0.00	296,296.00
TOTAL REVENUES		300,659.10	379,738.69	691,218.38	695,212.80	669,863.54	795,550.05	771,906.70	623,749.37	807,462.03	782,793.56	844,057.16	550,757.50	234,975.46	8,147,944.34
EXPENDITURES															
Certificated Salaries	1000-1999	15,663.92	227,395.55	234,203.28	238,588.21	242,273.28	239,993.28	231,744.03	240,000.00	240,000.00	240,000.00	240,000.00	320,739.41	0.00	2,710,600.96
Classified Salaries	2000-2999	46,587.48	109,529.91	128,082.51	117,441.19	123,414.83	118,281.48	115,934.85	130,000.00	130,000.00	130,000.00	130,000.00	183,809.92	0.00	1,463,082.17
Employee Benefits	3000-3999	12,446.47	87,890.44	100,610.30	89,083.27	103,745.99	98,017.33	117,349.35	115,000.00	115,000.00	115,000.00	115,000.00	223,638.26	0.00	1,292,781.41
Books & Supplies	4000-4999	7,473.14	66,601.28	41,652.32	30,406.33	48,705.02	35,894.67	24,114.25	35,000.00	35,000.00	75,000.00	35,000.00	177,272.34	0.00	612,119.35
Services & Other Operating Expenses	5000-5999	12,742.74	36,083.23	44,529.59	68,916.46	122,297.90	41,169.30	187,083.85	125,000.00	75,000.00	75,000.00	75,000.00	358,986.98	0.00	1,221,810.05
Capital Outlay	6000-6999	1,295.00	99,365.88	4,080.62	-	8,350.00	1,807.75	-	-	5,000.00	-	-	80,300.75	0.00	200,200.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	87,423.11	0.00	415,993.00
TOTAL EXPENDITURES		126,078.74	656,736.28	583,028.61	574,305.45	678,657.01	565,033.80	706,096.32	674,869.99	629,869.99	664,869.99	624,869.99	1,432,170.77	0.00	7,916,586.94
NET INCREASE/DECREASE		174,580.36	(276,997.59)	108,189.77	120,907.35	(8,793.47)	230,516.25	65,810.38	(51,120.62)	177,592.04	117,923.57	219,187.17	(881,413.27)	234,975.46	231,357.40
Accruals Received		46,809.00		149.47											46,958.47
Liabilities Accrued (Paid)		(114,602.13)	(67,505.94)		(31,891.24)			(11,308.00)							0.00
Note Payable for Curriculum From Modesto (to Modesto)	\$ 1,248,676														1,248,675.92
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,983,075.69	2,160,667.73	2,278,591.30	2,497,778.47	1,616,365.20		

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# **GVA Modesto**

Data Report  
2017-2018 CAASPP and  
Dashboard

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## ELA:

- Moderate and consistent gains over last 3 years
  - Overall, small drop in ELA for 2017-2018
  - Gains in 3 grade levels, losses in 2 grade levels
  - Higher in abstract skills, lower in concrete skills
  - Slightly better at targeting lowest leveled readers, but the spread is relatively even
  - Improvements noted in main target area (ELL = +20%)
  - Began new ELA curric for 3rd-8th
  - Graduated very high achieving low SED/ELL 8 grade level
  - Entered lower achieving higher SED/ELL 3rd grade level
-

# Math:

- Large gains in math over the last three years (over 13 points)
  - Overall, small drop in Math for 2017-2018
  - Gains in 4 grade levels, losses in 1 grade level
  - Higher than most other schools in 2 areas
    - Explaining reasoning, Prob Solving Data Analysis
  - Lower than most other schools in Concepts and Procedures
    - Facts and computation practice is needed
  - Higher achievement in abstract skills, lower achievement in concrete skills
  - Had more 2s drop to 1s which suggests we are better at teaching to 3s, 4s and even 1s in math and need more support for 2s
  - Graduated very high achieving, low SED/ELL 8 grade level
  - Entered lower achieving, higher SED/ELL 3rd grade level
-

## Other Data:

- Improved attendance percentage
    - More formalized process for truancies
    - More consistent communication to support families with attendance needs
  - Improved suspension percentage
    - Improved restorative justice practices
    - Improved data practices for Connecting Room
  - Continued positive, child-centered school climate with many opportunities for whole-child learning, leadership and creativity
-

# Action Plan: Math

- Increased service for RTI Math
  - Increased service for GVS/SRS Intervention (RTI)
  - Adjustment in Math Walks to support specific teams more than overall school needs and feedback
    - Shift from overall school feedback to peer observation model for specific teams
  - Moved top performing teacher from one grade level to take the lead on a much less experienced team
  - Peer mentor (Math expert with extensive training) for math support in specific grade level (teachers)
  - More time protected for facts and computation practice
  - Increase in GVS resources for MATH (tach flash and looping along with general visual skills)
  - Refine and further efforts for Math Module PLCs (every 3-4 weeks)
  - Assessment Assemblies for mindset and increased goal setting for assessments (not willing to spend much time on TEST PREP)
  - 40 Hour Workweek (for teachers, life balance)
-

## Action Plan: ELA

- Increased service for GVS/SRS Intervention (RTI)
  - Moved top performing teacher from one grade level to take the lead on a much less experienced team
  - Assessment Assemblies for mindset and increased goal setting for assessments (not willing to spend much time on TEST PREP)
  - Continue curriculum trainings for 3-8
  - Purchased 1-2 curric as continuation of 3-8 and had curriculum company training for all 1-2 with follow up sessions
  - Continue and refine GVS/SRS for reading skills
  - 40 Hour Workweek (for teachers, life balance)
-

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# Thank You

GVA Modesto Data Report  
2017-2018 CAASPP and  
Dashboard

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# **GVA Salida**

Data Report  
2017-2018 CAASPP and  
Dashboard

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# ELA:

- “Maintained”
  - Overall, small drop in ELA for 2017-2018
  - Weakest area: Reading
  - Strongest area: Research/Inquiry
  - Demographics
    - Socioeconomically disadvantaged student # increased 63%
    - Soc. Dis. and English Learners “decreased significantly”
-

# Math:

- Grew 3.7 points
  - Math has been and continues to be a strength
  - Strongest area: Concepts and Procedures
  - Weakest area: Problem Solving and Modeling
  - Continue to utilize Saxon with supplementation
  - Demographics
    - Socioeconomically disadvantaged student # increased 63%
    - English Learners “decreased significantly”
    - Soc. Dis. “decreased”
-

## Other Data:

- Improved attendance percentage
    - More formalized process for truancies
    - More consistent communication to support families with attendance needs
  - Maintained suspension percentage
    - Difficult to show improvement in this area while junior high continues growth.
    - This is final year of growth. (May may decline next year, then stabilize and improve.)
  - Continued positive, child-centered school climate with many opportunities for whole-child learning, leadership and creativity
-

# Action Plan: Math

- Continue mastery learning based approach that has been critical to continued growth.
  - Continue alignment in practices within and across grade levels.
  - Focus on smooth transition for high achieving students from loop to loop with emphasis on transition to junior high.
  - Protect funds to purchase new, common core aligned math curriculum. Do not implement until progress shown within ELA.
  - Focus on training to address needs within subgroups.
-

# Action Plan: ELA

- PLCs focused on ELA (reading) skill/standard. Maintain focus within each team until grade level has achieved 80% mastery.
  - Science, math, specials teachers emphasizing ELA support.
  - Continued training to support Wonders implementation: small group instruction and best practices.
  - Continued refinement of SST process to ensure maximum impact for struggling students.
  - Increased early intervention for K-2 students.
  - Winter NWEA data suggests desired growth in ELA.
-

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# GVA Homeschool

Data Report  
2017-2018 CAASPP and  
Dashboard

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# Action Plan: Homeschool

- Improved resource center and space which will provide workshops for students and parents
- Educating parents on California Common Core State Standards and increasing parent buy in.
- RTI (Response to Intervention) process - Creating a system to identify and serve students who are struggling to perform at grade level in ELA and math
- Hired an additional Advisory Teacher (AT) who will provide extra support for students and families
- Interim testing to help families and students be comfortable with the assessment process
- Reviewing and purchasing California Common Core aligned curriculum



Update to SCOE Board  
January 15, 2019



# Ongoing Partnership with SCOE

- Regular Meetings, SCOE-Superintendent
- Regular Meetings, SCOE-GVA Liaison (Sue)
- SCOE provided professional development-NGSS & STEAM
- SCOE facilitated teacher survey (Annual)
- SCOE provided induction program (teacher, administrator)
- Steering committee member (Learning to Teach and Lead Continuum (LTLC) )
- Member, Teacher of the Year committee

# Highlights

Based on 2017/2018 Data

- Enrollment 910
  - English Learners = 8% Free/Reduced Qualifying = 43%
- Teacher survey rating “I enjoy working at GVA” 3.7/4
  - 96% teacher retention
- Parent Survey Results
  - 93% of parents report feeling welcome on campus
  - 94% of parents report that GVA meets/exceeds expectations
  - 100% of parents report that their children feel safe at school always/most of the time
  - 94% of parents report that their children are happy to come to school always/most of the time

# Highlights

Based on 2017/2018 Data

- **Student Survey Results**
  - 72% of students often or always report feeling loved
  - 82% of students often or always report feeling safe
  - 91% of students often or always report feeling that their teacher cares about them
- **School lunch program-served 34,762 lunches**
  - 87% going to FRQ students
- **Provided intervention services to 105 students in reading**
  - 28% Socioeconomically disadvantaged
  - 14% English Learners
- **Provided intervention services to 131 students in math**
  - 46% Socioeconomically disadvantaged
  - 14% English Learners

# Highlights

Based on 2017/2018 Data

- **Student Assistant Specialist Services**
  - Provided 483 individual sessions
  - Provided 25 group sessions
- **EL Teacher Lead**
  - Presented helpful tips, monthly, to teaching staff
  - Created individual EL student report, including recommended strategies for each teacher

# Highlights

Based on 2017/2018 Data

## ➤ Family centered activities

- Family Fitness night
- Talent show
- Spring Concert
- Meet & Greet
- Jog a thon
- End of year party
- Volunteer Appreciation Day
- Dramatic production of OZ

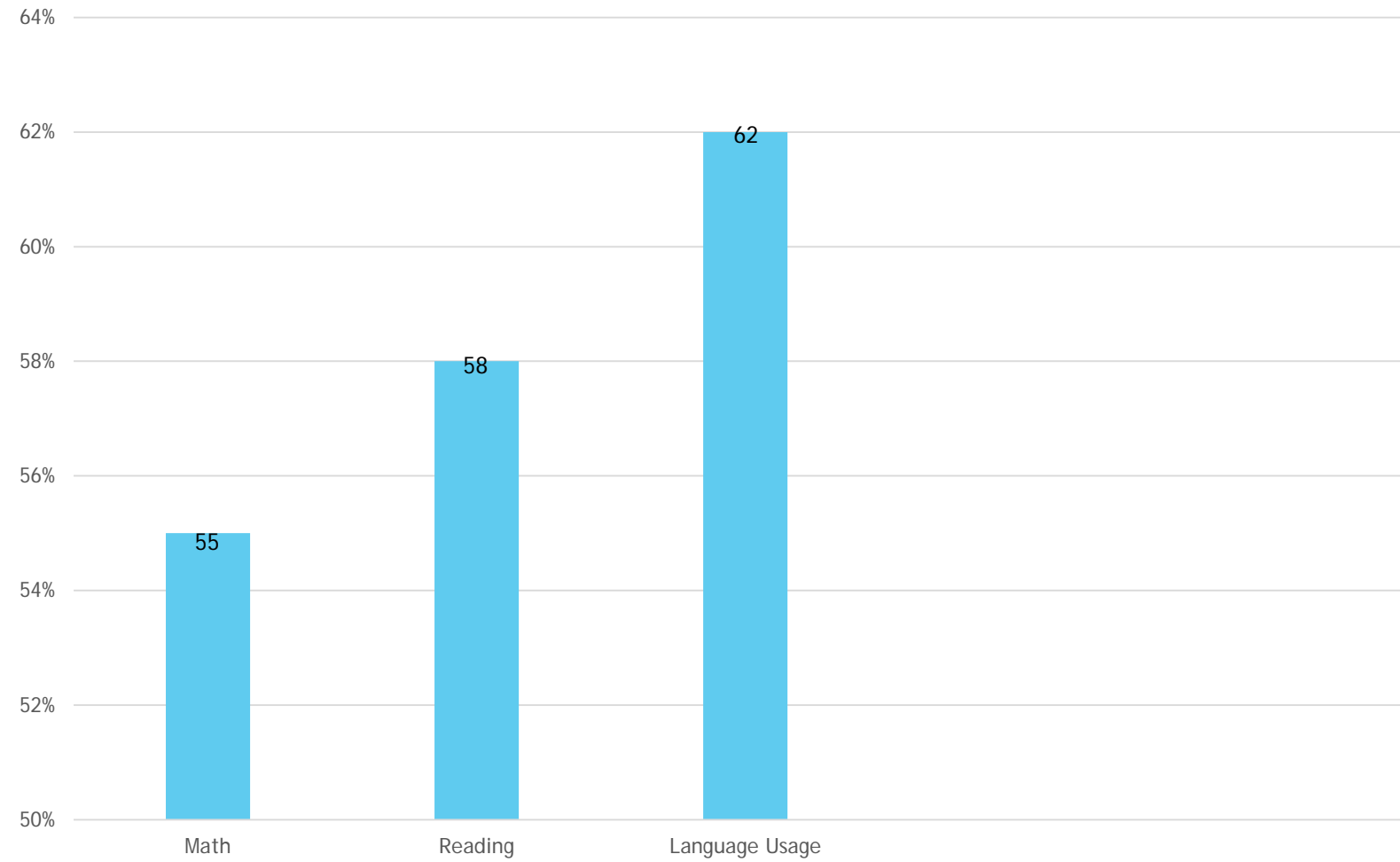
# Highlights

Based on 2017/2018 Data

## ➤ Strategic Planning Year One

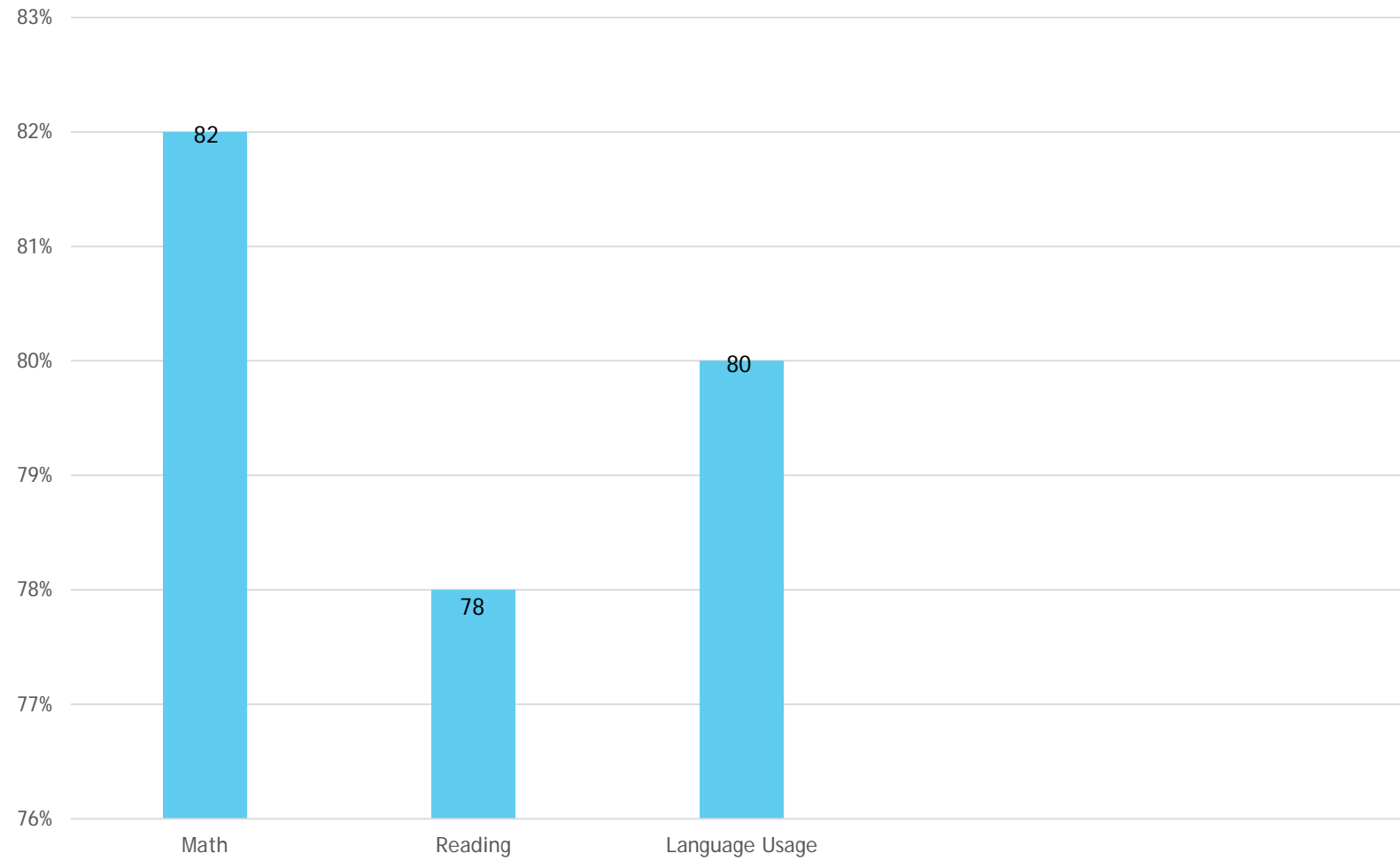
- 62 action items (tactics)
- Supported by more than 60 items documenting evidence of progress
- 20 items completed (32%)
- 33 items in progress (ongoing in nature) (53%)
- 53 items completed & in progress (85%)
- 9 items pushed to out years (15%)
  - Need data collected in current year
  - Not yet needed

NWEA-Map  
% Meeting or Exceeding Projected Growth  
Based on 2017/2018 data





NWEA-Map  
% of Students Making Growth  
Based on 2017/2018 data

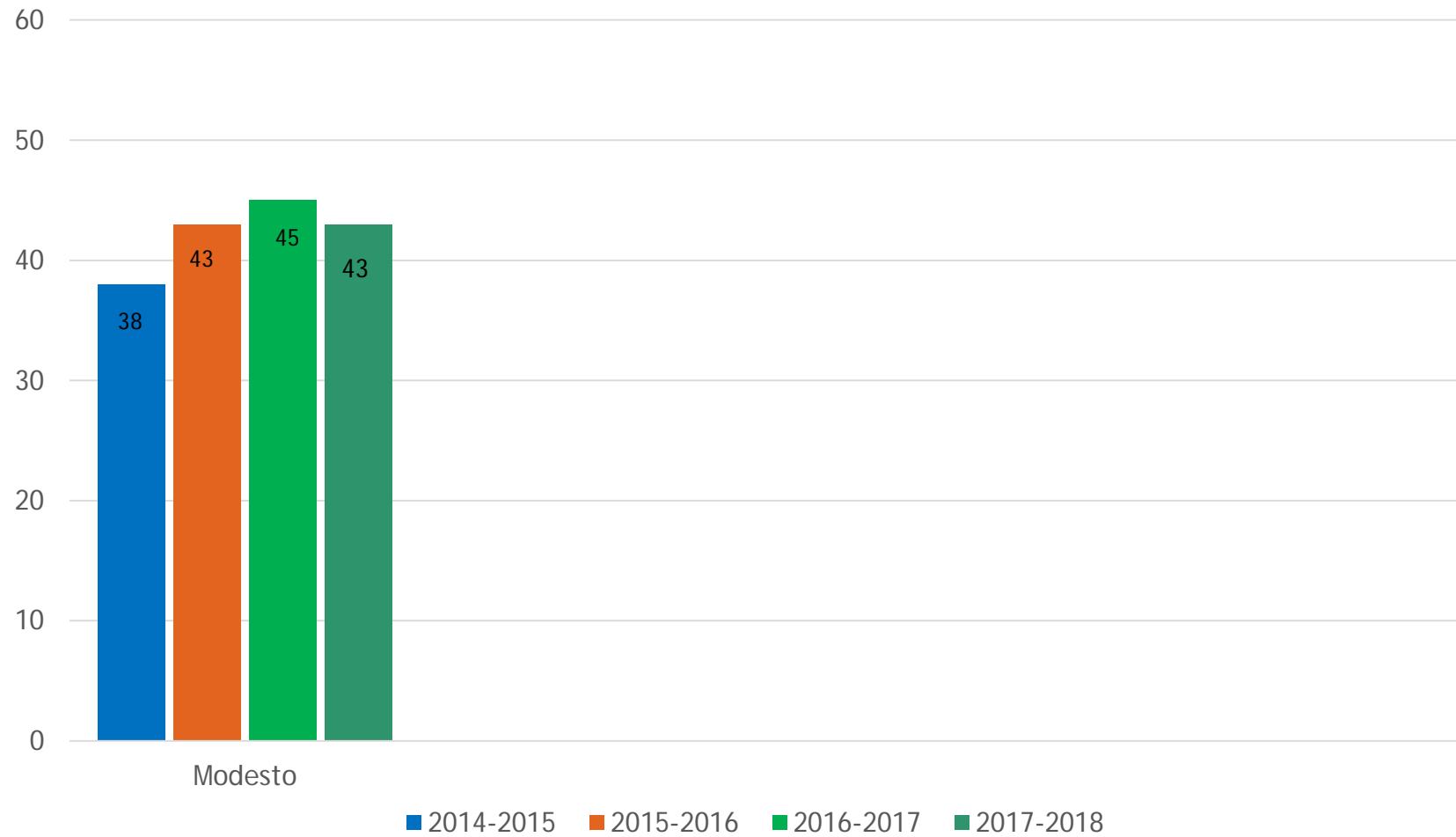


## CAASPP 2017-2018

### Percentage of Students Meeting/Exceeding Standard

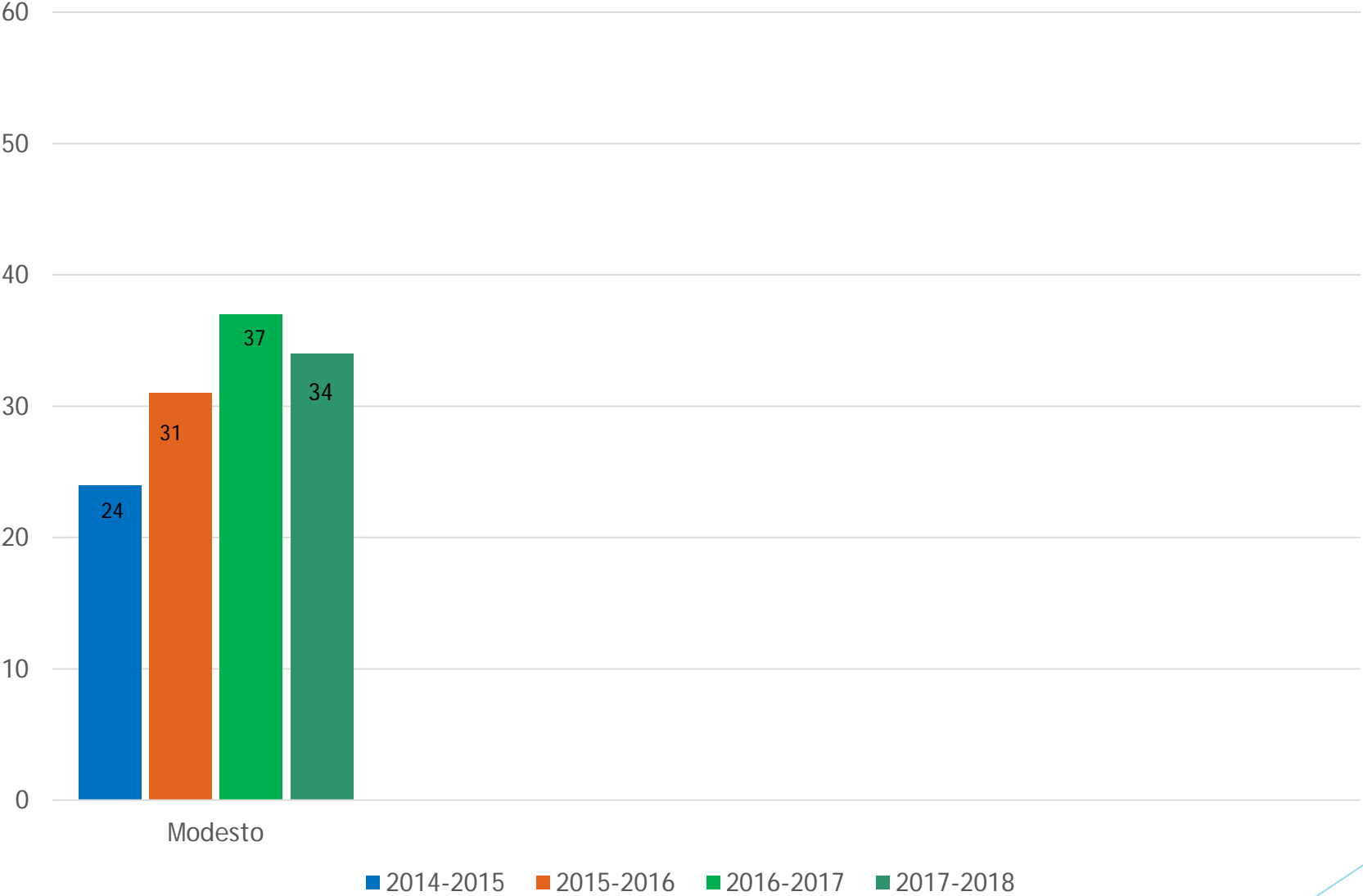
ELA		MATH	
ELA	%	MATH	%
Standiford	60.4%	Standiford	44.05%
Sylvan Union SD	52.69%	Sylvan Union SD	42.35%
Salida Union SD	46.96%	Woodrow Elementary	33.68%
<b>GVA Modesto</b>	<b>42.9%</b>	<b>GVA Modesto</b>	<b>33.65%</b>
Fremont Elementary	40.24%	Salida Union SD	33.37%
Sylvan Elementary	39.1%	Sylvan Elementary	33.12%
Woodrow Elementary	35.79%	Fremont Elementary	30.41%
Modesto City Schools	30.92%	Modesto City Schools	20.86%

## ELA Percent of Students Meeting/Exceeding Standard



# Math

## Percent of Students Meeting/Exceeding Standards



# Highlights

GREAT VALLEY ACADEMY  
LET'S CELEBRATE!  
**10 years** of serving families  
in Stanislaus County

*Join us to celebrate this momentous occasion at an open house,  
Tuesday, May 15 from 4 to 7 p.m. at 3200 Tully Rd.  
We will also celebrate the grand opening of our sensory playground.*

OPEN HOUSE MAY 15<sup>TH</sup> 4 - 7PM



# Physical Education at Great Valley Academy-Modesto

## Mike Ruehle, Principal

Using Physical Fitness to Promote Brain Development

# Strategic Use of Physical Fitness Standards

- Child development proficiencies
  - Fine/gross motor movement for brain development
  - Use of data to promote reflection and feedback
- 

## Gross Motor: Second Grade

\*Teacher may model for student how to do each activity.

\*If student shows faults within a task, give them one opportunity to reset and try again

**Leaping:** Direct student to leap in a forward motion from their right foot without a running start and land on left foot. Repeat with left leg, landing on their right.

Score 5: Student can leap from both right and left foot with a high knee, without taking a running start.

Score 4: Student leaps with a high knee from either foot with any forward movement start.

Score 3: Student leaps with a high knee from either foot with a high knee but takes a running start.

Score 2: Student transfers feet but doesn't have a high knee.

Score 1: Student leaps in place, no forward movement.

# Foundations of Physical Literacy

## -Five components

1. Move with competence and confidence
2. Variety of physical activities
3. Multiple environments
4. Healthy development
5. Lifelong enjoyment of being active



# Examples of Practice

## - Square Dance Idol

Routines as cognitive connection

Teamwork

Performance

Parent Engagement (genuine engagement, not just spectators)

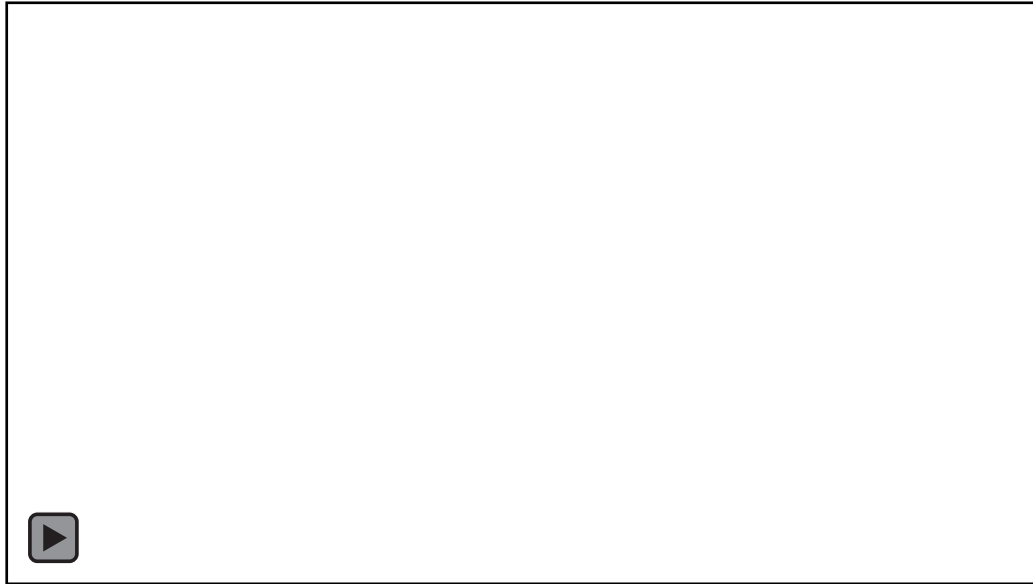
Feedback and Reflection



# Jump Rope Standards

- Kindergarten
  - Can do a single jump over a self turned rope
  - Can jump a long rope with a teacher turning
- First Grade
  - Jumps forward and backward consecutively with a self turned rope
  - Jumps a teacher turned long rope 5x consecutively
- Second Grade
  - Jumps a self turned rope forward and backward consecutively
  - Jumps a long rope turned by classmates 5x in a row
- Fourth Grade
  - Creates a jump rope routine with either a short or long rope
- Fifth Grade
  - Creates a jump rope routine with a partner using a short or long rope

# Leveled Stations for Differentiation



# Strategic Use of Physical Fitness Standards

- Highly motivated, dedicated and trained teachers

Credentialed (or in process)  
Kinesiology Degrees  
Training and Collaboration  
Heart!





Thank you!  
Questions?



Modesto Campus  
3200 Tully Road  
Modesto, CA 95350  
209.576.2283

Homeschool Resource  
Center  
1209 Woodrow Ave.  
Suites A4 & C1  
Modesto, CA 95350  
209.576.2233

Salida Campus  
5901 Sisk Road  
Modesto, CA 95356  
209.545.7500

# **Regular Meeting of the Board of Trustees**

March 25, 2019

Monday, 5:30 PM Great Valley

Academy 3200 Tully Rd.

Modesto, CA 95350

**a. CALL TO ORDER**

**b. PLEDGE OF ALLEGIANCE**

**c. COMMUNICATIONS**

**a. WRITTEN COMMUNICATION**

**b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

**c. CHIEF OPERATING OFFICER'S REPORT**

**d. CHIEF EXECUTIVE OFFICER'S REPORT**

**e. FOUNDER'S REPORT**

**d. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

**a. Adoption of the Minutes of the Regular Board Meeting of February 25, 2019**

**f. ACTION ITEMS**

- a. Approval of Bylaw revision
- b. Approval of 2019/2020 Board Meeting Calendar
- c. Approval of SCOE Master Agreement 2019/2020
- d. Approval of Modesto Budget Revision
- e. Approval of Salida Budget Revision

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Committee Update

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING – April 29, 2019 5:30 pm – SALIDA CAMPUS**

**i. FINAL ADJOURNMENT**

**~ Includes impact of new legislation**

**j. Brown Act Training with Young Minney & Corr**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*



# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**March 25, 2019**

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Note: Enrollment shows [2/18/19-3/15/19]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	82.157	92.52%	84.666	95.06%
1	87	82.578	94.91%	84.193	94.63%
2	64	60.842	94.75%	63.007	95.79%
3	93	87.894	94.51%	89.403	94.48%
4	95	91.368	96.01%	91.550	96.01%
5	103	97.578	94.38%	99.403	95.38%
6	99	92.421	92.55%	96.031	93.80%
7	102	97.157	93.29%	98.201	95.13%
8	94	89.157	94.73%	90.294	95.76%
Total	838	779.157	94.15%	796.751	95.09%

### 2. Key Accomplishments:

Feb. 25th-28th- 7th & 8th Grade Boys Basketball Tournament

7th grade placed 3rd

8th grade placed 1st

Feb. 25th - Sutter's Fort – 4th Grade

Feb. 26th- Coffee with Ruehle

Feb. 26th - Ukulele Performance GVS Room

Feb. 28th- Drama Production – Mary Poppins

March 1st - Public Lottery

March 6th- Trimester 2 Academic Report Cards went home

March 6th - 5th Grade San Jose Tech Museum Field Trip

March 11th - Lock Down Drill

March 12th/14th - San Luis Wildlife Refuge – 3rd Grade

March 14th - Family Movie Night

March 18-22- Book Faire

March 19th - Spring Pictures

March 22nd - Famous Duo

### 3. Upcoming Key Events/Activities:

March 25th-29th- Spring Break

April 4th- Yogurt Mill Fundraiser

April 5th/12th- Kindergarten Experience Day

April 8th- CAASPP testing begins

April 11th- Jr. High Social

April 17th- Davis High School Theatre Presentation

April 18th- 1st Grade Field Trip Fresno Zoo

April 26th- Crazy Hat/Hair Day

April 26th- Offspring Fling - Daughter Edition

# Great Valley Academy Salida

## Charter School Monthly Summary Report

March 25, 2019

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

ADA 03/01-03/15 YTD ADA 08/14-03/15

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA %
K	99	94.363	95.31	94.131	94.40
1	99	94	94.94	94.426	94.67
2	99	93.909	94.85	96.007	95.02
3	99	94.545	95.50	95.364	95.38
4	97	96.090	95.97	96.05	97
5	99	92.545	93.48	94.480	94.43
6	100	94.818	94.81	95.953	95.37
7	97	93.363	95.35	95.240	95.58
8	88	81.818	92.97	85.147	95.01
Total	877	832.454	94.82	845.558	95.10

### 2. Key Accomplishments:

- a. Feb. 26<sup>th</sup> – Enrollment Meeting
- b. Feb. 26<sup>th</sup> – Fire Drill
- c. Feb. 26<sup>th</sup> – Culminating Event: Sounds and Waves (1<sup>st</sup>)
- d. Feb. 27<sup>th</sup> – Culminating Event: Code Blue (5<sup>th</sup>)
- e. Feb. 28<sup>th</sup> – 5<sup>th</sup> Grade Art Club
- f. Feb. 28<sup>th</sup> – Enrollment Meeting
- g. March 1<sup>st</sup> – Enrollment Meeting
- h. March 4<sup>th</sup> – Field Trip – Sutters Fort/State Capital (4<sup>th</sup>)
- i. March 7<sup>th</sup> – Multi campus SRS meeting
- j. March 7<sup>th</sup> – Code Red drill
- k. March 7<sup>th</sup> – Parent Meeting: Digital Parenting
- l. March 8<sup>th</sup> – Enrollment Lottery
- m. March 12<sup>th</sup> – Field Trip – Planetarium (5<sup>th</sup>)

- n. March 14<sup>th</sup> – Field Trip – Egyptian Museum (6<sup>th</sup>)
- o. March 14<sup>th</sup> – Field Trip – “Bring the Zoo to You” (Kinder)
- p. March 18<sup>th</sup> – 22<sup>nd</sup> – Spring Break
- q. March 23<sup>rd</sup> – SCOE Teacher Recruitment Fair

3. Upcoming Key Events/Activities:

- a. March 27<sup>th</sup> – Health Curriculum Parent Meeting
- b. March 27<sup>th</sup> – Field Trip – Exploratorium (3<sup>rd</sup>)
- c. March 28<sup>th</sup> – Wow Museum (2<sup>nd</sup>)
- d. April 2<sup>nd</sup> – 3 / 4 Looping Meeting
- e. April 4<sup>th</sup> – Principals Meeting
- f. April 5<sup>th</sup> – Career Day
- g. April 8<sup>th</sup> – CAASPP Testing
- h. April 9<sup>th</sup> – Field Trip – Haggins Museum (3<sup>rd</sup>)
- i. April 9<sup>th</sup> – 5 / 6 Looping Meeting
- j. April 15<sup>th</sup> – Field Trip – Sea Quest (4<sup>th</sup>)
- k. April 16<sup>th</sup> – Collaborative Coffee
- l. April 16<sup>th</sup> – Field Trip – Gallo (Kinder)
- m. April 18<sup>th</sup> - Culm. Event – Environmental Issues (6<sup>th</sup>)
- n. April 18<sup>th</sup> – Culm. Event – Presidents and States (5<sup>th</sup>)
- o. April 18<sup>th</sup> – Parent Meeting
- p. April 23<sup>rd</sup> – Spring Rotations (1<sup>st</sup>)
- q. April 24<sup>th</sup> – Time Capsules (Kinder)
- r. April 24<sup>th</sup> – ARC Night
- s. April 26<sup>th</sup> – 50s Day BBQ

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

March 25, 2019

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%. ADA goal is 96%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	14	14	100	12.7	100
1	15	15	100	12.5	98
2	7	7	100	7	99
3	7	6.8	100	7	100
4	7	7	100	7	100
5	8	7	100	8	100
6	5	5	100	5	100
7	17	17	100	16	99
8	11	11	100	11	90
Total	91	89.9	100	86	98

2. Key Accomplishments:

- a. March 4 – 2<sup>nd</sup> Monthly Parent Meeting
- b. March 5 – Parent Orientation
- c. March 8 – Field Trip to California Railroad Museum
- d. March 13<sup>th</sup> – AWR #5 Due

3. Upcoming Key Events/Activities:

- a. March 25<sup>th</sup> -29<sup>th</sup> – Spring Break
- b. April 1<sup>st</sup> – State testing begins
- c. April 2<sup>nd</sup> – Field Trip to Gallo Center for the Arts
- d. April 9<sup>th</sup> – Homeschool Orientation – Enrolling students for 2019-2020
- e. April 30<sup>th</sup>- Fitnessgram

Chief Operating Officer's Report  
March 25, 2019  
Board Meeting



Process and Policy Updates

- ❖ Policy Development – Student & Staff Interaction – In Review
- ❖ Fiscal Policy Manual – Draft in Progress
- ❖ Human Resource Policy Manual (incl job description updates) – Draft in Progress
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

District Responsibilities

- ❖ School Breakfast – Modesto Launch February 19<sup>th</sup> – Salida 19/20 School Year
- ❖ Campus Enrollment Marketing Brochure Updates and Refresh – Complete
- ❖ 2019-20 Staff Recruitment Brochure – Complete
- ❖ Mid-Year Budget Revision – For Board Approval
- ❖ Salary Schedule Revisions – In Review
- ❖ Student/Parent Handbook & Employee Handbook Updates
- ❖ Supervisor & Manager HR Training – Fall 2019
- ❖ Annual Website Review for Changes, Improvements and Refresh

Website Analytics

- ❖ February 2019
  - ❑ 2,477 Users Visited (74.8% New/25.2% Returning)
  - ❑ 10,241 Page Views
  - ❑ Users Averaged 1:58 Minutes on the Site
  - ❑ 58.66% Mobile – 37.75% Desktop – 3.59% Tablet
  - ❑ Type: Organic 64.9% – Direct 26.1% – Referral 4.6% – Social 4.4%

Training

- ❖ CCSA Conference – March
  - ❑ Legal Updates
  - ❑ Labor Law Compliance
  - ❑ Mandatory Employee Trainings
  - ❑ Charter Advocacy
- ❖ YM & C Brown Act and Conflict of Interest Laws Training – March
- ❖ Annual Governor's Budget Review – May
- ❖ Annual YM & C Legal Updates – Ongoing

Chief Executive Officer's Report  
March 25, 2019  
Board Meeting



Strategic Plan

- Action items in process

Board Governance

- New board member lunch and learn, final 2018.2019 session to be scheduled
- Final 2018.2019 meeting was held February 21, 2019

State Accountability

- School site presentations at February meeting

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads participating 2018-2019
- Chamber of Commerce: State of Business and Education (member, event committee)
- Stanislaus County Fall Board Trustees dinner
- Stanislaus Partners in Education annual recognition event
- Bi-Annual community brunch, supporting the Education Foundation of Stanislaus County
- Annual Join Hands for Education dinner, supporting the Education Foundation of Stanislaus County
- Cohort/360 Accelerator sponsored meeting with Assembly Education Committee, Vice Chair, Kevin Kiley
- Annual presentation to SCOE board members (GVA Modesto)

Other

- Homeschool
  - Continuing to review policies, procedures and academic model
  - Creating plan to implement program updates

Salida Campus

- Stanislaus County required Sisk Road improvements
  - County sign off complete



### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Contractor chosen, contract in process
    - AC unit delivered 2/8/2019, completion in progress
    - HVAC install complete!
  - Balance of funding received
  - Highlands contract approved, installation complete

### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
  - CDE/Commission of the States-Charter Authorizer best practices
  - SELPA-IEP 101 for Charter Schools
  - Teachers College, Columbia University-Leading change in Uncertain Times (K-12 education)
  - CDE-College & Career Indicators
  - CDE-Suspension & Chronic Absenteeism Indicators
  - CDE-Academic Indicators
  - CDE-Local Control and Accountability Plan changes to the Plan Summary
  - CDE-Systems of Support
  - Education Week-SEL Middle School Students
- Conferences
  - CSDC Conference (December)
- Programs
  - Yearlong leadership-coaching mastery (start date 5/30/2018)
  - Year 2 transformational leadership (start date 5/2019)





Legislative update (includes CCSA position)

Updated 3.21.2019

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee. **Re-introduced as AB 575**

**Neutral: SB 126 (Leyva, O'Donnell) – Charter School School Transparency:** Senate Bill 126 would require that California charter school boards comply with the same open meeting, conflict-of-interest and disclosure laws as district school boards, including holding public board meetings and opening records to the public. **Signed by Governor 3.5.2019**

**Oppose: AB 1505 (O'Donnell)-** Eliminates right to appeal to State Board, only allow appeal at County Board level if local district committed a procedural violation or if appeal contains new or different material terms ("as defined"), reduces renewal period to 2-5 years (instead of the current 5 years), eliminates student academic achievement as the most important factor in determining whether to revoke a charter, eliminates appeal process for revocation, and more.

**Oppose: AB 1506 (McCarty)-** Imposes a cap on the opening of new charter schools at the existing level of approximately 1,323 schools, and only allows new charters when an existing charter school closes.

**Oppose: AB 1507 (Smith)-** Removes the right of charter schools to locate their facility outside their authorizing district under very limited circumstances.

**Oppose: AB 1508 (Bonta) -**Would allow a district to deny a charter petition or renewal based on financial, academic, or facilities impacts a charter school would have on neighborhood public schools.



## **Founders Report**

### **March 27, 2017**

1. Presented at the CCSA Conference in group presentation on the 99 Cadre.
2. Visited Dr. Jeff Gilger at UC Merced, the goal of this relationship would be to aid UC with their research and have them do research on GVA programs.
3. Worked with local panel on Dyslexia program presented at the Peterson Event Center.
4. I have been examining many of our students collecting visual skill data for GVS validation.
5. Editing and writing forward for a new edition of “Eyes On Track”.
6. Working with Dr. Kristy Remick, OD. Professor of optometry at Western University. She is planning to do a sabbatical at Great Valley Academy next year. She is planning to do research on visual skills and visual skill training at Great Valley Academy.
7. Working with Eye Carrot on their new visual skill training program. Great Valley will be a beta site studying visual skill development in a public school environment.

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 25, 2019**

# MINUTES

<b><i>Members Present:</i></b>	Chad Wolf, Steve Payne, Yolanda Meraz, Vince Jamison, Mike Gianelli, Susan Nisan (arrived 5:53pm)
<b><i>Members Absent:</i></b>	Twila Tosh
<b><i>Great Valley Academy Staff Present:</i></b>	Leah Silvestre, Marisa Meeks, Mike Ruehle, Russ Howell, Christine Frost, Lindsey Duran, Roger Coss, Kelli Rupe
<b><i>Audience Present:</i></b>	None
<b><i>Call to Order:</i></b>	The meeting was called to order at 5:38 pm
<b><i>Pledge of Allegiance:</i></b>	Mr. Payne welcomed everyone and led the Pledge of Allegiance.
<b><i>Communications:</i></b>	<b>COMMUNICATIONS</b>
<b><i>Written Communications:</i></b>	Nigro & Nigro letter was given to the Board.
<b><i>Public Participation:</i></b>	None
<b><i>Modesto Principal Report:</i></b>	Mr. Ruehle presented his report to the Board. He reported on the growth of NWEA math and reading scores.
<b><i>Salida Principal Report:</i></b>	Roger Coss and Lindsay Duran gave a presentation to the Board about the presentation that they gave at the CSDC Conference in December.
<b><i>Homeschool Principal Report:</i></b>	Ms. Frost presented her report to the Board. She reported on the use of the new resource center and the attendance numbers.
<b><i>Chief Operating Officer's Report:</i></b>	Mrs. Meeks presented her report to the Board. She spoke about the launch of the new school breakfast program.

# MINUTES

## Regular Meeting of the Board

February 25, 2019

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Chief Executive

### **Officer's Report:**

Ms. Silvestre presented her report to the Board. She spoke about SB126, the charter school transparency law.

### **Founder's Report:**

Dr. Rosenow was not present, but his written report was given to the Board.

### **Approval of Agenda/**

### **Order of Agenda:**

The motion was made by Mr. Jamison, seconded by Mrs. Meraz, approving the Agenda and Order of Agenda. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

### **Consent Agenda:**

#### **CONSENT AGENDA**

The motion was made by Mr. Gianelli, seconded by Mr. Wolf approving the consent agenda items. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

### **Action Items:**

#### **ACTION ITEMS**

a. The motion was made by Mr. Gianelli, seconded by Mr. Payne approving the 2019/2020 Modesto Academic Calendar. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

b. The motion was made by Mr. Jamison, seconded by Mrs. Nisan approving the 2019/2020 Salida Academic Calendar. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

February 25, 2019

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### ***Action Items cont'd:***

c. The motion was made by Mr. Wolf, seconded by Mr. Gianelli approving the 2019/2020 Holiday Schedule. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

d. The motion was made by Mrs. Nisan, seconded by Mr. Wolf approving the Plan for Low Performing Student Block Grant-Modesto. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

e. The motion was made by Mrs. Nisan, seconded by Mr. Wolf approving the Plan for Low Performing Student Block Grant-Salida. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

f. The motion was made by Mr. Gianelli, seconded by Mr. Wolf approving the Child Protective Services Policy. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

g. The motion was made by Mr. Jamison, seconded by Mr. Payne approving the Revised Catastrophic Leave Policy. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

February 25, 2019

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### *Information and*

#### *Discussion:*

#### **Monthly Financials**

Both campuses on track to meet budget.

#### **CAASP Results/Dashboard Report**

Handouts were given to the Board.

#### **SCOE Board Annual Update**

Presentation given to the Board.

### *Future Agenda*

#### *Items:*

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting –

~ March 25<sup>th</sup>, 2019 – Modesto Campus

#### *Adjournment:*

The meeting was adjourned at 7:05 p.m. and the Board moved into Closed Session.

**Regular Session Reopened:** Called back to order at 7:25 p.m. by Mr. Payne.

The motion to approve CEO compensation of \$154,350 was made by Mr. Jamison, seconded by Mrs. Nisan. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

The motion to approve CEO annual total benefit amount of \$16,224 which includes a one-time program reimbursement in the amount of \$5,950 was made by Mrs. Meraz, seconded by Mr. Jamison. A roll call vote was taken.

**AYES:** Wolf, Gianelli, Payne, Nisan, Jamison, Meraz

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

#### *Final Adjournment:*

The meeting was adjourned at 7:35 p.m.



GREAT VALLEY ACADEMY  
AMENDMENT TO BY-LAWS

**RESOLUTION NO: 2019.045**

**AMENDMENT TO DESIGNATED DIRECTORS**

As approved by quorum of the Board of Directors of Great Valley Academy (GVA), dated March 25, 2019, the Bylaws of GVA were amended as follows, effective as of such date:

RESOLVED, that Article VII, Section 3 of the Bylaws be, and hereby are, amended and restated to read as follows:

**Article VII, Section 3- DESIGNATED DIRECTORS AND TERMS -** The Board will consist of at least five (5) members. In addition, in accordance with Education Code Section 47604(b), the authority that grants the charter to a charter school to be operated by a nonprofit public benefit corporation shall be entitled to a single representative on the Board of Directors. All directors shall have full voting rights, including any representative appointed by the charter authorizer as consistent with Education Code Section 47604(b). If the charter authorizer appoints a representative to serve on the Board of Directors, the Corporation may appoint an additional director to ensure an odd number of Board members. All directors, except for the representative appointed by the charter authorizer, shall be designated by the existing Board of Directors. The Board of Directors is responsible for establishing board policies that affect all Great Valley Academy schools, advocating GVA's mission and providing strategic guidance to the organization.

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Signature, President or Secretary

---

Date

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Board Approved:



## Board Meeting Dates 2019.2020

July 29, 2019 (if needed)

August 26, 2019 5:30 pm

September 30, 2019 5:30 pm

October 28, 2019 5:30 pm SALIDA

December 2, 2019 5:30 pm

January 27, 2020 5:30 pm SALIDA

February 24, 2020 5:30 pm

March 30, 2020 5:30 pm

April 27, 2020 5:30 pm SALIDA

June 29, 2020 5:30 pm



Date: February 15, 2019

To: District Superintendents  
Chief Business Officials  
SCOE Managers

From: Don Gatti  
Deputy Superintendent, Business Services  
RE: Charges for contract services for 2019-2020

The following rates for contracted services provided by the Stanislaus County Office of Education have been set for the 2019-2020 fiscal year. We have endeavored to contain costs wherever possible. Some increases may be necessary in order to partially cover costs.

All services, unless otherwise specified, are available to all districts, charters, and other schools. In order to avail yourselves of the services, the master agreement needs to be submitted prior to service use. Many services are available without subscription. There are specific services, however, where we need your best estimate of your contracted usage in the upcoming year to ensure that we have the appropriate amount of staffing available. Failure to accurately estimate need could mean that we will not be able to provide you with the service due to lack of appropriate staffing.

As always, we appreciate your dedication to the families in Stanislaus County as both employers and educators. We strive to provide the excellence of service that supports your dedication.

**DISTRICTS: PLEASE RETURN COMPLETED MASTER AGREEMENT  
TO TAMI THOMASON, ROUTE #000  
PRIOR TO MARCH 25, 2019**

**SCOE DEPARTMENTS INCLUDE IN BUDGET PACKET SUBMISSION**

**If you have changes to your Master Agreement after it's been submitted please request a Master Agreement Amendment from Tami Thomason at 238-1933.**

**STANISLAUS COUNTY OFFICE OF EDUCATION**  
**2019-20**  
**MASTER AGREEMENT**

This Agreement, by and between the Stanislaus County Superintendent of Schools, hereinafter referred to as SUPERINTENDENT and the following school district, hereinafter referred to as DISTRICT, or SCOE Department, hereinafter referred to as DEPARTMENT is for the services that are specific in this Agreement and in the attached appendices pursuant to the following terms and conditions.

District/Department: Great Valley Academy 

1. SUPERINTENDENT will perform or make available to DISTRICT OR DEPARTMENT those services that are specified in the appropriate appendices.
2. DISTRICT or DEPARTMENT will pay SUPERINTENDENT for services provided according to this Agreement.
3. For DISTRICTS, for all services unless otherwise stipulated on the service specific page, SUPERINTENDENT will transfer funds from DISTRICT or DEPARTMENT in January for July - December, based off of estimates. Final transfer for the year will occur in June. Final transfer will be based on final data and will be adjusted for payments previously made.
4. Unless otherwise stated on the service specific page, fees based on ADA will be based on P-2 ADA as certified @ P-2.
5. For DEPARTMENTS, funds will be transferred on a monthly/yearly basis for services provided to DEPARTMENT based on the service.
6. This Agreement is for the 2019-20 fiscal year.
7. All services in this Agreement are available to all DISTRICTS and/or DEPARTMENTS unless otherwise noted on service specific page or by separate notification/Agreement. Failure to subscribe for a service does not negate terms of Agreement should the DISTRICT or DEPARTMENT utilize said service. Utilization of SCOE service constitutes agreement to abide by terms of this Agreement for said service including terms of payment.
8. This Agreement supersedes any previous agreement for services enumerated in this Agreement.
9. Amendments. Amendments may be made to this Agreement only upon agreement by BOTH SUPERINTENDENT and DISTRICT or DEPARTMENT. In such cases, an Amendment to Master

Agreement Form shall be completed and signed by both parties **prior** to service being rendered.

10. **Mutual Indemnification.** The parties agree to defend, indemnify and hold harmless the other parties, their governing boards, officers, and employees from every claim or demand and every liability, loss, damage, cost, expense, action, cause of action, or judgment of any nature whatsoever, arising from the willful misconduct or negligent act or negligent omission of the other parties in the performance of this agreement.
11. **Insurance.** The SCOE and District have and agree to maintain, in full force and effect, a policy or policies of insurance evidencing all coverages and endorsements necessary, in each party's sole discretion, for purposes of effectuating the purposes of this Agreement. An appropriate self-insurance program shall be acceptable. Copies of the certificates of insurance for each party shall be provided upon written request of any party to this Agreement.
12. **Independent Contractors.** The SCOE and District, in the performance of services pursuant to this Agreement, shall be and act as an independent contractor. Each party understands and agrees that it and all of its employees shall not be considered officers, employees or agents of either of the parties to this Agreement. Each party assumes the full responsibility for the acts and/or omissions of its employees as they relate to the services to be provided under this Agreement. Each party shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the party's employees.
13. **Assignment.** This Agreement and the services provided herein shall not be assigned by the District or SCOE.
14. **Applicable Laws.** SCOE and District agree to comply with all laws, rules and regulations applicable to these services.
15. **Governing Law.** This Agreement shall be governed by the laws of the State of California, with venue in Stanislaus County, California.
16. **Entire Agreement.** This Agreement constitutes the entire agreement between SCOE and the District. However, it does not supersede any prior, current or subsequent written agreement entered into by SCOE and the District with regard to any alternative, additional, or specialized agreement between DISTRICT and SCOE.

## SCOE SERVICES AVAILABLE

Service	Rate
<b>BUSINESS AND HUMAN RESOURCE SERVICES</b>	
1. Human Resources/NCLB NCLB Para Educator Test (2 Sessions)	\$20.00
2. Human Resources/Substitute Teacher Clearinghouse Certificate of Employability	\$25.00
Subsequent Arrest/Conviction notification	\$25.00
3. Maintenance Services (hourly shop rates)	
Skilled Maintenance Worker per hour	\$38.66
Utility Worker & Grounds per hour	\$35.38
4. School Attorney (DISTRICT SERVICE ONLY) Annual Cost per P-2 ADA	\$10.54
5. Substitute Placement Service	
Annual Cost per teacher	\$110.00
Annual Cost per Instructional Aide ( <b>SCOE only</b> )	\$110.00
Supplemental Assignments (EACH ASSIGNMENT)	\$20.00

## EARLY CHILDHOOD EDUCATION /CHILD DEVELOPMENT SERVICES

### 6. Specialized Trainings to Support CDE / ELCD Programs

**Topics:**

Regulations and Compliance Surrounding Eligibility and Need	\$49 / participant for ½ day
Projecting and Earning Center-based Contracts	\$99 / participant for full day
Monitoring, Self-Assessment, and Program Evaluation	plus materials/supplies
General Program Administration	10 participants minimum

### 7. Specialized Trainings by Certified Trainers on Early Education / Child Development Tools

**Topics:**

Environmental Rating Scale (ERS)	\$49 / participant for ½ day
Classroom Assessment Scoring System (CLASS)	\$99 / participant for full day
Ages and Stages Questionnaire / Ages and Stages Questionnaire-Social/Emotional (ASQ/ASQ-SE)	plus materials/supplies
California Child Development Frameworks and Foundations (CA-F&F)	10 Participants minimum
Center on Social Emotional Foundations for Early Learning (CSEFEL)	
Desired Results Developmental Profile (DRDP)	
Program for Infant/Toddler Care (PITC)	
Strengthening Families (SF)	

### 8. Specialized Trainings to Support STEM in Early Education Classrooms

**Topics:**

Using Books to Infuse Engineering	\$49 / participant for ½ day
Loose Parts: Creating a Maker Space	\$99 / participant for full day
Coding Skills for Preschoolers	plus materials/supplies
Math in the Preschool Classroom: It's More Than 1+1=2	10 participants minimum
Technology in the Preschool Classroom: Moving Beyond Tablets and Computers	

### 9. Coaching for Early Education / Child Development Classrooms (listed per class)

**Services** (costs may be covered by CDE's Quality Counts California grant), if not:

1 @ ½ Day of PD for coaching program overview	
3 @ ½ Day of Pre-Assessments*	
3 @ ½ Day of Post-Assessments*	\$6,000 per class based on
9 @ ½ Day of On-site Coaching** Visit (Once per month)	\$375 per ½ day

\*Assessments include: CLASS, ERS, Quality Improvement Plan (QIP)

\*\*Coaching focus areas include: ERS, CLASS, ASQ, CA F&F, CSEFEL

10. Intensive Coaching for Early Education / Child Development Classrooms (listed per class)

**Services** (must be in addition to item #9):

9 @ ½ Day of On-site Coaching\*\* Visits (Once per month)

\$6,750 per class based

9 @ ½ of Individualized On-Site Trainings (Once per month)

on \$375 per ½ day

\*\*Coaching focus areas include: ERS, CLASS, ASQ, CA F&F, CSEFEL

11. Preschool Classroom Operation

**Services:**

To fully staff and operate an on-campus preschool classroom following California Title V and Title XXII regulations including applicable service hours and staff-student ratios. Compliant classroom and outdoor playground area to be provided by LEA free of charge to SCOE including no charges for rent, utilities, custodial, and landscaping. Classroom to be filled and maintained with 24 students in each class session (AM and PM) for a total of 48 students per classroom. Each class session will operate for 3 hours per day. Class sessions to be provided for 180 days per year.

Classrooms to be staffed with 3 instructional service staff and 1 family service staff

\$256,836 per  
classroom of 48  
preschool students

## **SPECIAL EDUCATION & HEALTH SERVICES**

- |     |   |                                |
|-----|---|--------------------------------|
| 12. | Board Certified Behavior Analyst                  |                                |
|     | 1 day per week (36 days of service/year)          | \$29,900.00                    |
|     | ½ day per week (18 days of service/year)          | \$14,950.00                    |
|     | ¼ day per week (9 days of service/year)           | \$7,475.00                     |
| 13. | Hearing Screening                                 |                                |
|     | Hearing checks/child                              | \$4.85                         |
|     | Students in wheelchairs/child                     | \$9.70                         |
| 14. | School Nurse – Existing Clients Only              |                                |
|     | 1 day per week (36 days of service/year)          | \$27,000.00                    |
|     | ½ day per week (18 days of service/year)          | \$13,500.00                    |
|     | ½ day every other week (9 days of service/year)   | \$6,750.00                     |
| 15. | School Psychologist                               |                                |
|     | 1 day per week (36 days of service/year)          | \$28,250.00                    |
|     | ½ day per week (18 days of service/year)          | \$14,125.00                    |
|     | ¼ day per week (9 days of service/year)           | \$7,062.50                     |
| 16. | Trainings   |                                |
|     | Behavior and Instructional Support                | Contact Krissy Zapien@541-2215 |
|     | Full day, 2 part, or 2-4 hour trainings available |                                |

## **HEALTH SERVICES FOR SCOE DEPARTMENTS ONLY**

- |     |  |             |
|-----|--|-------------|
| 17. | Educational Audiologist (SCOE Only)      |             |
|     | 1 day per week (36 days of service/year) | \$24,500.00 |
|     | ½ day per week (18 days of service/year) | \$12,250.00 |
|     | ¼ day per week (9 days of service/year)  | \$6,125.00  |
| 18. | LVN (SCOE Only)                          |             |
|     | 1 day per week (36 days of service/year) | \$17,000.00 |
| 19. | Registered Nurse (SCOE Only)             |             |
|     | 1 day per week (36 days of service/year) | \$20,000.00 |

## **INSTRUCTIONAL SUPPORT SERVICES**

20. Learning to Teach Continuum (Teacher Induction)	
Tuition per Year per Teacher	\$3,000.00
21. Learning to Lead Continuum (Admin Induction)	
Tuition per Year per Administrator	\$3,500.00
22. Media Services	
California Streaming License per ADA	\$1.25

## **STUDENT EDUCATIONAL SERVICES**

23. College and Career Planning	See service page for rates
24. Community School Education Services per ADA	District LCFF Rate calculated by grade span
25. Outdoor Education	See Individual Contracts

## **STUDENT WELLNESS AND SCHOOL SAFETY**

26. Mental Health and Suicide Prevention Trainings	
Mental Health First Aid Training – 8 hrs (up to 35 people)	\$1,500.00
QPR Gatekeeper Training - 1.5 hrs (up to 40 people)	\$375.00
27. School Climate, Safety and Crises Response Trainings	
School Safety Planning Workshop – 6.5 hrs (up to 50 people)	\$1,500.00
School Crisis Response Training – 6.5 hrs (up to 50 people)	\$1,500.00
Bullying Prevention and Intervention Strategies – 6.5 hrs (up to 50 people)	\$1,500.00
Positive Behavior Intervention and Support (PBIS) Implementation Team Training – 4 days each year for 3 years. Price is per year.	\$6,000



## TECHNOLOGY AND LEARNING SERVICES

### 28. Information Systems

HR/Finance/Payroll/AR-AP Systems,  
Future replacement model, Laserfiche

See Schedule

### 29. Technology Services (DISTRICT SERVICE ONLY)

Internet access via Fiber - Tier 1 (below 200 ADA)	\$ 7,500.00
Internet access via Fiber - Tier 2 (above 200 ADA)	\$10,000.00
SCOE maintains E-Mail inboxes for district (per account per year)	\$ 50.00
Web Filtering (Pass thru actual costs) per internet connected workstation	\$4.00
QCC/Laserfiche access only <b>without</b> Internet via fiber (actual cost)	\$3,000.00
QCC/Laserfiche access only <b>without</b> Internet per T-1 (actual cost)	\$4,200.00
Technician Services (Non-Engineering Services) per hour	\$ 50.00
Engineering Services per hour	\$100.00

### 30. Graphics

Price quoted by job

### 31. Mailing, Handling & Delivery

See page for rates

### 32. Technology Services (SCOE Departments Only)

See page for rates

### 33. Educational Technology Center (ETC) Customized Professional

#### Development Trainings

Half Day Training	\$375.00
Full Day Training	\$750.00

### 34. BrightBytes Licensing (Research and Data Collection software). Per ADA

\$1.50

## AUDIOLOGICAL SERVICES Great Valley Academy



The purpose of the Hearing Conservation program is to provide State mandated hearing screening for regular and special education students. Such service is provided on a contractual basis to districts and counties upon request. Specially equipped hearing vans travel from school site to school site providing these screenings. For more information, please contact Kristy Mabey at 238-1784.

The SCOE agrees to provide audiological services to DISTRICT or DEPARTMENT as shown in the following paragraphs.

SCOE will pay all costs of audiological services staff, including salary, fringe benefits, and travel costs is any.

DISTRICT or DEPARTMENT will pay for actual students screened by SCOE. Below is an estimate which will be trued up at year end.

Modesto  
&  
Salida  
Compuses

	# of	Rate/person	Total \$
Number of regular ed. students screened	700.00	\$ 4.85	\$ 3,395.00
Number of non-SDC SH students	0.00	\$ 4.85	\$ 0.00
Number of SDC SH students screened	0.00	\$ 4.85	\$ 0.00
Number of Wheel Chair students	0.00	\$ 9.70	\$ 0.00
<b>TOTAL:</b>	700.00		\$ 3,395.00

Acct. #	Amount
<b>TOTAL:</b>	\$ 0.00

## AUDIOLOGIST - EDUCATIONAL SERVICES Great Valley Academy



### SCOE DEPARTMENTS ONLY

The SCOE agrees to provide educational audiologist services to DEPARTMENT as shown in the following paragraph. For more information, please contact Kristy Mabee at 238-1784.

SCOE will pay all costs of educational audiologist, including salary, fringe benefits, testing supplies and materials, typing of audiological reports and travel costs, if any.

DEPARTMENT will provide accommodations for the educational audiologist to conduct client interview and perform other confidential duties.

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Days per week	Rate	Total \$
	\$ 24,500.00	\$ 0.00

Acct. #	Amount
TOTAL:	\$ 0.00

## BOARD CERTIFIED BEHAVIOR ANALYST

Great Valley Academy



The SCOE agrees to provide board certified behavior analyst services to support student behavior plans per IEP, consult with staff and provide training as requested to DISTRICT or DEPARTMENT as shown in the following paragraph. For more information, please contact Krissy Zapien at 541-2215.

SCOE will pay all costs of board certified behavior analyst services, including salary, fringe benefits, testing supplies and materials, behavioral intervention plans as necessary and travel costs, if any.

DISTRICT or DEPARTMENT will provide adequate accommodations for the behavioral intervention care management services to conduct client interviews and perform other confidential duties.

2 days/week each  
at: Salida  
#  
Modesto

Days per week	Rate	Total \$
4.00	\$ 29,900.00	\$ 119,600.00

Acct. #	Amount
<b>TOTAL:</b>	\$ 0.00



## College Awareness Night (CAN) events

**The SCOE agrees to the following services to DISTRICT / Site throughout the term of this agreement:**

1. Coordinate with local CSU and UC Systems, as well as MJC and other public and private colleges, universities, trade and vocational schools
2. Promote the event and advertise with local newspaper and radio stations
3. Provide district with electronic flyers, posters, etc.
4. Coordinate with the site and/or district "leadership" students to work at the event
5. Provide "leadership" students with T shirts and incentives
6. Provide:
  - a. Setup materials
  - b. Printed materials (with district pre-approval) in English and Spanish
  - c. 3 – 5 administrator packets to all other middle and high schools in the county
  - d. 2 – 4 childcare workers with DOJ clearance and activities for the children,
7. Provide district w/ electronic copies of completed sign in sheets
8. Invoice the district / site at the conclusion of the event for the costs identified above

**The DISTRICT agrees to:**

1. Ensure that the date for the event is not in direct conflict with community events
2. Promote the event within the district
3. Provide facilities: large room, break out and child care rooms; seating and tables
4. Provide maintenance, security, and possibly additional lighting & floor covering
5. Provide refreshments
6. Identify 12-15 "leadership" students to work the event
7. Provide on-site technical support and equipment during the event
8. Reimburse SCOE for costs as estimated below

Costs are estimates and depend on DISTRICT enrollment and estimated attendance at the event.

Hosting site	999 students	1000+ students
Childcare	\$1,000	\$1,500
Custodial Services	\$ 250	\$ 500
Graphics	\$1,000	\$3,000
Refreshments	\$ 250	\$ 500
Rentals (chairs, tables, lights, sound equipment)	\$ 250	\$ 750
Student incentives (gift cards for Leadership students to work the event)	\$ 250	\$ 350
<b>Totals</b>	<b>\$3,000</b>	<b>\$6,600</b>

## **ARCHES**

**The SCOE agrees to provide the following services to DISTRICT / Site throughout the term of this agreement:**

1. Facilitate quarterly Regional Collaborative meetings
2. Coordinate with and liaise between the district, site, and local colleges to ensure college student tutoring, analysis of student data, materials and supplies and a completion ceremony for summer programs

**District / site agree to:**

1. Attend quarterly Regional Collaborative meetings to share best practices and challenges
2. If participating in ARCHES Summer programs:
  - a. Coordinate regarding college student tutors
  - b. Provide student data to SCOE at designated times
  - c. Coordinate regarding completion ceremonies and college campus tours for students and parents

## **6 Cups to College – Mentor Program**

**The SCOE agrees to provide the following services to DISTRICT / Site throughout the term of this agreement:**

1. Coordinate the program, provide trainings, and facilitate DOJ clearance process and TB Risk Assessment for mentors & invoice district for costs as needed
2. Promote and present information to students and staff interested in the program
3. Facilitate placement of Stanislaus State Counselor advising intern to assist mentors & invoice districts for costs
4. Facilitate the mentor mentee matching process
5. Provide mentor and mentee materials & invoice districts / sites
6. Send monthly electronic updates-reminders to mentors, mentees, and school site coordinators
7. Provide Stan Futures scholarship workshops for schools that are part of the Stanislaus Futures grant
8. Provide workshops: college search by major, college application, financial aid application, scholarship search and application, college/scholarship essay writing, career exploration

**The District / site agrees to:**

1. Promote the program, including recruiting mentors and eligible student participants
2. Identify students at the end of the school year to participate the following year
3. Work with SCOE staff regarding mentor mentee matches
4. Schedule SCOE workshops and trainings
5. Reimburse SCOE for DOJ clearance and TB Risk Assessment costs for all new mentors
6. Reimburse SCOE for materials for mentors and mentees related to the program
7. Reimburse SCOE for Counseling interns shared between all sites participating

## **Additional workshops and training:**

### **College Planning**

- College exploration
- College majors linked to career path
- College application process
- Financial aid advising
- FAFSA / Dream Act / Cal-Grant workshops for students and parents
- Staff training

### **Career Planning**

- Career Assessment and exploration
- Education requirements linked to career path
- Resume building
- Interview skills
- Job search
- Staff training

	½ day or less per staff	Full day per staff
15 or fewer participants*	\$350	\$750
16 or more participants	\$350 + materials	\$750 + materials
For travel outside the county	\$500 + per diem and travel expenses	\$1000 + per diem and travel expenses

Acct. #	Amount
<b>TOTAL:</b>	\$ 0.00



The SCOPE and DISTRICT are mutually interested in ensuring that educational opportunities are provided for all students in Stanislaus County. In order to avoid any disruption of services related to the transfer of students to SCOPE's Alternative, Community, and Correctional Education schools and Services, SCOPE agrees to provide Community School services to DISTRICT under the provisions of the terms of this agreement:

1. DISTRICT students will have access to the SCOPE community school programs upon referral from the DISTRICT.
2. DISTRICT agrees to provide a DISTRICT initiated "SCOPE Referral Form" for each student the DISTRICT refers to the SCOPE Community School program.
3. DISTRICT shall use the "SCOPE Referral Form" when referring students to SCOPE under sections 1981(a), (b), and (d) of the California Education Code even when not expressly required by said code.
4. SCOPE is required to report ADA earned by E.C. 1981 (a), (b), (d) students under the district of residence of said student. In the case of homeless students, the district of residence is the last district to provide educational services to said student, if known. If not known, the school district with the largest average daily attendance in the county that serves the grade level in which the homeless child would be enrolled is the District of Residence.
5. SCOPE, in accordance with the Local Control Funding Formula, shall calculate the LCFF Transfer Rate by grade span using the latest LCFF data elements and exhibits published by CDE. Elements include but are not limited to COLA, GAP %, DISTRICT Unduplicated Pupil Count, Supplemental and Concentration percentage figures. Initial rates will be calculated using the SCOPE FCMAT Calculator Local Tab 1. Final rates will use official CDE posted calculations at each apportionment certification.
6. DISTRICT agrees to the automated fund transfer of this LCFF rate generated under paragraph 5 using the automated transfer mechanism as developed by CDE.
7. The SCOPE shall provide the DISTRICT with attendance reports showing the average daily attendance (ADA) for all referred students at each attendance certification period and CalPads Unduplicated Figures at the CalPads Recertification period.

Acct. #



## EARLY CHILDHOOD EDUCATION COURSE DESCRIPTIONS

**ASQ/ASQ-SE Ages and Stages Questionnaires Training** – This training provides information about the assessment, how it's used, and how it provides developmental screening for children between birth and age six. Designed to pinpoint developmental progress and catch delays in young children.

**Ages and Stages Questionnaires- Social Emotional Training** – This presentation provides staff with knowledge of the assessment and how to use the assessment to determine a child's progress in the domain of social emotional development. Trainers may include information about how to talk to parents and resources available depending on the length of the training.

**CA-CSEFEL California Collaborative on the Social Emotional Foundations for Early Learning** – This comprehensive approach to promoting social-emotional competence is designed to help educators address challenging behaviors in children and develop safe and nurturing environments for all children. This training is taught in a series of four modules.

**CLASS Classroom Assessment Scoring System Overview Training** – This short 1 hour training provides basic information about the CLASS tool and how it measures the quality of teacher child interactions.

**Classroom Assessment Scoring System Reliability Training** – This intensive training covers each dimension in the tool thoroughly explaining the difference between a dimension and a domain. The participant will be eligible to complete the certification test after the completion of this training.

**DRDP Desired Results Developmental Profile (2015) Teacher Training** – This full day training provides an overview of the DRDP format, the use of documentation and evidence to rate measures, and the importance of inter-rater reliability. Hands-on practice with sample portfolios is provided.

**Desired Results Developmental Profile (2015) Meaningful Observations Training** – This training delves into the purpose of observation, observing and collecting evidence, organizing an observation system, and the importance of reviewing and reflecting on documentation before completing the rating. This is a full day training.

ERS

**Early Childhood Environment Rating Scale (ECERS)** – This training can be personalized for your particular needs. It can be provided as an overview of the entire preschool tool, or can focus on two or three areas of the environment. Provides support to sites that need to complete their “Summary of Findings” for CDE.

**Infant/Toddler Environment Rating Scale (ITERS)** - This training can be personalized for your particular needs. It can be provided as an overview of the entire infant/toddler tool, or can focus on two or three areas of the environment. Provides support to sites that need to complete their “Summary of Findings” for CDE.

PITC

**Program for Infant Toddler Caregivers** - Taught from the four PITC Modules, this training can be customized to provide support in specific areas of the classroom. The goal of PITC training is to help infant/toddler care teachers recognize the crucial importance of giving tender, loving care and assisting in the infants' intellectual development through an attentive reading of each child's cues.

**Strengthening The Strengthening Families Framework** – This training is a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. Focusing on the five universal family strengths identified in the Strengthening Families Protective Factors Framework, early childhood educators can better engage, support, and partner with parents in order to achieve the best outcomes for children.

**Using Books to Infuse Engineering into the Pre-K Classroom** – This training encourages teachers to use children’s books to create projects in their classrooms that allow for the basic engineering concept of Think, Build, Try, Revise, Share.

**Loose Parts: Creating a Maker Space** – The popular maker space idea is built on loose parts. In this training staff will be challenged to think about how they can incorporate an open ended area in their classrooms. Loose Parts ideas will be shared and teachers able to walk away ready to implement on Monday morning.

**Coding Skills for Preschoolers** – Coding is the way of the future! Staff will be ready to share with young children the basic concepts of patterns in coding and how pictures have meaning all in a play-based approach that is developmentally appropriate.

**Math in the Preschool Classroom: It's More than 1+1=2** – Not everyone loves math, but we can still share math skills with young children. Staff will learn fun ways to incorporate math terms like subitize and one to one correspondence into their lesson plans.

**Technology in the Preschool Classroom Moving Beyond Tablets and Computers**  
- Staff will be inspired to use technology in appropriate and interesting ways in the classroom as they tinker with a variety of technology components. Preschool staff will learn how to use current technology to enhance their curriculum.

**Your Inner Wacky Scientist** – What science activities are appropriate for preschool children beyond sink and float? This training will provide activity ideas, enhance vocabulary, and prompt teaching staff to ask thought provoking questions to the young scientists in their classroom.

Acct. #



The SCOE agrees to provide school information systems to DISTRICT as shown in the following paragraphs. SCOE shall provide to DISTRICT those usual and customary electronic data processing support services necessary to support the services specified in the basic agreement. Services shall include the following:

1. Data storage up to the level available on July 1 of the fiscal year of this Agreement.
2. Central Processing Server.
3. Printing of payroll warrants.
4. Printing of general expense warrants.
5. Use of computer programs available on July 1 of the fiscal year of this Agreement, or made available during the fiscal year of this agreement.
6. Training to DISTRICT personnel by SCOE staff specific to the software systems in use under this section of the Agreement.
7. Reserving prior agreed to amounts for future replacement.
8. Access electronic files using current document management system (Laserfiche).
9. Utilize the functionality of Laserfiche and workflow via client/web based access. This agreement does not include scanning and/or indexing services.

DISTRICT shall pay for all staff needed for data entry and retrieval and the printing of reports and forms at the local level. DISTRICT shall also provide its own printer supplies, paper, and maintenance agreements on equipment owned by DISTRICT.

DISTRICT shall pay the cost of printing all special forms, including but not limited to, report cards, purchase orders and personnel records. SCOE shall pay for the cost and printing of payroll and general expense warrants and reports related to payroll and general expense warrant processing when electronic forms of the reports are not available.

DISTRICT shall update and maintain employee data in the SCOE Website Directory. Employee data includes: First Name, Last Name, Department, District, School, Division, Work Email, Work Phone Number and Route number.

Nothing in this Agreement shall prohibit two or more districts from joining together to share in the costs of peripheral equipment, data entry and retrieval or printing.

SCOE shall provide DISTRICT with the services specified in the basic agreement.

If DISTRICT should request support services in addition to those usual and customary services referred to in this Agreement, including programming new programs and reports, DISTRICT shall pay an additional amount for said additional service at actual cost to SCOE, plus an overhead charge of 9.8% of the cost of the requested additional services.

If DISTRICT requests SCOE to provide services which would normally be provided by DISTRICT, DISTRICT shall be required to pay an additional amount for said additional services at actual cost to SCOE, plus an overhead charge of 9.8% of the cost of the requested additional service. See attached schedule for schedule of rates.

Acct. #	Amount
Total	\$ 0.00

## INFORMATION SYSTEMS TRANSFER TO FUND OPERATING COSTS AND FUTURE REPLACEMENT FISCAL YEAR 2019-20

<u>District</u>	2017-18 Actual General Fund <u>Operating Expenditures</u>	Pro-Rated District <u>Share</u>	Replacement Reserve <u>Contribution</u>	Operating Costs	2019-20 <u>Transfer</u>
Ceres	155,021,540.34	8.9056470%	\$12,468	\$158,726	\$171,194
Chatom	6,662,976.21	0.3827733%	\$535	\$6,822	\$7,357
Denair	15,569,019.62	0.8944060%	\$1,252	\$15,941	\$17,193
Empire	31,148,453.51	1.7894102%	\$2,505	\$31,893	\$34,398
Gratton	1,482,365.74	0.0851587%	\$119	\$1,518	\$1,637
Hart Ransom	8,241,271.04	0.4734429%	\$663	\$8,438	\$9,101
Hickman	9,095,465.41	0.5225145%	\$732	\$9,313	\$10,045
Hughson	23,249,331.15	1.3356230%	\$1,870	\$23,805	\$25,675
Keyes	9,196,413.65	0.5283138%	\$740	\$9,416	\$10,156
Knights Ferry	1,209,135.09	0.0694622%	\$97	\$1,238	\$1,335
Newman	35,268,857.42	2.0261184%	\$2,837	\$36,112	\$38,949
Oakdale	56,171,523.61	3.2269306%	\$4,518	\$57,514	\$62,032
Paradise	2,123,964.85	0.1220171%	\$171	\$2,175	\$2,346
Patterson	71,082,982.43	4.0835612%	\$5,717	\$72,782	\$78,499
Riverbank	33,389,244.11	1.9181387%	\$2,685	\$34,187	\$36,872
Roberts Ferry	1,567,351.11	0.0900409%	\$126	\$1,605	\$1,731
Salida	26,022,234.66	1.4949202%	\$2,093	\$26,644	\$28,737
Shiloh	1,778,440.20	0.1021675%	\$143	\$1,821	\$1,964
Stanislaus	36,141,824.20	2.0762684%	\$2,907	\$37,006	\$39,913
Sylvan	81,845,101.65	4.7018213%	\$6,583	\$83,801	\$90,384
Turlock	151,098,504.76	8.6802772%	\$12,152	\$154,709	\$166,861
Valley Home	1,742,306.75	0.1000917%	\$140	\$1,784	\$1,924
Waterford	24,211,460.45	1.3908952%	\$1,947	\$24,790	\$26,737
District Total	\$783,319,767.96	45.0000000%	\$63,000	\$802,040	\$865,040
Stanislaus COE	n/a	55.0000000%	\$77,000	\$980,272	\$1,057,272
Total	n/a	100.0000000%	\$140,000	\$1,782,312	\$1,922,312

### Notes

Interest does not accrue to these accounts

Differences from above transfer amounts may differ due to rounding.

Projected Future Replacement Reserve	\$140,000
Operating Increase Return to agreement 5%	1,782,312.00



## LEARNING TO LEAD CONTINUUM PROGRAMS

### ADMINISTRATOR INDUCTION

Stanislaus County Office of Education, hereinafter called Program, is providing an Administrator Induction Program for its districts. Districts may utilize the Program by allowing their newly hired administrators to attend the Program and their administrative employees to serve as Lead Coaches. As such, the District has certain responsibilities in regard to the effective implementation of the Program and the Program's ability to recommend Candidates for a Clear Administrative Services Credential.

#### District Agrees to:

1. Designate a District Coordinator (DC) to serve as a liaison between the District and the Program and to serve as the district signatory in decision-making.
2. Identify and communicate with eligible administrative Candidates at the point of hire that an approved Administrator Induction Program is available to them and that the Candidates may complete the two-year Program to be recommended for the Clear Administrative Services Credential through SCOE.
3. Provide Program information and deadlines so that Candidates may apply for admission to the Program during the first months of their first academic year serving in an administrative position as per state guidelines.
4. Provide the Candidates access to Program events and support, including collaboration time with the Candidate's Lead Coach, for completion of the Program requirements within two years.
5. Designate district option(s) for the Lead Coach assigned to its current Candidates:
  - ☐ a) a current, District-employed administrator as Lead Coach
  - ☐ b) a retired, previously district-employed administrator as Lead Coach
  - ☒ c) a Lead Coach from the Program's pool of Lead Coaches
6. If the District chooses options a or b, then it must identify and verify eligibility of Lead Coach (as stated in the Lead Coach MOU) in a timely manner such that the Lead Coach can attend and successfully complete the two-day Coach training before the Candidate and Lead Coach are paired prior to the IIP Drafting event.
7. If the District chooses to use a currently-employed Lead Coach, the following will apply.  
Lead Coaches will:
  - a. be limited to one (1) Candidate
  - b. not be in a position to formally evaluate or have direct influence over the hiring/firing of the Candidate
  - c. be available to attend Program events and spend time with the Candidate in order to complete Program requirements in a timely manner

8. If the District chooses to use currently-employed or previously district-employed Lead Coaches, then the following will apply.  
Lead Coaches must:
  - a. have or had experience in an administrative position as similar as possible to that of the Candidate
  - b. have geographic proximity (reasonable and feasible) to the Candidate
  - c. have completed a minimum of 5 years of successful administrative work
  - d. hold a current Clear Administrative Services Credential
  - e. have served as an administrator during the Standards and Accountability era (post 1997)
  - f. had experience serving in a Coaching role either formally or informally
  - g. demonstrate 'ease of interaction' with Candidate in the working context and inter-personal relationship
9. That Lead Coaches are under contract with the Program to:
  - a. support the Candidate beginning and completing the Program within the 2 year timeframe
  - b. attend the required sessions structured within the Program
  - c. successfully complete the full day Lead Coach training (plus an additional ½ day follow-up session later in the year)
  - d. submit Program-required documents in a timely manner
  - e. maintain a professional working relationship with the Candidate(s) during the two year Program
  - f. participate in the Program evaluation through (a) responding to Program and state requests for evaluation of the Program through the annual survey, and (b) ensuring representation at the Unit Accreditation visits (every seven years) and responding to surveys and questionnaires
10. That the Program assesses the quality of services provided by Lead Coaches using multiple sources including information from Candidates.
  - a. The Program provides formative feedback to Lead Coaches on their work and will retain only those that are successful
  - b. If a mismatch occurs between the Lead Coach and the Candidate, protocols within the Program will be followed that may lead to an assignment of a new Lead Coach to the Candidate
  - c. Removal of a Lead Coach from the pool of Lead Coaches may be an option and will be done at the Programs discretion
11. Understand that the district will be given an opportunity to evaluate, to give input, or request a change of Lead Coach assigned to the Candidate.



12. The district will choose one option below regarding the establishment of tuition protocols for SCOE's Induction Programs.

- ☒ Our district will be paying the SCOE Administrator Induction tuition for all participating candidates (\$3,500 per year or \$7,000 for the two year program).
- ☐ Our district will be paying the SCOE Administrator Induction tuition for all participating candidates, and will be seeking full or partial reimbursement from the participating candidates.
- ☐ Our district candidates are responsible for 100% of the SCOE Administrator Induction program tuition.
- ☐ Our district will be paying \_\_\_\_\_ % of the SCOE Administrator Induction tuition.
- ☐ Our district will be paying \$ \_\_\_\_\_ of the SCOE Administrator Induction tuition.

Salida

Acct. #	Cost Per Candidate	Est # Candidates	Amount
	\$ 3,500.00	1.00	\$ 3,500.00
	\$ 3,500.00		\$ 0.00
	\$ 3,500.00		\$ 0.00
	\$ 3,500.00		\$ 0.00
	\$ 3,500.00		\$ 0.00
<b>TOTAL:</b>		1.00	\$ 3,500.00



## LEARNING TO TEACH CONTINUUM PROGRAMS TEACHER INDUCTION

Districts utilizing the Stanislaus COE Learning to Teach Continuum Programs (GenEd Induction and SpEd Induction) are co-sponsors of the programs and, as such, have certain responsibilities in regards to the effective implementation of these programs and their ability to recommend candidates for the appropriate professional clear credential. Submission of the master agreement indicates that the district has agreed to the conditions below and will act as co-sponsors until such time as either the district or the programs terminate the agreement in writing.

### **District responsibilities include:**

1. Designating a primary contact person from the district to the program to serve as a District Coordinator (DC) and designating a Lead Mentor according to specified program criteria. One person may hold both titles or a consortium of small districts may designate one District Coordinator and Lead Mentor to serve several small districts.
2. Pairing candidates with qualified mentors according to program-specified ratios (no more than three for a full-time teacher mentor, no more than twenty-three for a full-time released mentor with commensurate ratios for part-time teacher mentors) taking into consideration like credential, grade or content expertise, geographic proximity, and school schedules. **The pairing will be completed within 30 days of the start of the teaching contract.** Please see document titled *Mentor Responsibilities* for detailed mentor qualifications.
3. Identifying eligible candidates to the program leadership prior to their participation in induction.
4. Providing representation at **all** Advisory Council meetings to receive pertinent program information.
5. Communicating with eligible candidates at point of hire that they must enroll in an approved induction program within 30 days of the start of the teaching contract and that they must complete a two-year induction program to be recommended for a professional clear credential.
6. Informing candidate(s) of any financial responsibility at point of hire.
7. Informing eligible candidates in writing of the completion requirements of the SCOE Induction Program.
8. Providing eligible candidates with information regarding dates of induction events.
9. Selecting and providing stipends to suitable mentors from within or without of district for candidates according to specified criteria. Contact program staff for names of suitable out of district mentors if needed.

10. Ensuring candidates teach in a context using state adopted academic standards.
11. Sending site administrators (who have candidates on site) to attend one half day Administrators' Academy Breakfast.
12. Support candidates and mentors in scheduling and holding a TRIAD CONVERSATION with site administration BEFORE attending an Orientation.
13. Ensuring candidate attendance at an Orientation in order to develop the ILP **within 60 days** of the start of school. If a candidate is a late hire and cannot attend the last Orientation date, the district must provide "just in time" support for that teacher until enrollment in induction the following school year.
14. Providing substitute release time for:
  - Candidates to attend required events and ensure that they have the opportunity to complete the induction program's requirements for the recommendation for a professional clear credential.
  - Mentors to attend required events, complete observations and complete the plan, teach, reflect, apply cycle with candidates.
  - Both mentors and candidates to observe colleagues and peers.
15. Ensuring that every candidate in his or her first year, on site or in the district, is provided with an orientation for new teachers that includes policies, procedures, and site resources. Candidates must be provided information regarding:
  - Accident prevention strategies on site
  - School's crisis response plan (including procedures for responding to emergency health situations, procedures for contacting staff identified as first aid and CPR certified, and any conflict resolution strategies or techniques for defusing potentially violent situations)
  - School policies regarding accessing health and mental health resources
  - Adopted health curriculum
  - State and local policy regarding permitted health topics, family life and sex education, and procedures for notifying parents, and parents' rights regarding instruction in health
  - State and federal reporting requirements relating to child abuse and neglect
  - Guidelines for accessing and using outside speakers
  - Adopted instructional program for the teaching and support of English language learners
  - Referring students for special education services
  - District retention and promotion policies
16. Providing candidates with student data from various sources to be used for the plan, teach, reflect, apply cycle.

17. Recognizing that work done in induction, including the ILP and CGE, is for professional growth and development of the candidate and not for evaluation for employment purposes.
18. Providing support to mentors so that they may provide both "just in time" support and longer term analysis of teaching practice to help candidates develop enduring professional skills.
19. Ensuring dedicated time for regular mentor and candidate interactions; no less than one (1) hour per week on average of individualized support/mentoring as required by program standards.
20. Assessing or responding to information about the success of the pairing and having a plan for reassignment, if necessary. Candidates will have input regarding the pairing and the district will retain only those mentors who are successful. Districts will need to reassign candidates to a new mentor if requested by the program.
21. Ensuring district representation for accreditation interviews (every seven years), and responding to surveys and questionnaires for the purpose of determining program effectiveness.
22. Ensuring district representation at the Read event:
  - Districts are responsible for providing one reader for every four candidates enrolled in the program.
  - Districts that have less than four candidates in the program must provide at least one reader.

The DISTRICT will choose one option below regarding the establishment of tuition protocols for SCOE's Induction Programs. Full annual tuition will be journaled in January of each year.

- a. ☒ Our district will be paying the SCOE Induction tuition for all candidates.
- b. ☐ Our district will be paying the SCOE Induction tuition for all candidates, and will be seeking full or partial reimbursement from the candidates.

Financial responsibilities for candidates who drop or withdraw will be handled on a case by case basis.

Acct. #	Cost Per Candidate	Est # Candidates	Amount
	\$ 3,000.00	12.00	\$ 36,000.00
	\$ 3,000.00	0.00	\$ 0.00
	\$ 3,000.00	0.00	\$ 0.00
	\$ 3,000.00	0.00	\$ 0.00
	\$ 3,000.00	0.00	\$ 0.00
<b>TOTAL:</b>		12.00	\$ 36,000.00

6 candidates  
each @  
\$3,000  
Modesto



The SCOE agrees to supply legal services to DISTRICT as shown in the following paragraphs.

SCOE shall provide legal services to DISTRICT through the placement of an attorney from the education law firm of Atkinson, Andelson, Loya, Ruud & Romo ("Law Firm") in SCOE for not less than one day per week. Attorney office hours will normally be all day Tuesday, although DISTRICT can contact attorney on any day for services at no additional charge. Normally, the attorney staffing the office shall be either Chesley ("Chet") Quaide or Mike Davis.

DISTRICT agrees that legal services provided pursuant to this Agreement are basic services. The fee for said basic services is \$10.54 per Agreement Year Actual P-2 ADA, which include the following:

1. Reviewing and advising regarding contracts and drafting simple contracts where appropriate.
2. Providing up to six (6) workshops per year on requested topics.
3. Advice on student and personnel matters to the point of significant work being required focusing on an individual (significant work is drafting language, investigation, preparing pleadings, etc).
4. Telephone advice, other than on the subject of specific labor negotiations. This service includes calls for member districts to attorneys at the attorney's office on days when the attorney is not on site.
5. Preparation of written opinions by the attorneys who staff the Office as identified above. In response to a request for an opinion (other than on questions which are basically labor negotiation issues).
6. SCOE overhead costs for housing attorney.

The basic level of services shall not include:

1. Conduct labor negotiations.
2. Representation in hearings, whether court, unfair practice charges, arbitration, layoffs, employee or student discipline, or other forms of representation.
3. Highly specialized areas of law, which include but are not limited to bankruptcy, intellectual property, CEQA, financing and tax and bond counsel work.
4. Legal matters other than those included in basic legal services above.
5. Special education or facilities and land use legal services other than telephone advice.
6. Appearances at school board meetings.
7. Services, other than telephone advice, where the attorney providing the service is a specialist other than the attorneys who normally staff the office at SCOE as identified above.

In addition to the above referenced basic services, additional legal services will be billed to DISTRICT at the rate of \$295 per hour for senior partners, \$275 per hour for partners or senior associates, \$250 per hour for associates or paralegals providing investigatory services, and \$170 per hour for other services provided by paralegals or legal assistants, plus expenses. Office overhead fees do not apply to these costs.

**Fee Arrangements for Specialized Legal Services:**

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, non-profit organizations, immigration and appellate law, the DISTRICT agrees to pay Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the DISTRICT of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings by the Law Firm.

**Fixed Fee Services:**

The services listed in Exhibit A shall be performed by Attorney for the fixed fees described therein during 2019-2020.

**Costs and Expenses:**

In addition to the fees described above, DISTRICT agrees to pay five percent (5%) "administrative fee" calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to the Consortium. This administrative fee is in lieu of the Law Firm charging DISTRICT for telephone charges (\$.07 per minute), incoming and outgoing faxes (\$2.00 per page), photocopies (\$.20 per page), mailing fees, messenger services, computer database (e.g., Westlaw) searches (billed at vendor's standard retail rate), word processing (\$40.00 per hour), and travel expenses including mileage at IRS rate, parking, meals, and lodging (excluding airfare).

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm's representation of DISTRICT are not included in the administrative fee and are charged separately. These include, but are not limited to; deposition and court reported fees, transcripts costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of DISTRICT; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of DISTRICT with the prior approval of the Superintendent or designee in the event a particular cost item exceeds \$2,000 in amount, and without the prior approval of the Superintendent or designee in the event a particular cost item totals \$2,000 or less.

If the Law Firm retains, with authorization from DISTRICT, experts or outside consultants for the benefit of DISTRICT, rather than DISTRICT contracting directly with any expert or outside consultant, the DISTRICT agrees to pay a five percent (5%) "consultant processing fee" in addition to the actual costs paid by the Law Firm to the expert or outside consultant in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and outside consultant fees on behalf of DISTRICT. This fee shall not apply to the services of Law Firm-provided non-legal consultants as set below.

**Billing Practices:**

A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to DISTRICT on or about the 15<sup>th</sup> of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement, will be due to the Law Firm from DISTRICT by the 10<sup>th</sup> of the month following delivery of the statement, unless other arrangements are made. In the event that there are funds of DISTRICT in the Law Firm's Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's

General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

The Law Firm shall bill in one-quarter hour increments.

Certain tasks shall be billed at established minimum time increments. These include: (a) telephone conference (.25 hour), (b) electronic correspondence (.25 hour), (c) standard written correspondence (.50 hour), (d) provide a document (.50 hour).

The Law Firm may charge the full hourly rate to more than one client for services provided during the same time period. Examples include, but are not limited to: (a) providing telephone advice to a client while traveling in connection with representing another client, (b) providing written email advice to a DISTRICT while representing another client in labor negotiations.

DISTRICT agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of DISTRICT's receipt thereof shall be deemed to signify DISTRICT's agreement that the monthly billing statement accurately reflects the services performed; and the proper charge for those services.

**Termination of Representation on a Particular Matter:**

The Law Firm reserves the right to discontinue the performance of legal services on behalf of DISTRICT on a particular matter upon the occurrence of any one or more of the following events:

Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

Upon a failure of DISTRICT to perform any of DISTRICT's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill;

Upon a failure of DISTRICT to perform any of DISTRICT's obligations with respect to the duty of cooperation with the Law Firm in connection with the Law Firm's representation of DISTRICT.

In the event that the Law Firm ceases to perform services for DISTRICT on a matter, DISTRICT agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advance, and retrieve all of its files, signing a receipt therefor. Further, DISTRICT agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, DISTRICT will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

**Consent to Joint Representation:**

DISTRICT acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more DISTRICTS. In such situations before proceeding with representation, Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. DISTRICT acknowledges that it is often in the best interest of DISTRICT for such representation to commence without undue delay which may result from waiting until a regularly scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of DISTRICT hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

**Client Cooperation:**

The Consortium agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of DISTRICT, including but not limited to, attending mandatory court hearings and other appearances, making its employees and officials available, and providing accurate information documentation necessary to enable the Law Firm to adequately represent DISTRICT.

**Services Performed by Law Firm-provided Non-legal Consultants:**

The Law Firm has an affiliation with non-legal consultants who are available to provide services in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in DISTRICT's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the client provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purpose of this paragraph. DISTRICT is hereby advised that it may seek the advice of an independent attorney of your choice prior to providing such written consent.

Please also be advised that because these non-legal consultants are provided to DISTRICTS outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

**Binding Arbitration:**

DISTRICT agrees that all disputes which arise between DISTRICT and law firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

**Miscellaneous:**

The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

	# ADA	Rate/ADA	Acct. #	Total \$
Estimated P-2 ADA of		\$ 10.54		\$ 0.00
Estimated P-2 Charter Schools ADA		\$ 10.54		\$ 0.00
<b>TOTAL:</b>	0.00			\$ 0.00



## LEGAL SERVICES EXHIBIT A

### FIXED FEE SERVICES

1.	1 full day of training (up to 8 hours)	\$4,500.00
2.	½ day of training (up to 4 hours)	\$3,250.00
3.	2 hour training	\$2,500.00
4.	1 hour training	\$1,500.00
5.	Architect's Agreement	\$500.00
6.	Front-end Bid Documents for School Construction Project	\$1,000.00
7.	Disability Accommodation Forms and Policies	\$500.00
8.	Student Expulsion Forms Packet	\$1,000.00

# MAIL HANDLING & DELIVERY SERVICES Great Valley Academy



The SCOE agrees to supply mail handling and delivery services to DISTRICT/DEPARTMENT per the schedules below.

<b>One delivery per week per site</b>	\$465
<b>Additional delivery day to same address per week add per day</b>	\$205
Example: School site receives one delivery per week	\$465
Example: District/SCOE receives three deliveries per week	\$465+\$205+\$205=\$875
<b>Mail for several sites delivered to one location</b>	\$465+\$205+\$205=\$875 <i>Plus choice of sort option below</i>
<b>UNSORTED:</b> Each additional site included in the delivery (Unsorted means that mail will not be presorted and bundled by site)	\$205 per site

For questions and clarifications, please contact us at 238-6930.

## Option 1: Delivery to D.O. and School Sites

	Days/ Sites	Rate	Total \$
To D.O. one delivery day per week		465.00	0.00
Additional day(s) to D.O.		205.00	0.00
Number of school sites	2.00	465.00	930.00
<b>TOTAL:</b>			\$ 930.00

Modesto  
Salido  
Campuses

## Option 2: All district mail delivered to one site

	Days/ Sites	Rate	Total \$
To D.O. one delivery day per week		465.00	0.00
Additional day(s) to D.O.		205.00	0.00
Number of school sites		205.00	0.00
<b>TOTAL:</b>			\$ 0.00

Acct. #	Amount
<b>TOTAL:</b>	0.00

## MEDIA SERVICES

Great Valley Academy



The Stanislaus County Office of Education, hereinafter referred to as SCOE, agrees to supply media services access to DISTRICT/DEPARTMENT.

DISTRICT/DEPARTMENT agrees to prohibit the unauthorized copying of any SCOE owned and/or licensed materials, including but not limited to, videotaping, audio taping and photocopying; to conform to current laws and policies regarding copyright and fair use.

**Streaming Only Media Services Membership:** unlimited video stream of California Streaming titles to all schools. Student/home accounts available upon request.

	# ADA	Rate	Acct. #	Total \$
Estimated Total ADA:		1.25		0.00
		1.25		0.00
		1.25		0.00
<b>TOTAL:</b>	0.00			0.00

## SCHOOL NURSE SERVICES Great Valley Academy



The SCOE agrees to provide School Nurse services to DISTRICT or DEPARTMENT as shown in the following paragraphs. For more information, please contact Kristy Mabee at 238-1784.

SCOE will pay all costs of School Nurse, including salary, fringe, benefits, and travel costs, if any.

DISTRICT or DEPARTMENT will pay costs of (1) first aid materials and supplies and (2) other supplies and materials used by the nurse in fulfillment of responsibilities for DISTRICT or DEPARTMENT.

2 days Modesto  
1 day Salida

Days per week	Rate	Total \$
3.00	\$ 27,000.00	\$ 81,000.00

Acct. #	Amount
<b>TOTAL:</b>	\$ 0.00

At this time, this service is  
for Districts with existing  
contracts only. All others  
interested, please contact  
Kristy Mabee for more  
information

## THIS PAGE FOR SCOE DEPARTMENTS ONLY

### NURSING SERVICES

Great Valley Academy



SCOE agrees to provide Registered Nurse services or LVN services to DEPARTMENT as shown in the following paragraphs. For more information, please contact Kristy Mabee at 238-1784.

SCOE will pay all costs of nurse, including salary, fringe benefits, and travel costs, if any.

DEPARTMENT will pay costs of (1) first aid materials and supplies and (2) other supplies and materials used by the nurse in fulfillment of responsibilities for DEPARTMENT.

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### REGISTERED NURSE SERVICES – SCOE ONLY

Days per week	Rate	Total \$
	\$ 20,000.00	\$ 0.00

Acct. #	Amount
<b>TOTAL:</b>	\$ 0.00

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### LVN SERVICES – SCOE ONLY

Days per week	Rate	Total \$
	\$ 17,000.00	\$ 0.00

Acct. #	Amount
<b>TOTAL:</b>	\$ 0.00

## SCHOOL PSYCHOLOGIST SERVICES Great Valley Academy



SCOE agrees to provide school psychologist services to DISTRICT or DEPARTMENT as shown in the following paragraph. For more information, please contact Sarah Grantano at 541-2216.

SCOE will pay all costs of school psychologist, including salary, fringe benefits, testing supplies and materials, typing of psychological reports and travel costs, if any.

DISTRICT or DEPARTMENT will provide adequate accommodations for the School Psychologist to conduct client interviews and perform other confidential duties.

2.5 days @ Modesto  
2 days @ Salida

Days per week	Rate	Total \$
4.50	\$ 28,250.00	\$ 127,125.00

Acct. #	Amount
TOTAL:	\$ 0.00

## **STUDENT WELLNESS AND SCHOOL SAFETY** Great Valley Academy

The SCOE will provide trainings to support student wellness and school safety efforts according to the paragraphs below.

SCOE can provide all necessary equipment, upon advance request, if room does not have a system that meets the needs of the training.

SCOE will pay for all costs of trainers, including salary, fringe benefits, and travel costs, if any.

SCOE will journal cost of training and materials upon completion of training.

DISTRICT will provide training location. Trainings can be held in school, community or workplace settings. SCOE can assist in holding location if space is available.

DISTRICT is responsible for participant recruitment and registration, facility reservation and room setup. Upon advance request, SCOE can assist in these areas.

Available Training: Below is a list of trainings and services that are available. See the official course descriptions for more comprehensive training descriptions. List subject to change and expansion. Contact Ken Fitzgerald, Director of Student Services and Support for more information at 238-1381 or [kfitzgerald@stancoe.org](mailto:kfitzgerald@stancoe.org)

### **MENTAL HEALTH AND SUICIDE PREVENTION COURSES:**

**Mental Health First Aid Training:** Mental Health First Aid is a public education program that introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact, and overviews common supports. This 8 hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crises situation. There are two versions of this course: one designed for the general population and the other for adults who work with youth.

**QPR Gatekeeper Training:** QPR stands for Question, Persuade and Refer-three simple steps that anyone can learn to help save a life from suicide. Learn how to recognize the warning signs of a suicide crisis and then question, persuade and refer someone to help

## **SCHOOL CLIMATE, SAFETY AND CRISIS RESPONSE COURSES:**

Bullying Prevention and Intervention Strategies Workshop: This workshop will provide a thorough overview of bullying including working definitions and legal mandates, prevention and intervention strategies, and a variety of resources to help address the issue in schools.

School Crisis Response Training: This training will raise awareness and build participants' skills for developing effective crisis response or disaster preparedness plans that meet Federal and State requirements.

School Safety Planning Workshop: This workshop will help prepare participants to develop and maintain a comprehensive school safety plan.

Positive Behavior Intervention and Support (PBIS) Implementation Training: School wide leadership teams will be trained to implement PBIS according to the national implementation blueprint. School teams will participate in four days of training each year for three consecutive years for a full implementation of a multi-tiered system of supports through PBIS.

Acct. #





The SCOE agrees to provide substitute placement services to DISTRICT or DEPARTMENT. DISTRICT or DEPARTMENT agrees to pay for the service based on the total number of faculty members employed by the DISTRICT or DEPARTMENT during the school year. Such number of faculty members shall be based on the CalPads 4.2 Staff County Unduplicated Total (less Administrators) or that maximum number employed by DISTRICT or DEPARTMENT during the school year under contract, whichever is greater.

**The SCOE agrees to perform the following services:**

1. Receive and record requests for substitute teachers and from contracted district schools and teachers.
2. Contact and assign appropriately qualified and available substitute teachers. The Substitute Placement Service will only confirm the initial date of needed service. Continuing assignments must be affirmed by district or school officials in accordance with local policies and procedures.
3. Report to assigned substitutes the information provided by the district staff.
4. Districts may access the Absence Management system to obtain information regarding their districts's absences, daily reports or supplementary assignments.
5. Verify and monitor credential, DOJ clearance and tuberculosis clearance requirements of qualified substitute teachers.
6. Maintain a current schedule of rates of pay for substitute teachers in subscriber districts.
7. Receive and record requests for supplementary assignments from SCOE and contracted campus users.

**The DISTRICT or DEPARTMENT agrees to the following conditions:**

1. Employ substitute teachers referred to the DISTRICT or the DEPARTMENT by the SCOE based on requests from DISTRICT or DEPARTMENT staff.
2. The DISTRICT or SCOE DEPARTMENT may record an absence on the Absence Management system at any time.

3. Instruct DISTRICT or DEPARTMENT teachers as to the procedures for requesting the services of the Substitute Placement Service.
  - a. Teachers and DISTRICT/DEPARTMENT/School Site Personnel call Absence Management at:  
**800-942-3767** to report an absence.
  - b. Staff and campus users having difficulties with the system may call the Substitute Service HELP line at **238-4265**.
  - c. **SCOE ONLY** para educator employees and substitute para educators may call the Substitute Service HELP line at **238-4266**.
  - d. **SCOE ONLY** other classified staff requiring a substitute may call the Substitute Service HELP line at **238-4275**.
  - e. **WHEN CALLING THE HELP LINE** Please give the following information:
    - i. State the date of the absence.
    - ii. First and Last name (Please use the name used by the district payroll office) and spelling of each.
    - iii. Name of district and name of school (site).
    - iv. Teaching assignment:
      1. Elementary: indicate grade level.
      2. Secondary: indicate grade(s) and subject(s) taught.
    - v. Reporting and ending time.
    - vi. Indicate name of preferred substitute teacher, if any:
      1. No change of preference will be accepted.
      2. Preference cannot be guaranteed.
    - vii. State reason for absence.
4. Contact the assigned substitute **before 3:00 p.m.** to indicate whether or not he/she should return on the following day and enter the assignment into the system.
5. Maintain records of attendance and reasons for absence of district teachers.
6. Maintain records of attendance and assessment of assigned substitutes.
7. Enforce local policies with regard to teachers' obligations to properly report absences.
8. Determine contact personnel at each site to receive, orient and assign substitute teachers.

9. Teachers and campus users are encouraged to call the Substitute Placement Service as early as possible if assistance is needed regarding details of assignments.
10. Supply the SCOE Substitute Service with the following information **at least ten (10) working days prior to the start of the school year**:
  - a. Updated site contact information.
  - b. School site calendar for current year.
  - c. List of teachers with current assignment information including reporting times.
  - d. Updated site exclusion lists.
11. DISTRICTS/DEPARTMENTS electing to discontinue Substitute Placement Services must notify the SCOE in writing by February 1 of each year.

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	# Of Staff	Rate	Total \$
ALL: # of Teachers		\$ 110.00	\$ 0.00
SCOE Est # of Assistants		\$ 110.00	\$ 0.00
<b>TOTAL:</b>	0.00		\$ 0.00

Acct. #	Amount
<b>TOTAL:</b>	\$ 0.00

## TECHNOLOGY SERVICES Great Valley Academy



The SCOE agrees to supply WAN access to DISTRICT as shown in the following paragraphs.

The SCOE will provide access to the Internet, based upon the choice by the district in the Master Agreement.

DISTRICT agrees to conform to the Technology Services practices and procedures and further agrees to:

1. Conduct, or cause to be conducted, in-service workshops for teachers on the acceptable use and care of Internet resources. (Consultant assistance for in-service workshops is available from the SCOE through the Technology & Learning Resource division SCOE 238-1400).
2. Provide Internet connectivity from DISTRICT TO SCOE.

Type of Service	Amount	Rate	Total \$
Internet access via Fiber - Tier 1 (below 200 ADA)		\$ 7,500.00	\$ 0.00
Internet access via Fiber - Tier 2 (above 200 ADA)		\$ 10,000.00	\$ 0.00
SCOE maintains E-mail boxes for district per account per year		\$ 50.00	\$ 0.00
Web Filtering (Pass-through actual cost) Per Internet connected workstation		\$ 4.00	\$ 0.00
QSS/Laserfiche access only without Internet via fiber(actual cost)		\$ 3,000.00	\$ 0.00
QSS/Laserfiche access only without Internet per T-1(actual cost)		\$ 4,200.00	\$ 0.00
Technician Services (Non-Engineering Services)/hour		\$ 50.00	\$ 0.00
Engineering Services/hour		\$ 100.00	\$ 0.00
Total			\$ 0.00

Acct. #	Amount
Total	\$ 0.00

# 2019-20 MASTER AGREEMENT

## SIGNATURE PAGE

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**TOTAL OF MASTER AGREEMENT**

\$ 371,550.00

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**District/Department**

Great Valley Academy



School District Name

**Stanislaus County Office of Education**

Scott Kuykendall

Stanislaus County Superintendent of Schools

By: \_\_\_\_\_

Superintendent

By: \_\_\_\_\_

Don Gatti, Deputy Superintendent,  
Business Services

March 25, 2019

\_\_\_\_\_  
Date

Leah Silvestre Franklin

\_\_\_\_\_  
Contact Person

209-576-2283

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Date

**Modesto**  
**Budget Comparison**  
**2018-2019 Approved Budget (August 2018)**  
**2018-2019 Proposed Budget Revision (March 2019)**

	2018-2019 Approved Operating Budget Aug-18	2018-2019 Proposed Operating Budget Mar-19	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
Income				
8000 · LCFF, EPA, In Lieu, Prop tax	7,714,860	7,741,316	26,456	0.3%
8100 · Federal Revenue (Grant)	223,102	225,102	2,000	0.9%
8300 · Other State Revenues	202,135	393,809	191,674	94.8%
8590 · One Time Funding	161,723	161,723	0	100.0%
8600 · Other Local Revenue	724,964	724,964	0	0.0%
<b>Total Income</b>	<b>9,026,784</b>	<b>9,246,914</b>	<b>220,130</b>	<b>2.4%</b>
<b>Gross Profit</b>	<b>9,026,784</b>	<b>9,246,914</b>	<b>220,130</b>	<b>2.4%</b>
Expense				
1000 · Certificated Salaries	3,108,190	3,068,190	-40,000	-1.3%
2000 · Classified Salaries	1,930,704	1,905,704	-25,000	-1.3%
3000 · Employee Benefits	1,508,977	1,483,977	-25,000	-1.7%
4000 · Books & Supplies	626,875	656,875	30,000	4.8%
5000 · Services & Other Operating Exp	1,254,678	1,264,542	9,865	0.8%
6000 · Capital Outlay	145,000	170,000	25,000	17.2%
7430 · All Other Financing Uses	273,349	273,349	0	0.0%
<b>Total Expense</b>	<b>8,847,773</b>	<b>8,822,637</b>	<b>-25,135</b>	<b>-0.3%</b>
<b>Net Ordinary Income</b>	<b>179,011</b>	<b>424,277</b>	<b>245,266</b>	<b>137.0%</b>
	2.0%	4.6%		

\$191,674 of Net Income  
will be restricted reserve  
for LPSBG funds received  
under GL 8300

Great Valley Academy-Modesto Campus

Budget Comparison-Narrative

3/25/2019

**Revenue**

8000 - Revenue figures updated with most recent LCFF 19.2c calculations

8100 - Increased slightly

8300 - Includes recent Low Performing Student Grant funds

8600 - Remained the same

Net increase in revenue \$220K (2.4%)

**Expenses**

Salaries and benefit expenses include:

All actual 18/19 salaries

Reduced certificated salaries for FMLA leave savings

Reduced classified salaries for 18/19 run rate

Reduced health & welfare benefits to actuals

Salaries and benefits represent 73.1% of total expenses

Books and Supplies expenses include:

curriculum - allocated 18/19 one time funds to future Math curriculum

teacher/classroom/office/medical/custodial/maintenance supplies

furniture/computers/equipment

Services and other expense include:

professional development

new teacher induction

audit/legal/insurance/field trips/nursing

increased outside services for additional student support

authorizer oversight fees

Capital Outlay

increased for HVAC expenses

\*\* at year end, capital outlay amounts will be reclassified as a construction/fixed asset

thereby providing an increase to "income/increase in fund reserve

Othr Tuition, Exc csts, Deficit

18/19 represents actual SELPA calculation from section C.2.d

All other financing uses

Includes mortgage payment including principal and interest

\*\* at year end, principal amounts will be reclassified as a reduction to liabilities

thereby providing an increase to "income"/increase in fund reserve

**"Income"/increase in fund reserve amount**

\$424,277      4.60% of expenses

\$191,674 of Net Income will be **restricted** reserve for LPSBG funds

**Salida**  
**Budget Comparison**  
**2018-2019 Approved Budget (August 2018)**  
**2018-2019 Proposed Budget Revision (March 2019)**

	2018-2019 Proposed Operating Budget Aug-18	2018-2019 Proposed Operating Budget Mar-19	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
Income				
8000 · LCFF, EPA, In Lieu, Prop tax	7,050,294	7,215,880	165,586	2.3%
8100 · Federal Revenue (Grant)	149,699	149,699	0	0.0%
8300 · Other State Revenues	179,823	381,119	201,296	111.9%
8590 · One Time funding	146,832	146,832	0	100.0%
8600 · Other Local Revenue	621,296	621,296	0	0.0%
<b>Total Income</b>	<b>8,147,944</b>	<b>8,514,826</b>	<b>366,882</b>	<b>4.5%</b>
<b>Gross Profit</b>	<b>8,147,944</b>	<b>8,514,826</b>	<b>366,882</b>	<b>4.5%</b>
Expense				
1000 · Certificated Salaries	2,710,601	2,710,601	0	0.0%
2000 · Classified Salaries	1,463,082	1,433,082	-30,000	-2.1%
3000 · Employee Benefits	1,292,781	1,262,781	-30,000	-2.3%
4000 · Books & Supplies	612,119	504,119	-108,000	-17.6%
5000 · Services & Other Operating Exp	1,221,810	1,236,769	14,959	1.2%
6000 · Capital Outlay	200,200	203,700	3,500	1.7%
7430 · All Other Financing Uses	415,993	595,993	180,000	43.3%
<b>Total Expense</b>	<b>7,916,587</b>	<b>7,947,046</b>	<b>30,459</b>	<b>0.4%</b>
<b>Net Ordinary Income</b>	<b>231,357</b>	<b>567,780</b>	<b>336,423</b>	<b>145.4%</b>

2.84%

6.67%

GL 7430 Includes  
\$180,000 payment to  
Modesto GVA loan

\$195,626 of Net Income  
will be restricted reserve  
for LPSBG funds received  
under GL 8300

\$120,000 of Net Income  
will be reserved for  
Salida Parking Lot



Great Valley Academy-Salida Campus

Budget Comparison-Narrative

3/25/2019

**Revenue**

8000 - Revenue figures updated with most recent LCFF 19.2c calculations

8100 - Remained the same

8300 - Includes recent Low Performing Student Grant funds

8600 - Remained the same

Net increase in revenue \$366K (4.5%)

**Expenses**

Salaries and benefit expenses include:

All actual 18/19 salaries

Reduced classified salaries for 18/19 run rate

Reduced health & welfare benefits to actuals

Salaries and benefits represent 68% of total expenses

Books and Supplies expenses include:

curriculum - allocated 18/19 one time funds to future Math curriculum

teacher/classroom/office/medical/custodial/maintenance supplies

furniture/computers/equipment

Services and other expense include:

professional development

new teacher induction

audit/legal/insurance/field trips/nursing

increased outside services for additional student support

authorizer oversight fees

Capital Outlay

increased for server upgrade

\*\* at year end, capital outlay amounts will be reclassified as a construction/fixed asset

thereby providing an increase to "income/increase in fund reserve

Othr Tuition, Exc csts, Deficit

18/19 represents actual SELPA calculation from section C.2.d

All other financing uses

Includes mortgage payment including principal and interest

\*\* at year end, principal amounts will be reclassified as a reduction to liabilities

thereby providing an increase to "income"/increase in fund reserve

Includes repayment of \$180,000 to Modesto GVA intercompany loan

**"Income"/increase in fund reserve amount**

\$567,780      6.67% of expenses

\$195,626 of Net Income will be **restricted** reserve for LPSBG funds

\$120,000 of Net Income will be reserved for Salida Parking Lot

## Great Valley Academy Modesto

February 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-Feb 19	Jul 18-Feb 19	Mar 19-Jun 19			A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	4,224,089	4,526,928	3,490,771	7,821,678	7,714,860	7,714,860
8100 • Federal Revenue	37,937	45,000	185,165	223,102	223,102	223,102
8300 • Other State Revenues	304,032	152,768	59,825	193,318	363,858	363,858
8600 • Other Local Revenue	270,553	246,466	70,947	341,500	341,500	341,500
8700 • Selpa	178,855	211,787	204,609	383,464	383,464	383,464
<b>Total Income</b>	<b>5,015,466</b>	<b>5,182,948</b>	<b>4,011,318</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
<b>Gross Profit</b>	<b>5,015,466</b>	<b>5,182,948</b>	<b>4,011,318</b>	<b>8,963,062</b>	<b>9,026,784</b>	<b>9,026,784</b>
<b>Expense</b>						
1000 • Certificated Salaries	1,827,193	1,907,129	1,280,997	3,114,323	3,108,190	3,108,190
2000 • Classified Salaries	1,185,407	1,210,473	745,296	1,908,574	1,930,704	1,930,704
3000 • Employee Benefits	847,327	944,894	661,650	1,510,404	1,508,977	1,508,977
4000 • Books & Supplies	330,678	396,550	296,197	626,875	626,875	626,875
5000 • Services & Other Operating Exp	769,272	827,207	485,406	1,248,746	1,254,678	1,254,678
6000 • Capital Outlay	345,086	47,501	-200,086	140,000	145,000	145,000
7430 • All Other Financing Uses	141,374	141,374	131,975	273,349	273,349	273,349
<b>Total Expense</b>	<b>5,446,338</b>	<b>5,475,127</b>	<b>3,401,435</b>	<b>8,822,271</b>	<b>8,847,773</b>	<b>8,847,773</b>
<b>Net Ordinary Income</b>	<b>-430,872</b>	<b>-292,178</b>	<b>609,883</b>	<b>140,792</b>	<b>179,011</b>	<b>179,011</b>

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	3,518,224.84	4,363,618.27	4,357,175.96	4,439,781.84		
LCFF Revenue	8011	240,987.00	240,987.00	433,777.00	433,777.00	433,777.00	433,777.00	433,777.00	0.00	986,245.44	493,122.72	493,122.72	335,880.12	0.00	4,959,230.00
EPA Funding	8012			319,472.00	319,472.00	319,471.00	319,471.00	319,471.00		296,777.75			251,390.25	0.00	1,187,111.00
In-Lieu of Taxes Charter Funding	8096		89,282.00	178,563.00	119,042.00	119,042.00	119,042.00	119,042.00	119,042.00	202,783.00	101,391.50	101,391.50	101,391.50	78,437.50	1,448,450.00
Selpa Prop Tax	8097	0.00						71,232.00						48,837.00	120,069.00
Federal IDEA	8181												66,551.00	66,551.00	133,102.00
Federal Food	8220				5,772.01	0.00	10,415.77	10,785.16	10,964.36	9,000.00	9,000.00	9,000.00	9,000.00	16,062.70	90,000.00
State Food Revenue	8520				396.64	0.00	718.46	748.76	760.13	725.00	725.00	725.00	308.36	672.65	5,780.00
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550					0.00	14,353.00						(0.07)	0.00	14,352.93
One Time Funds	8590							0.00	80,881.00		53,907.70	26,934.42		0.00	161,723.12
Lottery	8560							45,372.26			39,815.53			47,530.64	132,718.43
Lottery, prop 20	8561													46,583.29	46,583.29
Low Performing Block Grant	8590						95,837.00					95,837.00	(191,674.00)	0.00	0.00
Other -Classified PD	8590							8,151.00					(5,451.00)	0.00	2,700.00
Prior Year Payments	prior year	44,854.00	5,127.00	(8,189.19)	9,705.76			5,316.48					(56,814.05)	0.00	0.00
Other Local (Kids Care)	8689	11,689.30	27,915.57	19,524.78	19,904.92	18,986.75	20,234.13	11,312.46	21,215.37	20,000.00	20,000.00	20,000.00	27,716.72	0.00	238,500.00
Other Local (Fundraiser +)	8600-8699	5,781.52	12,689.33	14,334.91	37,661.59	22,774.64	11,555.70	4,054.26	10,917.36	4,000.00	4,000.00	4,000.00	(28,769.31)	0.00	103,000.00
Selpa	8792	16,260.00	16,260.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	0.00	58,534.00	29,267.00	29,267.00	87,541.00	0.00	383,464.00
TOTAL REVENUES		319,571.82	392,260.90	986,749.50	655,526.92	623,847.39	1,054,671.06	739,058.38	243,780.22	1,578,065.19	751,229.45	780,277.64	597,070.52	304,674.78	9,026,783.77
EXPENDITURES															
Certificated Salaries	1000-1999	25,152.13	249,759.34	257,217.06	258,712.94	259,032.59	253,459.02	257,529.20	266,330.98	275,000.00	275,000.00	275,000.00	455,996.74	-	3,108,190.00
Classified Salaries	2000-2999	67,373.09	148,217.08	169,882.97	162,725.19	167,148.04	158,688.96	148,458.06	162,914.07	165,000.00	165,000.00	165,000.00	250,296.44	-	1,930,703.90
Employee Benefits	3000-3999	17,605.14	106,906.72	120,381.65	100,997.46	121,300.54	112,914.64	137,461.86	129,759.06	140,000.00	140,000.00	140,000.00	241,649.93	-	1,508,977.00
Books & Supplies	4000-4999	30,146.85	52,949.55	78,244.23	26,882.41	35,296.45	39,665.88	38,069.35	29,423.71	40,000.00	100,000.00	40,000.00	116,196.57	-	626,875.00
Services & Other Operating Expenses	5000-5999	34,148.99	54,419.53	63,638.35	99,106.31	96,404.86	39,720.49	250,991.05	130,842.75	85,000.00	60,000.00	60,000.00	280,405.58	-	1,254,677.91
Capital Outlay	6000-6999	33,759.80	-	3,741.44	19,055.00	8,080.15	6,702.26	52,626.83	221,120.03	10,000.00	-	-	(210,085.51)	-	145,000.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	-	273,349.00
TOTAL EXPENDITURES		225,857.76	629,923.98	710,777.46	685,151.07	704,934.39	628,823.01	902,808.11	958,062.36	732,671.76	757,671.76	697,671.76	1,213,419.39	0.00	8,847,772.81
NET INCREASE/DECREASE		93,714.06	(237,663.08)	275,972.04	(29,624.15)	(81,087.00)	425,848.05	(163,749.73)	(714,282.14)	845,393.43	(6,442.31)	82,605.88	(616,348.87)	304,674.78	179,010.96
Accruals Received		55,207.00	0.00	74,408.77											129,615.77
Liabilities		(222,333.77)	(104,636.97)		(11,437.58)	25,637.58	22,164.32	35,930.31	23,296.71						0.00
Line of Credit (1,000,000)															0.00
Loan to/from Salida	\$ (1,248,675.92)														(1,248,675.92)
ENDING CASH BALANCE		3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	3,518,224.84	4,363,618.27	4,357,175.96	4,439,781.84	3,823,432.97		

## Great Valley Academy Salida

February 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-Feb 19	Jul 18-Feb 19	Mar 19-Jun 19			A + C
<b>Ordinary Income/Expense</b>						
Income						
8000 • Revenue Limit Sources	3,762,111	4,233,366	3,288,183	7,003,819	7,050,294	7,050,294
8100 • Federal Revenue	27,648	30,000	122,051	149,699	149,699	149,699
8300 • Other State Revenues	238,110	92,270	88,546	171,819	326,655	326,655
8600 • Other Local Revenue	306,479	227,838	18,521	325,000	325,000	325,000
8700 • SELPA	158,223	184,659	138,073	296,296	296,296	296,296
<b>Total Income</b>	<b>4,492,571</b>	<b>4,768,134</b>	<b>3,655,373</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
<b>Gross Profit</b>	<b>4,492,571</b>	<b>4,768,134</b>	<b>3,655,373</b>	<b>7,946,633</b>	<b>8,147,944</b>	<b>8,147,944</b>
Expense						
1000 • Certificated Salaries	1,665,284	1,677,263	1,045,316	2,748,607	2,710,601	2,710,601
2000 • Classified Salaries	885,674	934,200	577,408	1,512,811	1,463,082	1,463,082
3000 • Employee Benefits	720,134	775,947	572,648	1,310,482	1,292,781	1,292,781
4000 • Books & Supplies	281,462	290,727	330,657	488,950	612,119	612,119
5000 • Services & Other Operating Exp	634,892	678,356	586,918	1,203,345	1,221,810	1,221,810
6000 • Capital Outlay	143,682	109,742	56,518	200,200	200,200	200,200
7430 • All Other Financing Uses	238,960	238,960	177,033	415,993	415,993	415,993
<b>Total Expense</b>	<b>4,570,089</b>	<b>4,705,194</b>	<b>3,346,498</b>	<b>7,880,388</b>	<b>7,916,587</b>	<b>7,916,587</b>
<b>Net Ordinary Income</b>	<b>-77,518</b>	<b>62,940</b>	<b>308,875</b>	<b>66,245</b>	<b>231,357</b>	<b>231,357</b>

2018 - 2019  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,545,148.36	2,248,100.40	2,365,023.97	2,557,720.14		
LCFF Revenue	8011	277,978.00	277,978.00	500,360.00	500,360.00	500,360.00	500,360.00	500,360.00		1,074,670.79	574,310.79	574,310.79	517,083.63	0.00	5,798,132.00
EPA Funding	8012			39,900.00		39,900.00		39,900.00		41,372.50			44,317.50	0.00	165,490.00
In-Lieu of Taxes Charter Funding	8096		57,919.00	115,838.00	77,225.00	77,225.00	77,225.00	77,225.00	77,225.00	136,778.74	68,389.37	68,389.37	143,551.52	0.00	976,991.00
Selpa Prop Tax	8097							64,673.00						45,008.00	109,681.00
Federal IDEA	8100-8299												44,849.50	44,849.50	89,699.00
Federal Food	8220			0.00	3,766.59	0.00	7,941.16	7,865.85	8,074.41	7,000.00	7,000.00	6,000.00	6,000.00	6,351.99	60,000.00
State Food Revenue	8520				251.24	0.00	535.40	536.12	550.80	500.00	500.00	500.00	500.00	126.44	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550					0.00	13,031.00						0.34	0.00	13,031.34
One Time Funds	8590								73,435.00		48,944.00	24,453.00		0.00	146,832.00
Lottery	8560							41,072.28			36,149.40			43,276.32	120,498.00
Lottery, prop 20	8561													42,294.00	42,294.00
Low Perf St Blck Grant	8590						97,813.00					97,813.00	(195,626.00)	0.00	0.00
Other -Classified PD	8590							5,670.00					(5,670.00)	0.00	0.00
Prior Year Payments	prior year		4,442.00	(12,296.25)	4,074.85			8,994.31					(5,214.91)	0.00	0.00
Other Local (Kids Care)	8689	7,825.51	24,026.79	14,590.11	15,442.60	24,509.13	17,905.18	29,652.37	14,252.39	15,000.00	15,000.00	15,000.00	1,795.92	0.00	195,000.00
Other Local (Fundraiser +)	8600-8699	471.59	988.90	6,935.52	68,201.52	41,878.41	14,948.31	9,966.77	14,884.15	5,500.00	5,500.00	5,100.00	(44,375.17)	0.00	130,000.00
Selpa	8792	14,384.00	14,384.00	25,891.00	25,891.00	25,891.00	25,891.00	25,891.00	0.00	52,000.00	26,000.00	26,000.00	34,073.00	0.00	296,296.00
TOTAL REVENUES		300,659.10	379,738.69	691,218.38	695,212.80	669,863.54	795,550.05	771,906.70	188,421.75	1,332,822.03	781,793.56	817,566.16	541,285.33	181,906.25	8,147,944.34
EXPENDITURES															
Certificated Salaries	1000-1999	15,663.92	227,395.55	234,203.28	238,588.21	242,273.28	239,993.28	231,744.03	235,422.94	240,000.00	240,000.00	240,000.00	325,316.47	0.00	2,710,600.96
Classified Salaries	2000-2999	46,587.48	109,529.91	128,082.51	117,441.19	123,414.83	118,281.48	115,934.85	126,401.81	130,000.00	130,000.00	130,000.00	187,408.11	0.00	1,463,082.17
Employee Benefits	3000-3999	12,446.47	87,890.44	100,610.30	89,083.27	103,745.99	98,017.33	117,349.35	110,990.44	115,000.00	115,000.00	115,000.00	227,647.82	0.00	1,292,781.41
Books & Supplies	4000-4999	7,473.14	66,601.28	41,652.32	30,406.33	48,705.02	35,894.67	24,114.25	26,615.47	35,000.00	75,000.00	35,000.00	185,656.87	0.00	612,119.35
Services & Other Operating Expens	5000-5999	12,742.74	36,083.23	44,529.59	68,916.46	122,297.90	41,169.30	187,083.85	122,068.83	75,000.00	75,000.00	75,000.00	361,918.15	0.00	1,221,810.05
Capital Outlay	6000-6999	1,295.00	99,365.88	4,080.62	-	8,350.00	1,807.75	-	28,783.01	5,000.00	-	-	51,517.74	0.00	200,200.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	87,423.11	0.00	415,993.00
TOTAL EXPENDITURES		126,078.74	656,736.28	583,028.61	574,305.45	678,657.01	565,033.80	706,096.32	680,152.49	629,869.99	664,869.99	624,869.99	1,426,888.27	0.00	7,916,586.94
NET INCREASE/DECREASE		174,580.36	(276,997.59)	108,189.77	120,907.35	(8,793.47)	230,516.25	65,810.38	(491,730.74)	702,952.04	116,923.57	192,696.17	(885,602.94)	181,906.25	231,357.40
Accruals Received		46,809.00		149.47											46,958.47
Liabilities Accrued (Paid)		(114,602.13)	(67,505.94)		(31,891.24)			(11,308.00)	2,682.79						0.00
Note Payable for Curriculum															0.00
From Modesto (to Modesto)	\$ 1,248,676														1,248,675.92
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,545,148.36	2,248,100.40	2,365,023.97	2,557,720.14	1,672,117.20		

## **Regular Meeting of the Board of Trustees**

April 29, 2019

Monday, 5:30 PM

Great Valley Academy

5901 Sisk Rd.

Modesto, CA 95356

**a. CALL TO ORDER**

**b. PLEDGE OF ALLEGIANCE**

**c. COMMUNICATIONS**

**a. WRITTEN COMMUNICATION**

**b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

**c. MODESTO PRINCIPAL'S REPORT**

**d. SALIDA PRINCIPAL'S REPORT**

**e. HOMESCHOOL PRINCIPAL'S REPORT**

**f. CHIEF OPERATING OFFICER'S REPORT**

**g. CHIEF EXECUTIVE OFFICER'S REPORT**

**h. FOUNDER'S REPORT**

**d. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

- a. Adoption of the Minutes of the Regular Board Meeting of March 25, 2019

**f. ACTION ITEMS**

- a. Approval of Resolution #2019.047 Great Valley Staff/Student Interaction Policy
- b. Approval of Form 990
- c. Approval of Stipend Schedule
- d. Approval of Yolanda Meraz as Board Vice President effective July 1, 2019

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Stakeholder survey results
- c. Student survey results
- d. Self reflection-academic standard
- e. Self reflection- access to broad course of study
- f. Committee Update

**h. FUTURE AGENDA ITEMS**

- a. NEXT REGULAR BOARD MEETING – June 24, 2019

~Modesto Campus

**i. FINAL ADJOURNMENT**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**April 29, 2019**

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Note: Enrollment shows [3/18/19- 4/19/19]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	84.157	95.54%	84.675	95.12%
1	87	82.684	94.52%	84.054	94.62%
2	64	61.157	93.75%	62.831	95.54%
3	93	89.052	94.90%	89.412	94.53%
4	95	91.789	95.78%	91.581	95.98%
5	103	96.947	93.66%	99.202	95.20%
6	99	94.000	94.79%	95.905	93.93%
7	102	96.421	93.75%	98.195	94.95%
8	94	89.210	87.96%	90.310	94.75%
Total	838	785.421	93.84%	796.168	94.94%

2. Key Accomplishments:

April 4th- Yogurt Mill Fundraiser  
April 5th/12th- Kindergarten Experience Day  
April 8th- CAASPP testing began  
April 11th- Jr. High Social  
April 17th- Davis High School Theatre Presentation  
April 18th- 1st Grade Field Trip Fresno Zoo  
April 26th- Crazy Hat/Hair Day  
April 26th- Offspring Fling - Daughter Edition

3. Upcoming Key Events/Activities:

April 30th- Coffee with Ruehle  
April 30th- Site Safety Meeting  
May 3rd- Teacher In-Service Day  
May 6th-10th- Staff Appreciation Week  
May 16th- Spring Concert  
May 17th- Volunteer Appreciation  
May 21st- Fire Drill  
May 23rd- 8th Grade Social  
May 24th- Art Exhibit  
May 24th- 2nd Grade Plant and Animals



# Great Valley Academy Salida

## Charter School Monthly Summary Report

April 29, 2019

ADA

### 1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%.

Grade	Enrollment	ADA	ADA %	YTD	ADA %
K	99	92.80	93.73	93.98	94.22
1	99	94.33	95.28	94.49	94.74
2	99	94.60	95.55	95.96	95.12
3	99	95.00	95.95	95.27	95.34
4	97	93.66	96.56	94.64	96.07
5	99	94.80	95.42	94.52	94.44
6	100	95.33	95.33	95.88	95.35
7	96	91.86	95.29	94.82	95.56
8	87	83.533	95.12	85.00	94.99
Total	875	835.93	95.36	844.60	95.09

### 2. Key Accomplishments:

- a. March 27<sup>th</sup> – Health Curriculum Parent Meeting
- b. March 27<sup>th</sup> – Field Trip – Exploratorium (3<sup>rd</sup>)
- c. March 28<sup>th</sup> – Wow Museum (2<sup>nd</sup>)
- d. April 2<sup>nd</sup> – 3 / 4 Looping Meeting
- e. April 4<sup>th</sup> – Principals Meeting
- f. April 5<sup>th</sup> – Career Day
- g. April 8<sup>th</sup> – CAASPP Testing
- h. April 9<sup>th</sup> – Field Trip – Haggins Museum (3<sup>rd</sup>)
- i. April 9<sup>th</sup> – 5 / 6 Looping Meeting
- j. April 15<sup>th</sup> – Field Trip – Sea Quest (4<sup>th</sup>)
- k. April 16<sup>th</sup> – Collaborative Coffee
- l. April 16<sup>th</sup> – Field Trip – Gallo (Kinder)
- m. April 18<sup>th</sup> - Culm. Event – Environmental Issues (6<sup>th</sup>)

- n. April 18<sup>th</sup> – Culm. Event – Presidents and States (5<sup>th</sup>)
  - o. April 18<sup>th</sup> – Parent Meeting: Consequences
  - p. April 23<sup>rd</sup> – Spring Rotations (1<sup>st</sup>)
  - q. April 24<sup>th</sup> – Time Capsules (Kinder)
  - r. April 24<sup>th</sup> – ARC Night
  - s. April 26<sup>th</sup> – 50s Day BBQ
  - t. April 27<sup>th</sup> – Love Salida
3. Upcoming Key Events/Activities:

- a. May 2<sup>nd</sup> – Multi-campus SRS Meeting
- b. May 3<sup>rd</sup> – Kinder Experience Day
- c. May 3<sup>rd</sup> – Teacher In-service Day
- d. May 3<sup>rd</sup> – Talent Show
- e. May 6<sup>th</sup> – Field Trip SCOE Fab Lab (7<sup>th</sup>)
- f. May 7<sup>th</sup> – Sutters Fort (4<sup>th</sup>)
- g. May 8<sup>th</sup> – Field Trip Oakland Zoo (1<sup>st</sup>)
- h. May 8<sup>th</sup> – 5/6 Loop Meeting
- i. May 10<sup>th</sup> – Field Trip Jr. High Fishing
- j. May 10<sup>th</sup> – Teacher Survey Results
- k. May 14<sup>th</sup> – Collaborative Coffee
- l. May 14<sup>th</sup> – 3 / 4 Looping Meeting
- m. May 16<sup>th</sup> – Field Trip Ancient Artifacts (5<sup>th</sup>)
- n. May 17<sup>th</sup> – Spring Concert
- o. May 17<sup>th</sup> – Spirit Day
- p. May 21<sup>st</sup> – 7 / 8 Looping Meeting
- q. May 22<sup>nd</sup> – ARC Night

- r. May 23<sup>rd</sup> – All GVA Semi-formal
- s. May 24<sup>th</sup> – Field Trip Jr. High Fishing
- t. May 29<sup>th</sup> – Culminating Event Greek Olympics (6<sup>th</sup>)
- u. May 30<sup>th</sup> – Culminating Event Environmental Issues (6<sup>th</sup>)
- v. May 30<sup>th</sup> – Culminating Event Presidents/States (5<sup>th</sup>)
- w. May 31<sup>st</sup> – Staff Celebration
- x. May 31<sup>st</sup> – Jr. High Jam
- y. June 4<sup>th</sup> – Graduation
- z. June 5<sup>th</sup> – 8<sup>th</sup> Grade Trip
- aa. June 6<sup>th</sup> – End of Year Party
- bb. June 7<sup>th</sup> – Final Day of School: Assemblies, Student staff basketball, Student staff volleyball

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

April 29, 2019

1. Enrollment Breakdown by Grade, Enrollment, ADA and ADA%. ADA goal is 96%.

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	13	13	100	11.9	100
1	16	16	100	13.9	98.5
2	8	7.7	100	7.1	99.8
3	6	6	100	6.8	100
4	7	7	100	7	100
5	9	8.4	100	8	100
6	5	4.4	100	4.6	100
7	17	16.9	99.50	16.4	99.4
8	11	11	100	10.7	92
Total	92	90.5	99.90	86.7	98.61

2. Key Accomplishments:

- a. March 25<sup>th</sup> -29<sup>th</sup> – Spring Break
- b. April 1<sup>st</sup> – State testing begins
- c. April 2<sup>nd</sup> – Field Trip to Gallo Center for the Arts
- d. April 8<sup>th</sup> – April 24<sup>th</sup> – Parent Survey open
- e. April 9<sup>th</sup> – Homeschool Orientation – Enrolling students for 2019-2020

3. Upcoming Key Events/Activities:

- a. April 30<sup>th</sup> – Fitness Gram – Grades 5 and 7
- b. April 24<sup>th</sup> – AWR 6 Due
- c. May 17<sup>th</sup> – Arts in the Park
- d. May 21<sup>st</sup> – Parent Orientation
- e. May 30<sup>th</sup> – 8<sup>th</sup> Grade Celebration at Boomers
- f. June 5<sup>th</sup> - 8<sup>th</sup> Grade Promotion Ceremony

Chief Operating Officer's Report  
April 29, 2019  
Board Meeting



Process and Policy Updates

- ❖ Policy Development – Student & Staff Interaction – For Board Approval
- ❖ Fiscal Policy Manual – In Review
- ❖ Human Resource Policy Manual (incl job description updates) – In Review
- ❖ Policy Development – Student Immunizations – with Corporate Attorney
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

District Responsibilities

- ❖ 2019/20 Draft Budget – In Progress
- ❖ Audit Preparations – In Progress
- ❖ Student & Staff Uniform Purchasing Options – In Progress
- ❖ Health & Welfare Benefit Cost Analysis – In Progress
- ❖ Salary Schedule Revisions – In Review
- ❖ Student/Parent Handbook – Revisions in Progress
- ❖ Employee Handbook Updates – Revisions in Progress
- ❖ Annual Website Review for Changes, Improvements and Refresh

Website Analytics

- ❖ March 2019
  - ❑ 2,389 Users Visited (77.2% New/22.8% Returning)
  - ❑ 8,945 Page Views
  - ❑ Users Averaged 2:11 Minutes on the Site
  - ❑ 51.61% Mobile – 45.17% Desktop – 3.22% Tablet
  - ❑ Type: Organic 62.6% – Direct 33.5% – Referral 2.5% – Social 1.4%

Training

- ❖ Annual Governor's Budget Review – May
- ❖ Annual YM & C Legal Updates – Ongoing
- ❖ Annual Paychex Updates – Ongoing
- ❖ GVA Supervisor & Manager HR Training – July 24, 2019
- ❖ All Staff Trainings – August 8, 2019

Chief Executive Officer's Report  
April 29, 2019  
Board Meeting



Strategic Plan

- Action items in process

Board Governance

- New board member lunch and learn, final 2018.2019 session to be scheduled
- Final 2018.2019 meeting was held February 21, 2019

State Accountability

- School site presentations at February meeting

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads participating 2018-2019
- Chamber of Commerce: State of Business and Education (member, event committee)
- Stanislaus County Fall Board Trustees dinner
- Stanislaus Partners in Education annual recognition event
- Bi-Annual community brunch, supporting the Education Foundation of Stanislaus County
- Annual Join Hands for Education dinner, supporting the Education Foundation of Stanislaus County
- Cohort/360 Accelerator sponsored meeting with Assembly Education Committee, Vice Chair, Kevin Kiley
- Annual presentation to SCOE board members (GVA Modesto)
- Monthly SELPA PAC meetings

Other

- Homeschool
  - Continuing to review policies, procedures and academic model
  - Creating plan to implement program updates

Salida Campus

- Stanislaus County required Sisk Road improvements
  - County sign off complete



### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Contractor chosen, contract in process
    - AC unit delivered 2/8/2019, completion in progress
    - HVAC install complete!
  - Balance of funding received
  - Highlands contract approved, installation complete

### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
  - CDE/Commission of the States-Charter Authorizer best practices
  - SELPA-IEP 101 for Charter Schools
  - Teachers College, Columbia University-Leading change in Uncertain Times (K-12 education)
  - CDE-College & Career Indicators
  - CDE-Suspension & Chronic Absenteeism Indicators
  - CDE-Academic Indicators
  - CDE-Local Control and Accountability Plan changes to the Plan Summary
  - CDE-Systems of Support
  - Education Week-SEL Middle School Students
- Conferences
  - CSDC Conference (December)
- Programs
  - Yearlong leadership-coaching mastery (start date 5/30/2018)
  - Year 2 transformational leadership (start date 5/2019)



Legislative update (includes CCSA position)

Updated 4.21.2019

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee. **Re-introduced as AB 575**

**Neutral: SB 126 (Leyva, O'Donnell) – Charter School School Transparency:** Senate Bill 126 would require that California charter school boards comply with the same open meeting, conflict-of-interest and disclosure laws as district school boards, including holding public board meetings and opening records to the public. **Signed by Governor 3.5.2019**

**Oppose: AB 1505 (O'Donnell)-** Eliminates right to appeal to State Board, only allow appeal at County Board level if local district committed a procedural violation or if appeal contains new or different material terms ("as defined"), reduces renewal period to 2-5 years (instead of the current 5 years), eliminates student academic achievement as the most important factor in determining whether to revoke a charter, eliminates appeal process for revocation, and more.

**Oppose: AB 1506 (McCarty)-** Imposes a cap on the opening of new charter schools at the existing level of approximately 1,323 schools, and only allows new charters when an existing charter school closes.

**Oppose: AB 1507 (Smith)-** Removes the right of charter schools to locate their facility outside their authorizing district under very limited circumstances.

**Oppose: SB 756 (Durazo) -**Would create a moratorium on charter schools effective January 1, 2020.





April 29, 2019

## **Founders Report to the Great Valley Academy School Board**

- This month has been a busy legislative month. I was at the Capitol in Sacramento three times this month fighting 4 anti-charter bills. These visits were to address AB1705, AB1707 and AB1708. These bills would put a moratorium on charter growth for 5 years, place all of the authorizing of charters on the local district and allow the district to deny a charter because of financial hard ship on the district. The fourth was a senate bill, SB756.

This bill would have the same effect on charters as the Assembly bills. All of the bills were introduced by the California Teachers Association (CTA).

- After talking with local representatives, I attended the hearings for these bills. Despite the overwhelming public opposition to these bills, they all past out of the education committees and onto appropriations. If passed out of the assembly and senate and signed into law by Governor Newsom, charter schools in California would eventually disappear.

I will continue to fight this battle and garner all the support I can.

- The Great Valley Smart staff and some teachers have started doing reliability testing on the Smart Reading System. Those results will hopefully be good enough to allow research on our new reading program to move forward. If successful, we will be contacting Dr. Fumiko Hoeft to direct farther research.
- I continue to work with the 360 Accelerator, which was formerly the 99 Accelerator. This group looks to expand the awareness of high performing charter schools in the Central Valley.

Sincerely,

Eldon Rosenow, Founder

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
March 25, 2019**

# MINUTES

***Members Present:*** Chad Wolf, Steve Payne, Vince Jamison, Yolanda Meraz

***Members Absent:*** Michael Gianelli, Susan Nisan, Twila Tosh

***Great Valley  
Academy Staff Present:*** Leah Silvestre, Marisa Meeks, Kelli Rupe

***Audience Present:*** Wayne Strumpfer, Esq.

***Call to Order:*** The meeting was called to order at 5:36 p.m.

***Pledge of Allegiance:*** Mr. Payne welcomed everyone and led the Pledge of Allegiance.

***Student Presentation:***

***Communications:*** **COMMUNICATIONS**

***Written  
Communications:*** None

***Public Participation:*** None

***Modesto Principal  
Report:*** Written report only

***Salida Principal  
Report:*** Written report only

***Homeschool Principal  
Report:*** Written report only

# MINUTES

## Regular Meeting of the Board

March 25, 2019

Page | 2

### *Chief Operating*

#### *Officer's Report:*

Mrs. Meeks presented her report to the Board. She showed the Board the new marketing/recruitment brochures that will be used as informational brochures and handouts at this year's job fairs.

### *Chief Executive*

#### *Officer's Report:*

Ms. Silvestre presented her report to the Board. She gave an update on the wait list for each campus as well as an update on assembly bills that affect charter schools.

#### *Founder's Report:*

Written report only

### *Approval of Agenda/*

#### *Order of Agenda:*

The motion was made by Mr. Wolf, seconded by Mr. Jamison, approving the Agenda and Order of Agenda with the change of Final Adjournment moved to after the Brown Act Training. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison

**NOES:** None

**ABSENT:** Gianelli, Nisan, Tosh

**ABSTENTIONS:** None

### *Consent Agenda:*

#### **CONSENT AGENDA**

The motion was made by Mr. Jamison, seconded by Mrs. Meraz approving the consent agenda items. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison

**NOES:** None

**ABSENT:** Gianelli, Nisan, Tosh

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

March 25, 2019

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### **Action Items:**

### **ACTION ITEMS**

a. The motion was made by Mr. Jamison, seconded by Mr. Wolf, approving the Bylaw revision. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison

**NOES:** None

**ABSENT:** Gianelli, Nisan, Tosh

**ABSTENTIONS:** None

b. The motion was made by Mr. Wolf, seconded by Mr. Payne, approving the 2019-2020 Board Meeting Calendar. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison

**NOES:** None

**ABSENT:** Gianelli, Nisan, Tosh

**ABSTENTIONS:** None

c. The motion was made by Mr. Jamison, seconded by Mr. Wolf, approving the 2019-2020 SCOE Master Agreement. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison

**NOES:** None

**ABSENT:** Gianelli, Nisan, Tosh

**ABSTENTIONS:** None

d. The motion was made by Mrs. Meraz, seconded by Mr. Payne approving the Modesto Budget Revision. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison

**NOES:** None

**ABSENT:** Gianelli, Nisan, Tosh

**ABSTENTIONS:** None

e. The motion was made by Mr. Jamison, seconded by Mr. Wolf, approving the Salida Budget Revision. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison

**NOES:** None

**ABSENT:** Gianelli, Nisan, Tosh

**ABSTENTIONS:** None

# **MINUTES**

## **Regular Meeting of the Board**

**March 25, 2019**

**P a g e | 4**

### ***Information and***

#### ***Discussion:***

#### **Monthly Financials**

Both schools are on track to meet budget.

#### **Brown Act Training**

Wayne Strumpfer, Esq. of Young, Minney & Corr

#### ***Future Agenda***

#### ***Items:***

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – April 29, 2019 ~ Salida Campus

#### ***Adjournment:***

The meeting was adjourned at 7:06 pm



**RESOLUTION NO.: 2019.047**

**GREAT VALLEY STAFF/STUDENT INTERACTION POLICY**

GVA recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

**Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent excessive damage to property.

**Acceptable and Unacceptable Staff/Student Behavior**

This policy is intended to guide all GVA staff in conducting themselves in a manner that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders.

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, harmful, or abusive.

Staff must understand their own responsibility for ensuring that they do not violate the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Violations could subject the employee to discipline up to and including termination. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

**The following examples are not exhaustive lists:**

**Unacceptable Staff/Student Behaviors (Violations of this Policy)**

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Any type of inappropriate physical contact with a student. This includes but is not limited to; massages, lingering touches, squeezing, stroking of hair, touches to private body areas.
- (c) Intentionally being alone with a student away from the school.
- (d) Making or participating in sexually inappropriate comments, storytelling or jokes.
- (e) Seeking emotional involvement with a student for your benefit.
- (f) Becoming involved with a student such that a reasonable person may suspect inappropriate behavior.

**Acceptable and Recommended Staff/Student Behaviors**

- (a) Getting parents' written consent for any off school property or after-school activities.
- (b) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes.
- (c) Keeping the door open when alone with a student.
- (d) Keeping reasonable space between you and your students.
- (e) Stopping and correcting students if they cross your own personal boundaries.
- (f) Keeping parents informed when a significant issue develops about a student.
- (g) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (h) Involving your supervisor if conflict arises with the student or has the potential to become severe.
- (i) Making detailed notes about an incident that could evolve into a more serious situation later.
- (j) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (k) Recommend asking another staff member to be present if you will be alone with a student.
- (l) Pats on the back, high fives and handshakes are acceptable.
- (m) Hugs of an appropriate nature, often student initiated, that are quick, non-sexual, and side to side when possible. For the purpose of this policy, the term "hug" is defined as a quick and appropriate embrace between a staff member and student as form of admiration, respect and/or care. GVA's philosophy of Safe, Loved and Learning allows for safe interactions such as hugs in order to support students overall well-being and foster authentic adult interactions. Hugs should in no way be excessive, aggressive, lasting for a prolonged period of time.
- (n) Keeping your professional conduct a high priority.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; 3) engaging in a rescue or application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Excessive force is prohibited.

## **Boundaries Reporting**

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having violated the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to an Administrator promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse. The Administrator will notify the Chief Executive Officer or designee promptly upon investigation.

## **Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)**

If, within your professional capacity or within the scope of your employment, you observe or obtain possession of knowledge that a child has been a victim of child abuse or sexual abuse, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion directly to a child protective agency or the police. The report shall be made by phone immediately and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Please refer to GVA policy resolution 2019.046 for detailed reporting requirements.

## **Investigating**

The Administrator will promptly investigate, document and report to the Chief Executive Officer or designee the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating Administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as reasonably as possible. The Chief Executive Officer or designee shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Chief Executive Officer or designee shall report to the Governing Board any conclusions reached. The Chief Executive Officer or designee shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

## **Consequences**

Staff members who violate this policy will be subject to disciplinary action up to and including termination, and where appropriate, will be reported to authorities for potential legal action.

Date Approved:

---

**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:



Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ **Do not enter social security numbers on this form as it may be made public.**▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.****2017****Open to Public  
Inspection****A** For the 2017 calendar year, or tax year beginning 7/01, 2017, and ending 6/30, 2018**B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** GREAT VALLEY ACADEMY, INC.  
 3200 TULLY ROAD  
 MODESTO, CA 95350

**D** Employer identification number

61-1506412

**E** Telephone number

(209) 576-2283

**G** Gross receipts \$ 16,653,876.**F** Name and address of principal officer:

SAME AS C ABOVE

**H(a)** Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No  
If 'No,' attach a list. (see instructions)**I** Tax-exempt status ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ WWW.GREATVALLEYACADEMY.COM**H(c)** Group exemption number ▶**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶ **L** Year of formation: 2008 **M** State of legal domicile: CA**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b>	Briefly describe the organization's mission or most significant activities: <u>SEE SCHEDULE O</u>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<u>10</u>	
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<u>10</u>	
	<b>5</b>	Total number of individuals employed in calendar year 2017 (Part V, line 2a)	<u>289</u>	
	<b>6</b>	Total number of volunteers (estimate if necessary)	<u>369</u>	
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<u>0.</u>	
<b>7b</b>	Net unrelated business taxable income from Form 990-T, line 34	<u>0.</u>		
<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h)	<u>14,415,394.</u>	<u>15,925,328.</u>
	<b>9</b>	Program service revenue (Part VIII, line 2g)	<u>575,396.</u>	<u>550,735.</u>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<u>2,339.</u>	<u>2,725.</u>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<u>126,897.</u>	<u>136,035.</u>
	<b>12</b>	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<u>15,120,026.</u>	<u>16,614,823.</u>
<b>Expenses</b>	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4)		
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<u>10,439,703.</u>	<u>11,163,473.</u>
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e)		
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25) ▶		
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<u>3,866,075.</u>	<u>4,204,438.</u>
	<b>18</b>	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<u>14,305,778.</u>	<u>15,367,911.</u>
<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	<u>814,248.</u>	<u>1,246,912.</u>	
<b>Net Assets or Fund Balances</b>	<b>20</b>	Total assets (Part X, line 16)	<u>17,671,542.</u>	<u>18,933,382.</u>
	<b>21</b>	Total liabilities (Part X, line 26)	<u>7,408,642.</u>	<u>7,423,570.</u>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20	<u>10,262,900.</u>	<u>11,509,812.</u>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer	Date			
	<u>STEVE PAYNE</u>	<u>PRESIDENT</u>			
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	<u>MICHAEL KLEIN, CPA, EA</u>	<u>MICHAEL KLEIN, CPA, EA</u>			<u>P01084572</u>
	Firm's name ▶ <u>NIGRO &amp; NIGRO PC</u>				
	Firm's address ▶ <u>25220 HANCOCK AVE STE 400</u> <u>MURRIETA, CA 92562-9739</u>	Firm's EIN ▶ <u>30-0636241</u> Phone no. <u>(951) 698-8783</u>			

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☒ **X****1** Briefly describe the organization's mission:SEE SCHEDULE O**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If 'Yes,' describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If 'Yes,' describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code: ) (Expenses \$ 11,919,587. including grants of \$ ) (Revenue \$ )THE ORGANIZATION PROVIDES CLASSROOM BASED INSTRUCTION TO STUDENTS IN GRADES  
KINDERGARTEN THROUGH 8TH GRADE. THE ORGANIZATION'S INQUIRY-BASED CURRICULUM WILL HELP  
STUDENTS BECOME SELF-MOTIVATED AND COMPETENT LIFE-LONG LEARNERS WHO ARE CRITICAL  
THINKERS, DEMONSTRATING CONFIDENCE AND CREATIVITY.**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**4d** Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses **▶** 11,919,587.

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If 'Yes,' complete Schedule A.</i> .....	X	
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)? .....		X
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If 'Yes,' complete Schedule C, Part I.</i> .....		X
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If 'Yes,' complete Schedule C, Part II.</i> .....		X
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If 'Yes,' complete Schedule C, Part III.</i> .....		X
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If 'Yes,' complete Schedule D, Part I.</i> .....		X
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If 'Yes,' complete Schedule D, Part II.</i> .....		X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If 'Yes,' complete Schedule D, Part III.</i> .....		X
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If 'Yes,' complete Schedule D, Part IV.</i> .....		X
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If 'Yes,' complete Schedule D, Part V.</i> .....		X
<b>11</b> If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If 'Yes,' complete Schedule D, Part VI.</i> .....	X	
<b>b</b> Did the organization report an amount for investments — other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part VII.</i> .....		X
<b>c</b> Did the organization report an amount for investments — program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part VIII.</i> .....		X
<b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If 'Yes,' complete Schedule D, Part IX.</i> .....		X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If 'Yes,' complete Schedule D, Part X.</i> .....	X	
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If 'Yes,' complete Schedule D, Part X.</i> .....	X	
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If 'Yes,' complete Schedule D, Parts XI and XII.</i> .....	X	
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional.</i> .....		X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If 'Yes,' complete Schedule E.</i> .....	X	
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? .....		X
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If 'Yes,' complete Schedule F, Parts I and IV.</i> .....		X
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If 'Yes,' complete Schedule F, Parts II and IV.</i> .....		X
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If 'Yes,' complete Schedule F, Parts III and IV.</i> .....		X
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If 'Yes,' complete Schedule G, Part I</i> (see instructions). .....		X
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If 'Yes,' complete Schedule G, Part II.</i> .....	X	
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If 'Yes,' complete Schedule G, Part III.</i> .....		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If 'Yes,' complete Schedule H.</i>		X
<b>b</b> If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If 'Yes,' complete Schedule I, Parts I and II.</i>		X
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If 'Yes,' complete Schedule I, Parts I and III.</i>		X
<b>23</b> Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If 'Yes,' complete Schedule J.</i>	X	
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.</i>		X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>d</b> Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If 'Yes,' complete Schedule L, Part II.</i>		X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part III.</i>		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>		X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M.</i>		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II.</i>		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If 'Yes,' complete Schedule R, Part I.</i>		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>		X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
<b>b</b> If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If 'Yes,' complete Schedule R, Part VI.</i>		X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O.	X	

BAA

Form 990 (2017)

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
<b>1 a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable. <b>1 a</b> 32		
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable. <b>1 b</b> 0		
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? <b>1 c</b> X	X	
<b>2 a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. <b>2 a</b> 289		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>2 b</b> X	X	
<b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
<b>3 a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year? <b>3 a</b>		X
<b>b</b> If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation in Schedule O. <b>3 b</b>		
<b>4 a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? <b>4 a</b>		X
<b>b</b> If 'Yes,' enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5 a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? <b>5 a</b>		X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? <b>5 b</b>		X
<b>c</b> If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? <b>5 c</b>		
<b>6 a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? <b>6 a</b>		X
<b>b</b> If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? <b>6 b</b>		
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? <b>7 a</b>		X
<b>b</b> If 'Yes,' did the organization notify the donor of the value of the goods or services provided? <b>7 b</b>		
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? <b>7 c</b>		X
<b>d</b> If 'Yes,' indicate the number of Forms 8282 filed during the year. <b>7 d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? <b>7 e</b>		X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? <b>7 f</b>		X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? <b>7 g</b>		
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? <b>7 h</b>		
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? <b>8</b>		
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966? <b>9 a</b>		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? <b>9 b</b>		
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12. <b>10 a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. <b>10 b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders. <b>11 a</b>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.). <b>11 b</b>		
<b>12 a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? <b>12 a</b>		
<b>b</b> If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. <b>12 b</b>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? <b>13 a</b>		
<b>Note.</b> See the instructions for additional information the organization must report on Schedule O.		
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. <b>13 b</b>		
<b>c</b> Enter the amount of reserves on hand. <b>13 c</b>		
<b>14 a</b> Did the organization receive any payments for indoor tanning services during the tax year? <b>14 a</b>		X
<b>b</b> If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O. <b>14 b</b>		

**Part VI Governance, Management, and Disclosure** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒ **X****Section A. Governing Body and Management**

	Yes	No
<b>1 a</b> Enter the number of voting members of the governing body at the end of the tax year. . . . . <b>1 a</b> 10 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent . . . . . <b>1 b</b> 10		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . . <b>2</b>		<b>X</b>
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? . . . . . <b>3</b>		<b>X</b>
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . . <b>4</b>		<b>X</b>
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . . <b>5</b>		<b>X</b>
<b>6</b> Did the organization have members or stockholders? . . . . . <b>6</b>		<b>X</b>
<b>7 a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . . <b>7 a</b>		<b>X</b>
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . . <b>7 b</b>		<b>X</b>
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b> The governing body? . . . . . <b>8 a</b>	<b>X</b>	
<b>b</b> Each committee with authority to act on behalf of the governing body? . . . . . <b>8 b</b>	<b>X</b>	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O. . . . . <b>9</b>		<b>X</b>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10 a</b> Did the organization have local chapters, branches, or affiliates? . . . . . <b>10 a</b>		<b>X</b>
<b>b</b> If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . . <b>10 b</b>		
<b>11 a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . . <b>11 a</b>	<b>X</b>	
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
<b>12 a</b> Did the organization have a written conflict of interest policy? If 'No,' go to line 13. . . . . <b>12 a</b>	<b>X</b>	
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . . <b>12 b</b>	<b>X</b>	
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done. . . . . SEE SCHEDULE O . . . . . <b>12 c</b>	<b>X</b>	
<b>13</b> Did the organization have a written whistleblower policy? . . . . . <b>13</b>	<b>X</b>	
<b>14</b> Did the organization have a written document retention and destruction policy? . . . . . <b>14</b>	<b>X</b>	
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official. SEE SCHEDULE O. . . . . <b>15 a</b>	<b>X</b>	
<b>b</b> Other officers or key employees of the organization. . . . . SEE SCHEDULE O. . . . . <b>15 b</b>	<b>X</b>	
If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16 a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . . <b>16 a</b>		<b>X</b>
<b>b</b> If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . . <b>16 b</b>		

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed ▶ CA

**18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. SEE SCHEDULE O

**20** State the name, address, and telephone number of the person who possesses the organization's books and records: ▶  
SUSAN COOPER 3200 TULLY ROAD MODESTO CA 95350 (209) 576-2283

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) STEVE PAYNE PRESIDENT	1 0	X		X				0.	0.	0.
(2) MICHAEL GIANELLI VICE PRESIDENT	1 0	X		X				0.	0.	0.
(3) CHAD WOLF SECRETARY	1 0	X		X				0.	0.	0.
(4) JOHN KRAMER TREASURER	1 0	X		X				0.	0.	0.
(5) TWILA TOSH DESIGNEE	1 0	X						0.	0.	0.
(6) SUSAN NISAN MEMBER	1 0	X						0.	0.	0.
(7) RYAN SWEHLA MEMBER	1 0	X						0.	0.	0.
(8) YOLANDA MERAZ MEMBER	1 0	X						0.	0.	0.
(9) VINCE JAMISON MEMBER	1 0	X						0.	0.	0.
(10) MICHELLE BARTON MEMBER	1 0	X						0.	0.	0.
(11) LEAH SILVESTRE FRANKLIN CEO	40 0			X				144,981.	0.	12,224.
(12) MARISA JACOBSON-MEEKS COO	40 0			X				87,500.	0.	4,872.
(13) DR. ELDON ROSENOW FOUNDER	40 0				X			169,000.	0.	6,760.
(14) RUSSEL HOWELL PRINCIPAL	40 0					X		105,238.	0.	27,128.

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**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(15) -----	-----								
(16) -----	-----								
(17) -----	-----								
(18) -----	-----								
(19) -----	-----								
(20) -----	-----								
(21) -----	-----								
(22) -----	-----								
(23) -----	-----								
(24) -----	-----								
(25) -----	-----								

**1 b Sub-total** ..... 506,719. 0. 50,984.  
**c Total from continuation sheets to Part VII, Section A** ..... 0. 0. 0.  
**d Total (add lines 1b and 1c)** ..... 506,719. 0. 50,984.

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ 3

**3** Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If 'Yes,' complete Schedule J for such individual.* .....

	Yes	No
<b>3</b>		X
<b>4</b>	X	
<b>5</b>		X

**4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If 'Yes,' complete Schedule J for such individual.* .....

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If 'Yes,' complete Schedule J for such person.* .....

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ 0



**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1 a</b>					
	<b>b</b> Membership dues .....	<b>1 b</b>					
	<b>c</b> Fundraising events .....	<b>1 c</b>					
	<b>d</b> Related organizations .....	<b>1 d</b>					
	<b>e</b> Government grants (contributions) ....	<b>1 e</b> 15,921,856.					
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above ...	<b>1 f</b> 3,472.					
	<b>g</b> Noncash contributions included in lines 1a-1f: \$						
	<b>h Total.</b> Add lines 1a-1f .....		15,925,328.				
<b>Program Service Revenue</b>	<b>Business Code</b>						
	<b>2 a</b> <u>CHILDCARE FEES</u> .....		414,053.			414,053.	
	<b>b</b> <u>FIELD TRIP</u> .....		59,560.	59,560.			
	<b>c</b> <u>CHILD NUTRITION</u> .....		53,659.			53,659.	
	<b>d</b> <u>SPORTS</u> .....		8,382.	8,382.			
	<b>e</b> <u>MUSIC</u> .....		8,360.	8,360.			
	<b>f</b> All other program service revenue ...	<b>WKS</b>	6,721.			6,721.	
	<b>g Total.</b> Add lines 2a-2f .....		550,735.				
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest and other similar amounts) .....		2,725.			2,725.	
	<b>4</b> Income from investment of tax-exempt bond proceeds ..						
	<b>5</b> Royalties .....						
	<b>6 a</b> Gross rents .....	(i) Real	(ii) Personal				
		<b>b</b> Less: rental expenses .....					
		<b>c</b> Rental income or (loss) ...					
		<b>d</b> Net rental income or (loss) .....					
	<b>7 a</b> Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		<b>b</b> Less: cost or other basis and sales expenses .....					
		<b>c</b> Gain or (loss) .....					
		<b>d</b> Net gain or (loss) .....					
	<b>8 a</b> Gross income from fundraising events (not including: \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....	<b>a</b>	175,088.				
		<b>b</b> Less: direct expenses .....	<b>b</b>	39,053.			
		<b>c</b> Net income or (loss) from fundraising events .....		136,035.			136,035.
	<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....	<b>a</b>					
		<b>b</b> Less: direct expenses .....	<b>b</b>				
		<b>c</b> Net income or (loss) from gaming activities .....					
	<b>10 a</b> Gross sales of inventory, less returns and allowances .....	<b>a</b>					
		<b>b</b> Less: cost of goods sold .....	<b>b</b>				
		<b>c</b> Net income or (loss) from sales of inventory .....					
<b>Miscellaneous Revenue</b>		<b>Business Code</b>					
<b>11 a</b> .....							
<b>b</b> .....							
<b>c</b> .....							
<b>d</b> All other revenue .....							
<b>e Total.</b> Add lines 11a-11d .....							
<b>12 Total revenue.</b> See instructions .....			16,614,823.	76,302.	0.	613,193.	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☐

<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>	<b>(A)</b> Total expenses	<b>(B)</b> Program service expenses	<b>(C)</b> Management and general expenses	<b>(D)</b> Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	425,337.	0.	425,337.	0.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	8,060,322.	7,365,480.	694,842.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).	1,113,956.	1,113,956.		
9 Other employee benefits.	1,199,777.	1,008,903.	190,874.	
10 Payroll taxes.	364,081.	282,024.	82,057.	
11 Fees for services (non-employees):				
a Management.				
b Legal.	30,964.		30,964.	
c Accounting.	30,438.		30,438.	
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	1,326,836.	997,051.	329,785.	
12 Advertising and promotion.	20,671.	650.	20,021.	
13 Office expenses.				
14 Information technology.				
15 Royalties.				
16 Occupancy.	124,081.	4,056.	120,025.	
17 Travel.	94,753.	83,845.	10,908.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.	347,856.		347,856.	
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	311,990.		311,990.	
23 Insurance.	137,779.		137,779.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <u>BOOKS AND SUPPLIES</u>	724,152.	562,921.	161,231.	
b <u>UTILITIES</u>	215,021.		215,021.	
c <u>FOOD PROGRAM</u>	204,461.	204,461.		
d <u>FIELD TRIPS</u>	144,039.	144,039.		
e All other expenses.	491,397.	152,201.	339,196.	
25 Total functional expenses. Add lines 1 through 24e.	15,367,911.	11,919,587.	3,448,324.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash — non-interest-bearing .....	2,838,932.	<b>1</b>	5,376,738.
	<b>2</b> Savings and temporary cash investments .....	1,943,469.	<b>2</b>	549,465.
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>	
	<b>4</b> Accounts receivable, net .....	547,392.	<b>4</b>	206,184.
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....	27,080.	<b>9</b>	31,353.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 14,173,644.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 1,404,002.	12,314,669.	<b>10c</b> 12,769,642.
	<b>11</b> Investments — publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments — other securities. See Part IV, line 11 .....		<b>12</b>	
	<b>13</b> Investments — program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
	<b>15</b> Other assets. See Part IV, line 11 .....		<b>15</b>	
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 34) .....	17,671,542.	<b>16</b>	18,933,382.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	614,279.	<b>17</b>	519,073.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....	13,911.	<b>19</b>	24,320.
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....	6,764,500.	<b>23</b>	6,541,746.
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....	15,952.	<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		<b>25</b>	338,431.
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....	7,408,642.	<b>26</b>	7,423,570.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets .....	10,194,684.	<b>27</b>	11,336,539.
	<b>28</b> Temporarily restricted net assets .....	68,216.	<b>28</b>	173,273.
	<b>29</b> Permanently restricted net assets .....		<b>29</b>	
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here</b> <input type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds .....		<b>30</b>	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>31</b>	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>32</b>	
	<b>33</b> Total net assets or fund balances .....	10,262,900.	<b>33</b>	11,509,812.
	<b>34</b> Total liabilities and net assets/fund balances .....	17,671,542.	<b>34</b>	18,933,382.

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**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI. ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	16,614,823.
2	Total expenses (must equal Part IX, column (A), line 25)	2	15,367,911.
3	Revenue less expenses. Subtract line 2 from line 1	3	1,246,912.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	10,262,900.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	11,509,812.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII. ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____		
If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:		
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
b Were the organization's financial statements audited by an independent accountant?	X	
If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:		
<input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
c If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?		X
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

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Form 990 (2017)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2017**

**Open to Public  
Inspection**

Name of the organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☒ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations: \_\_\_\_\_
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.) . . . . .						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf. . . . .						
3 The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						
4 <b>Total.</b> Add lines 1 through 3 . . . . .						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . . . . .						
6 <b>Public support.</b> Subtract line 5 from line 4 . . . . .						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4 . . . . .						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . . .						
9 Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						
11 <b>Total support.</b> Add lines 7 through 10 . . . . .						
12 Gross receipts from related activities, etc. (see instructions) . . . . .					12	
13 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . . ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f)). . . . .	14	%
15 Public support percentage from 2016 Schedule A, Part II, line 14 . . . . .	15	%
16a <b>33-1/3% support test—2017.</b> If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization. . . . . ▶ <input type="checkbox"/>		
b <b>33-1/3% support test—2016.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
17a <b>10%-facts-and-circumstances test—2017.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. . . . . ▶ <input type="checkbox"/>		
b <b>10%-facts-and-circumstances test—2016.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. . . . . ▶ <input type="checkbox"/>		
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▶ <input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.) .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose. ....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513. ....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf. ....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge ...						
<b>6 Total.</b> Add lines 1 through 5. ....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons. ....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year. ....						
<b>c</b> Add lines 7a and 7b. ....						
<b>8 Public support.</b> (Subtract line 7c from line 6.) .....						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
<b>9</b> Amounts from line 6. ....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources. ....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975. ....						
<b>c</b> Add lines 10a and 10b. ....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on. ....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) .....						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**. ☐ ►**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f)).	<b>15</b>	%
<b>16</b> Public support percentage from 2016 Schedule A, Part III, line 15.	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for <b>2017</b> (line 10c, column (f) divided by line 13, column (f)).	<b>17</b>	%
<b>18</b> Investment income percentage from <b>2016</b> Schedule A, Part III, line 17.	<b>18</b>	%

**19a 33-1/3% support tests—2017.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ☐ ►**b 33-1/3% support tests—2016.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ☐ ►**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ☐ ►

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If 'No,' describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If 'Yes,' explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If 'Yes,' answer (b) and (c) below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If 'Yes,' describe in <b>Part VI</b> when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If 'Yes,' explain in <b>Part VI</b> what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ('foreign supported organization')? <i>If 'Yes' and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If 'Yes,' describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If 'Yes,' explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If 'Yes,' answer (b) and (c) below (if applicable). Also, provide detail in <b>Part VI</b>, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If 'Yes,' provide detail in <b>Part VI</b>.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If 'Yes,' provide detail in <b>Part VI</b>.</i>		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If 'Yes,' provide detail in <b>Part VI</b>.</i>		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If 'Yes,' provide detail in <b>Part VI</b>.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If 'Yes,' answer 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		



**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	<b>11a</b>	
<b>b</b> A family member of a person described in (a) above?	<b>11b</b>	
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If 'Yes' to a, b, or c, provide detail in <b>Part VI</b> .	<b>11c</b>	

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If 'No,' describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.	<b>1</b>	
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.	<b>2</b>	

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).	<b>1</b>	

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	<b>1</b>	
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).	<b>2</b>	
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.	<b>3</b>	

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.			
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a government entity (see instructions).			
<b>2</b> Activities Test. Answer (a) and (b) below.		Yes	No
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	<b>2a</b>		
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.	<b>2b</b>		
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in <b>Part VI</b> .	<b>3a</b>		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in <b>Part VI</b> the role played by the organization in this regard.	<b>3b</b>		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4).	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

BAA

Schedule A (Form 990 or 990-EZ) 2017

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)**Section D – Distributions**

	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in <b>Part VI</b> ). See instructions.	
7 <b>Total annual distributions.</b> Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.	
9 Distributable amount for 2017 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

**Section E – Distribution Allocations (see instructions)**

	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required – explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2017			
<b>a</b>			
<b>b</b> From 2013 .....			
<b>c</b> From 2014 .....			
<b>d</b> From 2015 .....			
<b>e</b> From 2016 .....			
<b>f</b> Total of lines 3a through e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2017 distributable amount			
<b>i</b> Carryover from 2012 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2017 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2017 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 <b>Excess distributions carryover to 2018.</b> Add lines 3j and 4c.			
8 Breakdown of line 7:			
<b>a</b> Excess from 2013 .....			
<b>b</b> Excess from 2014 .....			
<b>c</b> Excess from 2015 .....			
<b>d</b> Excess from 2016 .....			
<b>e</b> Excess from 2017 .....			

BAA

Schedule A (Form 990 or 990-EZ) 2017

**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

COPY

**SCHEDULE D  
(Form 990)**Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Financial Statements**

► Complete if the organization answered 'Yes' on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2017****Open to Public  
Inspection**

Employer identification number

GREAT VALLEY ACADEMY, INC.

61-1506412

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2 a
b Total acreage restricted by conservation easements .....	2 b
c Number of conservation easements on a certified historic structure included in (a) .....	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► .....

4 Number of states where property subject to conservation easement is located ► .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

► \$ .....

(ii) Assets included in Form 990, Part X .....

► \$ .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

► \$ .....

b Assets included in Form 990, Part X .....

► \$ .....

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

a ☐ Public exhibition

b ☐ Scholarly research

c ☐ Preservation for future generations

d ☐ Loan or exchange programs

e ☐ Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1 c
d Additions during the year	1 d
e Distributions during the year	1 e
f Ending balance	1 f

2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII. ☐

**Part V Endowment Funds.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ☐ %

b Permanent endowment ☐ %

c Temporarily restricted endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) unrelated organizations

(ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land		2,070,000.		2,070,000.
b Buildings		6,450,104.	751,311.	5,698,793.
c Leasehold improvements		5,257,186.	538,391.	4,718,795.
d Equipment		380,792.	114,300.	266,492.
e Other		15,562.		15,562.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				12,769,642.

BAA

Schedule D (Form 990) 2017

**Part VII Investments – Other Securities.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely-held equity interests.....		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
(I) -----		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 12.) .. ▶		

**Part VIII Investments – Program Related.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 13.) .. ▶		

**Part IX Other Assets.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 15.) .. ▶	

**Part X Other Liabilities.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25

(a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2) ACCRUED PAYROLL & BENEFITS	129,710.	
(3) NET DEFERRED PAY	208,721.	
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
(11)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 25.) .. ▶	338,431.	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII. .... **SEE, PART XIII.** ☒

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements .....	<b>1</b>	16,653,876.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments .....	<b>2a</b>	
<b>b</b>	Donated services and use of facilities .....	<b>2b</b>	
<b>c</b>	Recoveries of prior year grants .....	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.) SEE PART XIII .....	<b>2d</b>	39,053.
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	39,053.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	16,614,823.
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b .....	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> .....	<b>4c</b>	
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.) .....	<b>5</b>	16,614,823.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements .....	<b>1</b>	15,406,964.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities .....	<b>2a</b>	
<b>b</b>	Prior year adjustments .....	<b>2b</b>	
<b>c</b>	Other losses .....	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.) SEE PART XIII .....	<b>2d</b>	39,053.
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	39,053.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	15,367,911.
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b .....	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> .....	<b>4c</b>	
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.) .....	<b>5</b>	15,367,911.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X - FIN 48 FOOTNOTE**

THE CHARTER IS A NON-PROFIT ENTITY EXEMPT FROM THE PAYMENT OF INCOME TAXES UNDER INTERNAL REVENUE CODE SECTION 501(C)(3) AND CALIFORNIA REVENUE AND TAXATION CODE SECTION 23701D. ACCORDINGLY, NO PROVISION HAS BEEN MADE FOR INCOME TAXES FOR ITS PRIMARY ACTIVITY. HOWEVER, THE CHARTER ALSO CONDUCTS UNRELATED CONSULTING ACTIVITIES FOR WHICH UNRELATED BUSINESS INCOME IS GENERATED. AS A RESULT, THIS INCOME IS TAXABLE, HOWEVER, MANAGEMENT BELIEVES THAT NO MATERIAL INCOME TAX LIABILITY WILL ARISE FOR THIS FISCAL YEAR ENDING JUNE 30, 2018, AND THEREFORE, NO

BAA

Schedule D (Form 990) 2017



**Part XIII** Supplemental Information (continued)**PART X - FIN 48 FOOTNOTE (CONTINUED)**

PROVISION HAS BEEN MADE FOR INCOME TAXES. MANAGEMENT HAS DETERMINED THAT ALL INCOME TAX POSITIONS ARE MORE LIKELY THAN NOT OF BEING SUSTAINED UPON POTENTIAL AUDIT OR EXAMINATION; THEREFORE, NO DISCLOSURES OF UNCERTAIN INCOME TAX POSITIONS ARE REQUIRED.

**SCHEDULE D, PART XI, LINE 2D****OTHER REVENUE INCLUDED IN F/S BUT NOT INCLUDED ON FORM 990**

DIRECT FUNDRAISING EXPENSE .....	\$	39,053.
TOTAL	\$	<u>39,053.</u>

**SCHEDULE D, PART XII, LINE 2D****OTHER EXPENSES AND LOSSES PER AUDITED F/S**

DIRECT FUNDRAISING EXPENSE .....	\$	39,053.
TOTAL	\$	<u>39,053.</u>

COPY

**SCHEDULE E**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Schools**

- **Complete if the organization answered 'Yes' on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.**  
► **Attach to Form 990 or Form 990-EZ.**  
► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2017****Open to Public Inspection**

Name of the organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part I**

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? .....	X	
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? .....	X	
3 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If 'Yes,' please describe. If 'No,' please explain. If you need more space, use Part II. ....	X	
<u>ALL MATERIALS FOR PROMOTION AND ENROLLMENT CONTAIN NON-DISCRIMINATION STATEMENTS.</u>		
-----		
-----		
4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff? .....	X	
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? .....		X
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? .....	X	
d Copies of all material used by the organization or on its behalf to solicit contributions? .....	X	
If you answered 'No' to any of the above, please explain. If you need more space, use Part II.		
<u>THE SCHOOL IS A PUBLIC CHARTER SCHOOL. THERE IS NO TUITION SO SCHOLARSHIPS AND FINANCIAL ASSISTANCE ARE NOT APPLICABLE.</u>		
-----		
5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges? .....		X
b Admissions policies? .....		X
c Employment of faculty or administrative staff? .....		X
d Scholarships or other financial assistance? .....		X
e Educational policies? .....		X
f Use of facilities? .....		X
g Athletic programs? .....		X
h Other extracurricular activities? .....		X
If you answered 'Yes' to any of the above, please explain. If you need more space, use Part II.		
-----		
-----		
-----		
6a Does the organization receive any financial aid or assistance from a governmental agency? .....	X	
b Has the organization's right to such aid ever been revoked or suspended? .....		X
If you answered 'Yes' on either line 6a or line 6b, explain on Part II.		
-----		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If 'No,' explain on Part II. ....	X	

---

**Part II** **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information (see instructions).

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COPY

**SCHEDULE G**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information Regarding Fundraising or Gaming Activities**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest instructions.

OMB No. 1545-0047

**2017**

**Open to Public  
Inspection**

Name of the organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part I Fundraising Activities.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 17.  
Form 990-EZ filers are not required to complete this part.

**1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- |   |  |
|---|--|
| <b>a</b> <input checked="" type="checkbox"/> Mail solicitations               | <b>e</b> <input checked="" type="checkbox"/> Solicitation of non-government grants |
| <b>b</b> <input checked="" type="checkbox"/> Internet and email solicitations | <b>f</b> <input checked="" type="checkbox"/> Solicitation of government grants     |
| <b>c</b> <input type="checkbox"/> Phone solicitations                         | <b>g</b> <input checked="" type="checkbox"/> Special fundraising events            |
| <b>d</b> <input checked="" type="checkbox"/> In-person solicitations          |  |

**2a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☒ No

**b** If 'Yes,' list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in column (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total.....▶						0.

**3** List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

CA

**Part II Fundraising Events.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b.  
List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		JOG-A-THON (event type)	OTHER (SMALL E (event type)	6 (total number)	(add column (a) through column (c))
REVENUE	1 Gross receipts .....	88,665.	33,233.	53,190.	175,088.
	2 Less: Contributions .....				
	3 Gross income (line 1 minus line 2) .....	88,665.	33,233.	53,190.	175,088.
DIRECT EXPENSES	4 Cash prizes .....				
	5 Noncash prizes .....	933.			933.
	6 Rent/facility costs .....				
	7 Food and beverages .....			14,745.	14,745.
	8 Entertainment .....				
	9 Other direct expenses .....	11,459.		11,916.	23,375.
	10 Direct expense summary. Add lines 4 through 9 in column (d) .....				39,053.
	11 Net income summary. Subtract line 10 from line 3, column (d) .....				136,035.

**Part III Gaming.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add column (a) through column (c))
		1 Gross revenue .....			
DIRECT EXPENSES	2 Cash prizes .....				
	3 Noncash prizes .....				
	4 Rent/facility costs .....				
	5 Other direct expenses .....				
6 Volunteer labor .....	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No		
7 Direct expense summary. Add lines 2 through 5 in column (d) .....					
8 Net gaming income summary. Subtract line 7 from line 1, column (d) .....					

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If 'No,' explain: \_\_\_\_\_

10 a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If 'Yes,' explain: \_\_\_\_\_

- 11 Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13 Indicate the percentage of gaming activity conducted in:
- |                               |      |   |
|-------------------------------|------|---|
| a The organization's facility | 13 a | % |
| b An outside facility         | 13 b | % |
- 14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

- 15 a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No
- b If 'Yes,' enter the amount of gaming revenue received by the organization ▶ \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ▶ \$ \_\_\_\_\_
- c If 'Yes,' enter name and address of the third party:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

16 Gaming manager information:

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

☐ Director/officer

☐ Employee

☐ Independent contractor

17 Mandatory distributions:

- a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No
- b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_

**Part IV Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

**SCHEDULE J  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Compensation Information**

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered 'Yes' on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/form990](http://www.irs.gov/form990) for instructions and the latest information

OMB No. 1545-0047

**2017**

**Open to Public  
Inspection**

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part I Questions Regarding Compensation**

**1 a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |   |
|--|---|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use    |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence    |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees      |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as, maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If 'No,' complete Part III to explain. ....

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....

**3** Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |  |   |
|--|---|
| <input type="checkbox"/> Compensation committee              | <input checked="" type="checkbox"/> Written employment contract                     |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study                    |
| <input type="checkbox"/> Form 990 of other organizations     | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment? ..... **4a**
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? ..... **4b**
- c** Participate in, or receive payment from, an equity-based compensation arrangement? ..... **4c**
- If 'Yes' to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization? ..... **5a**
- b** Any related organization? ..... **5b**
- If 'Yes' on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization? ..... **6a**
- b** Any related organization? ..... **6b**
- If 'Yes' on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If 'Yes,' describe in Part III. ....

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)?  
If 'Yes,' describe in Part III. ....

**9** If 'Yes' on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

Yes No

1 b

2

4 a

4 b

4 c

5 a

5 b

6 a

6 b

7

8

9

X

X

X

X

X

X

X

X

X

**BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

**Schedule J (Form 990) 2017**

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1	LEAH SILVESTRE FRANKLIN CEO	(i) 144,981.	(ii) 0.	(iii) 0.	6,850.	5,374.	157,205.	0.
		(ii) 0.	0.	0.	0.	0.	0.	0.
2	DR. ELDON ROSENOW FOUNDER	(i) 169,000.	(ii) 0.	(iii) 0.	6,760.	0.	175,760.	0.
		(ii) 0.	0.	0.	0.	0.	0.	0.
3		(i)						
		(ii)						
4		(i)						
		(ii)						
5		(i)						
		(ii)						
6		(i)						
		(ii)						
7		(i)						
		(ii)						
8		(i)						
		(ii)						
9		(i)						
		(ii)						
10		(i)						
		(ii)						
11		(i)						
		(ii)						
12		(i)						
		(ii)						
13		(i)						
		(ii)						
14		(i)						
		(ii)						
15		(i)						
		(ii)						
16		(i)						
		(ii)						



**Part III** Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

COPY

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2017**

**Open to Public  
Inspection**

Employer identification number

GREAT VALLEY ACADEMY, INC.

61-1506412

**FORM 990, PART I, LINE 1 - ORGANIZATION MISSION OR SIGNIFICANT ACTIVITIES**

THE ORGANIZATION'S MISSION IS TO ADD QUALITY TO LIFE THROUGH LEARNING. THE ORGANIZATION STRIVES TO INSPIRE STUDENTS TO LEARN AND TO GROW TO THEIR POTENTIAL BY PROVIDING A QUALITY EDUCATION THROUGH A POSITIVE LEARNING EXPERIENCE, WORKING IN PARTNERSHIP WITH THE HOME AND COMMUNITY TO MEET THE INDIVIDUAL NEEDS OF STUDENTS AND DEVELOPING THE LEARNING AND SOCIAL SKILLS NECESSARY FOR MAXIMIZING LIFELONG LEARNING POTENTIAL.

**FORM 990, PART III, LINE 1 - ORGANIZATION MISSION**

THE ORGANIZATION'S MISSION IS TO ADD QUALITY TO LIFE THROUGH LEARNING. THE ORGANIZATION STRIVES TO INSPIRE STUDENTS TO LEARN AND TO GROW TO THEIR POTENTIAL BY PROVIDING A QUALITY EDUCATION THROUGH A POSITIVE LEARNING EXPERIENCE, WORKING IN PARTNERSHIP WITH THE HOME AND COMMUNITY TO MEET THE INDIVIDUAL NEEDS OF STUDENTS AND DEVELOPING THE LEARNING AND SOCIAL SKILLS NECESSARY FOR MAXIMIZING LIFELONG LEARNING POTENTIAL.

**FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS**

A CPA FIRM WILL PREPARE THE TAX RETURN FOR THE ORGANIZATION AND SEND A DRAFT COPY TO LEAH SILVESTRE FRANKLIN, CEO, WHO WILL FORWARD THE DRAFT COPY TO THE SCHOOL BOARD FOR APPROVAL PRIOR TO FILING. ONCE APPROVED, THE CEO WILL NOTIFY THE FIRM TO FINALIZE AND PREPARE THE RETURN FOR MAILING.

**FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF CONFLICTS**

ALL MEMBERS OF THE GOVERNING BOARD AND KEY EMPLOYEES ARE REQUIRED TO SUBMIT ANNUAL STATEMENTS DISCLOSING ANY REPORTABLE INVESTMENTS, INTERESTS IN REAL PROPERTY AND BUSINESS POSITIONS HELD.

**FORM 990, PART VI, LINE 15A - COMPENSATION REVIEW & APPROVAL PROCESS - CEO & TOP MANAGEMENT**

EXECUTIVE COMPENSATION IS REVIEWED AND APPROVED BY THE SCHOOL BOARD. IT IS

DETERMINED BY ANNUAL INDUSTRY REVIEW OF COMPARABLE POSITIONS, AVERAGE COMPENSATION,

Name of the organization

Employer identification number

GREAT VALLEY ACADEMY, INC.

61-1506412

**FORM 990, PART VI, LINE 15A - COMPENSATION REVIEW & APPROVAL PROCESS - CEO & TOP MANAGEMENT (CON**  
PERFORMANCE AND SCHOOL BUDGET.

**FORM 990, PART VI, LINE 15B - COMPENSATION REVIEW & APPROVAL PROCESS - OFFICERS & KEY EMPLOYEES**

OTHER OFFICERS COMPENSATION IS REVIEWED AND APPROVED BY THE SCHOOL BOARD.

COMPENSATION IS BASED ON INDUSTRY AVERAGE, PERFORMANCE AND SCHOOL BUDGET.

**FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE**

REQUESTS FOR PUBLIC RECORDS SHALL BE MADE TO THE CEO OF THE ORGANIZATION. THE CEO OR  
DESIGNEE MAY DETERMINE THE MOST APPROPRIATE SCHOOL EMPLOYEE TO ASSIST IN ASSEMBLING  
ANY PUBLIC RECORDS FOR PRODUCTION. ANY PERSON MAY REQUEST A COPY OF ANY SCHOOL  
RECORD OPEN TO THE PUBLIC AND NOT EXEMPT FROM DISCLOSURE. PUBLIC ACCESS SHALL NOT BE  
GIVEN TO RECORDS LISTED AS EXEMPT FROM PUBLIC DISCLOSURE IN THE CALIFORNIA PUBLIC  
RECORDS ACT OR OTHER STATUTES.

COPY

2017

California Exempt Organization  
Annual Information Return

199

Calendar Year 2017 or fiscal year beginning (mm/dd/yyyy) <b>7/01/2017</b> , and ending (mm/dd/yyyy) <b>6/30/2018</b>	
Corporation/Organization name <b>GREAT VALLEY ACADEMY, INC.</b>	California corporation number <b>2892498</b>
Additional information. See instructions.	FEIN <b>61-1506412</b>
Street address (suite or room) <b>3200 TULLY ROAD</b>	PMB no.
City <b>MODESTO</b>	State <b>CA</b>
Foreign country name	Zip code <b>95350</b>
	Foreign province/state/county
	Foreign postal code

<b>A</b> First Return ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>B</b> Amended Return ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>C</b> IRC Section 4947(a)(1) trust ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>D</b> Final Information Return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date (mm/dd/yyyy) ..... <b>E</b> Check accounting method: 1 <input type="checkbox"/> Cash 2 <input checked="" type="checkbox"/> Accrual 3 <input type="checkbox"/> Other <b>F</b> Federal return filed? 1 <input type="checkbox"/> 990T 2 <input type="checkbox"/> 990-PF 3 <input type="checkbox"/> Sch H (990) 4 <input type="checkbox"/> Other 990 series <b>G</b> Is this a group filing? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H</b> Is this organization in a group exemption? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'Yes,' what is the parent's name? ..... <b>I</b> Did the organization have any changes to its guidelines not reported to the FTB? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>J</b> If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>K</b> Is the organization exempt under R&TC Section 23701g? ... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'Yes,' enter the gross receipts from nonmember sources ..... \$ ..... <b>L</b> If organization is exempt under R&TC Section 23701d and meets the filing fee exception, check box. No filing fee is required ..... <input checked="" type="checkbox"/> <b>M</b> Is the organization a Limited Liability Company? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N</b> Did the organization file Form 100 or Form 109 to report taxable income? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>O</b> Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>P</b> Is federal Form 1023/1024 pending? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No Date filed with IRS ..... CACA1112L 01/02/18
---	--

**Part I Complete Part I unless not required to file this form. See General Information B and C.**

<b>Receipts and Revenues</b>	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8.	1	728,548.
	2	Gross dues and assessments from members and affiliates.	2	
	3	Gross contributions, gifts, grants, and similar amounts received.	3	15,925,328.
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B.	4	16,653,876.
	5	Cost of goods sold.	5	
	6	Cost or other basis, and sales expenses of assets sold.	6	
	7	Total costs. Add line 5 and line 6.	7	
	8	Total gross income. Subtract line 7 from line 4.	8	16,653,876.
<b>Expenses</b>	9	Total expenses and disbursements. From Side 2, Part II, line 18.	9	15,406,964.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8.	10	1,246,912.
<b>Filing Fee</b>	11	Total payments.	11	
	12	Use tax. See General Information K.	12	
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11.	13	
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12.	14	
	15	Filing fee \$10 or \$25. See General Information F.	15	
	16	Penalties and Interest. See General Information J.	16	
	17	Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result.	17	0.
<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
<b>Paid Preparer's Use Only</b>	Signature of officer	Title <b>PRESIDENT</b>	Date	Telephone <b>(209) 576-2283</b>
	Preparer's signature	<b>MICHAEL KLEIN, CPA, EA</b>	Date	PTIN <b>P01084572</b>
	Firm's name (or yours, if self-employed) and address	<b>NIGRO &amp; NIGRO PC</b>	Check if self-employed <input type="checkbox"/>	FEIN <b>30-0636241</b>
		<b>25220 HANCOCK AVE STE 400</b>		Telephone <b>(951) 698-8783</b>
		<b>MURRIETA, CA 92562-9739</b>		
May the FTB discuss this return with the preparer shown above? See instructions. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

**Part II Organizations with gross receipts of more than \$50,000 and private foundations**  
**regardless of amount of gross receipts – complete Part II or furnish substitute information.**

<b>Receipts from Other Sources</b>	1	Gross sales or receipts from all business activities. See instructions. ....	•	1	
	2	Interest .....	•	2	
	3	Dividends .....	•	3	
	4	Gross rents .....	•	4	
	5	Gross royalties .....	•	5	
	6	Gross amount received from sale of assets (See Instructions) .....	•	6	
	7	Other income. Attach schedule. .... <b>SEE STATEMENT 1</b> .....	•	7	728,548.
<b>Expenses and Disbursements</b>	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1. ....		8	728,548.
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule. ....	•	9	
	10	Disbursements to or for members. ....	•	10	
	11	Compensation of officers, directors, and trustees. Attach schedule. .... <b>SEE STMT 2</b> .....	•	11	425,337.
	12	Other salaries and wages .....	•	12	8,060,322.
	13	Interest .....	•	13	347,856.
	14	Taxes .....	•	14	364,081.
	15	Rents .....	•	15	124,081.
	16	Depreciation and depletion (See instructions) .....	•	16	311,990.
	17	Other Expenses and Disbursements. Attach schedule. .... <b>SEE STATEMENT 3</b> .....	•	17	5,773,297.
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9. ....		18	15,406,964.

**Schedule L Balance Sheet****Beginning of taxable year****End of taxable year**

		(a)	(b)	(c)	(d)
<b>Assets</b>					
1	Cash .....		4,782,401.	•	5,926,203.
2	Net accounts receivable .....		547,392.	•	206,184.
3	Net notes receivable .....			•	
4	Inventories .....			•	
5	Federal and state government obligations .....			•	
6	Investments in other bonds .....			•	
7	Investments in stock .....			•	
8	Mortgage loans .....			•	
9	Other investments. Attach schedule. ....			•	
10 a	Depreciable assets. ....	11,336,681.		12,103,644.	
b	Less accumulated depreciation. ....	1,092,012.	10,244,669.	1,404,002.	10,699,642.
11	Land. ....		2,070,000.	•	2,070,000.
12	Other assets. Attach schedule. .... <b>STM 4</b> .....		27,080.	•	31,353.
13	<b>Total assets</b> .....		17,671,542.		18,933,382.
<b>Liabilities and net worth</b>					
14	Accounts payable .....		614,279.	•	519,073.
15	Contributions, gifts, or grants payable .....			•	
16	Bonds and notes payable .....		15,952.	•	
17	Mortgages payable .....		6,764,500.	•	6,541,746.
18	Other liabilities. Attach schedule. .... <b>STM 5</b> .....		13,911.		362,751.
19	Capital stock or principal fund .....		10,262,900.	•	11,509,812.
20	Paid-in or capital surplus. Attach reconciliation. ....			•	
21	Retained earnings or income fund. ....			•	
22	<b>Total liabilities and net worth</b> .....		17,671,542.		18,933,382.

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1	Net income per books .....	•	1,246,912.	7	Income recorded on books this year not included in this return. Attach schedule .....	•	
2	Federal income tax .....	•		8	Deductions in this return not charged against book income this year. Attach schedule. ....	•	
3	Excess of capital losses over capital gains .....	•		9	Total. Add line 7 and line 8 .....		
4	Income not recorded on books this year. Attach schedule. ....	•		10	Net income per return. Subtract line 9 from line 6. ....		1,246,912.
5	Expenses recorded on books this year not deducted in this return. Attach schedule .....	•					
6	<b>Total.</b> Add line 1 through line 5. ....		1,246,912.				

**2017****Corporation Depreciation and Amortization****3885**

Attach to Form 100 or Form 100W.

**FORM 3885 ONLY**

Corporation name

California corporation number

**GREAT VALLEY ACADEMY, INC.****2892498****Part I Election To Expense Certain Property Under IRC Section 179**

1	Maximum deduction under IRC Section 179 for California.....	1	\$25,000
2	Total cost of IRC Section 179 property placed in service.....	2	
3	Threshold cost of IRC Section 179 property before reduction in limitation.....	3	\$200,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	4	
5	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property (elected IRC Section 179 cost).....	7	
8	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	8	
9	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	9	
10	Carryover of disallowed deduction from prior taxable years.....	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	11	
12	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	12	
13	Carryover of disallowed deduction to 2018. Add line 9 and line 10, less line 12.....	13	

**Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356**

14	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation
	08/09 SITE IMPR	6/30/2009	60,961.	52,832.	S/L	15	4,064.	
	09/10 SITE IMPR	6/30/2010	220,543.	112,629.	S/L	15	14,703.	
	10/11 SITE IMPR	6/30/2011	222,282.	88,914.	S/L	15	14,819.	
	11/12 SITE IMPR	6/30/2012	19,091.	4,584.	S/L	25	764.	
	12/13 SITE IMPR	6/30/2013	24,648.	6,572.	S/L	15	1,643.	
15	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....					15	268,290.	

**Part III Summary**

16	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	16	
17	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	17	
18	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	18	

**Part IV Amortization**

19	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC section (see instr)	(f) Period or percentage	(g) Amortization for this year
20	Total. Add the amounts in column (g).....						20
21	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						21
22	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						22

**2017****Corporation Depreciation and Amortization****3885**

Attach to Form 100 or Form 100W.

**FORM 3885 ONLY**

Corporation name

California corporation number

**GREAT VALLEY ACADEMY, INC.****2892498****Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b>	Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b>	Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b>	Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b>	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b>	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b>	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
<b>7</b>	Listed property (elected IRC Section 179 cost).....	<b>7</b>	
<b>8</b>	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b>	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b>	Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b>	Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b>	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b>	Carryover of disallowed deduction to 2018. Add line 9 and line 10, less line 12.....	<b>13</b>	

**Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356**

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation
	09/10 BUILDINGS	6/30/2010	2,130,000.	433,836.	S/L	35	60,857.	
	10/11 BUILDINGS	6/30/2011	131,833.	31,638.	S/L	25	5,273.	
	11/12 BUILDINGS	7/01/2011	121,663.	29,202.	S/L	25	4,867.	
	12/13 BUILDINGS	6/30/2013	17,931.	2,868.	S/L	25	717.	
	09/10 EQUIPMENT	9/21/2009	8,676.	6,746.	S/L	10	868.	
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....						<b>15</b>	

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC section (see instr)	(f) Period or percentage	(g) Amortization for this year
<b>20</b>	Total. Add the amounts in column (g).....						<b>20</b>
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						<b>21</b>
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						<b>22</b>

**2017****Corporation Depreciation and Amortization****3885**

Attach to Form 100 or Form 100W.

**FORM 3885 ONLY**

Corporation name

California corporation number

**GREAT VALLEY ACADEMY, INC.****2892498****Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b>	Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b>	Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b>	Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b>	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b>	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b>	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
<b>7</b>	Listed property (elected IRC Section 179 cost).....	<b>7</b>	
<b>8</b>	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b>	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b>	Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b>	Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b>	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b>	Carryover of disallowed deduction to 2018. Add line 9 and line 10, less line 12.....	<b>13</b>	

**Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356**

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation
<b>12/13</b>	<b>EQUIPMENT</b>	<b>10/31/2012</b>	<b>9,775.</b>	<b>4,564.</b>	<b>S/L</b>	<b>10</b>	<b>978.</b>	
<b>11/12</b>	<b>SITE IMPR</b>	<b>6/30/2012</b>	<b>97,316.</b>	<b>32,440.</b>	<b>S/L</b>	<b>15</b>	<b>6,488.</b>	
<b>12/13</b>	<b>SITE IMPR</b>	<b>6/30/2013</b>	<b>184,245.</b>	<b>49,132.</b>	<b>S/L</b>	<b>15</b>	<b>12,283.</b>	
<b>12/13</b>	<b>EQUIPMENT</b>	<b>6/30/2013</b>	<b>22,559.</b>	<b>9,024.</b>	<b>S/L</b>	<b>10</b>	<b>2,256.</b>	
<b>11/12</b>	<b>EQUIPMENT</b>	<b>6/30/2012</b>	<b>5,157.</b>	<b>2,580.</b>	<b>S/L</b>	<b>10</b>	<b>516.</b>	
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....						<b>15</b>	

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC section (see instr)	(f) Period or percentage	(g) Amortization for this year
<b>20</b>	Total. Add the amounts in column (g).....						<b>20</b>
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						<b>21</b>
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						<b>22</b>



**2017****Corporation Depreciation and Amortization****3885**

Attach to Form 100 or Form 100W.

**FORM 3885 ONLY**

Corporation name

California corporation number

**GREAT VALLEY ACADEMY, INC.****2892498****Part I Election To Expense Certain Property Under IRC Section 179**

<b>1</b>	Maximum deduction under IRC Section 179 for California.....	<b>1</b>	<b>\$25,000</b>
<b>2</b>	Total cost of IRC Section 179 property placed in service.....	<b>2</b>	
<b>3</b>	Threshold cost of IRC Section 179 property before reduction in limitation.....	<b>3</b>	<b>\$200,000</b>
<b>4</b>	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	<b>4</b>	
<b>5</b>	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	<b>5</b>	
<b>6</b>	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
<b>7</b>	Listed property (elected IRC Section 179 cost).....	<b>7</b>	
<b>8</b>	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	<b>8</b>	
<b>9</b>	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	<b>9</b>	
<b>10</b>	Carryover of disallowed deduction from prior taxable years.....	<b>10</b>	
<b>11</b>	Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	<b>11</b>	
<b>12</b>	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	<b>12</b>	
<b>13</b>	Carryover of disallowed deduction to 2018. Add line 9 and line 10, less line 12.....	<b>13</b>	

**Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356**

<b>14</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation
	13/14 SITE IMPR	6/30/2014	357,199.	71,439.	S/L	15	23,813.	
	13/14 EQUIPMENT	6/30/2014	67,218.	20,166.	S/L	10	6,722.	
	13/14 SITE IMPR	6/30/2014	642,841.	128,568.	S/L	15	42,856.	
	13/14 EQUIPMENT	6/30/2014	41,185.	12,357.	S/L	10	4,119.	
	14/15 SITE IMPR	6/30/2015	355,612.	47,414.	S/L	15	23,707.	
<b>15</b>	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....						<b>15</b>	

**Part III Summary**

<b>16</b>	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	<b>16</b>	
<b>17</b>	Total depreciation claimed for federal purposes from federal Form 4562, line 22.....	<b>17</b>	
<b>18</b>	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.).....	<b>18</b>	

**Part IV Amortization**

<b>19</b>	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC section (see instr)	(f) Period or percentage	(g) Amortization for this year
<b>20</b>	Total. Add the amounts in column (g).....						<b>20</b>
<b>21</b>	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						<b>21</b>
<b>22</b>	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						<b>22</b>

**2017****Corporation Depreciation and Amortization****3885**

Attach to Form 100 or Form 100W.

**FORM 3885 ONLY**

Corporation name

California corporation number

**GREAT VALLEY ACADEMY, INC.****2892498****Part I Election To Expense Certain Property Under IRC Section 179**

1	Maximum deduction under IRC Section 179 for California.....	1	\$25,000
2	Total cost of IRC Section 179 property placed in service.....	2	
3	Threshold cost of IRC Section 179 property before reduction in limitation.....	3	\$200,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-.....	4	
5	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-.....	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property (elected IRC Section 179 cost).....	7	
8	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7.....	8	
9	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8.....	9	
10	Carryover of disallowed deduction from prior taxable years.....	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5.....	11	
12	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11.....	12	
13	Carryover of disallowed deduction to 2018. Add line 9 and line 10, less line 12.....	13	

**Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356**

14	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation
14/15	EQUIPMENT	6/30/2015	51,094.	10,218.	S/L	10	5,109.	
14/15	SITE IMPR	6/30/2015	51,706.	6,894.	S/L	15	3,447.	
14/15	EQUIPMENT	6/30/2015	274,210.	54,842.	S/L	10	27,421.	
15	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).....						15	

**Part III Summary**

16	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g).....	16	
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**Part IV Amortization**

19	(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC section (see instr)	(f) Period or percentage	(g) Amortization for this year
20	Total. Add the amounts in column (g).....						20
21	Total amortization claimed for federal purposes from federal Form 4562, line 44.....						21
22	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12.....						22

**STATEMENT 1**  
**FORM 199, PART II, LINE 7**  
**OTHER INCOME**

INCOME FROM SPECIAL EVENTS.....	\$	175,088.
OTHER INVESTMENT INCOME.....		2,725.
PROGRAM SERVICE REVENUE.....		550,735.
TOTAL	\$	<u>728,548.</u>

**STATEMENT 2**  
**FORM 199, PART II, LINE 11**  
**COMPENSATION OF OFFICERS, DIRECTORS, TRUSTEES AND KEY EMPLOYEES**

**CURRENT OFFICERS:**

<u>NAME AND ADDRESS</u>	<u>TITLE AND AVERAGE HOURS PER WEEK DEVOTED</u>	<u>TOTAL COMPEN- SATION</u>	<u>CONTRI- BUTION TO EBP &amp; DC</u>	<u>EXPENSE ACCOUNT/ OTHER</u>
STEVE PAYNE 3200 TULLY ROAD MODESTO, CA 95350	PRESIDENT 1.00	\$ 0.	\$ 0.	\$ 0.
MICHAEL GIANELLI 3200 TULLY ROAD MODESTO, CA 95350	VICE PRESIDENT 1.00	0.	0.	0.
CHAD WOLF 3200 TULLY ROAD MODESTO, CA 95350	SECRETARY 1.00	0.	0.	0.
JOHN KRAMER 3200 TULLY ROAD MODESTO, CA 95350	TREASURER 1.00	0.	0.	0.
TWILA TOSH 3200 TULLY ROAD MODESTO, CA 95350	DESIGNEE 1.00	0.	0.	0.
SUSAN NISAN 3200 TULLY ROAD MODESTO, CA 95350	MEMBER 1.00	0.	0.	0.
RYAN SWEHLA 3200 TULLY ROAD MODESTO, CA 95350	MEMBER 1.00	0.	0.	0.
YOLANDA MERAZ 3200 TULLY ROAD MODESTO, CA 95350	MEMBER 1.00	0.	0.	0.
VINCE JAMISON 3200 TULLY ROAD MODESTO, CA 95350	MEMBER 1.00	0.	0.	0.

## STATEMENT 2 (CONTINUED)

## FORM 199, PART II, LINE 11

## COMPENSATION OF OFFICERS, DIRECTORS, TRUSTEES AND KEY EMPLOYEES

## CURRENT OFFICERS:

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	TOTAL COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
MICHELLE BARTON 3200 TULLY ROAD MODESTO, CA 95350	MEMBER 1.00	\$ 0.	\$ 0.	\$ 0.
LEAH SILVESTRE FRANKLIN 3200 TULLY ROAD MODESTO, CA 95350	CEO 40.00	157,205.	6,850.	5,374.
MARISA JACOBSON-MEEKS 3200 TULLY ROAD MODESTO, CA 95350	COO 40.00	92,372.	0.	4,872.
TOTAL		\$ 249,577.	\$ 6,850.	\$ 10,246.

## KEY EMPLOYEES:

NAME	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
DR. ELDON ROSENOW 3200 TULLY ROAD MODESTO, CA 95350	FOUNDER 40	175,760.	6,760.	0.
TOTAL		\$ 175,760.	\$ 6,760.	\$ 0.

## STATEMENT 3

## FORM 199, PART II, LINE 17

## OTHER EXPENSES

ACCOUNTING FEES.....	\$ 30,438.
ADVERTISING AND PROMOTION.....	20,671.
BOOKS AND SUPPLIES.....	724,152.
EQUIPMENT RENTAL.....	80,084.
FIELD TRIPS.....	144,039.
FOOD PROGRAM.....	204,461.
INSURANCE.....	137,779.
LEGAL FEES.....	30,964.
MISCELLANEOUS.....	28,968.
NONCAPITALIZED EQUIPMENT.....	131,078.
OTHER EMPLOYEE BENEFIT.....	1,199,777.
OTHER FEES.....	1,326,836.
PENSION PLAN CONTRIBUTIONS.....	1,113,956.
POSTAGE AND SHIPPING.....	4,912.
REPAIRS & MAINT.....	90,072.
SELPA EXCESS COSTS.....	96,793.
SPECIAL EVENT EXPENSES.....	39,053.
TAXES.....	2,689.
TELEPHONE AND INTERNET.....	56,801.
TRAVEL.....	94,753.

2017

## CALIFORNIA STATEMENTS

PAGE 3

GREAT VALLEY ACADEMY, INC.

61-1506412

**STATEMENT 3 (CONTINUED)**  
**FORM 199, PART II, LINE 17**  
**OTHER EXPENSES**

UTILITIES .....	\$ 215,021.
TOTAL	<u>\$ 5,773,297.</u>

**STATEMENT 4**  
**FORM 199, SCHEDULE L, LINE 12**  
**OTHER ASSETS**

PREPAID EXPENSES AND DEFERRED CHARGES .....	31,353.
TOTAL	<u>\$ 31,353.</u>

**STATEMENT 5**  
**FORM 199, SCHEDULE L, LINE 18**  
**OTHER LIABILITIES**

ACCRUED PAYROLL & BENEFITS .....	129,710.
DEFERRED REVENUE .....	24,320.
NET DEFERRED PAY .....	208,721.
TOTAL	<u>\$ 362,751.</u>

COPY

## 2019/20 Approved Stipends

<u>Stipend Type</u>	<u>Amount</u>	<u>Period</u>	<u>Board Approval Date</u>
<b>Additional Services:</b>			
Resource Teacher	\$1,500	Annual	2015
K Teacher (2 Classes)	\$1,000	Annual	2016
Leadership Team	\$500	Annual	2015
<b>Academic, Athletics &amp; Art:</b>			
Athletic Director	\$800	Annual	2015
Athletic Coach	\$500	Per Sport/Per Grade	2015
Science Team	\$500	Annual	6/6/16
Math Team	\$500	Annual	6/6/16
Technology Lead	\$500	Annual	2015
**Spelling Bee Lead	\$500	Annual	Pending
**Talent Show Lead	\$500	Annual	Pending
Above & Beyond Music Lead	\$500	Trimester	6/6/16
<b>Teacher Leader:</b>			
Character Education	\$500	Trimester	3/28/16
Culture Cultivator	\$500	Trimester	3/28/16
Mastery Learning	\$500	Trimester	3/28/16
Professional Development	\$500	Trimester	3/28/16
GVS-Smart Reading System	\$500	Trimester	12/5/16
New Teacher Support	\$500	Trimester	3/28/16
**English Language Learner	\$500	Trimester	Pending
Site Administrator Intern	\$1,500	Trimester	3/28/16
<b>Multi-Campus Teacher Leader:</b>			
Conscious Discipline (CD)	\$4,000	Annual	4/30/18
English Learner (EL)	\$4,000	Annual	4/30/18
<b>Field Trips:</b>			
***Camp Sea Lab	\$250	Per Night	Pending
***Sutter's Fort - Modesto	\$150	One Day	Pending
***Sutter's Fort - Salida	\$250	One Night	Pending

**\*\*New for 2019/20**

**\*\*\*Revised for 2019/20**

Board Approved \_\_\_\_\_

## Great Valley Academy Modesto

March 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-Mar 19	Jul 18-Mar 19	Apr 19-Jun 19			A + C
<b>Ordinary Income/Expense</b>						
Income						
8000 • Revenue Limit Sources	5,648,214	5,519,611	2,093,102	7,821,678	7,741,316	7,741,316
8100 • Federal Revenue	46,836	54,000	178,266	223,102	225,102	225,102
8300 • Other State Revenues	320,141	153,493	235,391	193,318	555,532	555,532
8600 • Other Local Revenue	307,327	269,966	34,173	341,500	341,500	341,500
8700 • Selpa	241,329	242,787	142,135	383,464	383,464	383,464
Total Income	6,563,847	6,239,857	2,683,067	8,963,062	9,246,914	9,246,914
<b>Gross Profit</b>	6,563,847	6,239,857	2,683,067	8,963,062	9,246,914	9,246,914
Expense						
1000 • Certificated Salaries	2,092,215	2,182,129	975,975	3,114,323	3,068,190	3,068,190
2000 • Classified Salaries	1,344,013	1,375,473	561,691	1,908,574	1,905,704	1,905,704
3000 • Employee Benefits	970,588	1,084,894	513,389	1,510,404	1,483,977	1,483,977
4000 • Books & Supplies	359,976	436,550	296,899	626,875	656,875	656,875
5000 • Services & Other Operating Exp	818,986	912,207	445,556	1,248,746	1,264,542	1,264,542
6000 • Capital Outlay	372,130	57,501	-202,130	140,000	170,000	170,000
7430 • All Other Financing Uses	159,046	159,046	114,303	273,349	273,349	273,349
Total Expense	6,116,954	6,207,799	2,705,683	8,822,271	8,822,637	8,822,637
<b>Net Ordinary Income</b>	446,893	32,058	-22,617	140,792	424,276	424,276

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	3,518,224.84	4,419,085.61	4,356,834.08	4,375,479.74		
LCFF Revenue	8011	240,987.00	240,987.00	433,777.00	433,777.00	433,777.00	433,777.00	433,777.00	0.00	831,490.00	415,745.00	415,745.00	415,744.00	0.00	4,729,583.00
EPA Funding	8012			319,472.00	319,472.00	319,471.00	319,471.00	319,471.00		346,715.00			312,556.00	0.00	1,298,214.00
In-Lieu of Taxes Charter Funding	8096		89,282.00	178,563.00	119,042.00	119,042.00	119,042.00	119,042.00	119,042.00	245,920.00	122,960.00	122,960.00	122,960.00	115,595.00	1,593,450.00
Selpa Prop Tax	8097	0.00						71,232.00					48,837.00	0.00	120,069.00
Federal IDEA	8181												66,551.00	66,551.00	133,102.00
Federal Food	8220				5,772.01	0.00	10,415.77	10,785.16	10,964.36	8,898.54	9,000.00	9,000.00	9,000.00	18,164.16	92,000.00
State Food Revenue	8520				396.64	0.00	718.46	748.76	760.13	615.91	725.00	725.00	308.36	781.74	5,780.00
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550					0.00	14,353.00						(0.07)	0.00	14,352.93
One Time Funds	8590							0.00	80,881.00		53,907.70	26,934.42		0.00	161,723.12
Lottery	8560							45,372.26			39,815.53			47,530.64	132,718.43
Lottery, prop 20	8561													46,583.29	46,583.29
Low Performing Block Grant	8590						95,837.00	8,151.00				87,686.00		0.00	191,674.00
Other -State Revenue	8590												2,700.00	0.00	2,700.00
Prior Year Payments	prior year	44,854.00	5,127.00	(8,189.19)	9,705.76			5,316.48		15,493.00			(72,307.05)	0.00	0.00
Other Local (Kids Care)	8689	11,689.30	27,915.57	19,524.78	19,904.92	18,986.75	20,234.13	11,312.46	21,215.37	21,847.48	20,000.00	20,000.00	25,869.24	0.00	238,500.00
Other Local (Fundraiser +)	8600-8699	5,781.52	12,689.33	14,334.91	37,661.59	22,774.64	11,555.70	4,054.26	10,917.36	14,927.10	4,000.00	4,000.00	(39,696.41)	0.00	103,000.00
Selpa	8792	16,260.00	16,260.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	0.00	62,474.00	29,267.00	29,267.00	83,601.00	0.00	383,464.00
TOTAL REVENUES		319,571.82	392,260.90	986,749.50	655,526.92	623,847.39	1,054,671.06	739,058.38	243,780.22	1,548,381.03	695,420.23	716,317.42	976,123.07	295,205.83	9,246,913.77
EXPENDITURES															
Certificated Salaries	1000-1999	25,152.13	249,759.34	257,217.06	258,712.94	259,032.59	253,459.02	257,529.20	266,330.98	265,021.65	275,000.00	275,000.00	425,975.09	-	3,068,190.00
Classified Salaries	2000-2999	67,373.09	148,217.08	169,882.97	162,725.19	167,148.04	158,688.96	148,458.06	162,914.07	158,605.48	165,000.00	165,000.00	231,690.96	-	1,905,703.90
Employee Benefits	3000-3999	17,605.14	106,906.72	120,381.65	100,997.46	121,300.54	112,914.64	137,461.86	129,759.06	123,260.98	140,000.00	140,000.00	233,388.95	-	1,483,977.00
Books & Supplies	4000-4999	30,146.85	52,949.55	78,244.23	26,882.41	35,296.45	39,665.88	38,069.35	29,423.71	29,297.96	100,000.00	40,000.00	156,898.61	-	656,875.00
Services & Other Operating Expenses	5000-5999	34,148.99	54,419.53	63,638.35	99,106.31	96,404.86	39,720.49	250,991.05	130,842.75	49,713.93	60,000.00	60,000.00	325,556.21	-	1,264,542.47
Capital Outlay	6000-6999	33,759.80	-	3,741.44	19,055.00	8,080.15	6,702.26	52,626.83	221,120.03	27,044.00	-	-	(202,129.51)	-	170,000.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	-	273,349.00
TOTAL EXPENDITURES		225,857.76	629,923.98	710,777.46	685,151.07	704,934.39	628,823.01	902,808.11	958,062.36	670,615.76	757,671.76	697,671.76	1,250,339.95	0.00	8,822,637.37
NET INCREASE/DECREASE		93,714.06	(237,663.08)	275,972.04	(29,624.15)	(81,087.00)	425,848.05	(163,749.73)	(714,282.14)	877,765.27	(62,251.53)	18,645.66	(274,216.88)	295,205.83	424,276.40
Accruals Received		55,207.00	0.00	74,408.77											129,615.77
Liabilities		(222,333.77)	(104,636.97)		(11,437.58)	25,637.58	22,164.32	35,930.31	23,296.71	23,095.50					0.00
Line of Credit (1,000,000)															
Loan to/from Salida	\$ (1,248,675.92)												180,000.00		(1,068,675.92)
ENDING CASH BALANCE		3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	3,518,224.84	4,419,085.61	4,356,834.08	4,375,479.74	4,281,262.86		



Great Valley Academy Salida  
March 2019

	A Actual YTD  Jul 18-Mar 19	B Revised Budget YTD  Jul 18-Mar 19	C Actual Estimated Balance of year Apr 19-Jun 19	D Original Annual Operating Budget	E Revised Annual Operating Budget	F Estimated Annual Spending  A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	5,127,969	4,985,828	2,087,911	7,003,819	7,215,880	7,215,880
8100 • Federal Revenue	27,648	36,000	122,051	149,699	149,699	149,699
8300 • Other State Revenues	250,997	92,770	276,954	171,819	527,951	527,951
8600 • Other Local Revenue	341,176	247,338	-16,176	325,000	325,000	325,000
8700 • SELPA	216,655	210,659	79,641	296,296	296,296	296,296
<b>Total Income</b>	<b>5,964,445</b>	<b>5,572,596</b>	<b>2,550,381</b>	<b>7,946,633</b>	<b>8,514,826</b>	<b>8,514,826</b>
 <b>Gross Profit</b>	 5,964,445	 5,572,596	 2,550,381	 7,946,633	 8,514,826	 8,514,826
<b>Expense</b>						
1000 • Certificated Salaries	1,903,431	1,917,263	807,170	2,748,607	2,710,601	2,710,601
2000 • Classified Salaries	1,011,416	1,064,200	421,666	1,512,811	1,433,083	1,433,082
3000 • Employee Benefits	824,792	890,947	437,989	1,310,482	1,262,781	1,262,781
4000 • Books & Supplies	315,112	325,727	189,007	488,950	504,119	504,119
5000 • Services & Other Operating Exp	703,376	753,356	533,393	1,203,345	1,236,769	1,236,769
6000 • Capital Outlay	148,882	114,742	54,818	200,200	203,700	203,700
7430 • All Other Financing Uses	268,830	268,830	327,163	415,993	595,993	595,993
<b>Total Expense</b>	<b>5,175,840</b>	<b>5,335,064</b>	<b>2,771,206</b>	<b>7,880,388</b>	<b>7,947,046</b>	<b>7,947,046</b>
 <b>Net Ordinary Income</b>	 788,605	 237,532	 -220,825	 66,245	 567,780	 567,780

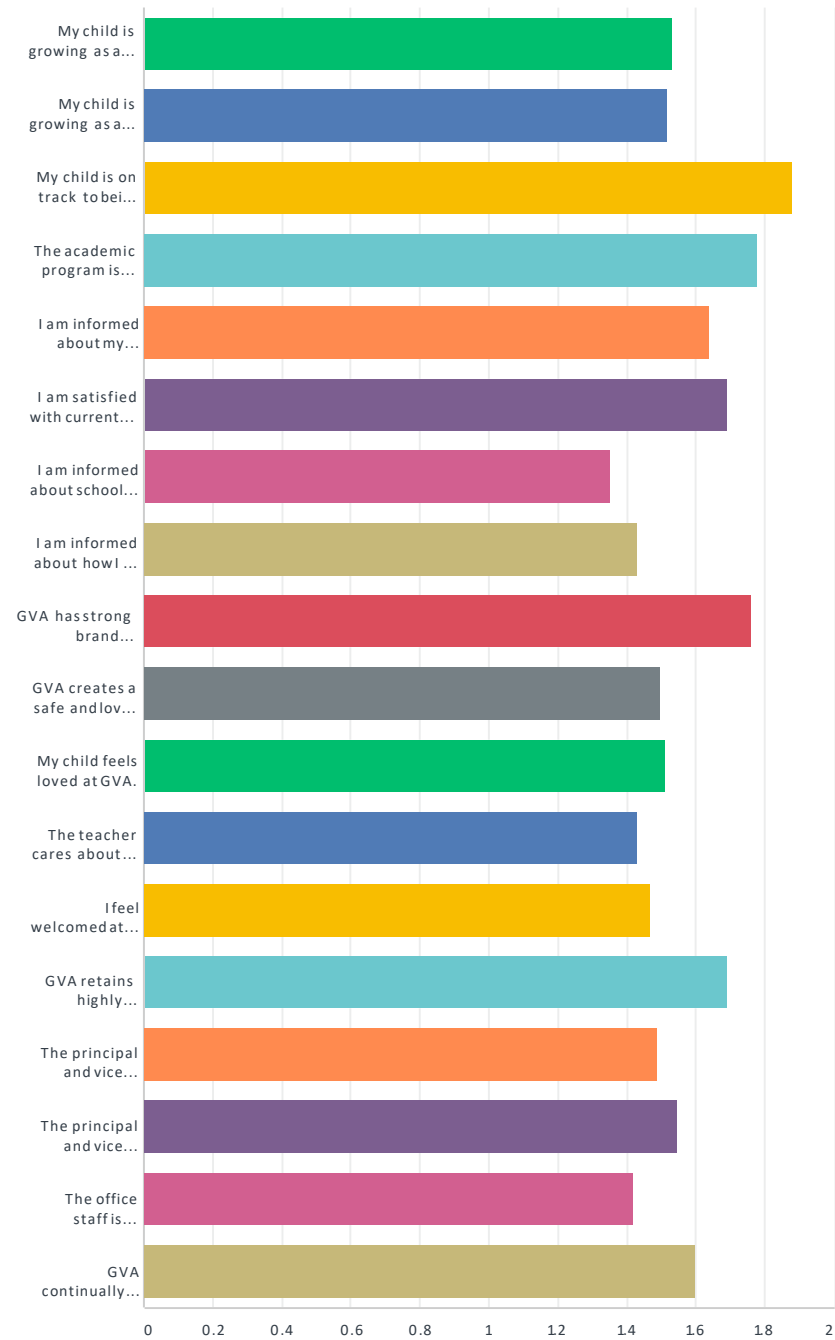
2018 - 2019  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,545,148.36	2,419,404.36	2,555,901.77	2,758,171.78		
LCFF Revenue	8011	277,978.00	277,978.00	500,360.00	500,360.00	500,360.00	500,360.00	500,360.00		1,144,962.00	572,481.00	572,481.00	519,663.00	0.00	5,867,343.00
EPA Funding	8012			39,900.00		39,900.00		39,900.00		47,742.00			39,658.00	0.00	167,200.00
In-Lieu of Taxes Charter Funding	8096		57,919.00	115,838.00	77,225.00	77,225.00	77,225.00	77,225.00	77,225.00	173,154.00	86,577.00	86,577.00	86,577.00	59,224.00	1,051,991.00
Selpa Prop Tax	8097							64,673.00					64,673.00	0.00	129,346.00
Federal IDEA	8100-8299												44,849.50	44,849.50	89,699.00
Federal Food	8220			0.00	3,766.59	0.00	7,941.16	7,865.85	8,074.41	0.00	7,000.00	6,000.00	6,000.00	13,351.99	60,000.00
State Food Revenue	8520				251.24	0.00	535.40	536.12	550.80	491.60	500.00	500.00	500.00	134.84	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550					0.00	13,031.00						0.34	0.00	13,031.34
One Time Funds	8590								73,435.00		48,944.00	24,453.00		0.00	146,832.00
Lottery	8560							41,072.28			36,149.40			43,276.32	120,498.00
Lottery, prop 20	8561													42,294.00	42,294.00
Low Perf St Blck Grant	8590						97,813.00	5,670.00				97,813.00		0.00	201,296.00
Other -State Revenue	8590													0.00	0.00
Prior Year Payments	prior year		4,442.00	(12,296.25)	4,074.85			8,994.31		12,396.00			(17,610.91)	0.00	0.00
Other Local (Kids Care)	8689	7,825.51	24,026.79	14,590.11	15,442.60	24,509.13	17,905.18	29,652.37	14,252.39	20,313.05	15,000.00	5,000.00	6,482.87	0.00	195,000.00
Other Local (Fundraiser +)	8600-8699	471.59	988.90	6,935.52	68,201.52	41,878.41	14,948.31	9,966.77	14,884.15	14,383.35	5,500.00	5,100.00	(53,258.52)	0.00	130,000.00
Selpa	8792	14,384.00	14,384.00	25,891.00	25,891.00	25,891.00	25,891.00	25,891.00	0.00	58,432.00	29,216.00	29,216.00	21,209.00	0.00	296,296.00
TOTAL REVENUES		300,659.10	379,738.69	691,218.38	695,212.80	669,863.54	795,550.05	771,906.70	188,421.75	1,471,874.00	801,367.40	827,140.00	718,743.28	203,130.65	8,514,826.34
EXPENDITURES															
Certificated Salaries	1000-1999	15,663.92	227,395.55	234,203.28	238,588.21	242,273.28	239,993.28	231,744.03	235,422.94	238,146.88	240,000.00	240,000.00	327,169.59	0.00	2,710,600.96
Classified Salaries	2000-2999	46,587.48	109,529.91	128,082.51	117,441.19	123,414.83	118,281.48	115,934.85	126,401.81	125,742.21	130,000.00	130,000.00	161,665.90	0.00	1,433,082.17
Employee Benefits	3000-3999	12,446.47	87,890.44	100,610.30	89,083.27	103,745.99	98,017.33	117,349.35	110,990.44	104,658.82	115,000.00	115,000.00	207,989.00	0.00	1,262,781.41
Books & Supplies	4000-4999	7,473.14	66,601.28	41,652.32	30,406.33	48,705.02	35,894.67	24,114.25	26,615.47	33,649.53	75,000.00	35,000.00	79,007.34	0.00	504,119.35
Services & Other Operating Expens	5000-5999	12,742.74	36,083.23	44,529.59	68,916.46	122,297.90	41,169.30	187,083.85	122,068.83	68,484.18	75,000.00	75,000.00	383,393.18	0.00	1,236,769.26
Capital Outlay	6000-6999	1,295.00	99,365.88	4,080.62	-	8,350.00	1,807.75	-	28,783.01	5,200.00	-	-	54,817.74	0.00	203,700.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	87,423.11	180,000.00	595,993.00
TOTAL EXPENDITURES		126,078.74	656,736.28	583,028.61	574,305.45	678,657.01	565,033.80	706,096.32	680,152.49	605,751.61	664,869.99	624,869.99	1,301,465.86	180,000.00	7,947,046.15
NET INCREASE/DECREASE		174,580.36	(276,997.59)	108,189.77	120,907.35	(8,793.47)	230,516.25	65,810.38	(491,730.74)	866,122.39	136,497.41	202,270.01	(582,722.58)	23,130.65	567,780.19
Accruals Received		46,809.00		149.47											46,958.47
Liabilities Accrued (Paid)		(114,602.13)	(67,505.94)		(31,891.24)			(11,308.00)	2,682.79	8,133.61					0.00
Note Payable for Curriculum From Modesto (to Modesto)	\$ 1,248,676												(180,000.00)		1,068,675.92
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,545,148.36	2,419,404.36	2,555,901.77	2,758,171.78	1,995,449.20		



Modesto  
2018-2019  
Stakeholder Survey Results

2018-2019 Stakeholder Survey - Modesto

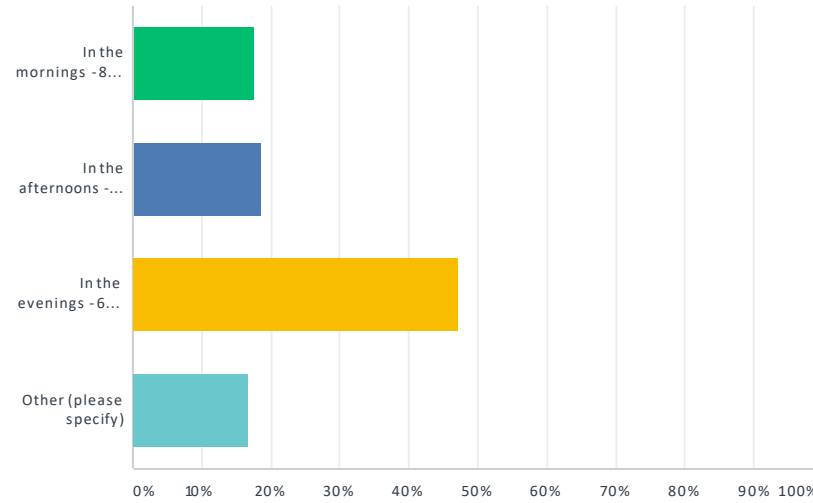


# 2018-2019 Stakeholder Survey - Modesto

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
My child is growing as a learner as a result of attending GVA.	51.94% 67	43.41% 56	3.88% 5	0.78% 1	129	1.53
My child is growing as a person as a result of attending GVA.	55.04% 71	38.76% 50	5.43% 7	0.78% 1	129	1.52
My child is on track to being college and career ready.	31.01% 40	53.49% 69	12.40% 16	3.10% 4	129	1.88
The academic program is meeting my child's needs.	37.98% 49	50.39% 65	6.98% 9	4.65% 6	129	1.78
I am informed about my child's learning, needs and successes.	46.88% 60	42.97% 55	9.38% 12	0.78% 1	128	1.64
I am satisfied with current levels of parent engagement at GVA.	41.09% 53	48.84% 63	10.08% 13	0.00% 0	129	1.69
I am informed about school events and functions.	65.12% 84	34.88% 45	0.00% 0	0.00% 0	129	1.35
I am informed about how I can be involved and support GVA.	59.54% 78	38.17% 50	2.29% 3	0.00% 0	131	1.43
GVA has strong brand recognition in the local community.	39.23% 51	48.46% 63	9.23% 12	3.08% 4	130	1.76
GVA creates a safe and loved learning environment.	57.25% 75	37.40% 49	3.82% 5	1.53% 2	131	1.50
My child feels loved at GVA.	54.26% 70	41.86% 54	2.33% 3	1.55% 2	129	1.51
The teacher cares about my child.	62.79% 81	32.56% 42	3.88% 5	0.78% 1	129	1.43
I feel welcomed at GVA.	60.31% 79	34.35% 45	3.82% 5	1.53% 2	131	1.47
GVA retains highly qualified teachers and staff.	45.04% 59	44.27% 58	6.87% 9	3.82% 5	131	1.69
The principal and vice principal are open and accessible.	58.33% 77	35.61% 47	4.55% 6	1.52% 2	132	1.49
The principal and vice principal are responsive to student and parent needs.	55.30% 73	36.36% 48	6.82% 9	1.52% 2	132	1.55
The office staff is courteous and helpful.	59.85% 79	38.64% 51	0.76% 1	0.76% 1	132	1.42
GVA continually seeks improvement.	49.23% 64	44.62% 58	3.08% 4	3.08% 4	130	1.60

## I would attend parent meetings more frequently if they were

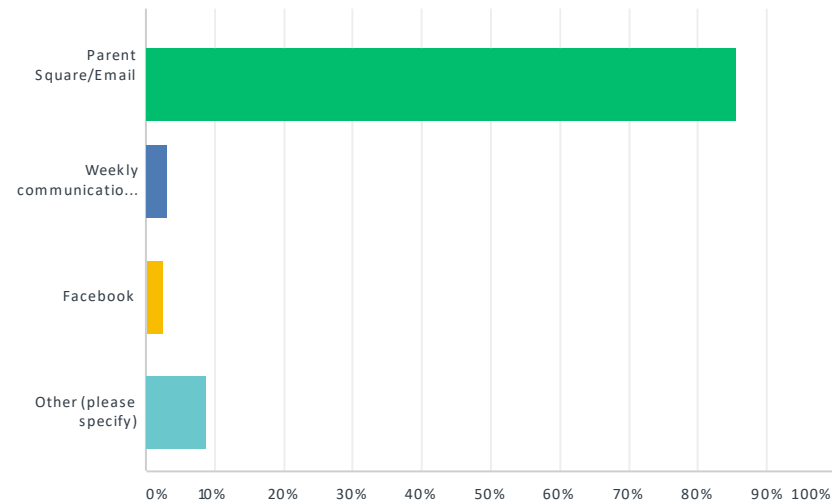
Answered: 108   Skipped: 28



ANSWER CHOICES	RESPONSES	
In the mornings - 8:30 (Collaborative Coffee)	17.59%	19
In the afternoons - 3:30 (just after school)	18.52%	20
In the evenings - 6:00 (or later)	47.22%	51
Other (please specify)	16.67%	18
TOTAL		108

## How can GVA best communicate with parents and community members?

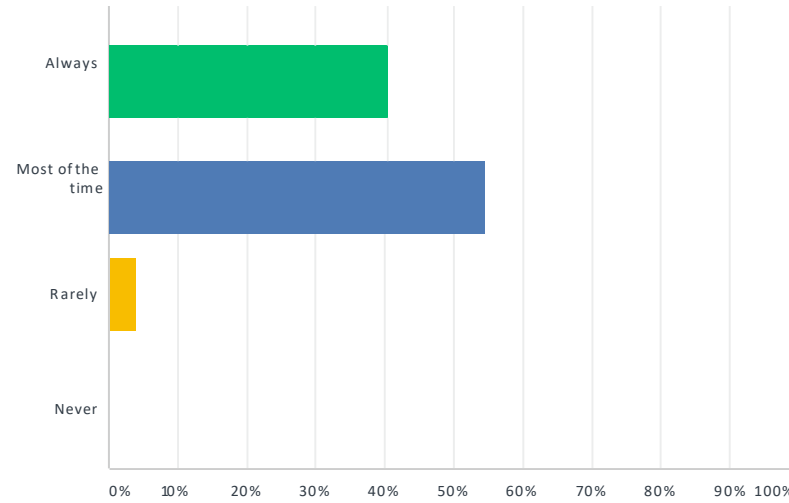
Answered: 124 Skipped: 12



ANSWER CHOICES	RESPONSES	
Parent Square/Email	85.48%	106
Weekly communication folders	3.23%	4
Facebook	2.42%	3
Other (please specify)	8.87%	11
TOTAL		124

## My child(ren) are happy to come to school

Answered: 128 Skipped: 8

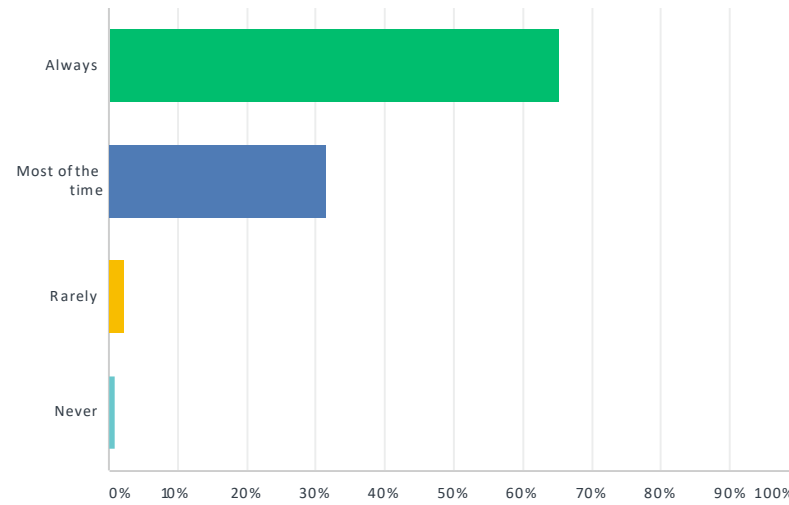


ANSWER CHOICES	RESPONSES	
Always	41.41%	53
Most of the time	54.69%	70
Rarely	3.91%	5
Never	0.00%	0
TOTAL		128



## My child(ren) feel safe at school

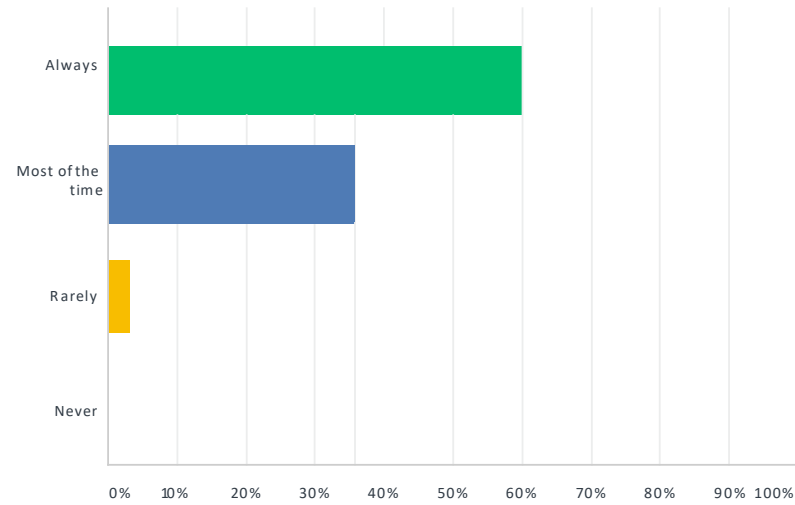
Answered: 127   Skipped: 9



ANSWER CHOICES	RESPONSES	
Always	65.35%	83
Most of the time	31.50%	40
Rarely	2.36%	3
Never	0.79%	1
TOTAL		127

## My child(ren) have access to quality instructional materials.

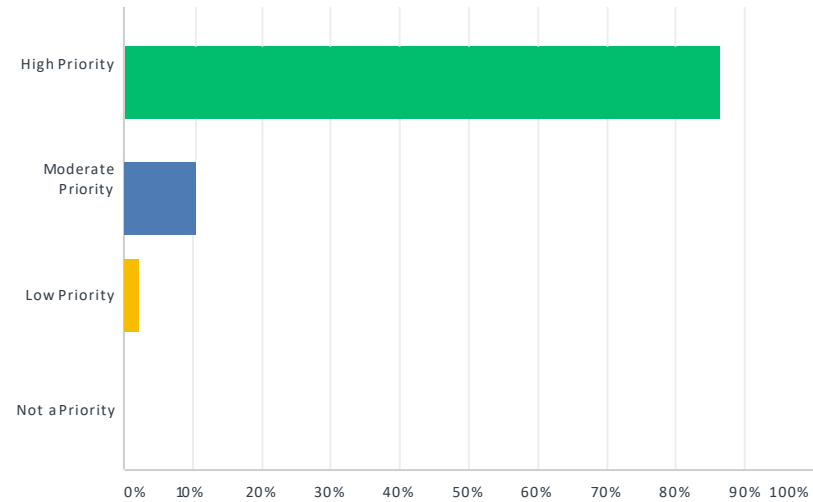
Answered: 126 Skipped: 10



ANSWER CHOICES	RESPONSES	
Always	60.32%	76
Most of the time	36.51%	46
Rarely	3.17%	4
Never	0.00%	0
TOTAL		126

Please select the responses that best reflect your priorities:16.  
 Maintain a positive school climate (sense of safety, connection to school,  
 reduce suspensions/expulsions)

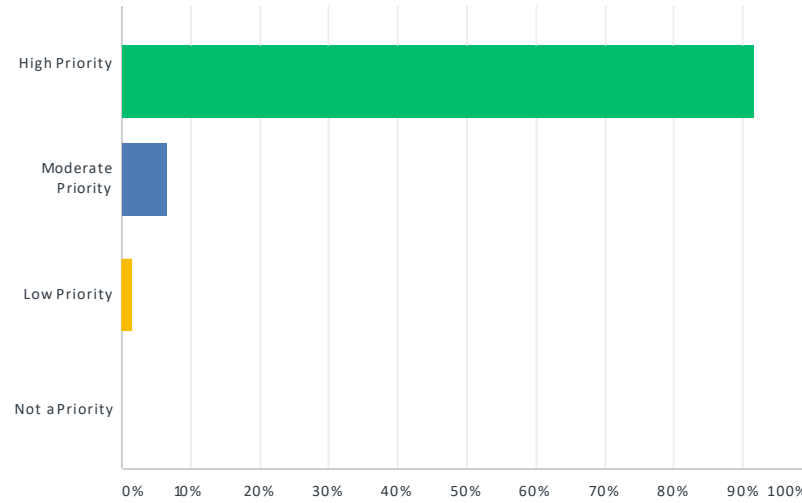
Answered: 133 Skipped: 3



ANSWER CHOICES	RESPONSES	
High Priority	86.47%	115
Moderate Priority	11.28%	15
Low Priority	2.26%	3
Not a Priority	0.00%	0
TOTAL		133

## Ensure highly qualified teachers

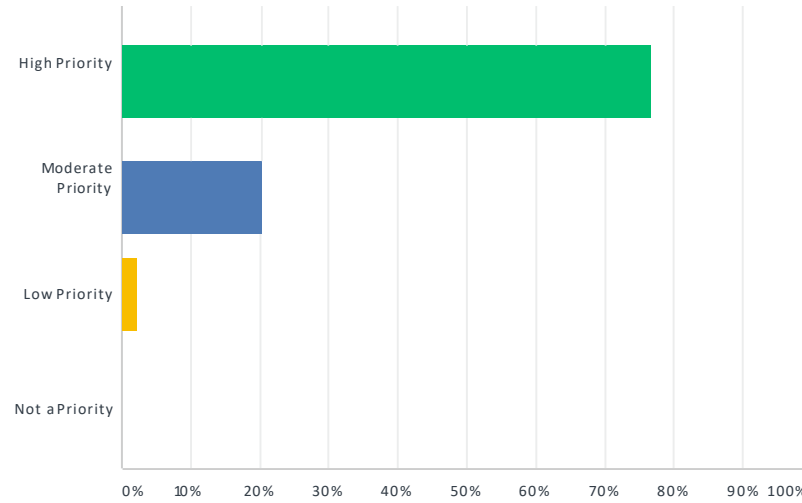
Answered: 133   Skipped: 3



ANSWER CHOICES	RESPONSES	
High Priority	91.73%	122
Moderate Priority	6.77%	9
Low Priority	1.50%	2
Not a Priority	0.00%	0
TOTAL		133

## Ensure student access to instructional materials

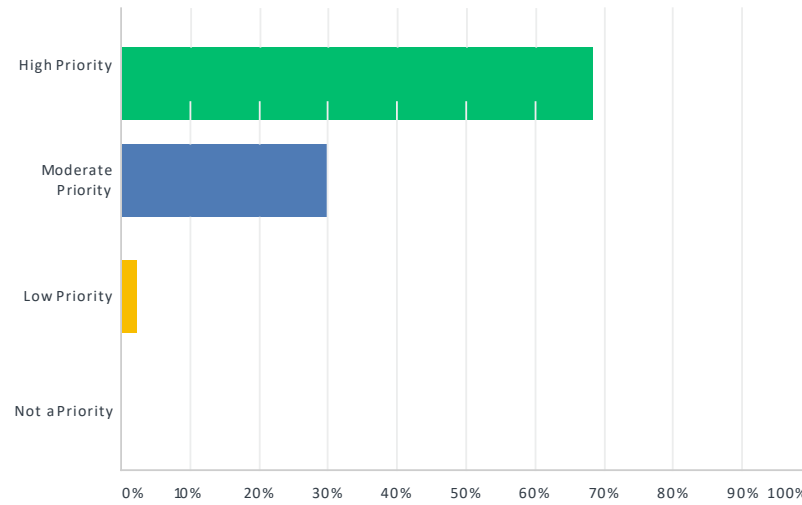
Answered: 133   Skipped: 3



ANSWER CHOICES	RESPONSES	
High Priority	76.69%	102
Moderate Priority	21.05%	28
Low Priority	2.26%	3
Not a Priority	0.00%	0
TOTAL		133

## Ensure facilities are in good repair

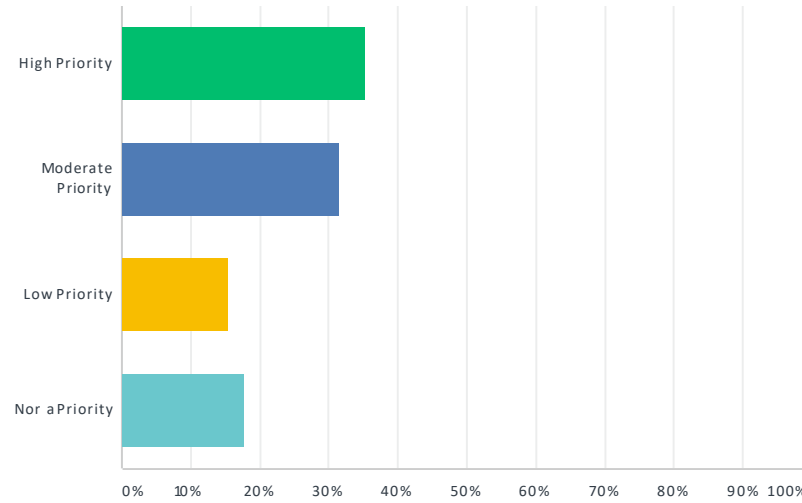
Answered: 133   Skipped: 3



ANSWER CHOICES	RESPONSES	
High Priority	68.42%	91
Moderate Priority	29.32%	39
Low Priority	2.26%	3
Not a Priority	0.00%	0
TOTAL		133

## Implement Common Core State Standards

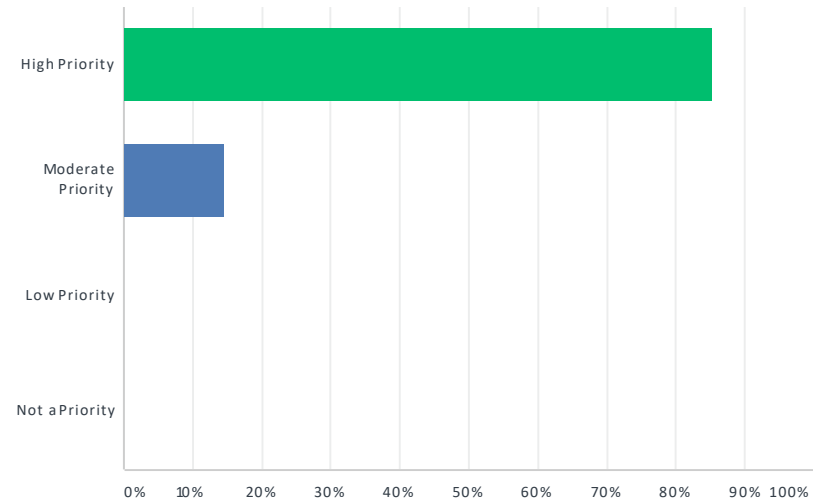
Answered: 130    Skipped: 6



ANSWER CHOICES	RESPONSES	
High Priority	35.38%	46
Moderate Priority	31.54%	41
Low Priority	15.38%	20
Nor a Priority	17.69%	23
TOTAL		130

Ensure student access to core subjects that prepare them for High School (i.e. English, Math, Social Science, Science, Visual & Performing Arts, PE, Health, Career/Technical Education)

Answered: 130 Skipped: 6

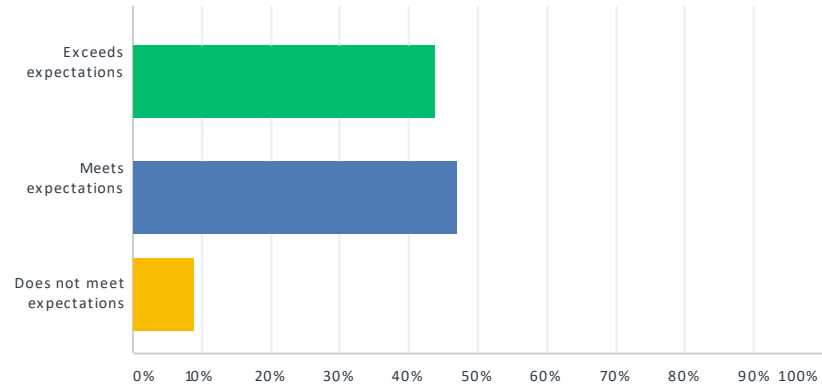


ANSWER CHOICES	RESPONSES	
High Priority	85.38%	111
Moderate Priority	14.62%	19
Low Priority	0.00%	0
Not a Priority	0.00%	0
TOTAL		130



## Overall grade I would give GVA.

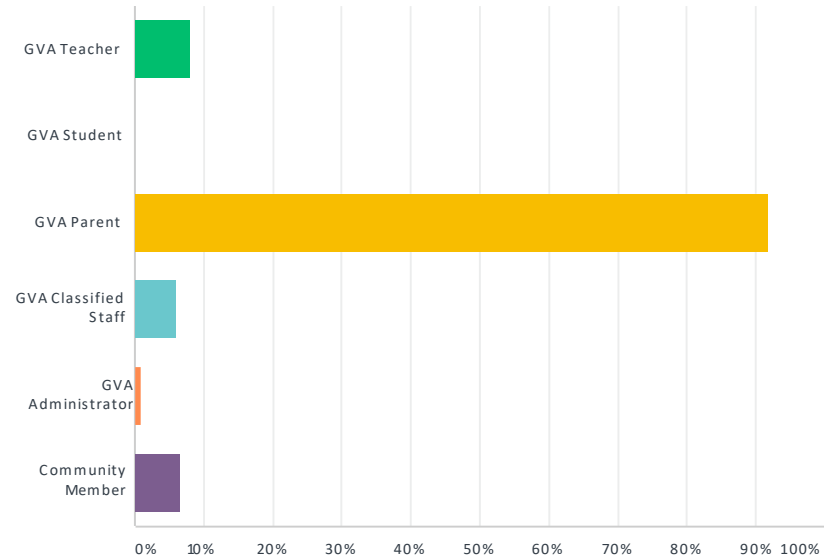
Answered: 134 Skipped: 2



ANSWER CHOICES	RESPONSES	
Exceeds expectations	44.03%	59
Meets expectations	47.01%	63
Does not meet expectations	8.96%	12
TOTAL		134

Please tell us about yourself, check all that apply (select at least 1)

Answered: 134 Skipped: 2



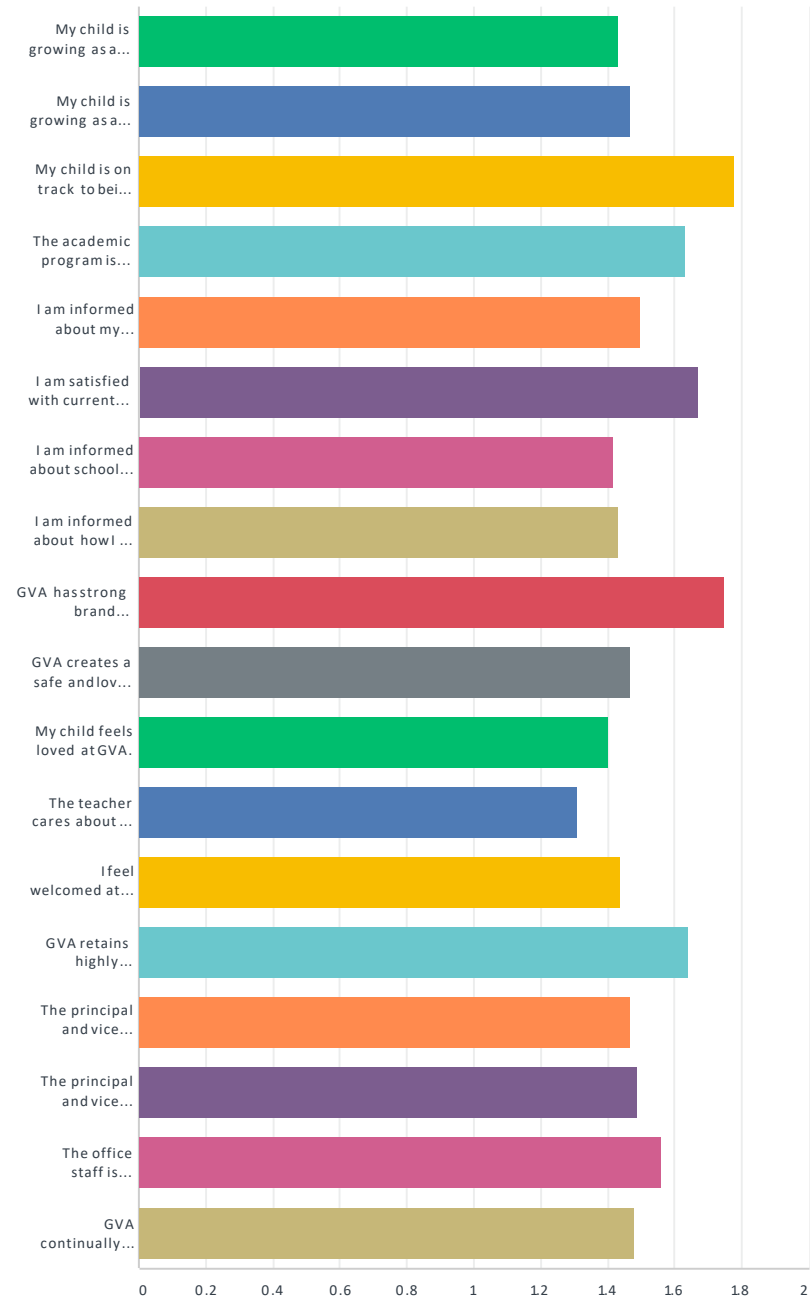
ANSWER CHOICES	RESPONSES	
GVA Teacher	8.21%	11
GVA Student	0.00%	0
GVA Parent	91.79%	123
GVA Classified Staff	5.97%	8
GVA Administrator	0.75%	1
Community Member	6.72%	9
Total Respondents: 134		





Salida  
2018-2019  
Stakeholder Survey Results

2018-2019 Stakeholder Survey -Salida

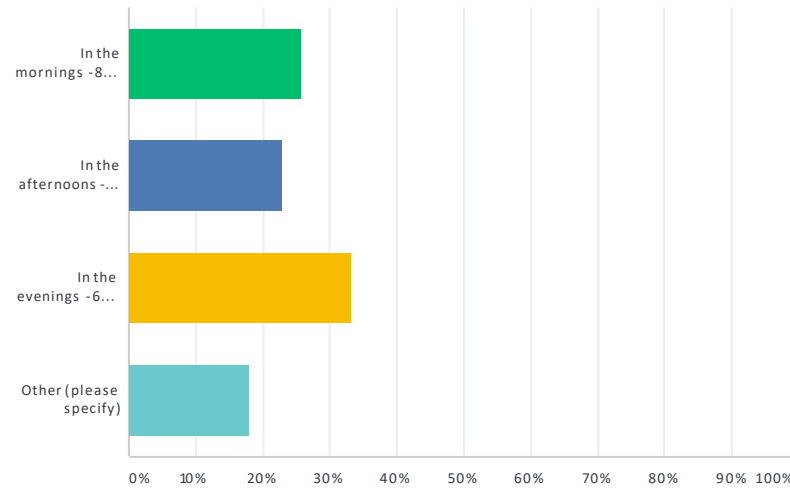


2018-2019 Stakeholder Survey -Salida

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
My child is growing as a learner as a result of attending GVA.	60.45% 81	36.57% 49	2.24% 3	0.75% 1	134	1.43
My child is growing as a person as a result of attending GVA.	55.22% 74	42.54% 57	2.24% 3	0.00% 0	134	1.47
My child is on track to being college and career ready.	32.06% 42	59.54% 78	6.87% 9	1.53% 2	131	1.78
The academic program is meeting my child's needs.	46.27% 62	46.27% 62	5.22% 7	2.24% 3	134	1.63
I am informed about my child's learning, needs and successes.	55.22% 74	40.30% 54	3.73% 5	0.75% 1	134	1.50
I am satisfied with current levels of parent engagement at GVA.	39.86% 55	52.90% 73	7.25% 10	0.00% 0	138	1.67
I am informed about school events and functions.	58.70% 81	40.58% 56	0.72% 1	0.00% 0	138	1.42
I am informed about how I can be involved and support GVA.	57.97% 80	40.58% 56	1.45% 2	0.00% 0	138	1.43
GVA has strong brand recognition in the local community.	38.41% 53	50.00% 69	10.14% 14	1.45% 2	138	1.75
GVA creates a safe and loved learning environment.	60.00% 84	34.29% 48	4.29% 6	1.43% 2	140	1.47
My child feels loved at GVA.	64.44% 87	31.85% 43	2.96% 4	0.74% 1	135	1.40
The teacher cares about my child.	71.01% 98	26.81% 37	2.17% 3	0.00% 0	138	1.31
I feel welcomed at GVA.	57.97% 80	39.86% 55	2.17% 3	0.00% 0	138	1.44
GVA retains highly qualified teachers and staff.	44.20% 61	49.28% 68	5.07% 7	1.45% 2	138	1.64
The principal and vice principal are open and accessible.	58.27% 81	37.41% 52	3.60% 5	0.72% 1	139	1.47
The principal and vice principal are responsive to student and parent needs.	57.25% 79	36.96% 51	5.80% 8	0.00% 0	138	1.49
The office staff is courteous and helpful.	51.80% 72	41.01% 57	6.47% 9	0.72% 1	139	1.56
GVA continually seeks improvement.	57.55% 80	37.41% 52	4.32% 6	0.72% 1	139	1.48

## I would attend parent meetings more frequently if they were

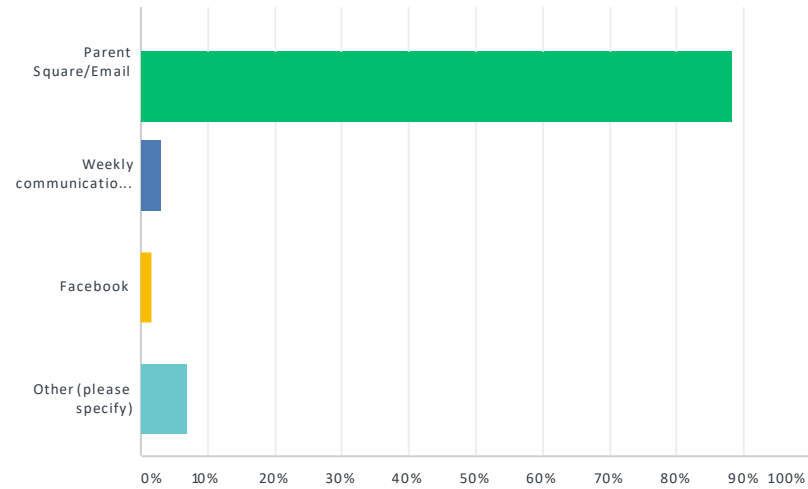
Answered: 117   Skipped: 24



ANSWER CHOICES	RESPONSES	
In the mornings - 8:30 (Collaborative Coffee)	25.64%	30
In the afternoons - 3:30 (just after school)	23.08%	27
In the evenings - 6:00 (or later)	33.33%	39
Other (please specify)	17.95%	21
TOTAL		117

## How can GVA best communicate with parents and community members?

Answered: 129 Skipped: 12

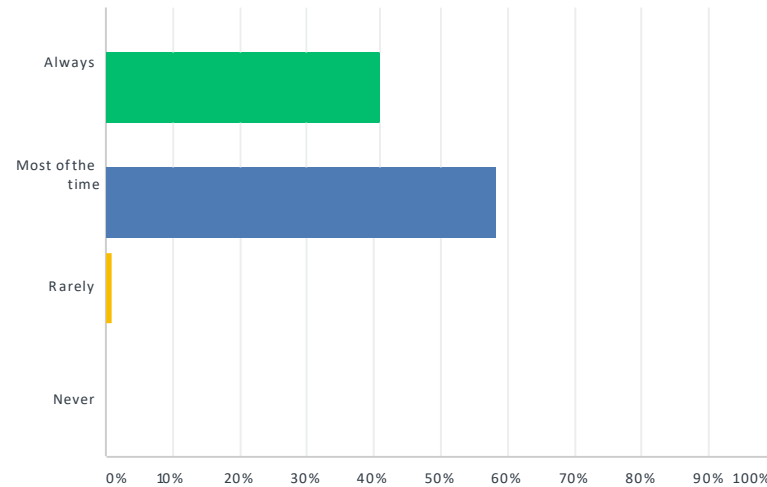


ANSWER CHOICES	RESPONSES	
Parent Square/Email	88.37%	114
Weekly communication folders	3.10%	4
Facebook	1.55%	2
Other (please specify)	6.98%	9
TOTAL		129



## My child(ren) are happy to come to school

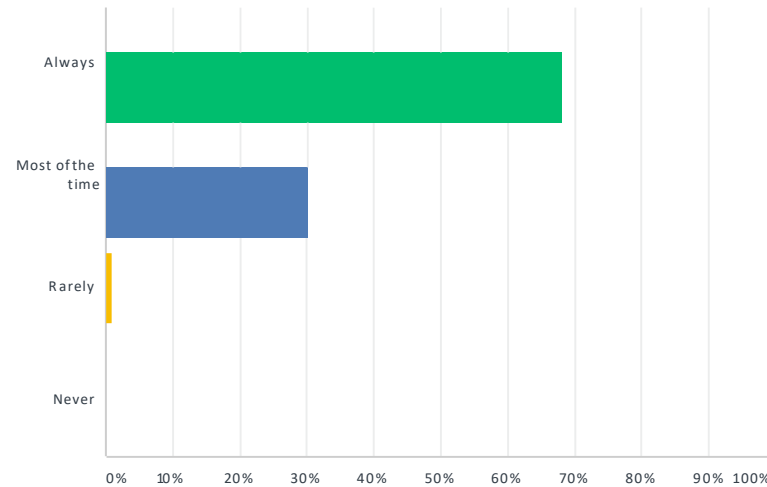
Answered: 132 Skipped: 9



ANSWER CHOICES	RESPONSES	
Always	40.91%	54
Most of the time	58.33%	77
Rarely	0.76%	1
Never	0.00%	0
TOTAL		132

## My child(ren) feel safe at school

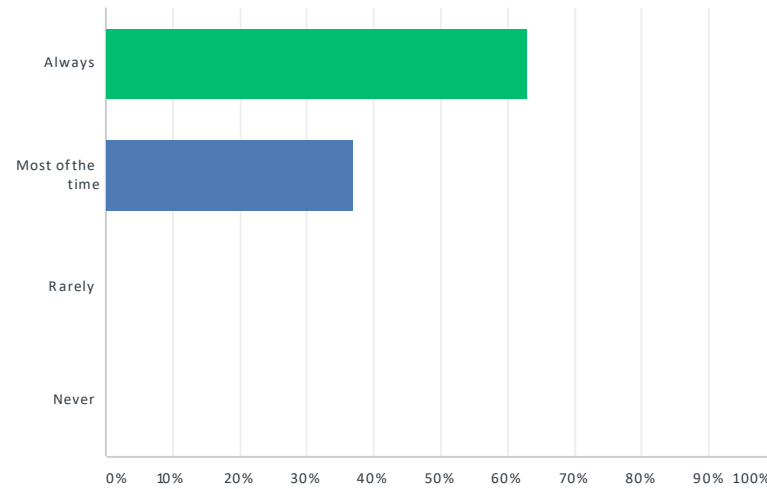
Answered: 132 Skipped: 9



ANSWER CHOICES	RESPONSES	
Always	68.18%	90
Most of the time	31.06%	41
Rarely	0.76%	1
Never	0.00%	0
TOTAL		132

## My child(ren) have access to quality instructional materials.

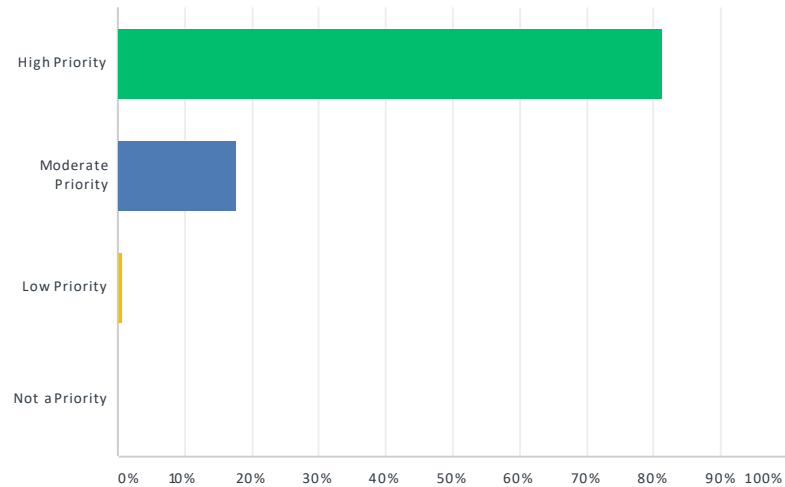
Answered: 132 Skipped: 9



ANSWER CHOICES	RESPONSES	
Always	62.88%	83
Most of the time	37.12%	49
Rarely	0.00%	0
Never	0.00%	0
TOTAL		132

Please select the responses that best reflect your priorities:16.  
 Maintain a positive school climate (sense of safety, connection to school,  
 reduce suspensions/expulsions)

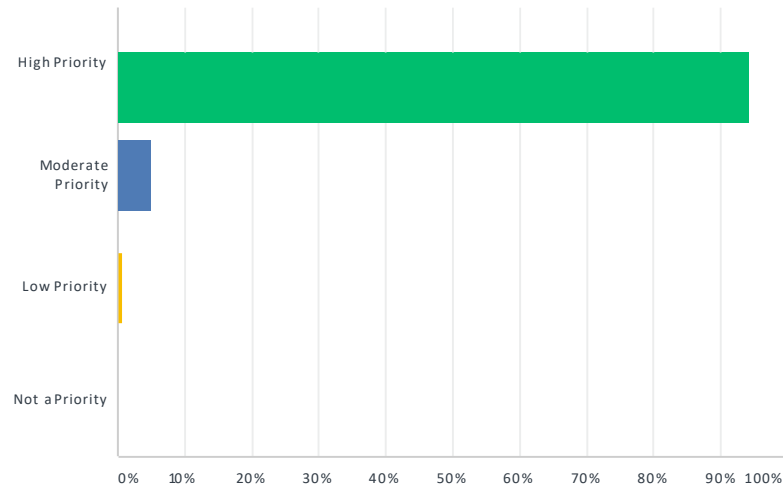
Answered: 140 Skipped: 1



ANSWER CHOICES	RESPONSES	
High Priority	81.43%	114
Moderate Priority	17.86%	25
Low Priority	0.71%	1
Not a Priority	0.00%	0
TOTAL		140

## Ensure highly qualified teachers

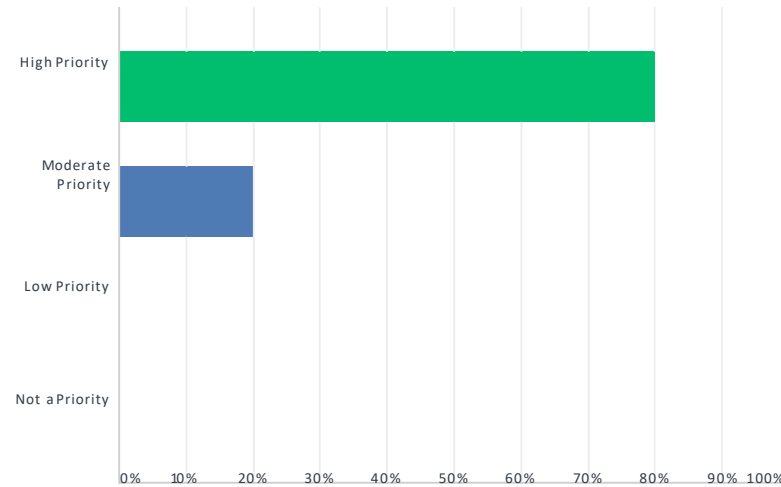
Answered: 140 Skipped: 1



ANSWER CHOICES	RESPONSES	
High Priority	94.29%	132
Moderate Priority	5.00%	7
Low Priority	0.71%	1
Not a Priority	0.00%	0
TOTAL		140

## Ensure student access to instructional materials

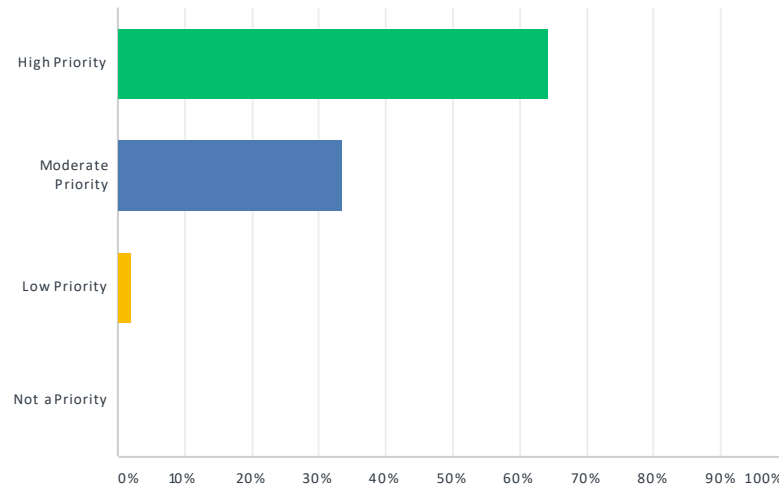
Answered: 139   Skipped: 2



ANSWER CHOICES	RESPONSES	
High Priority	80.58%	112
Moderate Priority	19.42%	27
Low Priority	0.00%	0
Not a Priority	0.00%	0
TOTAL		139

## Ensure facilities are in good repair

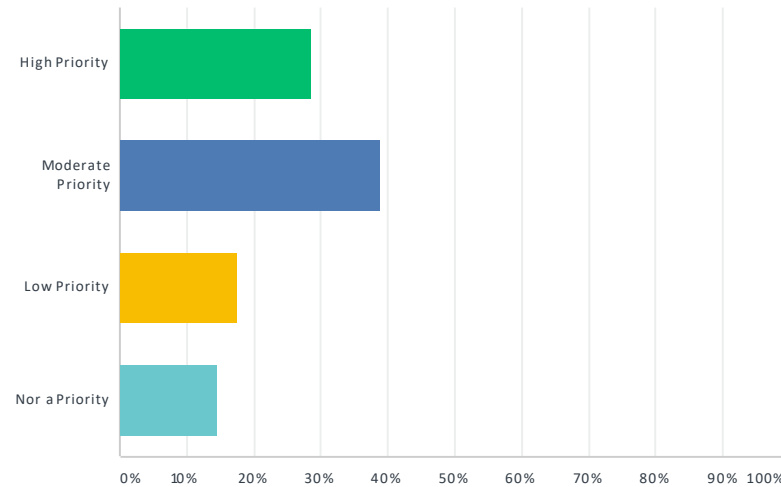
Answered: 140 Skipped: 1



ANSWER CHOICES	RESPONSES	
High Priority	64.29%	90
Moderate Priority	33.57%	47
Low Priority	2.14%	3
Not a Priority	0.00%	0
TOTAL		140

## Implement Common Core State Standards

Answered: 136 Skipped: 5

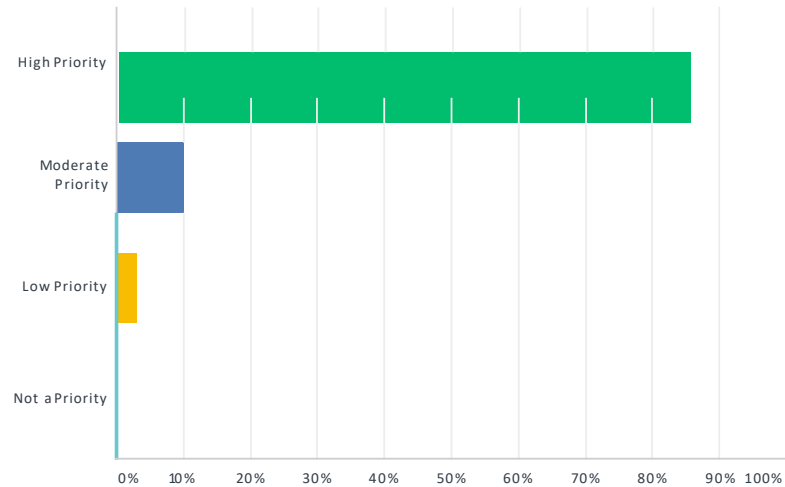


ANSWER CHOICES	RESPONSES	
High Priority	28.68%	39
Moderate Priority	38.97%	53
Low Priority	17.65%	24
Not a Priority	14.71%	20
TOTAL		136



Ensure student access to core subjects that prepare them for High School (i.e. English, Math, Social Science, Science, Visual & Performing Arts, PE, Health, Career/Technical Education)

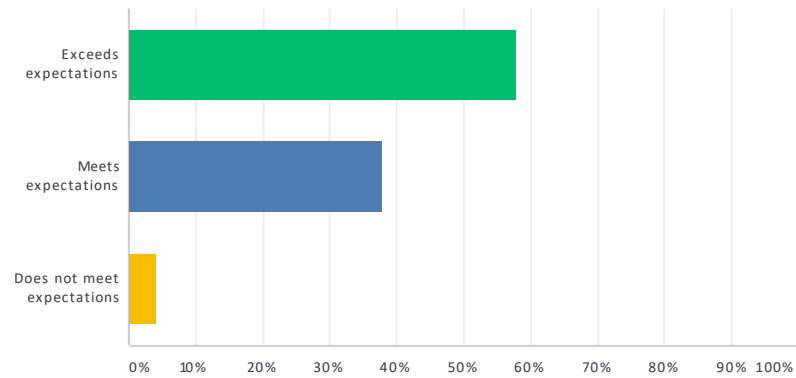
Answered: 139 Skipped: 2



ANSWER CHOICES	RESPONSES	
High Priority	85.61%	119
Moderate Priority	10.79%	15
Low Priority	2.88%	4
Not a Priority	0.72%	1
TOTAL		139

## Overall grade I would give GVA.

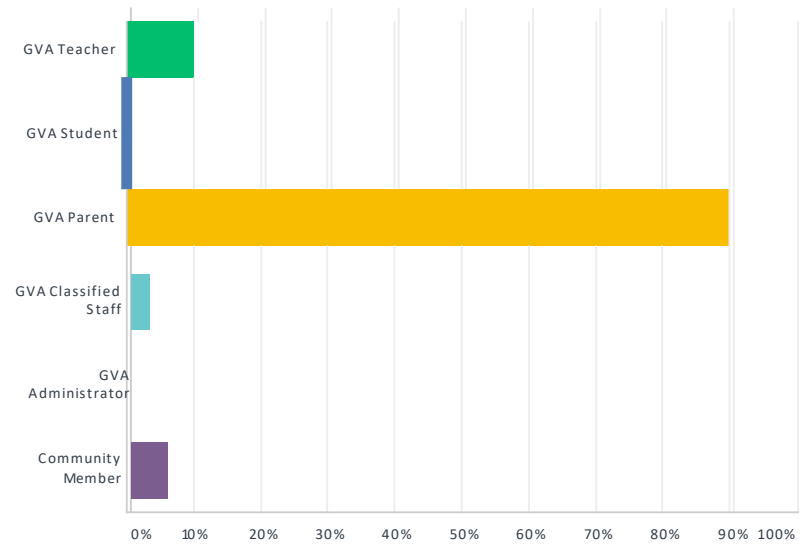
Answered: 140 Skipped: 1



ANSWER CHOICES	RESPONSES	
Exceeds expectations	57.86%	81
Meets expectations	37.86%	53
Does not meet expectations	4.29%	6
TOTAL		140

Please tell us about yourself, check all that apply (select at least 1)

Answered: 140 Skipped: 1



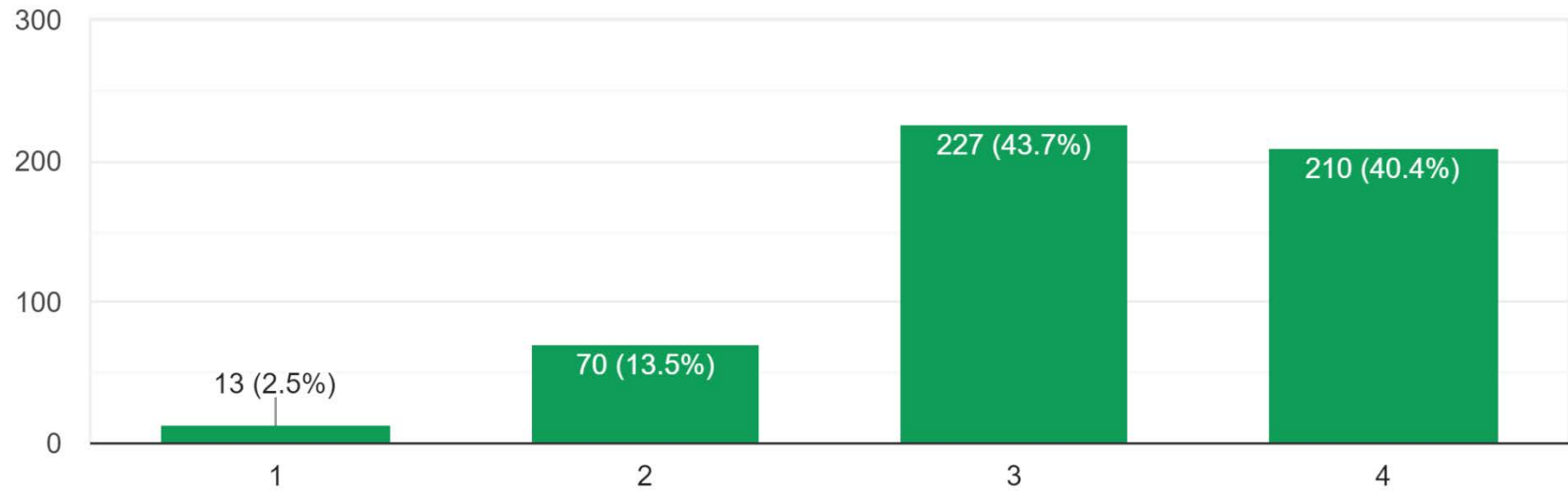
ANSWER CHOICES	RESPONSES	
GVA Teacher	10.71%	15
GVA Student	1.43%	2
GVA Parent	89.29%	125
GVA Classified Staff	2.86%	4
GVA Administrator	0.00%	0
Community Member	5.71%	8
Total Respondents: 140		



# SALIDA - 2019 Spring Student Survey

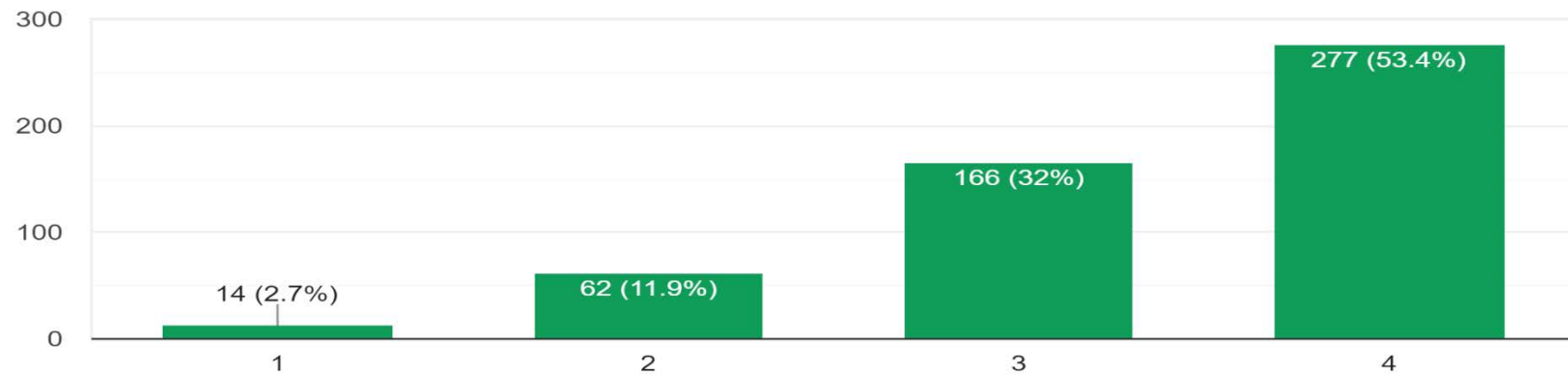
## I feel safe at GVA

520 responses



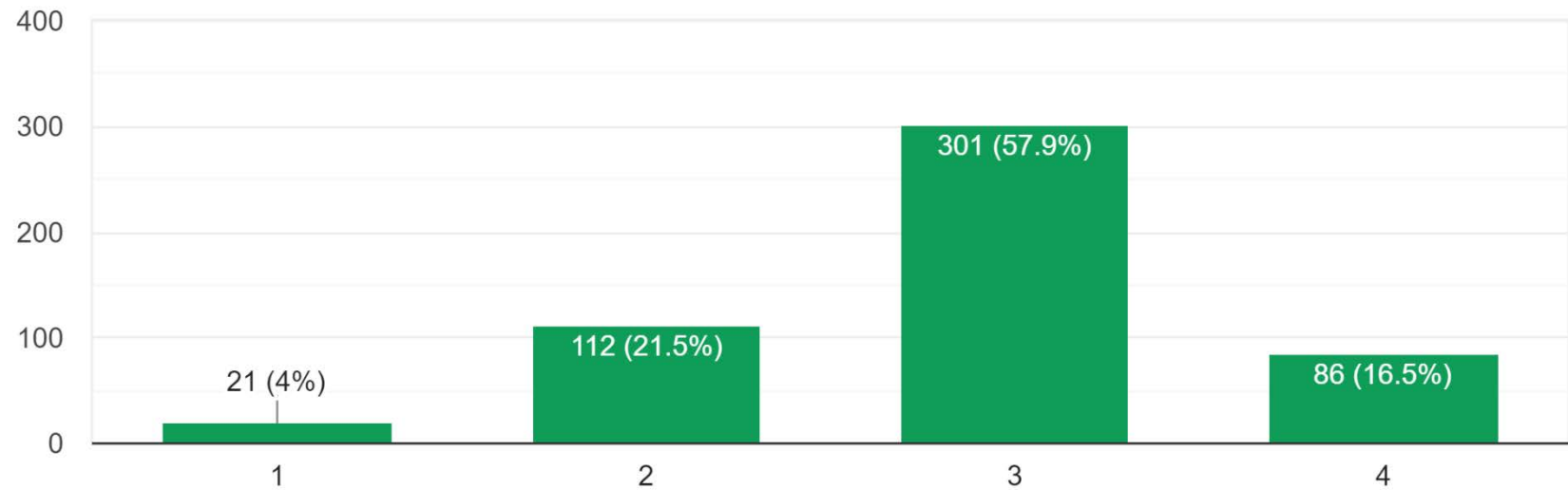
## My teacher cares about me

519 responses



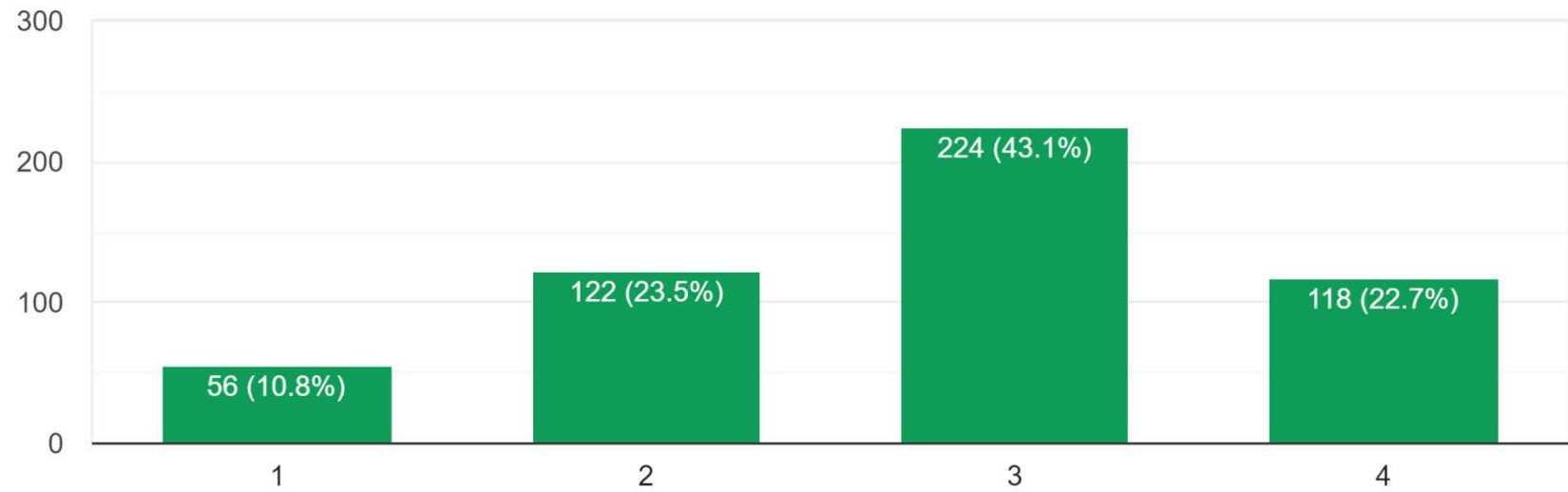
## I am able to focus and learn in my classroom

520 responses



## I am excited to learn

520 responses





# Great Valley Academy Modesto (2018-2019)

## Recently Adopted Academic Standards and/or Curriculum Frameworks

1. **Rate the LEA's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.**

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

	1	2	3	4	5
ELA – Common Core State Standards for ELA				X	
ELD (Aligned to ELA Standards)			X		
Mathematics – Common Core State Standards for Mathematics				X	
Next Generation Science Standards				X	
History-Social Science		X			

2. **Rate the LEA's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.**

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

	1	2	3	4	5
ELA – Common Core State Standards for ELA				X	
ELD (Aligned to ELA Standards)			X		
Mathematics – Common Core State Standards for Mathematics			X		
Next Generation Science Standards			X		
History-Social Science		X			

3. **Rate the LEA's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing).**

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

	1	2	3	4	5
ELA – Common Core State Standards for ELA			X		
ELD (Aligned to ELA Standards)			X		
Mathematics – Common Core State Standards for Mathematics			X		
Next Generation Science Standards			X		
History-Social Science		X			

### Other Adopted Academic Standards

4. Rate the LEA's progress implementing each of the following academic standards adopted by the state board for all students.

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

	1	2	3	4	5
<b>Career Technical Education N/A</b>					
Health Education Content Standards			X		
Physical Education Model Content Standards				X	
<b>Visual and Performing Arts N/A</b>					
<b>World Language N/A</b>					

### Support for Teachers and Administrators

5. During the 2016-17 school year (including summer 2017), rate the LEA's success at engaging in the following activities with teachers and school administrators?

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

	1	2	3	4	5
Identifying the professional learning needs of groups of teachers or staff as a whole			X		
Identifying the professional learning needs of individual teachers			X		
Providing support for teachers on the standards they have not yet mastered			X		

### Optional Narrative

Provide any additional information in the text box provided in the Dashboard that the LEA believes is relevant to understanding its progress implementing the academic standards adopted by the state board.

# Great Valley Academy Salida (2018-2019)

## Recently Adopted Academic Standards and/or Curriculum Frameworks

1. **Rate the LEA's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.**

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	1	2	3	4	5
ELA – Common Core State Standards for ELA				x	
ELD (Aligned to ELA Standards)		x			
Mathematics – Common Core State Standards for Mathematics				x	
Next Generation Science Standards			x		
History-Social Science		x			

2. **Rate the LEA's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.**

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	1	2	3	4	5
ELA – Common Core State Standards for ELA					x
ELD (Aligned to ELA Standards)		X			
Mathematics – Common Core State Standards for Mathematics		X			
Next Generation Science Standards		X			
History-Social Science		X			

3. **Rate the LEA's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing).**

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	1	2	3	4	5
ELA – Common Core State Standards for ELA				x	
ELD (Aligned to ELA Standards)		X			
Mathematics – Common Core State Standards for Mathematics				x	
Next Generation Science Standards		X			
History-Social Science		x			

### Other Adopted Academic Standards

4. Rate the LEA's progress implementing each of the following academic standards adopted by the state board for all students.

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<b>Career Technical Education N/A</b>					
Health Education Content Standards				<b>x</b>	
Physical Education Model Content Standards				<b>x</b>	
<b>Visual and Performing Arts N/A</b>					
<b>World Language N/A</b>					

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	1	2	3	4	5
Identifying the professional learning needs of groups of teachers or staff as a whole			x		
Identifying the professional learning needs of individual teachers			X		
Providing support for teachers on the standards they have not yet mastered		x			

### Optional Narrative

Provide any additional information in the text box provided in the Dashboard that the LEA believes is relevant to understanding its progress implementing the academic standards adopted by the state board.



Welcome, Great Valley  
Academy!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1



Priority 2



Priority 3



Priority 6



Priority 7



Finalize

## Self-Reflection Tool (Priority 7) - Access to a Broad Course of Study

**Standard:** Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12, as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

**Evidence:** The LEA responds to the self-reflection tools as specified and reports the results to its local governing board and through the local data selection option in the Dashboard.

### Approach for Self-Reflection Tool to Use as Evidence

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

**1. Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served.**

As a charter school, we provide access to a broad course of study, based on our authorized charter. All of our students, by enrolling in our schools have access to those courses. This can be verified by teacher/class schedules and by student academic report cards.

Text is limited to 3000 characters

**2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.**

We are a single site, and as mentioned above, all enrolled students have access.

Text is limited to 3000 characters

**3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.**

N/A

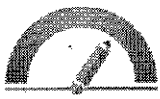
Text is limited to 3000 characters

**4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?**

N/A

Text is limited to 3000 characters

Additional information about enrollment in courses and the number of courses offered in different subjects at schools is available on the California Department of Education DataQuest web page (<https://data1.cde.ca.gov/dataquest/page2.asp?Level=District&subject=Course>).



Welcome, Great Valley  
Academy - Salida!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

Finalize

## Self-Reflection Tool (Priority 7) - Access to a Broad Course of Study

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We are a single site, and as mentioned above, all enrolled students have access.

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**3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.**

N/A

Text is limited to 3000 characters

**4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?**

N/A

Text is limited to 3000 characters

Additional information about enrollment in courses and the number of courses offered in different subjects at schools is available on the California Department of Education DataQuest web page (<https://data1.cde.ca.gov/dataquest/page2.asp?Level=District&subject=Course>).

## **Regular Meeting of the Board of Trustees**

June 24, 2019

5:30 p.m.

Great Valley Academy

3200 Tully Rd.

Modesto, CA 95350

- a. CALL TO ORDER**
- b. PLEDGE OF ALLEGIANCE**
- c. CELEBRATION**
- d. TEACHER SURVEY RESULTS – Sue Rich**
- e. COMMUNICATIONS**

- a. WRITTEN COMMUNICATION**

- b. PUBLIC PARTICIPATION**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, board members will not respond to presentations and no action can be taken. However, the board may give direction to staff following a presentation.*

*In compliance with the Americans with Disabilities Act (ADA) and upon request, Great Valley Academy ("GVA") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the GVA main office in person or by calling 209-576-2283.*

- c. CHIEF OPERATING OFFICER'S REPORT**

- d. CHIEF EXECUTIVE OFFICER'S REPORT**

- f. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**e. CONSENT AGENDA**

*Consent Agenda information has been forwarded to each Board Member prior to this meeting for study and is on file at the Great Valley Academy office, 3200 Tully Road, Modesto. Copies of the complete agenda are available at the Board meeting. The Board in one motion acts on items listed on the Consent Agenda. There is no discussion of these items prior to the Board vote unless a member of the Board, staff or the public requests special items be discussed or removed from the Consent Agenda*

- a. Adoption of the Minutes of the Regular Board Meeting of 4/29/19.
- b. Approval of Annual Update of Modesto Student/Parent Handbook
- c. Approval of Annual Update of Salida Student/Parent Handbook
- d. Approval of Annual Update of Employee Handbook
- e. Approval of Annual Update of EPA

**f. ACTION ITEMS**

- a. Approval of Immunization Policy #2019.048
- b. Approval of Fiscal Policies Manual
- c. Approval of Classified Salary Schedule
- d. Approval of Principal/Vice Principal Salary Scale
- e. Approval of SPED Stipend Increase
- f. Approval of Modesto LCAP
- g. Approval of Salida LCAP
- h. Approval of Modesto Budget
- i. Approval of Salida Budget

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Homeschool Teacher Leadership Positions

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING** – August 26, 2019  
~Modesto Campus

**i. FINAL ADJOURNMENT**

*Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 3200 Tully Rd., Modesto CA 95350.*



Chief Operating Officer's Report  
June 24, 2019  
Board Meeting



Process and Policy Updates

- ❖ Fiscal Policy Manual – For Board Approval
- ❖ Student Immunization Policy – For Board Approval
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

District Responsibilities

- ❖ 2019/20 Draft Budget – For Board Approval
- ❖ Salary Schedule Revisions – For Board Approval
- ❖ Student/Parent Handbook Updates – For Board Approval
- ❖ Employee Handbook Updates – For Board Approval
- ❖ GVA Internal Student & Staff Uniform Sales – Launch July 2019
- ❖ Breakfast Program (Salida) – Launch August 2019
- ❖ Supervisor's & Manager's Training Manual – Final Revisions in Progress
- ❖ All Staff Payroll Updates for 2019/20 – In Progress
- ❖ Health & Welfare Benefit Cost Analysis – In Progress
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ Staff Intranet Updates – In Progress
- ❖ Multi-Campus 2019/20 Planning – In Progress

Website Analytics

- ❖ May 2019
  - ❑ 2,389 Users Visited (80.3% New/19.7% Returning)
  - ❑ 8,738 Page Views
  - ❑ Users Averaged 1:56 Minutes on the Site
  - ❑ 55.32% Mobile – 41.49% Desktop – 3.19% Tablet
  - ❑ Type: Organic 68% – Direct 26.9% – Referral 3.9% – Social 1.2%

Training

- ❖ Office Staff Training – July 22, 2019
- ❖ GVA Supervisor & Manager HR Training – July 24, 2019
- ❖ All Staff Training – August 8, 2019
- ❖ Annual YM & C Legal Updates – Ongoing
- ❖ Annual Paychex Updates – Ongoing

Chief Executive Officer's Report  
June 24, 2019  
Board Meeting



Strategic Plan

- Action items in process

Board Governance

- New board member lunch and learn, first meeting of 2019.2020 to be scheduled
- Final 2018.2019 meeting was held February 21, 2019, first meeting of 2019.2020 to be scheduled

State Accountability

- School site presentations at February meeting

External impact, linkages

- Actively involved in both California level charter school organizations
  - Legislative impact review, assessment
  - Providing advisory capacity as requested
- Regular meetings with SCOE Superintendent, Cabinet members
- ACSA monthly breakfast meeting
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Ongoing participation in Central Valley AcceleratED Leadership Program
  - Administrative Intern Teacher Leads participating 2018-2019
- Chamber of Commerce: State of Business and Education (member, event committee)
- Stanislaus County Fall Board Trustees dinner
- Stanislaus Partners in Education annual recognition event
- Bi-Annual community brunch, supporting the Education Foundation of Stanislaus County
- Annual Join Hands for Education dinner, supporting the Education Foundation of Stanislaus County
- Cohort/360 Accelerator sponsored meeting with Assembly Education Committee, Vice Chair, Kevin Kiley
- Annual presentation to SCOE board members (GVA Modesto)
- Monthly SELPA PAC meetings

Other

- Homeschool
  - Continuing to review policies, procedures and academic model
  - Creating plan to implement program updates

Salida Campus

- Stanislaus County required Sisk Road improvements
  - County sign off complete



### Modesto Facilities

- Prop 39 Energy Effectiveness funding
  - Auditorium HVAC completion
    - Engaged with architect, per board approval
    - Architectural revisions complete
    - Contractor chosen, contract in process
    - AC unit delivered 2/8/2019, completion in progress
    - HVAC install complete!
  - Balance of funding received
  - Highlands contract approved, installation complete

### Campus Safety

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of process

### Professional Development

- Webinars
  - CDE-LCFF Local Priorities
  - CDE/Commission of the States-Charter Authorizer best practices
  - SELPA-IEP 101 for Charter Schools
  - Teachers College, Columbia University-Leading change in Uncertain Times (K-12 education)
  - CDE-College & Career Indicators
  - CDE-Suspension & Chronic Absenteeism Indicators
  - CDE-Academic Indicators
  - CDE-Local Control and Accountability Plan changes to the Plan Summary
  - CDE-Systems of Support
  - Education Week-SEL Middle School Students
- Conferences
  - CSDC Conference (December)
- Programs
  - Yearlong leadership-coaching mastery (completed date 3/2019)
  - Year 2 transformational leadership (start date 5/2019)



Legislative update (includes CCSA position)

Updated 6.19.2019

**Sponsor/Support: AB 2635 (Weber) – LCFF: Lowest Performing Subgroup:** AB 2635 would create an additional subgroup within the Local Control Funding Formula (LCFF) for the lowest academically performing subgroup, currently African American students. AB 2635 was approved on the Assembly Floor with a 76-0 vote with 2 abstentions. The bill is now at the Education Committee. **Re-introduced as AB 575, in Assembly Ed committee, no movement since March**

**Neutral: SB 126 (Leyva, O'Donnell) – Charter School School Transparency:** Senate Bill 126 would require that California charter school boards comply with the same open meeting, conflict-of-interest and disclosure laws as district school boards, including holding public board meetings and opening records to the public. **Signed by Governor 3.5.2019**

**Oppose: AB 1505 (O'Donnell)-** Eliminates right to appeal to State Board, only allow appeal at County Board level if local district committed a procedural violation or if appeal contains new or different material terms ("as defined"), reduces renewal period to 2-5 years (instead of the current 5 years), eliminates student academic achievement as the most important factor in determining whether to revoke a charter, eliminates appeal process for revocation, and more. **To be heard in Senate Education Committee in July**

**Oppose: AB 1506 (McCarty)-** Imposes a cap on the opening of new charter schools at the existing level of approximately 1,323 schools, and only allows new charters when an existing charter school closes. **Pulled for this year, may be reactivated for next year**

**Oppose: AB 1507 (Smith)-** Removes the right of charter schools to locate their facility outside their authorizing district under very limited circumstances. **To be heard in Senate Education Committee in July**

**Oppose: SB 756 (Durazo) -**Would create a moratorium on charter schools effective January 1, 2020. **Pulled for this year, may be reactivated for next year**

**GREAT VALLEY ACADEMY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**April 29, 2019**

# MINUTES

<b><i>Members Present:</i></b>	Steve Payne, Chad Wolf, Yolanda Meraz, Mike Gianelli, Susan Nisan
<b><i>Members Absent:</i></b>	Vince Jamison, Twila Tosh
<b><i>Great Valley Academy Staff Present:</i></b>	Leah Franklin, Marisa Meeks, Christine Frost, Russell Howell, Mike Ruehle, Dr. Eldon Rosenow, Kelli Rupe
<b><i>Audience Present:</i></b>	None
<b><i>Call to Order:</i></b>	The meeting was called to order at 5:37 p.m.
<b><i>Pledge of Allegiance:</i></b>	Mr. Payne welcomed everyone and led the Pledge of Allegiance.
<b><i>Student Presentation:</i></b>	None
<b><i>Communications:</i></b>	<b>COMMUNICATIONS</b>
<b><i>Written Communications:</i></b>	None
<b><i>Public Participation:</i></b>	None
<b><i>Modesto Principal Report:</i></b>	Mr. Ruehle presented his report to the Board. He presented Student Survey results.
<b><i>Salida Principal Report:</i></b>	Mr. Howell presented his report to the Board. He presented Student Survey results.
<b><i>Homeschool Principal Report:</i></b>	Ms. Frost presented her report to the Board. She spoke about using the new Homeschool room for testing purposes and the success of doing so.

# MINUTES

## Regular Meeting of the Board

April 29, 2019

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### Chief Operating

#### Officer's Report:

Mrs. Meeks presented her report to the Board She spoke about the new breakfast program that was launched in Modesto.

### Chief Executive

#### Officer's Report:

Ms. Silvestre presented her report to the Board. She gave a legislative update.

#### Founder's Report:

Dr. Rosenow presented his report to the Board. He spoke about spending time in Sacramento working with Kathleen Galgiani and Health Flora discussing legislation impacting charter schools.

### Approval of Agenda/

#### Order of Agenda:

The motion was made by Mr. Wolf, seconded by Mr. Gianelli, approving the Agenda and Order of Agenda. A roll call vote was taken.

**AYES:** Wolf, Nisan, Payne, Gianelli, Meraz

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

### Consent Agenda:

#### CONSENT AGENDA

The motion was made by Mr. Gianelli, seconded by Mr. Wolf, approving the consent agenda items. A roll call vote was taken.

**AYES:** Wolf, Nisan, Payne, Gianelli, Meraz

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

### Action Items:

#### ACTION ITEMS

a. The motion was made by Mrs. Nisan, seconded by Mrs. Meraz approving Resolution #2019.047. A roll call vote was taken.

**AYES:** Wolf, Nisan, Payne, Gianelli, Meraz

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

April 29, 2019

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- b. The motion was made by Mrs. Nisan, seconded by Mr. Wolf approving Form 990 pending a change to updated Mission Statement. A roll call vote was taken.

**AYES:** Wolf, Nisan, Payne, Gianelli, Meraz

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

- c. The motion was made by Mr. Gianelli, seconded by Mr. Payne approving the 2019/2020 Stipend Schedule. A roll call vote was taken.

**AYES:** Wolf, Nisan, Payne, Gianelli, Meraz

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

- d. The motion was made by Mr. Gianelli, seconded by Mr. Wolf approving Yolanda Meraz as Board Vice President as of July 1, 2019. A roll call vote was taken.

**AYES:** Wolf, Nisan, Payne, Gianelli

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** Meraz

### *Information and Discussion:*

#### **Monthly Financials**

Both campuses are on track to meet budget.

#### **Self Reflection- Academic Standards & Broad Course of Study**

Ms. Silvestre presented handouts to the board.

### *Future Agenda Items:*

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – June 24, 2019 ~Modesto Campus

### *Adjournment:*

The meeting was adjourned at 7:00 pm



## **2019-20 Student/Parent Handbook**

Great Valley Academy (Modesto Campus)  
3200 Tully Road  
Modesto, CA 95350  
Phone: 209-576-2283

[www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)



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## **Mission and Core Philosophy**

### **Vision**

Great Valley Academies envision thriving communities strengthened by individuals who act with confidence, learn tenaciously, celebrate the differences of others, and positively impact the world around them.

### **Mission**

Great Valley Academies create a safe, loved, learning environment where all students develop foundational thinking skills and positive character traits to achieve their greatest potential.

### **Philosophy**

At Great Valley Academy, we believe:

- Every child is unique and can learn like a gifted learner – visually.
- Students deserve the opportunity to have instruction delivered in a way that is relevant and meaningful.
- School should be a non-threatening environment that emphasizes relationships.
- Character education should be taught, modeled, and assessed.
- Highly-trained, motivated teachers are essential.
- Parental involvement and support is an essential element of a quality educational experience.

Great Valley Academy's inquiry-based curriculum will help students become self-motivated, competent, lifelong learners who are critical thinkers; demonstrating confidence and creativity. We believe that all students can achieve high standards even though they may enter Great Valley Academy with different strengths, abilities, and life experiences.

## **5 Pillars**

### **1. Great Valley Smart (GVS)**

GVA trains the brain, unlocking gifted learning through the utilization of visual strategies and purposeful movement.

### **2. Character Development**

GVA equips students to become caring and responsible citizens through choice theory, character reflection, and assessment.

### **3. Climate: Safe, Loved, Learning**

GVA nurtures a community where all are safe, loved, and learning.

### **4. Mastery Learning**

GVA empowers students to influence the pace and content of their academic experience through the demonstration of mastery.

### **5. Highly Qualified and Dedicated Staff**

GVA develops a highly-dedicated team through extensive and interactive hiring practice and continuous professional growth.

## 2019-2020 Student Calendar – Subject to Change

August	5-12	Staff Training Days
August	8	Meet and Greet
August	13	First Day of School
September	2	Labor Day – No School
September	TBD	Kindergarten Extension Begins
September	20	Teacher In-Service – No School
October	14-18	Fall Break – No School
November	11	Veterans Day – No School
November	27-29	Thanksgiving Vacation – No School
December	23-31	Winter Vacation – No School
January	1-6	Winter Vacation – No School
January	20	Martin Luther King's Birthday – No School
February	10	Teacher In-Service – No School
February	17	Presidents' Day – No School
March	23-27	Spring Break – No School
April	10	Spring Holiday – No School
May	1	Teacher In-Service – No School
May	25	Memorial Day – No School
June	5	Last Day of School

## School Hours

### Monday – Thursday (Morning Start Times)

<u>Grade Level</u>	<u>Start Time</u>
Kindergarten AM	8:05am
1 <sup>st</sup> – 8 <sup>th</sup>	8:15am
Kindergarten PM	11:50am

### Monday – Thursday (Ending Times)

<u>Grade Level</u>	<u>End Time</u>
Kindergarten AM	11:30am
Kindergarten PM, 1 <sup>st</sup> – 3 <sup>rd</sup>	3:10pm
4 <sup>th</sup> – 8 <sup>th</sup>	3:20pm

### Friday (Morning Start and Ending Times)

<u>Grade Level</u>	<u>Start and End Times</u>
Kindergarten	8:05am – 11:40am
1 <sup>st</sup> – 3 <sup>rd</sup>	8:15am – 11:40am
4 <sup>th</sup> – 8 <sup>th</sup>	8:15am – 11:50am

## **Student Wellness**

We are committed to the optimal development for every student. The school wellness policy outlines GVA's approach to ensuring supportive environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The GVA wellness policy can be found in the main campus office or on the home page of our website at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

### **Breakfast**

Students may purchase breakfast through our food service program. Breakfast is served during morning recess. GVA contracts with Revolution Foods for healthy options for your child. To enroll in our breakfast program, please refer to the beginning year email, visit the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

### **Lunch**

Students will eat in their classroom, family-style, with their teachers. Teachers use this time to chat with students, teach good table manners, conduct conferences with students, as well as eat. Parents are invited and encouraged to join their child for lunch.

Students may either bring a lunch from home, or they may purchase a lunch through our lunch program. GVA contracts with Revolution Foods for healthy options for your child. To enroll in our lunch program, please refer to the beginning year email, visit the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

Free and Reduced-price qualifying students must apply each year and receive notification from the Great Valley Academy Food Services program.

### **Snacks**

Students in grades 1st-8th will have a snack in the morning and afternoon. We ask **parents to provide** their child with **two healthy snacks each day**. AM/PM Kindergarten students need to also have a snack. If you have a PM Kindergarten please make sure they have lunch before coming to school.

### **Water Bottles**

We encourage students to drink water throughout the day by keeping reusable water bottles with them at all times while they are in school. GVA has refilling stations on campus to reduce plastic waste.

## **Uniforms**

Students and staff at Great Valley Academy will wear uniforms daily. We have chosen uniforms because they:

- Allow students and staff to focus on learning.
- Help eliminate student or staff judging each other because of brand names, etc.
- Improve the safety and security of the school.
- Improve behavior and discipline in the school.
- Help develop a sense of unity.
- Ensure that appropriate clothing will be worn to school.
- Emphasize the individuality of each child.

### **Required Uniform**

#### **K-6 Grades**

- Khaki school uniform pants, capris, shorts, skorts, skirts, and jumpers for girls (*shorts, skorts, skirts, and jumpers must be mid-thigh or longer.*)
- Green polo shirt with **white embroidered** Great Valley Academy logo **on the left side chest**
- White dress shirt/blouse with the **green embroidered** Great Valley Academy logo **on the left side chest**
- Athletic shoes (Students and staff will be involved in fitness/movement activities throughout the day.)
- No sandals, shoes with heels; or boots (rain boots are permitted on rainy days only)
- High socks & leggings must be solid white, black, navy, grey or green

## Jr. High (7<sup>th</sup> & 8<sup>th</sup> Grades)

- Khaki school uniform pants, capris, shorts; skorts and jumpers for girls (*shorts, skorts, skirts, and jumpers must be mid-thigh or longer.*)
- Burgundy polo shirt with **white embroidered** Great Valley Academy logo **on the left side chest**
- White dress shirt/blouse with burgundy **embroidered** Great Valley Academy logo **on the left side chest**
- Athletic shoes (Students and staff will be involved in fitness/movement activities throughout the day).
- No sandals, shoes with heels; or boots (rain boots are permitted on rainy days only)
- High socks & leggings must be solid white, black, grey, burgundy or navy

When the weather gets colder, please keep in mind that only navy blue sweaters and jackets with the **white embroidered** GVA logo **on the left side chest** are allowed to be worn in the classroom. Non-approved jackets and sweaters will be removed as they enter the classroom.

GVA will offer multiple dates where parents can come to campus and purchase uniform shirts and bottoms directly from GVA.

In addition to GVA sale days, parents may purchase from the following uniform stores.

### Uniform Stores:

- ~~Shirt World~~ (store hours M-F 9:00am — 5:00pm) (does carry stock)  
~~Store Location: 4620 Northstar Way, Modesto 209-578-1070~~
- French Toast (school receives 5% cash back) (full line available except sweatshirts)  
[www.frenchtoast.com](http://www.frenchtoast.com) school code (Great Valley Academy Modesto) **QS5JAIU**
- Double Stitch (store hours M-F 9:30 am-5 pm) (go in and place order, does not carry stock)  
Store Location: **129 W. Yosemite Ave.**, Manteca 209-239-9567

## Accessories/Hair

Please keep in mind the intent of the uniform policy is for the students and staff to have a simple, professional and unified appearance – both in clothing and personal appearance, including hairstyles / hair color / jewelry / nail care / make-up / and general grooming. The focus at GVA is on learning. Our ultimate guide for clothing / appearance is to be sure it does not distract from learning. We are preparing students for professional careers and professional appearance is important:

- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, GVA green, or burgundy (Jr. High Only).
- Excessive / extreme jewelry, such as chains or spikes, is not allowed. No visible body piercing, other than earrings, is allowed.
- Extreme / excessive make-up is not allowed
- Visible tattoos are not allowed
- We do not have a hair length requirement, but it is important that students are able to make eye contact, so hair must not cover the eyes
- Only naturally occurring hair colors are permissible
- Pants need to be worn at the waist and not excessively baggy
- Hats may be worn in a practical manner in order to block eyes from the sun
- Head coverings worn for religious reasons will be allowed

Uniform policy enforced as follows:

1<sup>st</sup> incident: Classroom teacher informs parents that their child is out of uniform. Parent reviews the policy and agrees to correct uniform issue the next day.

2<sup>nd</sup> incident: Classroom teacher sends the child to the office. The office staff contacts parent to bring appropriate clothing right away. Student returns to class until their parent arrives.

3<sup>rd</sup> incident: Classroom teacher contacts administration. Administration contacts parents, reviews the policy and parents bring clothing immediately. Administration will offer any assistance necessary to ensure the student adheres to the school uniform policy.

# **GREAT VALLEY ACADEMY ATTENDANCE POLICY**

## **POLICY NO. [Attend082015]**

Please contact our office at (209) 576-2283 by 8:15am on the day of the absence, tardy or if the student will be leaving early. Please leave a voicemail if you call after school hours. Please provide us your child's name, teacher and reason for absence. **Absences must be reported within 5 days of the absence to avoid being considered truant.**

It is the intent of the governing Board of the Great Valley Academy ("Charter School") to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

### **Excused Absences for Classroom Based Attendance**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
  - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court
2. Attendance at a naturalization ceremony
3. Attendance at a funeral
4. Observation of a holiday or ceremony of his/her religion
5. Attendance at religious retreats for no more than four hours during a trimester

### **Method of Verification**

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date or dates of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.

#### 4. Healthcare provider verification

- a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
- b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

#### **Unexcused Absences/Truancy for Classroom Based Attendance**

Students shall be classified as truant if the student is absent from school without a valid excuse three full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or if the student is tardy or picked up early for any length of time during the school day without a valid excuse on five occasions in one school year, or any combination thereof. Such students shall be reported to the Principal or designee. Adopted/Ratified: [September 28, 2015] Revision Date: 3

In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

The Principal, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

### **Process for Upholding the Attendance Policy**

#### **First Day of School Process**

When students are not in attendance on the first five (5) days of school, the Charter School will attempt to reach the parent/guardian on a daily basis for each of the first five days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, parents must notify the school of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance due to an unexcused absence by the fifth day of school will be dis-enrolled from the school roster, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
2. Students who have indicated their intent to enroll, but have not attended by the third day will receive a letter indicating the student will be dis-enrolled after the fifth day of school if the student has not attended school without valid excuse.
3. Students who have indicated their intent to enroll, but have not attended by the fifth day will receive a phone call reiterating the content of the letter.
4. Students who have not attended by the sixth day, and do not have an excused absence as defined above for not being in attendance will be dis-enrolled from the roster.
5. The School will use the contact information provided by the parent/guardian in the registration packet.
6. The District of Residence will be notified of the student's failure to attend Charter School and the disenrollment.



## Truancy Process

1. Each of the first two (2) unexcused absences will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences will result in a call home to the parent/guardian by Principal or designee. In addition, the student's classroom teacher may also call home and/or the School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or three (3) over 30 minute unexcused tardies in a school year, the parent/guardian will receive "Truancy Letter #1" from the school. This letter must be signed by the parent/guardian and returned to the school. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked.
3. Upon reaching seven (7) unexcused absences including unexcused tardies, the parent/guardian will receive "Truancy Letter #2 – Conference Request," and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract.
4. Upon reaching ten (10) unexcused absences including unexcused tardies, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a "Habitual Truancy Re-classification Letter #3," and **may** be asked/invited to attend an evening assembly for parents/guardians of chronically absent students.
5. The SART panel will be composed of the Principal, **Vice Principal, Classroom Teacher** and other staff members as deemed necessary. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
  - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
  - b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
    - i. Student retention
    - ii. Required school counseling
    - iii. Loss of field trip privileges
    - iv. Loss of school event privileges
    - v. Required remediation plan as set by the SART
    - vi. Notification to the District Attorney
  - c. The SART panel may discuss other school placement options.
  - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the school and notification of the disenrollment sent to the student's district of residence.
7. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
8. If student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily dis-enrolled and notification of the disenrollment be sent to the student's district of residence.

## Removal from Charter School

If, after the above procedures have been followed, the student continues to have unexcused absences, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is



nonresponsive, the SART panel may recommend that the student be deemed to have voluntarily dis-enrolled from the Charter School. The parent will receive written notice of the SART panel's recommendation.

The SART panel shall then forward its recommendation to the Governing Board for review of the matter and final decision. The parent/guardian will receive written notice of the date and time of the Governing Board review. Such notice shall be sent at least five (5) days prior to the Board review. The Board's decision shall be final as to that recommendation.

If there is a Board decision to dis-enroll, notice will be sent to the student's district of residence within thirty (30) days.

A Board decision not to dis-enroll the student does not prevent the SART panel from making a similar recommendation in the future.

### **Referral to Appropriate Agencies or County District Attorney**

It is the Charter School's intent to identify and remove all barriers to the student's success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, the Charter School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

### **Reports**

The Principal, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

### **Coming Late or Leaving School Early**

When a child comes to school late or leaves early, it puts the child in a poor position to learn and sets a bad example for the entire class. It is important to arrive at school on time and stay until dismissal to maximize learning potential, develop positive work ethic, and show respect for all other students.

If your child arrives late to school, you must check in at the office to sign your student(s) in prior to your child going to his/her classroom in order to receive the appropriate pass. You will be issued a C.A.R.E. Package Pass (Child Admission for Road to Education) for your child to give to his/her teacher.

Because of our concern for the safety of our students, no student is to leave the school grounds at any time without permission from the office. **Parents must check in at the school office** when picking up their child before dismissal. You will be issued a B.Y.E. Pass (Bridge to Your Home Environment) to present to your child's teacher for early dismissal.

The following guidelines will apply:

- Leaving early will be determined excused or unexcused by the same criteria used for attendance.
- Children will be released only to the people listed on the emergency card.
- Written permission from parent/guardian will be required for children to be released to someone not on the emergency card.
- The person to whom the child is to be released will be required to sign a log in the school office indicating time of the release.

- Identification will be required if the person is not known to the office staff.
- Teachers may release a child to an adult only after receiving notification from the principal or secretary.
- No child will be permitted to leave school alone during school hours.
- A parent/guardian or authorized adult must pick up the child inside the school.

Students are transported to and from school by parents or carpool drivers.

### **Morning Drop-off Times**

- **K-8 7:55 AM – 8:15 AM**

After 8:05 your Kindergarten AM child is tardy.

After 8:15 your 1<sup>st</sup>-8<sup>th</sup> grade child is tardy.

After 11:50 your Kindergarten PM child is tardy.

Please sign them in at the front office.

**Kids Care is available as early as 7:00 AM for a fee for those that need to be dropped off prior to drop off times.**

### **Independent Study**

If you know your student is not going to be at school at least three days due to family vacation, religious instruction or extended illness, you may request an independent study packet from your teacher for your child.

**All requests** for independent study **MUST** go through the teacher and **need to be at least two weeks** (if possible) **in advance** of their absence. **If the teacher has concerns granting the independent study for a particular student, the teacher will forward the request to administration for review and determination.** This allotted time is needed to collect work and make sure all paperwork is signed properly. Independent study is a way for your student to stay up to date with their classroom work while being absent from school. It also helps our school maintain our Average Daily Attendance. **Initial independent study requests will not be granted for more than 30 school days. Subsequent requests will require meeting with the school administration to determine longer term needs of the student.**

### **GVA Parking Lot Procedures**

#### **Tully Road Drop Off (Opens at 7:55 AM – Closes at 8:15 AM)**

1. Please wait for Parking Lot Supervisors to safely open your car door and escort your child/children out of the car.
2. Please remember **ONLY RIGHT TURNS** allowed when exiting the Tully Road Parking Lot (for safety reasons – **NO LEFT TURNS**)
3. **NO Parking in ANY Red Tow Away Zones.** These are **Fire Lanes** and we would not want any of our GVA parents to get a **costly ticket**.

#### **Woodrow Road Drop Off (Opens at 7:55 AM - Closes at 8:15 AM)**

1. Cars will pull in through the Woodrow parking entrance all the way around the outside lane to the first cone near the back gate.
2. Please wait for Parking Lot Supervisors to safely open your car door and escort your child/children out of the car.
3. Please remember **ONLY RIGHT TURNS** allowed when exiting the Tully Road Parking Lot (for safety reasons – **NO LEFT TURNS**)
4. **NO Parking in ANY Red Tow Away Zones.** These are **Fire Lanes** and we would not want any of our GVA parents to get a **costly ticket**.

5. If you would like to park and walk your child to class you may use the far, east parking area of the parking lot. Children **must** be escorted by an adult while in the parking lot.
6. **No Parking** in the business parking lot across from GVA.
7. For safety reasons there is absolutely no entering the parking lot through the exit!

## **Afternoon Pick-up**

### **Sibling Pick-up**

Kindergarten students with older siblings will be picked up by a teacher and escorted to the foyer of the auditorium where Sibling Pick-Up is located. All other students in grades 1-8 that have older siblings will be released from their teacher a few minutes early to walk over to Sibling Pick-Up. Older siblings are responsible for picking up their younger siblings and taking them back to the oldest siblings' pick-up location.

### **Tully Road Parking Lot Pick-Up (Opens at 3:05 PM)**

- Families with students in **4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>** grade will use **both lanes** of the parking lot. They will drive all the way around and stop right before exiting the parking lot.
- **Please make sure to have your student's sign in the windshield of your car before you pull into the parking lot to pick up your child.** Student sign should say, teachers' last name, students first and last name.
- Students in **4<sup>th</sup>-8<sup>th</sup> Grade are picked up at 3:20 PM**
- **Siblings will be picked up** from their **older siblings designated position** and **at their older sibling's time**.
- Please remember **ONLY RIGHT TURNS** allowed when exiting the Tully Road Parking Lot (for safety reasons – **NO LEFT TURNS**)
- If you park outside the Tully Road parking lot, please **DO NOT enter** the parking lot through the exit (large open gate). For safety reasons, please use the little side gate and stay on the sidewalk.

### **Woodrow Road Parking Lot Pick-Up**

- Cars will pull in through the Woodrow parking entrance all the way around the outside lane to the first white cone near the back gate.
- Cars will wait while Parking Lot Supervisors collect their child/children and make sure they are safely placed into their vehicle before exiting the parking lot.
- Cars ready to exit the parking lot will merge to the left and follow the curve around to the exit. Please remember **ONLY RIGHT TURNS** allowed when exiting the Woodrow Road Parking Lot (for safety reasons – **NO LEFT TURNS**)
- Students in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Grade will be picked up from their designated position along the back side of the round building where their teachers will be located.
- Students in **1<sup>st</sup>-3<sup>rd</sup> Grade are picked up at 3:10 PM**
- **No Parking** in the business parking lot across from GVA.
- If you would like to park and pick-up your child you may use the far, east parking area of the parking lot. Children **must** be escorted by an adult while in the parking lot.
- **No parking** in RED zones. These are tow away zones.

At any time, GVA can contact appropriate law enforcement agencies and/or child protective services for a child who is left unattended by a parent/guardian.

Inappropriate behavior or driving may lead to revocation of a parent's right to utilize school premises for drop off/pickup.

Students dropped-off prior to school gates opening or after designated pick-up times will be directed to Kids' Care. Parents/Guardians will be charged according to the standard drop-in rates.

## **Celebrations and Activities**

Celebrations will occur at various times and for various reasons throughout the year. Please check ParentSquare for information. When celebrating specific holidays, Great Valley Academy will attempt to respect the beliefs of all families. Please contact your child's classroom teacher if you would like to share information regarding your family's beliefs. **Birthdays** - Please contact your child's teacher regarding birthday celebrations.

## **Emergency Contacts/Registration Card**

If your child is injured or becomes ill at school, we will make every effort to contact you. Please be sure that your emergency contact information on your Student Registration Card is filled out completely and accurately. Also make sure that it is on file in the school office so we may reach you at home or work. The registration card should also list the names and numbers of at least two people we can call if we are unable to contact you. Please be sure that the people you list as emergency contacts are aware of this and are willing and able to take responsibility for your child. **Please update the information as any changes occur.**

## **Illness**

To protect the health of your child and other students, we expect children to be picked up from school if they have a **fever of 100.6 or above, rash, head lice, or similar communicable symptoms**. Please notify the school if your child has been diagnosed with a communicable disease, and keep the student home until fully recovered. A student should be fever free for 24 hours before returning to school.

## **Immunizations**

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must have a minimum number of immunizations (shots) before they can attend school. Immunization records will be required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

These required immunizations include:

<b>Child's Grade</b>	<b>List of shots required to attend school</b>
<b>Entering Kindergarten</b>	Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses Polio - Four (4) doses  Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses  Varicella (chickenpox) – Two (2) doses  <b>NOTE:</b> Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday.
<b>Entering 7<sup>th</sup> Grade</b>	Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose  Varicella - Two (2) doses  <b>NOTE:</b> In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, chickenpox and primary series for diphtheria, tetanus, and pertussis), <b>in addition to</b> the 7th grade requirements for Tdap and two (2) doses of Varicella.

## **Medication**

GVA staff is responsible for overseeing the administration of medication to students attending GVA during regular school hours, including before or after-school programs, field trips, extracurricular or co-curricular activities, and camps or other activities that typically involve at least one overnight stay from home. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any pupil who is required to take, during the regular school day medication prescribed for him or her by a physician or surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if GVA receives the appropriate written statements as follows:

1. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, GVA shall obtain both a written statement from the physician or surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine and a written statement from the parent, foster parent or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing GVA and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Additionally, the school nurse or trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction. GVA will ensure it has the appropriate type of epinephrine auto-injector on site (i.e. regular or junior) to meet the needs of its pupils. GVA will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
3. GVA will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. GVA will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to person if that person is suffering or reasonably believed to be suffering from anaphylaxis. The annual notice shall also describe the training the volunteer will receive.
4. In order for a pupil to be assisted by the school nurse or other designated school personnel in administering medication other than emergency epinephrine auto-injectors, or inhaled asthma medications, GVA shall obtain both a written statement from the physician or surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that GVA assist the pupil in the matters set forth in the statement of the physician or surgeon or physician assistant.

### **Guidelines:**

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at GVA.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).

- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director in consultation with the parent or guardian and the pupil's medical professional.

## **Head Lice**

Great Valley Academy recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. Great Valley Academy shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

- School employees shall report all suspected cases of head lice to the school health clerk or designee as soon as possible.
- If a student is found with active, adult head lice, the parent/guardian will be called to pick-up the child. The parent/guardian of any such student shall be given information about treatment of head lice and encouraged to begin treatment immediately and to check all members of the family.
- The parent/guardian shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.
- Upon the student's return to school, the school health clerk or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school health clerk or designee shall contact the student's parent/guardian to discuss treatment and have the parent/guardian pick-up the child.
- If a student is found consistently infested with head lice, the student may be referred to a wellness team which may consist of the school health clerk, Principal, local health services and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.
- When it is determined that one or more students in a class or school are infested with head lice, the Principal or designee may, at their discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.
- School staff shall maintain the privacy of students identified as having head lice.

## **Mental Health Services**

In accordance with AB 2022, Pupil mental health services: school notification, Great Valley Academy wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and student to talk with any staff member of Great Valley Academy if they are concerned about another student and possible mental health needs. Take all threats of suicide seriously.

There are a number of resources available in our community for students who struggle with social/emotional related issues. If your child experiences social/emotional challenges that are impacting his/her ability to succeed, please contact your school administrator or one of the mental health resources listed below. This document is also available on our website at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)



Resource	Contact Info	Services Provided
Aspiranet	(209) 576-1750 1620 Cummins Drive	Individual, group and family counseling. Culturally sensitive staff available who speak English and Spanish. FEE: Medi-Cal insurance only.
The Bridge	(209) 571-8430 605 Chicago Avenue	Interpretation and translation (Cambodian, Hmong, and Laotian); referral services; cultural liaison for clients with public/private agencies; ESL class; youth activities and tutoring. FEE: None
Center For Human Services	(209) 526-1440 2000 W. Briggsmore Ave, Ste. I	Individual, group and family counseling. Services offered in English and Spanish. FEE: Sliding scale; accepts Medi-Cal.
Children's Crisis Center	(209) 577-0138/(209) 577-4413 1244 Fiori Avenue	Parenting classes, advocacy program, 24-hour crisis line, emergency child care. FEE: Free to qualifying families.
Community Hospice	(209) 578-6300 4368 Spyres Way	Support groups for people grieving loss of a parent, child, sibling, friend or significant other. Culturally competent bilingual staff available. FEE: None
El Concilio	(209) 523-2860 1314 H Street	Counseling, referrals and education. Free ESL/citizenship classes, immigration, first time home buying/financial literacy, assistance, support groups, counseling/referrals, health and parent education. FEE: None
Haven Women's Center	(209) 524-4331 (888) 454-2836 24hr crisis line 618 13 <sup>th</sup> Street, Suite I	Education/ emotional support groups, individual counseling, rape crisis intervention help, domestic violence, restraining orders, battered women's shelters. Youth groups for children and teens impacted by DV or sexual abuse. FEES: Free support groups; no fee for any services.
Health Net (MHN)	(888) 426-0030	For Medi-Cal consumers who have been determined to meet criteria for mild to moderate mental health services. Contact the number for referrals and further information. FEE: None
Josie's Place Drop-In Center	(209) 558-4464 1208 9 <sup>th</sup> Street	Provides a safe environment for 16-25 year olds with serious emotional disturbance or mental illness. Employment and housing resources, access to computers, games, billiards, organized activities. FEE: None
Parents, Families, and Friends of Lesbians and Gays (PFLAG)	(209) 566-2468 324 College Avenue	A supportive group that believes in the dignity and worth of all individuals. Confidential emotional support, education, and opportunities for advocacy. FEE: None
Parent Resource Center	(209) 549-8822/(209) 549-8193 530 S. Santa Cruz Avenue/ 811 5 <sup>th</sup> Street	Resource centers provide a wide range of services from support (clothes closets and food) to mental health counseling. FEE: None
Parents United	(209) 524-4858 610 14 <sup>th</sup> Street	One-on-one counseling for adults molested as children and adult offenders; groups for children. FEE: Medi-Cal, Private Insurance, Victim Witness. Free for uninsured Stanislaus County residents.
Sierra Vista Child and Family Services	Children: (209) 550-5869 1400 K Street, Ste. B Adults: (209) 524-6371 1030 15 <sup>th</sup> Street	Variety of child, adult and family services including individual/family and divorce counseling, court ordered counseling, parent education, anger management, domestic violence programs. FEE: Sliding scale, private insurance, Medi-Cal, no-fee parenting classes.

## **Lost and Found**

Please mark your child's name on all personal items such as sweaters, hats, gloves, coats, lunch containers, and book bags. Check for lost items in our lost and found. Items not claimed are periodically donated to charity.

## **Kids' Care (Before/After School Child Care)**

Great Valley Academy commits to serving families by providing high- quality before and after school care that provides a nurturing and enriched environment for children. Students will have the opportunity to participate in a range of age- appropriate activities. Please contact the school office for details in securing a space for your child. Depending on the program, a contract will need to be signed and payment arrangements made.

### **Kids Care – Days Closed for 2019-2020**

September 2 <sup>nd</sup>	November 11 <sup>th</sup>	November 27 <sup>th</sup> - 29 <sup>th</sup>	December 24 <sup>th</sup> , 25 <sup>th</sup> , 31 <sup>st</sup>
January 1 <sup>st</sup>	January 20 <sup>th</sup>	February 17 <sup>th</sup>	April 10 <sup>th</sup>
May 1 <sup>st</sup>	May 25 <sup>th</sup>	July 3 <sup>rd</sup>	

## **Kindergarten Extension**

Kindergarten Extension is a unique program offered to GVA Kindergartners. It is either an extension at the end of the day for morning kindergartners or prior to the day for afternoon kindergartners. The program offers GVS (Great Valley Smart) type activities that will help to make our kindergartners better learners in the classroom. This program starts in September each year.

## **Recess**

Recesses are scheduled. Each grade level has a scheduled time that they will be out for recess. If you want to know your student's time, check with your child/children's teacher.

## **Electronic Devices**

All personal electronic devices (including, but not limited to, cell phones, computers, music players, game systems, smart watches, recording devices, cameras, etc.) **must be** turned off and put away at all times while on the school campus. Additionally, the use of personal electronic devices are **prohibited** during school-sponsored events, such as field trips, sporting events, after school clubs, etc. For a variety of reasons, these devices are not conducive to a social school community atmosphere. Headphones of any kind are not to be worn unless they are plugged into a school device for education purposes.

Great Valley Academy may grant permission to use devices for special events or under certain circumstances. The school will communicate these opportunities to parents and students.

**At no time may any person use an electronic listening or recording device (including but not limited to cell phones, smart watches, video cameras, cameras, remote applications, etc.) without the prior consent of the teacher and principal.**

Great Valley Academy is not responsible for the **loss, theft, or damage** to personal electronic devices.

Great Valley Academy reserves the right to search content of personal electronic devices if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or GVA rules and regulations. Articulate facts at the inception of the search must support a school official's reasonable suspicion that a search of a personal electronic device is justified. The scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. In no case shall a GVA official search a personal electronic device based on curiosity, rumor, or hunch. GVA reserves the right to contact law enforcement at its discretion in order to preserve the safety of all students and staff at the school.

## **Suggestions and Complaints**

All suggestions and complaints should be of a constructive nature and be in line with the values, mission, and philosophy of the school. Staff members are open to the opinions of students who would like to contribute in this positive way. Students may approach appropriate staff members directly and offer suggestions. If the suggestion cannot be dealt with at that level, the staff member will relay the suggestion to the school administration. A copy of the schools general complaint policy is available at the office.

## **FERPA Rights, Student Records and Directory Information**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Great Valley Academy receives a request for access. Please note that the California Education Code permits access within 5 days of the request.

Parents or eligible students should submit to the Great Valley Academy Office Manager, a written request that identifies the record(s) they wish to inspect. The Officer Manager will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A student's education records will be available for review during the regular business hours of the school day.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Great Valley Academy to amend a record should write Great Valley Academy, Campus Principal, and clearly identify the part of the record they want changed, and



specify why it should be changed. If Great Valley Academy decides not to amend the record as requested by the parent or eligible student, Great Valley Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Great Valley Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Great Valley Academy Board of Directors. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which Great Valley Academy would otherwise use its own employees and who is under the direct control of Great Valley Academy with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Great Valley Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Great Valley Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for

purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information Great Valley Academy has designated as "directory information" under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

#### **NOTICE FOR DIRECTORY INFORMATION**

FERPA requires that Great Valley Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Great Valley Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Great Valley Academy to the contrary in accordance with Great Valley Academy's procedures. The primary purpose of directory information is to allow Great Valley Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies ("LEAs") receiving assistance under the Elementary and Secondary Education Act of 1965 ("ESEA") to provide military recruiters, upon request, with the following information –

names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Great Valley Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Great Valley Academy in writing at the time of enrollment or re-enrollment. Great Valley Academy has designated the following information as directory information:

- Student's name;
- Address;
- Parent's/Legal Guardian address
- Telephone listing;
- Students' electronic mail address;
- Photograph;
- Date and place of birth;
- Dates of attendance;
- Grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- The most recent educational agency or institution attended;
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. (A student's SSN, in whole or part cannot be used for this purpose.)

**All written requests should be directed to Great Valley Academy, Campus Office Manager.**

## **Visiting/Volunteering**

### **Great Valley Academy – Board Policy No. 2018.040**

While Great Valley Academy ("GVA") encourages parents/guardians and interested members of the community to visit the charter school and view the educational program, GVA's priority is creating a safe environment for students and staff. Parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students, and we are grateful to parents for their willingness to volunteer in this manner.

Volunteers are individuals who donate their time, without financial compensation, to benefit GVA. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting, as part of an extracurricular activity. School policy prohibits discrimination of volunteers on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

### **Volunteer Opportunities include:**

- Tutoring/Mentoring
- Athletics
- Performing Arts/Music programs
- Classroom assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Playground/Recess supervision
- Fundraising events

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, GVA has established the following procedures, to facilitate volunteering and visitations during regular school days:

## Volunteering

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers shall be (1) fingerprinted and (2) receive Department of Justice background clearance prior to volunteering. GVA reserves the right to restrict certain activities performed by a volunteer based on their background report. Additionally, background reports with serious or felony convictions (pursuant to Ed Code 45122.1) or the requirement to register as a sex offender under California law (Penal Code 290) will be prohibited from volunteering.
2. A volunteer shall also have on file with GVA a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment **dated within the last 60 days** and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis within the last 60 days before volunteering. If no risk factors are identified, an examination is not required and only a certificate be provided. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.
3. Volunteer hours must be arranged with the classroom teacher at least forty-eight (48) hours in advance.
4. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aide the volunteer may leave their volunteer position for that day.
5. **In accordance with federal law, all school volunteers are expected to maintain strict confidentiality while volunteering at the school.** All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful.
6. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
7. This policy does not authorize GVA to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
8. Volunteers understand that they will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage while volunteering. Volunteers agree to waive all claims against GVA and hold GVA, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with their participation in volunteering at GVA.

## Visitation

1. Visits during school hours should first be arranged with the teacher, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher.
2. All volunteers and visitors shall register in the Visitors Log Book and affix a Visitor's Sticker in a visible location on their clothing in the main office immediately upon entering any school building

or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the campus Principal or designee may design a visible means of identification for visitors while on school premises.

3. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher, Principal and Chief Executive Officer's written permission.
4. Before leaving campus, the visitor shall sign out of the Visitors Log Book in the main office.
5. The Principal, or designee, may refuse to allow a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
6. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt GVA's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
7. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor pursuant to California Penal Code 626.8.
8. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Principal within fourteen (14) school days of the denial or revocation of consent. The Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Principal shall be held within seven (7) school days after the Principal receives the request. If no resolution can be agreed upon, the Principal shall forward notice of the complaint to GVA's Chief Executive Officer. The Chief Executive Officer shall address the complaint with the Principal and make a final determination.
9. The Principal or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this policy.

### **Penalties**

1. Pursuant to the California Penal Code 626.8, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.
3. Disruptive conduct may lead to GVA's pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

## Field Trip Chaperones

Parent chaperones are often needed for field trips during the school year. **Parents must be fingerprinted and have a clear TB certification on file before chaperoning a field trip.** When needed, teachers will notify parents of the opportunity to chaperone. If the number of parent volunteers is greater than the number of spots available for the field trip, a lottery will be held to determine the parents able to chaperone. **Siblings are NOT allowed to attend field trips.**

## Assessment and Grading

Parents will be informed of their child's progress in school by an academic report card, a character education report card, or a conference. Parents receive academic and character report cards three times a year. Character building is an important part of our curriculum. GVA adheres to Common Core Standards.

Assessment of student progress will take several forms at GVA:

- NWEA
- CAASPP/CST - Standardized Testing and Reporting
- Curriculum/Local/Benchmark Assessments
- We report to students and parents by alternating academic report cards, character education report cards, and conferences. On our report cards we use a grading scale of:
  - **4** - Work that **exceeds** the standards for competence
  - **3** - Work that **demonstrates** the standards for competence.
  - **2** – Work that meets **partial** standards for competence
  - **1** – Work that meets **minimal** standards for competence

**4:** Above and beyond: A score of 4 is reserved for students who surpass mastery. “4” work requires exceptional accuracy (percentages), unique perspectives, rationales, applications, or effort that results in exemplary quality.

**3:** Mastery: A score of 3 indicates a student has achieved the learning outcome.

**2:** Nearing mastery: A score of 2 indicates that a student has not yet met the learning objective. Ideally, this would result in re-teaching or specific feedback that would support the student in earning at least a “3.”

**1:** Not there yet: A score of 1 indicates that a student lacks understanding of the specific content standard. As with a score of 2, support is required to help this student progress to mastery.

*Note: “3” and “4” work may be defined by the teacher from the onset. “4” work may also be undefined and left to the student to determine. Either way, Above and Beyond is a central idea in the GVA classroom.*

## Character Education

We recognize that character is a developmental process. All GVA community members will be expected to understand the different stages of maturation and the behaviors that correlate to each stage. Training will be provided for all teachers, para's, students, and parents. Teachers will assess throughout the day. Students will self-assess and set goals.

## Getting Extra Help for Your Student

If you feel your child is in need of extra support, talk with your child's teacher. We have an SST (Student Success Team) process for assessing needs and organizing more support.

## Homework

**Elementary:** In order for children to grow and mature into competent young adults, they need to have time to spend with their families and participate in extra-curricular activities as well as have time to “just be kids” and play. To support our students with this, we will limit homework to reading 20 minutes a night, unfinished work,



home projects, and math and spelling facts as needed. In an effort to prepare sixth graders for Junior High, sixth grade students will do math homework nightly.

**Jr. High:** Students should not be inundated by homework, but they need to have some on a regular basis in order to extend their learning and develop a good work habit. In general, Jr. High students will be given about one hour of homework each school night. Every assignment needs to be turned in on time. Turning in a late assignment means the child will not be prepared to fully

## **Achievement Testing**

It is important that all schools regularly measure students' progress in learning. This has been shown by the Effective Schools Research to be one of the most important things we can do to make sure we have high student achievement. Here are the ways that we measure student learning at Great Valley Academy:

- Teacher- developed or textbook chapter and unit tests – All teachers routinely give assessments to their students on various lessons and units that they are teaching. These assessments are graded and make up the report card grade that parents receive.
- Reading Tests – All students in grades 1-8 are tested several times per year with the Developmental Reading Assessment or Quantitative Reading Inventory. These are national standard tests of reading fluency and comprehension that indicate which grade level an individual student can successfully read and comprehend. These results are reported to parents on our report cards.
- State/Federal Tests – California requires testing each year
- Cooperative and Individual Projects – In various subjects, projects are frequently assigned and assessed by teachers. These are designed for students to demonstrate learning within our curriculum.
- NWEA – North West Evaluation Association is an organization that provides research based computerized assessments for teachers that help them hone in on their students' needs and abilities.

Most of the parents with whom we have spoken are pleased that we do not spend all year preparing for one test. They're also pleased their child is not experiencing a lot of pressure to perform satisfactorily on only one test. GVA teachers and parents consider the reading tests and growth shown on the internal benchmarks to be the most important measures of achievement. We are happy to discuss with you the measurements of achievement that we have chosen and to show you samples at any time.

## **Special Education**

GVA is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. GVA provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (IDEIA), Education Code requirements. These services are available for special education students enrolled at GVA.

GVA offers high quality educational program and services for all its students in accord with the assessed needs of each student. GVA collaborates with parents, the student, teachers and other agencies as may be indicated, in order to best serve the educational needs of each student. If you have any questions or concerns related to special education services for GVA students, please contact the principal, Mr. Ruehle at (209) 576-2283 or [m.ruehle@greatvalleyacademy.com](mailto:m.ruehle@greatvalleyacademy.com). Likewise, if you have any questions regarding Section 504 or would like a copy of our policies, please contact Mr. Ruehle.

## **Textbook Policy**

Students in 1<sup>st</sup> – 8<sup>th</sup> grade will be issued textbooks from their classroom teacher. Students are responsible for the care of their textbook. Textbooks are assigned to students and the condition of the book is noted. **Any textbook** checked out to a student that is not returned or is returned in poor condition **will have to be replaced at the parents cost.**

Students are expected to meet financial obligations to the school for such items as lost textbooks, sports uniforms, fundraiser items, etc. Students **must** meet their current obligations as it may affect their ability to purchase yearbooks, purchase tickets to special events, participate in promotion ceremonies, etc.

## **Discipline Philosophy and Practice**

At all times we will treat the students kindly and respectfully, and work to have warm relationships. At Great Valley Academy we have one school rule for all students and adults within the school. That rule is **“Do The Right Thing, Because It Is The Right Thing To Do.”** That is exactly what we want to teach our students.

We do the right thing as we go through our daily lives not because someone is going to give us a reward, or because we will be punished, but because it is the right thing to do. It will make us happier and those around us happier. Doing the right thing helps promote better learning.

At our school we believe that talking it through will solve many problems. Teachers engage the students in reflecting on their behavior. We teach our students a process for talking through problems that promotes self-evaluation for improved behavior. The prevention of all discipline problems by developing good relationships with our students and creating classrooms that are need-fulfilling for students is a primary goal at Great Valley Academy. If a student does disrupt learning, we will:

- Ask the student to please do his/her work in another area of the room.
- A student may be asked to go to another classroom (which has been arranged ahead of time) until he/she is ready to rejoin his/her regular classroom.

If the student is disruptive in the hosting classroom, or the student's teacher believes the disruption is severe, then the student may go to the connecting room or alternate supervised location. During the time out of the classroom, the connector or an administrator will work with the child in order to help the student calm down and feel happier.

- If there is defiance, violence or threat of violence, administration will be contacted.

If the incident is severe enough (violence, threats, or repeated disruption of learning), it may warrant a suspension. Progressive discipline may be used in order to help the child improve behavior.

For example progressive discipline may look like this:

1<sup>st</sup> Incident – The student goes home that day and also the next day.

2<sup>nd</sup> Incident – The student goes home, two-day suspension.

3<sup>rd</sup> Incident – The student goes home, three-day suspension.

## **State of California Law Regarding School Safety**

It is the policies of the State Board of Education that all students enrolled in public schools in California have the right to safe schools. The State Board believes that students cannot benefit fully from an educational program unless they attend school regularly in an environment that is free from physical and psychological harm.

### **Drug and Alcohol Free School**

Great Valley Academy will take a firm but compassionate approach toward students using drugs and/or alcohol. Our policy is aimed at taking a firm disciplinary stance for drug and alcohol related incidents at school. At the same time, we recognize that some students may require drug and/or alcohol treatment information and access to drug and/or alcohol treatment programs in order to truly become drug and alcohol free.

### **Gun-Free School Zone Act**

Pursuant to Penal Code 626.9 known as the Gun-Free School Zone Act of 1995, any person who possess a firearm in a place that the person knows, or reasonably should know, is a school zone, shall be punished according to PC 626.9.f. A “school zone” means an area in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 – 12, inclusive, or within a distant of 1,000 feet from the grounds of the public or private school. Great Valley Academy has zero tolerance for gun and weapon possessions on campus or GVA sponsored events. Local authorities will be contacted for any violation.

### **Tobacco Use**

State of California law prevents anyone from using any form of tobacco on school premises. Please extinguish cigarettes, cigars, pipes and discard any other forms of tobacco before entering our parking lot/driveways and other school property.



## **Suicide Prevention Policy**

In response to California State Assembly Bill 2246, Great Valley Academy has adopted a suicide prevention policy. If you would like to review the suicide prevention policy, please contact the campus office.

## **Student/Staff Interaction Policy**

**Adopted Board Policy 2019.47- April 2019**

GVA recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent excessive damage to property.

### **Acceptable and Unacceptable Staff/Student Behavior**

This policy is intended to guide all GVA staff in conducting themselves in a manner that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders.

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, harmful, or abusive. Staff must understand their own responsibility for ensuring that they do not violate the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Violations could subject the employee to discipline up to and including termination. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

### **The following examples are not exhaustive lists:**

#### **Unacceptable Staff/Student Behaviors (Violations of this Policy)**

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Any type of inappropriate physical contact with a student. This includes but is not limited to; massages, lingering touches, squeezing, stroking of hair, touches to private body areas.
- (c) Intentionally being alone with a student away from the school.
- (d) Making or participating in sexually inappropriate comments, storytelling or jokes.
- (e) Seeking emotional involvement with a student for your benefit.
- (f) Becoming involved with a student such that a reasonable person may suspect inappropriate behavior.

#### **Acceptable and Recommended Staff/Student Behaviors**

- (a) Getting parents' written consent for any off school property or after-school activities.
- (b) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes.

- (c) Keeping the door open when alone with a student.
- (d) Keeping reasonable space between you and your students.
- (e) Stopping and correcting students if they cross your own personal boundaries.
- (f) Keeping parents informed when a significant issue develops about a student.
- (g) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (h) Involving your supervisor if conflict arises with the student or has the potential to become severe.
- (i) Making detailed notes about an incident that could evolve into a more serious situation later.
- (j) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (k) Recommend asking another staff member to be present if you will be alone with a student.
- (l) Pats on the back, high fives and handshakes are acceptable.
- (m) Hugs of an appropriate nature, often student initiated, that are quick, non-sexual, and side to side when possible. For the purpose of this policy, the term "hug" is defined as a quick and appropriate embrace between a staff member and student as form of admiration, respect and/or care. GVA's philosophy of Safe, Loved and Learning allows for safe interactions such as hugs in order to support students overall well-being and foster authentic adult interactions. Hugs should in no way be excessive, aggressive, lasting for a prolonged period of time.
- (n) Keeping your professional conduct a high priority.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; 3) engaging in a rescue or application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Excessive force is prohibited.

### **Boundaries Reporting**

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having violated the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to an Administrator promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse. The Administrator will notify the Chief Executive Officer or designee promptly upon investigation.

### **Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)**

If, within your professional capacity or within the scope of your employment, you observe or obtain possession of knowledge that a child has been a victim of child abuse or sexual abuse, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion directly to a child protective agency or the police. The report shall be made by phone immediately and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Please refer to GVA policy resolution 2019.046 for detailed reporting requirements.

### **Investigating**

The Administrator will promptly investigate, document and report to the Chief Executive Officer or designee the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating Administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as reasonably as possible. The Chief Executive Officer or designee shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Chief Executive Officer or designee shall report to the Governing Board any conclusions reached. The

Chief Executive Officer or designee shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

### **Consequences**

Staff members who violate this policy will be subject to disciplinary action up to and including termination, and where appropriate, will be reported to authorities for potential legal action.

### **Non-Discrimination Statement**

GVA shall not discriminate against any student or employee on the basis of (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code or association with an individual who has any of the aforementioned characteristics).

The School adheres to all provision of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA) and the Individuals with Disabilities In Education Improvement Act of 2004 (IDEIA).

GVA is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Title IV, VI, and VII of the Civil Rights Act of 1964 (race, color or national origin); The Age Discrimination in Employment Act of 1967; The Age of Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental and physical disability). GVA also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law ordinance or regulation. GVA does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which GVA does business, or any other individual, student, or volunteer. This applies to all employees, students, volunteers and relationships, regardless of position or gender. GVA will promptly and thoroughly investigate a complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the GVA Uniform Complaint Procedures (UCP) Compliance Officer:

Brianna deVisser, Vice-Principal (209) 576-2283

### **Suspected Child Abuse**

All GVA staff members are mandated to report any and all known or suspected incidents of child abuse to Child Protective Services (CPS) as soon as practically possible. This mandate represents a legal and ethical responsibility to protect children and ensure that their physical, mental, and emotional needs are met and nurtured. This mandate also aligns with GVA's commitment to ensure that all students are safe, loved, and learning. As such, GVA staff accepts their responsibility as mandated reporters and will act in accordance to this mandate at all times and in all circumstances.

### **Homeless Students**

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434 (a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Runaway children or children who are abandoned; and
5. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

### **School Liaison**

The Chief Executive Officer or designee designates the following staff person, Vice Principal, Brianna deVisser as the School Liaison for homeless students (42 USC 11432(g)(1)(J) & (e)(3)(C).). The School Liaison shall ensure that (42 USC 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Charter School.
3. Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelter and soup kitchens.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter and Board policy.
7. Parents/guardians are fully informed of all transportation services as applicable.
8. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

For any homeless student who enrolls at GVA, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

### **Bullying/Harassment**

Harassment is a violation of state and federal law as well as Federal Charter School policy. It can take the form of verbal or physical threatening and conduct of a racial or sexual nature. Such behavior will not be tolerated at Great Valley Academy. Examples of harassment include, but are not limited to, vulgar or obscene comments and/or jokes, unwelcome hugging or touching, referring to someone in demeaning terms, starting or spreading demeaning rumors about the life of another individual.

### **Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy**

***It is the policy of the State of California to afford all persons in public schools equal rights and opportunities in the educational opportunities of the state, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of Penal Code (and as amended).***

Great Valley Academy Charter School believes that all students have a right to a safe and healthy school environment. Schools and their respective communities have an obligation to promote mutual respect, tolerance, and acceptance.

Great Valley Academy Charter School will not tolerate behavior that infringes on the safety or wellbeing of any student. As used in this policy, "discrimination, harassment, intimidation, and bullying" describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, including cyber sexual bullying, that is based on the actual or perceived characteristics of disability, mental health condition, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy. A student shall not intimidate, harass, discriminate against or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, threatening, or name-calling; and social isolation or manipulation.

To the extent possible, the Charter School will make reasonable efforts to prevent student from being discriminated against, harassed, intimidated and /or bullied, and will take action to investigate, respond and address any reports of such behaviors in a timely manner. Charter School staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which Charter School does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

#### **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):**

Michael Ruehle (Principal) or Brianna deVisser (Vice-Principal) – (209) 576-2283

#### **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

#### **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 et. seq; 34 C.F.R. § 106.1 et. seq) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the Charter School.

GVA is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a nature when: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis or employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidation, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature
- Unwanted sexual advances, propositions or other sexual comments
- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment

The above list is not to be construed as an all-inclusive list of prohibited acts under this policy.



## **Prohibited Bullying**

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil\* or pupils in fear or harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by GVA.

\*\*"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgement in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic Act** means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, or a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Website created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
  - b. Creating a credible impersonation of another actual pupil for the above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of "Cyber sexual bullying" including, but not limited to"
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition or "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable for the photograph, visual recording, or other electronic act.
  - b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
4. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not

constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

## **Grievance Procedures**

### **Reporting**

- GVA Charter School expects students and/or staff to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this policy, to immediately report such incidents to the Principal or Vice Principal (who will inform the Principal). For purposes of this policy, the Principal serves as the "Policy Coordinator" for implementation of this policy, and can be reached at (209) 576-2283. Staff members are required to intervene and report as indicated in this policy. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.
- Staff members that witness alleged acts of misconduct prohibited by this policy shall take immediate steps to intervene when safe to do so and call for assistance, as needed. Other members of the school community, including students, parents/guardians, volunteers, and visitors witnessing or experiencing bullying are strongly encouraged to report the incident to the Policy Coordinator; such reporting will not reflect on the target/victim or witnesses in any way.
- Students are expected to immediately report alleged acts of misconduct prohibited by this policy, as well as any other form of teasing or other verbal or physical abuse to the campus Principal or Vice-Principal (within 60 days of occurrence). Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.
- While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information. Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office of Civil Rights.
- GVA Charter School prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law. Great Valley Academy will also provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff members to build each school's capacity to maintain a safe and healthy learning environment.

### **Investigation**

- Each and every complaint of misconduct prohibited by this policy will be promptly and thoroughly investigated by the Policy Coordinator or designee, upon notification of the complaint. Students can rely on staff to investigate each complaint in the most confidential manner possible under the circumstances.
- At the conclusion of the investigation, the Policy Coordinator or designee will notify the complainant of the outcome of the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Policy Coordinator or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.
- Complaints shall be investigated and resolved within (30) school days, unless circumstances reasonably require additional time.
- All records related to any investigation of misconduct prohibited by this policy will remain in a secure location in the District Office of Great Valley Academy.
- In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.
- The school will make reasonable efforts to keep a report of misconduct by this policy and the results of

investigation confidential.

### **Consequences**

- Students or employees who engage in misconduct prohibited by this policy will be subject to disciplinary action.

### **Uniform Complaint Procedures**

- When harassment or bullying is based upon one of the protected characteristics set forth in this policy, a complainant may also fill out a Uniform Complaint procedures (“UCP”) complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

### **Appeal**

- Should the complainant find the Policy Coordinator’s unsatisfactory, he/she may, within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant’s appeal and render a final decision.

\*Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, intimidation, or sex-based misconduct. Students who violate this policy are subject to disciplinary action up to and including expulsion.

Additionally, all staff, students and their parents will receive a summary of this policy prohibiting discrimination, harassment, intimidation, bullying, and violations of Title IX: at the beginning of the school year, as part of the student handbook and/or information packet.



**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING**

**COMPLAINT FORM**

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

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible: (i.e. statements, what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) Attach additional pages if needed.

I hereby authorize Great Valley Academy to disclose the information I have provide as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be completed by Great Valley Academy:**

Received by: \_\_\_\_\_

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

Follow up Meeting with Complainant held on: \_\_\_\_\_

### **Uniform Complaint Procedure (UCP) Annual Notice**

GVA has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying; complaints alleging violation of state or federal laws governing educational programs, including the charging of unlawful pupil fees and non-compliance with the Local Control Funding Formula.

GVA shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any GVA program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Foster and Homeless Students

Consolidated Categorical Aid Programs

Migrant Education

Child Care and Developmental Programs

\*Child Nutrition Programs (Food service civil rights complaints will be forwarded to the CDE for investigation.)

Special Education Programs

Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)

Bilingual Education

Economic Impact Aid

Tobacco-Use Prevention Education

Requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a Principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Principal or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with GVA's procedures.

The complainant has a right to appeal GVA's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of GVA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of GVA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be posted in every classroom and available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Principal.

\*To review the civil rights handbook for the child nutrition program, please visit <http://www.cde.ca.gov/ls/nu/cr/crfactsheet.asp>

## Uniform Complaint Procedure Discrimination/Harassment Complaint Reporting Form



In accordance with the Great Valley Academy's Uniform Complaint Procedures (5 CCR 4620) each school shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220, It is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5).

### I. Contact Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

### II. Complainant

You are filing this complaint on behalf of: ☐ yourself ☐ your child or a (student) ☐ another student ☐ a group  
If filing for someone other than yourself, please provide name, grade and date of birth: \_\_\_\_\_

### III. School Information

School Name: \_\_\_\_\_  
Principal's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### IV. Basis of Complaint:

Please check the following box(es), based on the type(s) of discrimination, harassment, intimidation and bullying you experienced,

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Foster/Homeless Youth            | <input type="checkbox"/> Consolidated Categorical Aid | <input type="checkbox"/> Migrant Education |
| <input type="checkbox"/> Child Development Programs       | <input type="checkbox"/> Child Nutrition              | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Every Student Succeeds Act Prog. | <input type="checkbox"/> Bilingual Education          | <input type="checkbox"/> Pupil Fees        |
| <input type="checkbox"/> Tobacco-Use Prevention Education | <input type="checkbox"/> Economic Impact Aid          |  |
| <input type="checkbox"/> Local Control Funding Formula    |   |  |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis or the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Age                                      | <input type="checkbox"/> Ancestry  | <input type="checkbox"/> Color               | <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Ethnic Group Identification |
| <input type="checkbox"/> Medical Condition                        | <input type="checkbox"/> Gender/Gender Expression/Gender Identity  | <input type="checkbox"/> Genetic Information |  |  |
| <input type="checkbox"/> National Origin                          | <input type="checkbox"/> Race or Ethnicity   | <input type="checkbox"/> Religion            | <input type="checkbox"/> Sex (Actual or Perceived)       | <input type="checkbox"/> Marital Status              |
| <input type="checkbox"/> Sexual Orientation (Actual or Perceived) | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |  |  |  |

## V. Details of Complaint

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

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List the **individuals** involved in the incident(s) complaint of:

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List any **witnesses** to the incident(s):

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Describe the **location where** the incident(s) occurred:

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Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

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**What steps**, if any, have you taken to resolve this issue before filing a complaint? Have you spoken with GVA personnel, if so, who and when?

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Please provide copies of any written documents that may be relevant and supportive of your complaint. I have attached supporting documents. ☐ Yes ☐ No

\_\_\_\_\_  
Signature of Person Filing Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be completed by Great Valley Academy:**

Received by: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Please provide a duplicate copy to the complainant.**

### **Where to File a Complaint for Child Nutrition Program**

To file a program or Civil Rights complaint, please contact one of the following agencies listed below:

Great Valley Academy  
Civil Rights Coordinator  
3200 Tully Road  
Modesto CA 95350  
209-576-2283

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Child Nutrition Programs  
Civil Rights and Program Complaint Coordinator  
California Department of Education  
Nutrition Services Division  
1430 N Street, Room 4503  
Sacramento, CA 95814-2342  
916-323-8521 **or** 800-952-5609

**or**

USDA, Director, Office of Adjudication  
1400 Independence Avenue, Southwest  
Washington, D.C. 20250-9410  
866-632-9992

Federal Relay Service 800-877-8339 (English) or 800-845-6136 (Spanish)

**Note: The USDA will investigate and process all complaints of discrimination.**

All program complaints filed with the NSD are resolved at the state level. The NSD Complaint Coordinator logs the complaint, refers it to the appropriate program or Field Services Unit, and tracks it through resolution. The NSD reserves the right to conduct unannounced site visits to determine the validity of all allegations.

### **Wheeled Items Policy**

Use of bicycles, skateboards, scooters or other similar vehicles are prohibited on campus during the school year. At the perimeter fence students will dismount and walk.

Rational:

Safety of everyone on campus is a primary value of GVA. Current practice for movement on campus sidewalks are to walk or skip.



## Great Valley Academy

### Student Use of Technology and Acceptable Use Agreement

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. The Great Valley Academy Charter School ("Charter School") offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The Charter School Governing Board intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

#### **Educational Purpose**

Use of Charter School equipment and access to the Internet via Charter School equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use Charter School resources only in a manner specified in the Policy.

**"Educational purpose"** means classroom activities, research in academic subjects, career or professional development activities, Charter School approved personal research activities, or other purposes as defined by the Charter School from time to time.

**"Inappropriate use"** means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

#### **Notice and Use**

The Charter School shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. Before a student is authorized to use the Charter School's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

#### **Safety**

The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Director or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Director or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication. The Director or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be

limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using Charter School technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of Charter School computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Director or designee shall block access to such sites on Charter School computers with Internet access. The Director or designee shall oversee the maintenance of the Charter School's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Charter School's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

## ACCEPTABLE USE

The Charter School believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Charter School technology resources. Students are expected to:
  - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
  - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Students may use Charter School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.
3. **Protection Measures.** While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of



any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

**4. Electronic Information Resources (Internet).** The Charter School recognizes the importance of providing student's access to Electronic Information Resources (Internet) in order to enhance and support age and grade appropriate school adopted instructional goals and standards. It is the Charter School's intent to protect students from inappropriate information but school personnel cannot screen all materials available on the Internet. Willful access to inappropriate material is a violation of school policy and may result in the revocation of network privileges and other disciplinary action consistent with the law and designated school rules.

#### Guidelines for Use of Electronic Resources (Internet)

- a. Be Polite: Never send or encourage others to send messages that are not polite. Use electronic resources wisely. Log off when you are finished.
- b. Use Appropriate, Respectful Language: In your messages, always use language that you know is appropriate and respectful.
- c. Privacy: Do not send any message that includes personal information such as your name, home address or phone number of yourself or any other person.
- d. Misuse: Report any misuse on the Internet to your teacher/principal.
- e. Electronic Mail (E-mail): Use e-mail for educational purposes only.
- f. Vandalism: Never move, delete, or trash any applications or files that are not yours.
- g. Information: Some information accessed by the use of electronic services may or may not be accurate. The Charter School makes no guarantees of any kind concerning the accuracy of information obtained online

**5. Inappropriate Use.** Charter School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the Charter School technology primarily for educational purposes. Students shall not use Charter School technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:

- a. Playing games or online gaming.
- b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
- c. Installing software on Charter School equipment without the permission of a teacher or other authorized Charter School staff person.
- d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
- e. Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.
- f. Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
- g. Participating in political activities.
- h. Conducting for-profit business.
- i. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
- j. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
- k. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- l. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

**6. No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Charter School and provided to students for educational purposes. The Charter School may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The Charter School reserves the right to access stored computer records and communications, files, and other data stored on Charter School equipment or sent over Charter School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.

**7. Disruptive Activity.** Students should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.

**8. Unauthorized Networks.** Students may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

**9. Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

**10. Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline which may include loss of access to Charter School technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

**11. Google Suite for Education.** Students will have access to and use G Suite for Education. G Suite for Education is a set of education productivity tools from Google Education Core including Gmail, Calendar, Docs, Classroom, and more used by tens of millions students and teachers around the world. Great Valley Academy students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in their Chromebooks, and learn 21<sup>st</sup> century digital citizenship skills. For information on privacy regarding G Suite for Education, please visit [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). By agreeing to the Student Use of Technology and Acceptable Use Agreement, you are providing permission for your student to use a G Suite for Education account.

After reading the Student Use of Technology Policy and the Acceptable Use Agreement, please complete the acknowledgement form to indicate your agreement with the terms and conditions provided. The signatures of both the student and parent/guardian are required before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.



## 2019-20 Student/Parent Handbook

Great Valley Academy (Salida Campus)  
5901 Sisk Road  
Modesto, CA 95356  
Phone: 209-545-7500

[www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)

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## **Mission and Core Philosophy**

### **Vision**

Great Valley Academies envision thriving communities strengthened by individuals who act with confidence, learn tenaciously, celebrate the differences of others, and positively impact the world around them.

### **Mission**

Great Valley Academies create a safe, loved, learning environment where all students develop foundational thinking skills and positive character traits to achieve their greatest potential.

### **Philosophy**

At Great Valley Academy, we believe:

- Every child is unique and can learn like a gifted learner – visually.
- Students deserve the opportunity to have instruction delivered in a way that is relevant and meaningful.
- School should be a non-threatening environment that emphasizes relationships.
- Character education should be taught, modeled, and assessed.
- Highly-trained, motivated teachers are essential.
- Parental involvement and support is an essential element of a quality educational experience.

Great Valley Academy's inquiry-based curriculum will help students become self-motivated, competent, lifelong learners who are critical thinkers; demonstrating confidence and creativity. We believe that all students can achieve high standards even though they may enter Great Valley Academy with different strengths, abilities, and life experiences.

## **5 Pillars**

### **1. Great Valley Smart (GVS)**

GVA trains the brain, unlocking gifted learning through the utilization of visual strategies and purposeful movement.

### **2. Character Development**

GVA equips students to become caring and responsible citizens through choice theory, character reflection, and assessment.

### **3. Climate: Safe, Loved, Learning**

GVA nurtures a community where all are safe, loved, and learning.

### **4. Mastery Learning**

GVA empowers students to influence the pace and content of their academic experience through the demonstration of mastery.

### **5. Highly Qualified and Dedicated Staff**

GVA develops a highly-dedicated team through extensive and interactive hiring practice and continuous professional growth.

## 2019-2020 Student Calendar – Subject to Change

August	5-12	Staff Training Days
August	TBD	Meet and Greet
August	13	First Day of School
September	2	Labor Day – No School
September	TBD	Kindergarten Extension Begins
September	20	Teacher In-Service – No School
October	14-18	Fall Break – No School
November	11	Veterans Day – No School
November	27-29	Thanksgiving Vacation – No School
December	23-31	Winter Vacation – No School
January	1-6	Winter Vacation – No School
January	20	Martin Luther King's Birthday – No School
February	10	Teacher In-Service – No School
February	17	Presidents' Day – No School
March	16-20	Spring Break – No School
April	10	Spring Holiday – No School
May	1	Teacher In-Service – No School
May	25	Memorial Day – No School
June	5	Last Day of School

## School Hours

### Monday – Thursday (Morning Start Times)

<u>Grade Level</u>	<u>Start Time</u>
Kindergarten AM	8:30am
1 <sup>st</sup> – 8 <sup>th</sup>	8:30am
Kindergarten PM	12:10pm

### Monday – Thursday (Ending Times)

<u>Grade Level</u>	<u>End Time</u>
Kindergarten AM	11:50am
Kindergarten PM	3:30pm
1 <sup>st</sup> – 8 <sup>th</sup>	3:30pm

### Friday (Morning Start and Ending Times)

<u>Grade Level</u>	<u>Start and End Times</u>
K – 8 <sup>th</sup>	8:30am – 12:00pm

## **Student Wellness**

We are committed to the optimal development for every student. The school wellness policy outlines GVA's approach to ensuring supportive environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The GVA wellness policy can be found in the main campus office or on the home page of our website at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

### **Breakfast**

Students may purchase breakfast through our food service program. Breakfast is served during morning recess. GVA contracts with Revolution Foods for healthy options for your child. To enroll in our breakfast program, please refer to the beginning year email, visit the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

### **Lunch**

Students will eat in designated campus locations, family-style, with their teachers. Teachers use this time to chat with students, teach good table manners, conduct conferences with students, as well as eat. Parents are invited and encouraged to join their child for lunch.

Students may either bring a cold lunch from home, or they may purchase a lunch through our lunch program. GVA contracts with Revolution Foods for healthy options for your child. To enroll in our lunch program, please refer to the beginning year email, walk into the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

Free and Reduced-price qualifying students must apply each year and receive notification from the Great Valley Academy Food Services program.

### **Snacks**

Students in grades 1st-8th will have a snack in the morning and afternoon. We ask **parents to provide** their child with **two healthy snacks each day**. AM/PM Kindergarten students need to also have a snack. If you have a PM Kindergarten please make sure they have lunch before coming to school.

### **Water Bottles**

We encourage students to drink water throughout the day by keeping reusable water bottles with them at all times while they are in school. GVA has refilling stations on campus to reduce plastic waste.

## **Uniforms**

Students and staff at Great Valley Academy will wear uniforms daily. We have chosen uniforms because they:

- Allow students and staff to focus on learning.
- Help eliminate student or staff judging each other because of brand names, etc.
- Improve the safety and security of the school.
- Improve behavior and discipline in the school.
- Help develop a sense of unity.
- Ensure that appropriate clothing will be worn to school.
- Emphasize the individuality of each child.

### **Required Uniform**

#### **K-6 Grades**

- Khaki school uniform pants, capris, shorts; skorts and jumpers for girls (*shorts, skorts, skirts, and jumpers must be mid-thigh or longer.*) **No** cargo style, tan jeans or corduroys allowed.
- Green polo shirt with a **white embroidered** Great Valley Academy logo **on the left side chest**
- White dress shirt/blouse with **green embroidered** Great Valley Academy logo **on the left side chest**
- Athletic shoes (Students and staff will be involved in fitness/movement activities throughout the day.)
- No sandals, boots or wedged tennis shoes, shoes with heels or wheels, slip-on shoes or boots (rain boots are permitted on rainy days only, but tennis shoes must be brought to put on once inside the classroom).
- High socks & leggings must be solid white, black, navy, grey or burgundy.



### Jr. High (7<sup>th</sup> & 8<sup>th</sup> Grades)

- Khaki school uniform pants, capris, shorts; skorts and jumpers for girls (*shorts, skorts, skirts, and jumpers must be mid-thigh or longer.*) **No** cargo style, tan jeans or corduroys allowed.
- Maroon polo shirt with **white embroidered** Great Valley Academy logo **on the left side chest**
- White dress shirt/blouse with **maroon embroidered** Great Valley Academy logo **on the left side chest**
- Athletic shoes (Students and staff will be involved in fitness/movement activities throughout the day).
- No sandals, boot or wedged tennis shoes, shoes with heels or wheels, slip-on shoes or boots (rain boots are permitted on rainy days only but tennis shoes must be brought to put on once inside the classroom).
- High socks & leggings must be solid white, black, navy, grey, or burgundy.



When the weather gets colder, please keep in mind that only school color approved sweaters and jackets with the **white embroidered** GVA logo **on the left side chest** are allowed to be worn in the classroom. Non-approved jackets and sweaters will be removed as they enter the classroom.

**GVA will offer multiple dates where parents can come to campus and purchase uniform shirts and bottoms directly from GVA.**

**In addition to GVA sale days, parents may purchase from the following uniform stores.**

Uniform Stores:

- ~~Shirt World (store hours M-F 9:00am — 5:00pm) (does carry stock)~~  
~~Store Location: 4620 Northstar Way, Modesto 209-578-1070~~
- French Toast (*school receives 5% cash back*) (full line available except sweatshirts)  
[www.frenchtoast.com](http://www.frenchtoast.com) school code (Great Valley Academy Salida) **QS5PRCE**
- Double Stitch (store hours M-F 9:30 am-5 pm) (go in and place order, does not carry stock)  
Store Location: 129 W. Yosemite Ave., Manteca 209-239-9567

### Accessories/Hair

Please keep in mind the intent of the uniform policy is for the students and staff to have a simple, professional and unified appearance – both in clothing and personal appearance, including hairstyles / hair color / jewelry / nail care / make-up / and general grooming. The focus at GVA is on learning. Our ultimate guide for clothing / appearance is to be sure it does not distract from learning. We are preparing students for professional careers and professional appearance is important:

- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, GVA green, or GVA maroon (Jr. High Only).
- Excessive / extreme jewelry, such as chains or spikes, is not allowed. No visible body piercing, other than earrings, is allowed.
- Extreme / excessive make-up is not allowed.
- Visible tattoos are not allowed.
- We do not have a hair length requirement, but it is important that students are able to make eye contact, so hair must not cover the eyes.
- Only naturally occurring hair colors are permissible.
- Pants need to be worn at the waist and not excessively baggy.
- Only GVA hats may be worn outside only and in a practical manner in order to block eyes from the sun. During the winter months, head coverings, GVA or non-GVA, may be worn outside only.
- Head coverings worn for religious reasons will be allowed.



Uniform policy enforced as follows:

1<sup>st</sup> incident: Classroom teacher informs parents that their child is out of uniform. Parent reviews the policy and agrees to correct uniform issue the next day.

2<sup>nd</sup> incident: Classroom teacher sends the child to the office. The office staff contacts parent to bring appropriate clothing right away. Student returns to class until their parent arrives.

3<sup>rd</sup> incident: Classroom teacher contacts administration. Administration contacts parents, reviews the policy and parents bring clothing immediately. Administration will offer any assistance necessary to ensure the student adheres to the school uniform policy.

## **GREAT VALLEY ACADEMY ATTENDANCE POLICY**

### **POLICY NO. [Attend082015]**

Please contact our office at (209) 545-7500 or [salida.attendance@greatvalleyacademy.com](mailto:salida.attendance@greatvalleyacademy.com) by 8:30am on the day of the absence, tardy or if the student will be leaving early. Please leave a voicemail if you call after school hours. Please provide us your child's name, teacher and reason for absence. **Absences must be reported within 5 days of the absence to avoid being considered truant.**

It is the intent of the governing Board of the Great Valley Academy ("Charter School") to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

#### **Excused Absences for Classroom Based Attendance**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family:
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
  - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court
2. Attendance at a naturalization ceremony
3. Attendance at a funeral
4. Observation of a holiday or ceremony of his/her religion
5. Attendance at religious retreats for no more than four hours during a trimester

## **Method of Verification**

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date or dates of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
  - a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

## **Unexcused Absences/Truancy for Classroom Based Attendance**

Students shall be classified as truant if the student is absent from school without a valid excuse three full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or if the student is tardy or picked up early for any length of time during the school day without a valid excuse on five occasions in one school year, or any combination thereof. Such students shall be reported to the Principal or designee. Adopted/Ratified: [September 28, 2015] Revision Date: 3

In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

The Principal, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

## **Process for Upholding the Attendance Policy**

### **First Day of School Process**

When students are not in attendance on the first five (5) days of school, the Charter School will attempt to reach the parent/guardian on a daily basis for each of the first five days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, parents must notify the school of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance due to an unexcused absence by the fifth day of school will be dis-enrolled from the school roster, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
2. Students who have indicated their intent to enroll, but have not attended by the third day will receive a letter indicating the student will be dis-enrolled after the fifth day of school if the student has not attended school without valid excuse.
3. Students who have indicated their intent to enroll, but have not attended by the fifth day will receive a phone call reiterating the content of the letter.
4. Students who have not attended by the sixth day, and do not have an excused absence as defined above for not being in attendance will be dis-enrolled from the roster.
5. The School will use the contact information provided by the parent/guardian in the registration packet.
6. The District of Residence will be notified of the student's failure to attend Charter School and the disenrollment.

### **Truancy Process**

1. Each of the first two (2) unexcused absences will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences will result in a call home to the parent/guardian by Principal or designee. In addition, the student's classroom teacher may also call home and/or the School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or three (3) over 30 minute unexcused tardies in a school year, the parent/guardian will receive "Truancy Letter #1" from the school. This letter must be signed by the parent/guardian and returned to the school. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked.
3. Upon reaching seven (7) unexcused absences including unexcused tardies, the parent/guardian will receive "Truancy Letter #2 – Conference Request," and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract.
4. Upon reaching ten (10) unexcused absences including unexcused tardies, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a "Habitual Truancy Re-classification Letter #3," and **may** be asked/invited to attend an evening assembly for parents/guardians of chronically absent students.
5. The SART panel will be composed of the Principal, **Vice Principal, Classroom Teacher** and other staff members as deemed necessary. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
  - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
  - b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall
  - c. The SART panel may discuss other school placement options.
  - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian. have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
    - i. Student retention
    - ii. Required school counseling
    - iii. Loss of field trip privileges
    - iv. Loss of school event privileges
    - v. Required remediation plan as set by the SART
    - vi. Notification to the District Attorney
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the school and notification of the disenrollment sent to the student's district of residence.

7. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
8. If student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily dis-enrolled and notification of the disenrollment be sent to the student's district of residence.

### **Removal from Charter School**

If, after the above procedures have been followed, the student continues to have unexcused absences, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is nonresponsive, the SART panel may recommend that the student be deemed to have voluntarily dis-enrolled from the Charter School. The parent will receive written notice of the SART panel's recommendation.

The SART panel shall then forward its recommendation to the Governing Board for review of the matter and final decision. The parent/guardian will receive written notice of the date and time of the Governing Board review. Such notice shall be sent at least five (5) days prior to the Board review. The Board's decision shall be final as to that recommendation.

If there is a Board decision to dis-enroll, notice will be sent to the student's district of residence within thirty (30) days.

A Board decision not to dis-enroll the student does not prevent the SART panel from making a similar recommendation in the future.

### **Referral to Appropriate Agencies or County District Attorney**

It is the Charter School's intent to identify and remove all barriers to the student's success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, the Charter School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

### **Reports**

The Principal, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

### **Coming Late or Leaving School Early**

When a child comes to school late or leaves early, it puts the child in a poor position to learn and sets a bad example for the entire class. It is important to arrive at school on time and stay until dismissal to maximize learning potential, develop positive work ethic, and show respect for all other students.

If your child arrives late to school, you must check in at the office to sign your student(s) in prior to your child going to his/her classroom in order to receive the appropriate pass.

Because of our concern for the safety of our students, no student is to leave the school grounds at any time without permission from the office. **Parents must check in at the school office** when picking up their child before dismissal.

The following guidelines will apply:

- Leaving early will be determined excused or unexcused by the same criteria used for attendance.
- Children will be released only to the people listed on the emergency card.
- Written permission from parent/guardian will be required for children to be released to someone not on the emergency card.
- The person to whom the child is to be released will be required to sign a log in the school office indicating time of the release.
- Identification will be required if the person is not known to the office staff.
- Teachers may release a child to an adult only after receiving notification from the principal or secretary.
- No child will be permitted to leave school alone during school hours.
- A parent/guardian or authorized adult must pick up the child inside the school.

### **Independent Study**

If you know your student is not going to be at school for more than three days due to family vacation, religious instruction or extended illness, you may request an independent study packet from your teacher for your child.

**All requests** for independent study **MUST** go through the teacher and **need to be at least two weeks** (if possible) **in advance** of their absence. **If the teacher has concerns granting the independent study for a particular student, the teacher will forward the request to administration for review and determination.** This allotted time is needed to collect work and make sure all paperwork is signed properly. Independent study is a way for your student to stay up to date with their classroom work while being absent from school. It also helps our school maintain our Average Daily Attendance. **Initial independent study requests will not be granted for more than 30 school days. Subsequent requests will require meeting with the school administration to determine longer term needs of the student.**

### **Attendance Awards**

**Perfect Attendance:** No absences for any reason, no tardies, and no independent studies for the school year.

**Quality Attendance:** **No more than 3 excused absences or 3 tardies (or combination of both not exceeding 3 total) and no more than 5 days of completed independent study for the school year.**

### **GVA Parking Lot Procedures**

**Please see the Drop Off and Pick Up Procedures and Maps at the end of the handbook.**

#### **Morning Drop-off Times**

We ask that as many parents as possible use the Drop Off Zone in the morning. Please see the detailed procedure at the end of the handbook.

❖ **AM K-8th 8:05 AM – 8:30 AM**

*\*All classrooms open at 8:05 AM to accept children.*

❖ **PM K 12:00 PM-12:10 PM**

**\*(parents needs to walk children to classroom, Drop Off Zone is closed at this time).**



We have a specific drop-off and pick-up plan that everyone must adhere to. Please follow the AM drop off procedure, attached to the back. If you choose not to make use of the Drop Off Zone for AM drop off, feel free to park and walk your child to class. The parking lot is not a place for children to walk by themselves; it is not safe.

### **PM Pick Up**

K – 6<sup>th</sup> graders must be picked up by a parent, guardian, or someone on the emergency card at the classroom. 7<sup>th</sup> – 8<sup>th</sup> graders may leave the classroom without an adult picking them up. They may not pick up younger siblings.

### **Curbside pick up**

If you have a daycare pick up, or will need assistance (carpool, disabled, pregnant, elderly, newborn or medical) on a daily basis, or have 3 or more GVA students, there is an option for you. Please see the email sent out about curbside to make a request. Curbside is meant to help those mentioned above, to keep cars moving in the parking lot, and help reduce the number of cars parking in the lot at the end of the day, special event days (Jog a thon, YE party, etc). Curbside may be canceled, and notifications will be made as such.

Requests for curbside will be distributed just before the school year starts and curbside will not begin until two weeks after the first day of school. If your student is enrolled after the first day of school, contact the office for a request form. There are a limited number of students who may participate in curbside. Kindergarteners may not participate in curbside.

### **Celebrations and Activities**

Celebrations will occur at various times and for various reasons throughout the year. Please check ParentSquare for information. When celebrating specific holidays, Great Valley Academy will attempt to respect the beliefs of all families. Please contact your child's classroom teacher if you would like to share information regarding your family's beliefs. **Birthdays** - Please contact your child's teacher regarding birthday celebrations.

### **Emergency Contacts/Registration Card**

If your child is injured or becomes ill at school, we will make every effort to contact you. Please be sure that your emergency contact information on your Student Registration Card is filled out completely and accurately. Also make sure that it is on file in the school office so we may reach you at home or work. The registration card should also list the names and numbers of at least two people we can call if we are unable to contact you. Please be sure that the people you list as emergency contacts are aware of this and are willing and able to take responsibility for your child. **Please update the information as any changes occur.**

### **Illness**

To protect the health of your child and other students, we expect children to be picked up from school if they have a **fever of 100.6 or above, rash, head lice, or similar communicable symptoms**. Please notify the school if your child has been diagnosed with a communicable disease, and keep the student home until fully recovered. A student should be fever free for 24 hours before returning to school.

### **Immunizations**

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must have a minimum number of immunizations (shots) before they can attend school. Immunization records will be required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

These required immunizations include:

Child's Grade	List of shots required to attend school
Entering Kindergarten	<p>Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses Polio - Four (4) doses</p> <p>Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses</p> <p>Varicella (chickenpox) – Two (2) doses</p> <p><b>NOTE:</b> Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday.</p>
Entering 7 <sup>th</sup> Grade	<p>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose</p> <p>Varicella - Two (2) doses</p> <p><b>NOTE:</b> In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, chickenpox and primary series for diphtheria, tetanus, and pertussis), <b>in addition to</b> the 7th grade requirements for Tdap and two (2) doses of Varicella.</p>

A copy of Great Valley Academy's full Immunization Policy is available in the School Office.

## **Medication**

GVA staff is responsible for overseeing the administration of medication to students attending GVA during regular school hours, including before or after-school programs, field trips, extracurricular or co-curricular activities, and camps or other activities that typically involve at least one overnight stay from home. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any pupil who is required to take, during the regular school day medication prescribed for him or her by a physician or surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if GVA receives the appropriate written statements as follows:

1. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, GVA shall obtain both a written statement from the physician or surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine and a written statement from the parent, foster parent or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing GVA and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
2. Additionally, the school nurse or trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction. GVA will ensure it has the appropriate type of epinephrine auto-injector on site (i.e. regular or junior) to meet the needs of its pupils. GVA will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
3. GVA will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the

Superintendent of Public Instruction. GVA will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to person if that person is suffering or reasonably believed to be suffering from anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

4. In order for a pupil to be assisted by the school nurse or other designated school personnel in administering medication other than emergency epinephrine auto-injectors, or inhaled asthma medications, GVA shall obtain both a written statement from the physician or surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that GVA assist the pupil in the matters set forth in the statement of the physician or surgeon or physician assistant.

Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at GVA.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director in consultation with the parent or guardian and the pupil's medical professional.

## **Head Lice**

Great Valley Academy recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. Great Valley Academy shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

- School employees shall report all suspected cases of head lice to the school health clerk or designee as soon as possible.
- If a student is found with active, adult head lice, the parent/guardian will be called to pick-up the child. The parent/guardian of any such student shall be given information about treatment of head lice and encouraged to begin treatment immediately and to check all members of the family.
- The parent/guardian shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.
- Upon the student's return to school, the school health clerk or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school health clerk or designee shall contact the student's parent/guardian to discuss treatment and have the parent/guardian pick-up the child.
- If a student is found consistently infested with head lice, the student may be referred to a wellness team which may consist of the school health clerk, Principal, local health services and other appropriate



individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

- When it is determined that one of more students in a class or school are infested with head lice, the Principal or designee may, at their discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.
- School staff shall maintain the privacy of students identified as having head lice.

## Mental Health Services

In accordance with AB 2022, Pupil mental health services: school notification, Great Valley Academy wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and student to talk with any staff member of Great Valley Academy if they are concerned about another student and possible mental health needs. Take all threats of suicide seriously.

There are a number of resources available in our community for students who struggle with social/emotional related issues. If your child experiences social/emotional challenges that are impacting his/her ability to succeed, please contact your school administrator or one of the mental health resources listed below. This document is also available on our website at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)

Resource	Contact Info	Services Provided
Aspiranet	(209) 576-1750 1620 Cummins Drive	Individual, group and family counseling. Culturally sensitive staff available who speak English and Spanish. FEE: Medi-Cal insurance only.
The Bridge	(209) 571-8430 605 Chicago Avenue	Interpretation and translation (Cambodian, Hmong, and Laotian); referral services; cultural liaison for clients with public/private agencies; ESL class; youth activities and tutoring. FEE: None
Center For Human Services	(209) 526-1440 2000 W. Briggsmore Ave, Ste. I	Individual, group and family counseling. Services offered in English and Spanish. FEE: Sliding scale; accepts Medi-Cal.
Children's Crisis Center	(209) 577-0138/(209) 577-4413 1244 Fiori Avenue	Parenting classes, advocacy program, 24-hour crisis line, emergency child care. FEE: Free to qualifying families.
Community Hospice	(209) 578-6300 4368 Spyres Way	Support groups for people grieving loss of a parent, child, sibling, friend or significant other. Culturally competent bilingual staff available. FEE: None
El Concilio	(209) 523-2860 1314 H Street	Counseling, referrals and education. Free ESL/citizenship classes, immigration, first time home buying/financial literacy, assistance, support groups, counseling/referrals, health and parent education. FEE: None
Haven Women's Center	(209) 524-4331 (888) 454-2836 24hr crisis line 618 13 <sup>th</sup> Street, Suite I	Education/ emotional support groups, individual counseling, rape crisis intervention help, domestic violence, restraining orders, battered women's shelters. Youth groups for children and teens impacted by DV or sexual abuse. FEES: Free support groups; no fee for any services.
Health Net (MHN)	(888) 426-0030	For Medi-Cal consumers who have been determined to meet criteria for mild to moderate mental health services. Contact the number for referrals and further information. FEE: None
Josie's Place Drop-In Center	(209) 558-4464 1208 9 <sup>th</sup> Street	Provides a safe environment for 16-25 year olds with serious emotional disturbance or mental illness. Employment and housing resources, access to computers, games, billiards, organized activities. FEE: None
Parents, Families, and Friends of Lesbians and Gays (PFLAG)	(209) 566-2468 324 College Avenue	A supportive group that believes in the dignity and worth of all individuals. Confidential emotional support, education, and opportunities for advocacy. FEE: None
Parent Resource Center	(209) 549-8822/(209) 549-8193 530 S. Santa Cruz Avenue/ 811 5 <sup>th</sup> Street	Resource centers provide a wide range of services from support (clothes closets and food) to mental health counseling. FEE: None
Parents United	(209) 524-4858 610 14 <sup>th</sup> Street	One-on-one counseling for adults molested as children and adult offenders; groups for children. FEE: Medi-Cal, Private Insurance, Victim Witness. Free for uninsured Stanislaus County residents.
Sierra Vista Child and Family Services	Children: (209) 550-5869 1400 K Street, Ste. B Adults: (209) 524-6371 1030 15 <sup>th</sup> Street	Variety of child, adult and family services including individual/family and divorce counseling, court ordered counseling, parent education, anger management, domestic violence programs. FEE: Sliding scale, private insurance, Medi-Cal, no-fee parenting classes.

## Lost and Found

Please **mark your child's name on all personal items** such as sweaters, hats, gloves, coats, lunch containers, and book bags. Check for lost items in our lost and found. Items not claimed are periodically donated to charity. Lost and Found is located outside Mr. Coss's classroom.

## **Kids' Care (Before/After School Child Care)**

Great Valley Academy commits to serving families by providing high- quality before and after school care that provides a nurturing and enriched environment for children. Students will have the opportunity to participate in a range of age- appropriate activities. Please contact the school office for details in securing a space for your child. Depending on the program, a contract will need to be signed and payment arrangements made.

### **Kids Care – Days Closed for 2019-2020**

September 2 <sup>nd</sup>	November 11 <sup>th</sup>	November 27 <sup>th</sup> - 29 <sup>th</sup>	December 24 <sup>th</sup> , 25 <sup>th</sup> , 31 <sup>st</sup>
January 1 <sup>st</sup>	January 20 <sup>th</sup>	February 17 <sup>th</sup>	April 10 <sup>th</sup>
May 1 <sup>st</sup>	May 25 <sup>th</sup>	July 3 <sup>rd</sup>	

## **Kindergarten Extension**

Kindergarten Extension is a unique and free program offered to GVA Kindergartners to help ensure that they develop the learning systems to be successful in school. It is either an extension at the end of the day for morning kindergartners or prior to the day for afternoon kindergartners. The program offers GVS (Great Valley Smart) type activities that will help to make our kindergartners better learners in the classroom. This program starts in September each year. For more details, please see your kindergarten teacher.

## **Recess**

Recesses are scheduled. Each class has a scheduled time that they will be out for recess. If you want to know your student's time, check with your child/children's teacher.

## **Electronic Devices**

All personal electronic devices (including, but not limited to, cell phones, computers, music players, game systems, smart watches, recording devices, cameras, etc.) **must be** turned off and put away at all times while on the school campus. Additionally, the use of personal electronic devices are **prohibited** during school-sponsored events, such as field trips, sporting events, after school clubs, etc. For a variety of reasons, these devices are not conducive to a social school community atmosphere. Headphones of any kind are not to be worn unless they are plugged into a school device for education purposes.

Great Valley Academy may grant permission to use devices for special events or under certain circumstances. The school will communicate these opportunities to parents and students.

**At no time may any person use an electronic listening or recording device (including but not limited to cell phones, smart watches, video cameras, cameras, remote applications, etc.) without the prior consent of the teacher and principal.**

Great Valley Academy is not responsible for the **loss, theft, or damage** to personal electronic devices. Great Valley Academy reserves the right to search content of personal electronic devices if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or GVA rules and regulations. Articulate facts at the inception of the search must support a school official's reasonable suspicion that a search of a personal electronic device is justified. The scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. In no case shall a GVA official search a personal electronic device based on curiosity, rumor, or hunch. GVA reserves the right to contact law enforcement at its discretion in order to preserve the safety of all students and staff at the school.

## **Suggestions and Complaints**

All suggestions and complaints should be of a constructive nature and be in line with the values, mission, and philosophy of the school. Staff members are open to the opinions of students who would like to contribute in this positive way. Students may approach appropriate staff members directly and offer suggestions. If the

suggestion cannot be dealt with at that level, the staff member will relay the suggestion to the school administration. A copy of the school's general complaint policy is available in the office.

## **FERPA Rights, Student Records and Directory Information**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Great Valley Academy receives a request for access. Please note that the California Education Code permits access within 5 days of the request.

Parents or eligible students should submit to the Great Valley Academy Office Manager, a written request that identifies the record(s) they wish to inspect. The Officer Manager will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A student's education records will be available for review during the regular business hours of the school day.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Great Valley Academy to amend a record should write Great Valley Academy, Campus Principal, and clearly identify the part of the record they want changed, and specify why it should be changed. If Great Valley Academy decides not to amend the record as requested by the parent or eligible student, Great Valley Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Great Valley Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Great Valley Academy Board of Directors. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which Great Valley Academy would otherwise use its own employees and who is under the direct control of Great Valley Academy with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Great Valley Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Great Valley Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information Great Valley Academy has designated as "directory information" under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is

legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

#### **NOTICE FOR DIRECTORY INFORMATION**

FERPA requires that Great Valley Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Great Valley Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Great Valley Academy to the contrary in accordance with Great Valley Academy's procedures. The primary purpose of directory information is to allow Great Valley Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies ("LEAs") receiving assistance under the Elementary and Secondary Education Act of 1965 ("ESEA") to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Great Valley Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Great Valley Academy in writing at the time of enrollment or re-enrollment. Great Valley Academy has designated the following information as directory information:

- Student's name;
- Address;
- Parent's/Legal Guardian address
- Telephone listing;
- Students' electronic mail address;
- Photograph;
- Date and place of birth;
- Dates of attendance;
- Grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- The most recent educational agency or institution attended;
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. (A student's SSN, in whole or part cannot be used for this purpose.)

**All written requests should be directed to Great Valley Academy, Campus Office Manager.**



## **Visiting/Volunteering**

### **Great Valley Academy – Board Policy No. 2018.040**

While Great Valley Academy (“GVA”) encourages parents/guardians and interested members of the community to visit the charter school and view the educational program, GVA’s priority is creating a safe environment for students and staff. Parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students, and we are grateful to parents for their willingness to volunteer in this manner.

Volunteers are individuals who donate their time, without financial compensation, to benefit GVA. The volunteer’s participation may occur in a classroom setting during the school day or outside the school setting, as part of an extracurricular activity. School policy prohibits discrimination of volunteers on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

#### **Volunteer Opportunities include:**

- Tutoring/Mentoring
- Athletics
- Performing Arts/Music programs
- Classroom assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Playground/Recess supervision
- Fundraising events

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, GVA has established the following procedures, to facilitate volunteering and visitations during regular school days:

#### **Volunteering**

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers shall be (1) fingerprinted and (2) receive Department of Justice background clearance prior to volunteering. GVA reserves the right to restrict certain activities performed by a volunteer based on their background report. Additionally, background reports with serious or felony convictions (pursuant to Ed Code 45122.1) or the requirement to register as a sex offender under California law (Penal Code 290) will be prohibited from volunteering.
2. A volunteer shall also have on file with GVA a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment dated **within the last 60 days** and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis within the last 60 days before volunteering. If no risk factors are identified, an examination is not required and only a certificate be provided. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.
3. Volunteer hours must be arranged with the classroom teacher at least forty-eight (48) hours in advance.
4. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aide the volunteer may leave their volunteer position for that day.
5. **In accordance with federal law, all school volunteers are expected to maintain strict confidentiality while volunteering at the school.** All things that are seen and heard at school

about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful.

6. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
7. This policy does not authorize GVA to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
8. Volunteers understand that they will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage while volunteering. Volunteers agree to waive all claims against GVA and hold GVA, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with their participation in volunteering at GVA.

### **Visitation**

1. Visits during school hours should first be arranged with the teacher, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher.
2. All volunteers and visitors shall register in the Visitors Log Book and affix a Visitor's Sticker in a visible location on their clothing in the main office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor is required to provide his/her name, address, his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the campus Principal or designee may design a visible means of identification for visitors while on school premises.
3. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher, Principal and Chief Executive Officer's written permission.
4. Before leaving campus, the visitor shall sign out of the Visitors Log Book in the main office.
5. The Principal, or designee, may refuse to allow a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
6. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt GVA's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
7. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor pursuant to California Penal Code 626.8.
8. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Principal. The request shall be in writing, shall state why the denial or revocation was

improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Principal within fourteen (14) school days of the denial or revocation of consent. The Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Principal shall be held within seven (7) school days after the Principal receives the request. If no resolution can be agreed upon, the Principal shall forward notice of the complaint to GVA's Chief Executive Officer. The Chief Executive Officer shall address the complaint with the Principal and make a final determination.

9. The Principal or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this policy.

## **Penalties**

1. Pursuant to the California Penal Code 626.8, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.

Disruptive conduct may lead to GVA's pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

## **Field Trip Chaperones**

Parent chaperones are often needed for field trips during the school year. **Parents must be fingerprinted and have a clear TB certification on file before chaperoning a field trip.** When needed, teachers will notify parents of the opportunity to chaperone. If the number of parent volunteers is greater than the number of spots available for the field trip, a lottery will be held to determine the parents able to chaperone. **Siblings are NOT allowed to attend field trips.**

## **Assessment and Grading**

Parents will be informed of their child's progress in school by an academic report card, a character education report card, or a conference. Parents receive academic and character report cards three times a year. Character building is an important part of our curriculum. GVA adheres to Common Core Standards.

Assessment of student progress will take several forms at GVA:

- NWEA
- CAASPP/CST - Standardized Testing and Reporting
- Curriculum/Local/Benchmark Assessments
- We report to students and parents by alternating academic report cards, character education report cards, and conferences. On our report cards we use a grading scale of:
  - **4** - Work that **exceeds** the standards for competence
  - **3** - Work that **demonstrates** the standards for competence.
  - **2** – Work that meets **partial** standards for competence
  - **1** – Work that meets **minimal** standards for competence

**4:** Above and beyond: A score of 4 is reserved for students who surpass mastery. "4" work requires exceptional accuracy (percentages), unique perspectives, rationales, applications, or effort that results in exemplary quality.

**3:** Mastery: A score of 3 indicates a student has achieved the learning outcome.



**2: Nearing mastery:** A score of 2 indicates that a student has not yet met the learning objective. Ideally, this would result in re-teaching or specific feedback that would support the student in earning at least a “3.”

**1: Not there yet:** A score of 1 indicates that a student lacks understanding of the specific content standard. As with a score of 2, support is required to help this student progress to mastery.

*Note: “3” and “4” work may be defined by the teacher from the onset. “4” work may also be undefined and left to the student to determine. Either way, Above and Beyond is a central idea in the GVA classroom.*

## **Character Education**

We recognize that character is a developmental process. All GVA community members will be expected to understand the different stages of maturation and the behaviors that correlate to each stage. Training will be provided for all teachers, para’s, students, and parents. Teachers will assess throughout the day. Students will self-assess and set goals.

## **Getting Extra Help for Your Student**

If you feel your child is in need of extra support, talk with your child’s teacher. We have an SST (Student Success Team) process for assessing needs and organizing more support.

## **Homework**

**Elementary:** In order for children to grow and mature into competent young adults, they need to have time to spend with their families and participate in extra-curricular activities as well as have time to “just be kids” and play. To support our students with this, we will limit homework to reading 20 minutes a night, unfinished work, home projects, and math and spelling facts as needed. In an effort to prepare sixth graders for Junior High, sixth grade students will do math homework nightly.

**Jr. High:** Students should not be inundated by homework, but they need to have some on a regular basis in order to extend their learning and develop a good work habit. In general, Jr. High students will be given no more than one hour of homework each school night. Every assignment needs to be turned in on time. Turning in a late assignment means the child will not be prepared to fully

## **Achievement Testing**

It is important that all schools regularly measure students’ progress in learning. This has been shown by the Effective Schools Research to be one of the most important things we can do to make sure we have high student achievement. Here are the ways that we measure student learning at Great Valley Academy:

- Teacher- developed or textbook chapter and unit tests – All teachers routinely give assessments to their students on various lessons and units that they are teaching. These assessments are graded and make up the report card grade that parents receive.
- Reading Tests – All students in grades 1-8 are tested several times per year with the Developmental Reading Assessment or Quantitative Reading Inventory. These are national standard tests of reading fluency and comprehension that indicate which grade level an individual student can successfully read and comprehend. These results are reported to parents on our report cards.
- State/Federal Tests – California requires testing each year
- Cooperative and Individual Projects – In various subjects, projects are frequently assigned and assessed by teachers. These are designed for students to demonstrate learning within our curriculum.
- NWEA – North West Evaluation Association is an organization that provides research based computerized assessments for teachers that help them hone in on their students needs and abilities.

Most of the parents with whom we have spoken are pleased that we do not spend all year preparing for one test. They’re also pleased their child is not experiencing a lot of pressure to perform satisfactorily on only one test. GVA teachers and parents consider the reading tests and growth shown on the internal benchmarks to be the most important measures of achievement. We are happy to discuss with you the measurements of achievement that we have chosen and to show you samples at any time.

## **Special Education**

GVA is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. GVA provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (IDEIA), Education Code requirements. These services are available for special education students enrolled at GVA.

GVA offers high quality educational program and services for all its students in accord with the assessed needs of each student. GVA collaborates with parents, the student, teachers and other agencies as may be indicated, in order to best serve the educational needs of each student. If you have any questions or concerns related to special education or 504 services for GVA students, please contact the main office at (209) 545-7500.

## **Textbook Policy**

Students will be issued textbooks from their classroom teacher. Students are responsible for the care of their textbooks. Textbooks are assigned to students and the condition of the book is noted. **Any textbook** checked out to a student that is not returned or is returned in poor condition **will have to be replaced at the parents cost.**

Students are expected to meet financial obligations to the school for such items as lost textbooks, sports uniforms, fundraiser items, etc. Students **must** meet their current obligations as it may affect their ability to purchase yearbooks, purchase tickets to special events, participate in promotion ceremonies, etc.

## **Discipline Philosophy and Practice**

At all times we will treat the students kindly and respectfully, and work to have warm relationships. At Great Valley Academy we have one school rule for all students and adults within the school. That rule is **“Do The Right Thing, Because It Is The Right Thing To Do.”** That is exactly what we want to teach our students.

We do the right thing as we go through our daily lives not because someone is going to give us a reward, or because we will be punished, but because it is the right thing to do. It will make us happier and those around us happier. Doing the right thing helps promote better learning.

At GVA we believe that talking it through will solve many problems. Teachers engage the students in reflecting on their behavior. We teach our students a process for talking through problems that promotes self-evaluation for improved behavior. The prevention of all discipline problems by developing good relationships with our students and creating classrooms that are need-fulfilling for students is a primary goal at Great Valley Academy. If a student does disrupt learning, we will:

- Ask the student to please do his/her work in another area of the room.
- A student may be asked to go to another classroom (which has been arranged ahead of time) until he/she is ready to rejoin his/her regular classroom.

If the student is disruptive in the hosting classroom, or the student's teacher believes the disruption is severe, then the student may go to the connecting room or alternate supervised location. During the time out of the classroom, the connector or an administrator will work with the child in order to help the student calm down and feel happier.

- If there is defiance, violence or threat of violence, administration will be contacted.

If the incident is severe enough (violence, threats, or repeated disruption of learning), it may warrant a suspension. Progressive discipline may be used in order to help the child improve behavior. For example progressive discipline may look like this:

1<sup>st</sup> Incident – The student goes home that day and also the next day.

2<sup>nd</sup> Incident – The student goes home, two-day suspension.

3<sup>rd</sup> Incident – The student goes home, three-day suspension.

## **State of California Law Regarding School Safety**

It is the policies of the State Board of Education that all students enrolled in public schools in California have the right to safe schools. The State Board believes that students cannot benefit fully from an educational program unless they attend school regularly in an environment that is free from physical and psychological harm.

### **Drug and Alcohol Free School**

Great Valley Academy will take a firm but compassionate approach toward students using drugs and/or alcohol. Our policy is aimed at taking a firm disciplinary stance for drug and alcohol related incidents at school. At the same time, we recognize that some students may require drug and/or alcohol treatment information and access to drug and/or alcohol treatment programs in order to truly become drug and alcohol free.

### **Gun-Free School Zone Act**

Pursuant to Penal Code 626.9 known as the Gun-Free School Zone Act of 1995, any person who possess a firearm in a place that the person knows, or reasonably should know, is a school zone, shall be punished according to PC 626.9.f. A "school zone" means an area in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 – 12, inclusive, or within a distant of 1,000 feet from the grounds of the public or private school. Great Valley Academy has zero tolerance for gun and weapon possessions on campus or GVA sponsored events. Local authorities will be contacted for any violation.

### **Tobacco Use**

State of California law prevents anyone from using any form of tobacco on school premises. Please extinguish cigarettes, cigars, pipes and discard any other forms of tobacco before entering our parking lot/driveways and other school property.

### **Suicide Prevention Policy**

In response to California State Assembly Bill 2246, Great Valley Academy has adopted a suicide prevention policy. If you would like to review the suicide prevention policy, please contact the campus office.

## **Student/Staff Interaction Policy**

Adopted Board Policy 2019.47- April 2019

GVA recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent excessive damage to property.

### **Acceptable and Unacceptable Staff/Student Behavior**

This policy is intended to guide all GVA staff in conducting themselves in a manner that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders.

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, harmful, or abusive. Staff must understand their own responsibility for ensuring that they do not violate the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Violations could subject the employee to discipline up to and including termination. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

**The following examples are not exhaustive lists:**

**Unacceptable Staff/Student Behaviors (Violations of this Policy)**

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Any type of inappropriate physical contact with a student. This includes but is not limited to; massages, lingering touches, squeezing, stroking of hair, touches to private body areas.
- (c) Intentionally being alone with a student away from the school.
- (d) Making or participating in sexually inappropriate comments, storytelling or jokes.
- (e) Seeking emotional involvement with a student for your benefit.
- (f) Becoming involved with a student such that a reasonable person may suspect inappropriate behavior.

**Acceptable and Recommended Staff/Student Behaviors**

- (a) Getting parents' written consent for any off school property or after-school activities.
- (b) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes.
- (c) Keeping the door open when alone with a student.
- (d) Keeping reasonable space between you and your students.
- (e) Stopping and correcting students if they cross your own personal boundaries.
- (f) Keeping parents informed when a significant issue develops about a student.
- (g) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (h) Involving your supervisor if conflict arises with the student or has the potential to become severe.
- (i) Making detailed notes about an incident that could evolve into a more serious situation later.
- (j) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (k) Recommend asking another staff member to be present if you will be alone with a student.
- (l) Pats on the back, high fives and handshakes are acceptable.
- (m) Hugs of an appropriate nature, often student initiated, that are quick, non-sexual, and side to side when possible. For the purpose of this policy, the term "hug" is defined as a quick and appropriate embrace between a staff member and student as form of admiration, respect and/or care. GVA's philosophy of Safe, Loved and Learning allows for safe interactions such as hugs in order to support students overall well-being and foster authentic adult interactions. Hugs should in no way be excessive, aggressive, lasting for a prolonged period of time.
- (n) Keeping your professional conduct a high priority.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; 3) engaging in a rescue or application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Excessive force is prohibited.

## **Boundaries Reporting**

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having violated the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to an Administrator promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse. The Administrator will notify the Chief Executive Officer or designee promptly upon investigation.

## **Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)**

If, within your professional capacity or within the scope of your employment, you observe or obtain possession of knowledge that a child has been a victim of child abuse or sexual abuse, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion directly to a child protective agency or the police. The report shall be made by phone immediately and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Please refer to GVA policy resolution 2019.046 for detailed reporting requirements.

## **Investigating**

The Administrator will promptly investigate, document and report to the Chief Executive Officer or designee the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating Administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as reasonably as possible. The Chief Executive Officer or designee shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Chief Executive Officer or designee shall report to the Governing Board any conclusions reached. The Chief Executive Officer or designee shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

## **Consequences**

Staff members who violate this policy will be subject to disciplinary action up to and including termination, and where appropriate, will be reported to authorities for potential legal action.

## **Non-Discrimination Statement**

GVA shall not discriminate against any student or employee on the basis of (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code or association with an individual who has any of the aforementioned characteristics).

The School adheres to all provision of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (ADA) and the Individuals with Disabilities In Education Improvement Act of 2004 (IDEIA).

GVA is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Title IV, VI, and VII of the Civil Rights Act of 1964 (race, color or national origin); The Age Discrimination in Employment Act of 1967; The Age of Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental and physical disability). GVA also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law ordinance or regulation. GVA does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which GVA does



business, or any other individual, student, or volunteer. This applies to all employees, students, volunteers and relationships, regardless of position or gender. GVA will promptly and thoroughly investigate a complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the GVA Uniform Complaint Procedures (UCP) Compliance Officer:

**Roop Pannu**, Vice-Principal (209) 545-7500

## **Suspected Child Abuse**

All GVA staff members are mandated to report any and all known or suspected incidents of child abuse to Child Protective Services (CPS) as soon as practically possible. This mandate represents a legal and ethical responsibility to protect children and ensure that their physical, mental, and emotional needs are met and nurtured. This mandate also aligns with GVA's commitment to ensure that all students are safe, loved, and learning. As such, GVA staff accepts their responsibility as mandated reporters and will act in accordance to this mandate at all times and in all circumstances.

## **Homeless Students**

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434 (a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Runaway children or children who are abandoned; and
5. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

## **School Liaison**

The Chief Executive Officer or designee designates the following staff person, Vice Principal, **Roop Pannu** as the School Liaison for homeless students (42 USC 11432(g)(1)(J) & (e)(3)(C).). The School Liaison shall ensure that (42 USC 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Charter School.
3. Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelter and soup kitchens.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter and Board policy.
7. Parents/guardians are fully informed of all transportation services as applicable.
8. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

For any homeless student who enrolls at GVA, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

## **Bullying/Harassment**

Harassment is a violation of state and federal law as well as Federal Charter School policy. It can take the form of verbal or physical threatening and conduct of a racial or sexual nature. Such behavior will not be tolerated at Great Valley Academy. Examples of harassment include, but are not limited to, vulgar or obscene comments and/or jokes, unwelcome hugging or touching, referring to someone in demeaning terms, starting or spreading demeaning rumors about the life of another individual.

## **Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy**

***It is the policy of the State of California to afford all persons in public schools equal rights and opportunities in the educational opportunities of the state, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of Penal Code (and as amended).***

Great Valley Academy Charter School believes that all students have a right to a safe and healthy school environment. Schools and their respective communities have an obligation to promote mutual respect, tolerance, and acceptance.

Great Valley Academy Charter School will not tolerate behavior that infringes on the safety or wellbeing of any student. As used in this policy, “discrimination, harassment, intimidation, and bullying” describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, including cyber sexual bullying, that is based on the actual or perceived characteristics of disability, mental health condition, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy. A student shall not intimidate, harass, discriminate against or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, threatening, or name-calling; and social isolation or manipulation.

To the extent possible, the Charter School will make reasonable efforts to prevent student from being discriminated against, harassed, intimidated and /or bullied, and will take action to investigate, respond and address any reports of such behaviors in a timely manner. Charter School staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which Charter School does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

## **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator”):**

Russell Howell (Principal) or Roop Pannu (Vice-Principal) – (209) 545-7500

## **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

## **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 et. seq; 34 C.F.R. § 106.1 et. seq) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex education

institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the Charter School. GVA is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a nature when: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidation, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature
- Unwanted sexual advances, propositions or other sexual comments
- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment

The above list is not to be construed as an all-inclusive list of prohibited acts under this policy.

### **Prohibited Bullying**

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil\* or pupils in fear or harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by GVA.

\*"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgement in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic Act** means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, or a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:



- a. Posting to or creating a burn page. A “burn page” means an Internet Website created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
  - b. Creating a credible impersonation of another actual pupil for the above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of “Cyber sexual bullying” including, but not limited to”
- a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition or “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable for the photograph, visual recording, or other electronic act.
  - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

## **Grievance Procedures**

### **Reporting**

- GVA Charter School expects students and/or staff to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this policy, to immediately report such incidents to the Principal or Vice Principal (who will inform the Principal). For purposes of this policy, the Principal serves as the “Policy Coordinator” for implementation of this policy, and can be reached at (209) 545-7500. Staff members are required to intervene and report as indicated in this policy. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.
- Staff members that witness alleged acts of misconduct prohibited by this policy shall take immediate steps to intervene when safe to do so and call for assistance, as needed. Other members of the school community, including students, parents/guardians, volunteers, and visitors witnessing or experiencing bullying are strongly encouraged to report the incident to the Policy Coordinator; such reporting will not reflect on the target/victim or witnesses in any way.
- Students are expected to immediately report alleged acts of misconduct prohibited by this policy, as well as any other form of teasing or other verbal or physical abuse to the campus Principal or Vice-Principal (within 60 days of occurrence). Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.
- While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information. Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office of Civil Rights.
- GVA Charter School prohibits retaliatory behavior against any complainant or any participant in the

complaint process.

- All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law. Great Valley Academy will also provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff members to build each school's capacity to maintain a safe and healthy learning environment.

### **Investigation**

- Each and every complaint of misconduct prohibited by this policy will be promptly and thoroughly investigated by the Policy Coordinator or designee, upon notification of the complaint. Students can rely on staff to investigate each complaint in the most confidential manner possible under the circumstances.
- At the conclusion of the investigation, the Policy Coordinator or designee will notify the complainant of the outcome of the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Policy Coordinator or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.
- Complaints shall be investigated and resolved within (30) school days, unless circumstances reasonably require additional time.
- All records related to any investigation of misconduct prohibited by this policy will remain in a secure location in the District Office of Great Valley Academy.
- In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.
- The school will make reasonable efforts to keep a report of misconduct by this policy and the results of investigation confidential.

### **Consequences**

- Students or employees who engage in misconduct prohibited by this policy will be subject to disciplinary action.

### **Uniform Complaint Procedures**

- When harassment or bullying is based upon one of the protected characteristics set forth in this policy, a complainant may also fill out a Uniform Complaint procedures ("UCP") complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

### **Appeal**

- Should the complainant find the Policy Coordinator's unsatisfactory, he/she may, within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final decision.

\*Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, intimidation, or sex-based misconduct. Students who violate this policy are subject to disciplinary action up to and including expulsion.

Additionally, all staff, students and their parents will receive a summary of this policy prohibiting discrimination, harassment, intimidation, bullying, and violations of Title IX: at the beginning of the school year, as part of the student handbook and/or information packet.

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING**

**COMPLAINT FORM**

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

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible: (i.e. statements, what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) Attach additional pages if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize Great Valley Academy to disclose the information I have provide as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be completed by Great Valley Academy:**

Received by: \_\_\_\_\_

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

Follow up Meeting with Complainant held on: \_\_\_\_\_

### **Uniform Complaint Procedure (UCP) Annual Notice**

GVA has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying; complaints alleging violation of state or federal laws governing educational programs, including the charging of unlawful pupil fees and non-compliance with the Local Control Funding Formula.

GVA shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any GVA program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Foster and Homeless Students

Consolidated Categorical Aid Programs

Migrant Education

Child Care and Developmental Programs

\*Child Nutrition Programs (Food service civil rights complaints will be forwarded to the CDE for investigation.)

Special Education Programs

Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)

Bilingual Education

Economic Impact Aid

Tobacco-Use Prevention Education

Requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a Principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Principal or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with GVA's procedures.

The complainant has a right to appeal GVA's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of GVA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of GVA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be posted in every classroom and available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Principal.

\*To review the civil rights handbook for the child nutrition program, please visit <http://www.cde.ca.gov/ls/nu/cr/crfactsheet.asp>

## Uniform Complaint Procedure Discrimination/Harassment Complaint Reporting Form



In accordance with the Great Valley Academy's Uniform Complaint Procedures (5 CCR 4620) each school shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220. It is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5).

### I. Contact Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

### II. Complainant

You are filing this complaint on behalf of: ☐ yourself ☐ your child or a (student) ☐ another student ☐ a group  
If filing for someone other than yourself, please provide name, grade and date of birth: \_\_\_\_\_

### III. School Information

School Name: \_\_\_\_\_  
Principal's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### IV. Basis of Complaint:

Please check the following box(es), based on the type(s) of discrimination, harassment, intimidation and bullying you experienced,

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Foster/Homeless Youth            | <input type="checkbox"/> Consolidated Categorical Aid | <input type="checkbox"/> Migrant Education |
| <input type="checkbox"/> Child Development Programs       | <input type="checkbox"/> Child Nutrition              | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Every Student Succeeds Act Prog. | <input type="checkbox"/> Bilingual Education          | <input type="checkbox"/> Pupil Fees        |
| <input type="checkbox"/> Tobacco-Use Prevention Education | <input type="checkbox"/> Economic Impact Aid          |  |
| <input type="checkbox"/> Local Control Funding Formula    |   |  |

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis or the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Age                                      | <input type="checkbox"/> Ancestry  | <input type="checkbox"/> Color               | <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Ethnic Group Identification |
| <input type="checkbox"/> Medical Condition                        | <input type="checkbox"/> Gender/Gender Expression/Gender Identity  | <input type="checkbox"/> Genetic Information |  |  |
| <input type="checkbox"/> National Origin                          | <input type="checkbox"/> Race or Ethnicity   | <input type="checkbox"/> Religion            | <input type="checkbox"/> Sex (Actual or Perceived)       | <input type="checkbox"/> Marital Status              |
| <input type="checkbox"/> Sexual Orientation (Actual or Perceived) | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |  |  |  |

## V. Details of Complaint

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

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List the **individuals** involved in the incident(s) complaint of:

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List any **witnesses** to the incident(s):

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---

---

Describe the **location where** the incident(s) occurred:

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Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

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**What steps**, if any, have you taken to resolve this issue before filing a complaint? Have you spoken with GVA personnel, if so, who and when?

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Please provide copies of any written documents that may be relevant and supportive of your complaint.  
I have attached supporting documents. ☐ Yes ☐ No

\_\_\_\_\_  
Signature of Person Filing Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be completed by Great Valley Academy:**

Received by: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Please provide a duplicate copy to the complainant.**

### **Where to File a Complaint for Child Nutrition Program**

To file a program or Civil Rights complaint, please contact one of the following agencies listed below:

Great Valley Academy  
Civil Rights Coordinator  
3200 Tully Road  
Modesto CA 95350  
209-576-2283

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Child Nutrition Programs  
Civil Rights and Program Complaint Coordinator  
California Department of Education  
Nutrition Services Division  
1430 N Street, Room 4503  
Sacramento, CA 95814-2342  
916-323-8521 **or** 800-952-5609

**or**

USDA, Director, Office of Adjudication  
1400 Independence Avenue, Southwest  
Washington, D.C. 20250-9410  
866-632-9992

Federal Relay Service 800-877-8339 (English) or 800-845-6136 (Spanish)

**Note: The USDA will investigate and process all complaints of discrimination.**

All program complaints filed with the NSD are resolved at the state level. The NSD Complaint Coordinator logs the complaint, refers it to the appropriate program or Field Services Unit, and tracks it through resolution. The NSD reserves the right to conduct unannounced site visits to determine the validity of all allegations.

### **Wheeled Items Policy**

Use of bicycles, skateboards, scooters or other similar vehicles are prohibited on campus during the school year. At the perimeter fence students will dismount and walk.

Rational:

Safety of everyone on campus is a primary value of GVA. Current practice for movement on campus sidewalks are to walk or skip.





## Great Valley Academy

### Student Use of Technology and Acceptable Use Agreement

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. The Great Valley Academy Charter School ("Charter School") offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The Charter School Governing Board intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

#### **Educational Purpose**

Use of Charter School equipment and access to the Internet via Charter School equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use Charter School resources only in a manner specified in the Policy.

**"Educational purpose"** means classroom activities, research in academic subjects, career or professional development activities, Charter School approved personal research activities, or other purposes as defined by the Charter School from time to time.

**"Inappropriate use"** means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

#### **Notice and Use**

The Charter School shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. Before a student is authorized to use the Charter School's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

#### **Safety**

The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Director or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Director or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Director or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using Charter School technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of Charter School computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Director or designee shall block access to such sites on Charter School computers with Internet access. The Director or designee shall oversee the maintenance of the Charter School's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Charter School's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

## ACCEPTABLE USE

The Charter School believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Charter School technology resources. Students are expected to:
  - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
  - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Students may use Charter School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.

**3. Protection Measures.** While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

**4. Electronic Information Resources (Internet).** The Charter School recognizes the importance of providing student's access to Electronic Information Resources (Internet) in order to enhance and support age and grade appropriate school adopted instructional goals and standards. It is the Charter School's intent to protect students from inappropriate information but school personnel cannot screen all materials available on the Internet. Willful access to inappropriate material is a violation of school policy and may result in the revocation of network privileges and other disciplinary action consistent with the law and designated school rules.

#### Guidelines for Use of Electronic Resources (Internet)

- a. Be Polite: Never send or encourage others to send messages that are not polite. Use electronic resources wisely. Log off when you are finished.
- b. Use Appropriate, Respectful Language: In your messages, always use language that you know is appropriate and respectful.
- c. Privacy: Do not send any message that includes personal information such as your name, home address or phone number of yourself or any other person.
- d. Misuse: Report any misuse on the Internet to your teacher/principal.
- e. Electronic Mail (E-mail): Use e-mail for educational purposes only.
- f. Vandalism: Never move, delete, or trash any applications or files that are not yours.
- g. Information: Some information accessed by the use of electronic services may or may not be accurate. The Charter School makes no guarantees of any kind concerning the accuracy of information obtained online

**5. Inappropriate Use.** Charter School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the Charter School technology primarily for educational purposes. Students shall not use Charter School technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:

- a. Playing games or online gaming.
- b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
- c. Installing software on Charter School equipment without the permission of a teacher or other authorized Charter School staff person.
- d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
- e. Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.
- f. Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
- g. Participating in political activities.
- h. Conducting for-profit business.
- i. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
- j. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
- k. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.

I. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

**6. No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Charter School and provided to students for educational purposes. The Charter School may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The Charter School reserves the right to access stored computer records and communications, files, and other data stored on Charter School equipment or sent over Charter School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.

**7. Disruptive Activity.** Students should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.

**8. Unauthorized Networks.** Students may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

**9. Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

**10. Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline which may include loss of access to Charter School technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

**11. Google Suite for Education.** Students will have access to and use G Suite for Education. G Suite for Education is a set of education productivity tools from Google Education Core including Gmail, Calendar, Docs, Classroom, and more used by tens of millions students and teachers around the world. Great Valley Academy students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in their Chromebooks, and learn 21<sup>st</sup> century digital citizenship skills. For information on privacy regarding G Suite for Education, please visit [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). By agreeing to the Student Use of Technology and Acceptable Use Agreement, you are providing permission for your student to use a G Suite for Education account.

After reading the Student Use of Technology Policy and the Acceptable Use Agreement, please complete the acknowledgement form to indicate your agreement with the terms and conditions provided. The signatures of both the student and parent/guardian are required before access may be granted to the technologies available. This document, which incorporates the Use Procedure, reflects the entire agreement and understanding of all parties.

## Morning Drop-off Procedures

Gates open at 8:00 am

**Lot A:** This lot is reserved for parents planning to park and walk their child to class. This is not a drop-off zone. **Only park in the area designated for GVA parking. Parking beyond this space is reserved for Modesto Christian parking ONLY at All TIMES.** This lot will not be accessible if it is full. There is handicap parking available nearby.

**Street Parking:** Parking is **NOT** allowed on Sisk Road. Please do not block entrances/exits/road ways. DO NOT park in front of Modesto Christian property.

**Drop-off zone:** Please utilize! We can accommodate more cars than ever in our new drop-off loop. The entrance is single lane. At the first turn, the road become two lane. The home stretch will accommodate three lanes of cars. Please follow the directions of any and all GVA staff members. Children must remain in cars until a GVA staff member opens their door and invites them out.

**Lot C (Office & Kids' Care):** This lot is reserved for parents planning to park and walk their child to class. This is not a drop-off zone. Lot C will utilize a separate entrance than that of the drop-off zone. Please follow the direction of lot attendants. **If attempting to exit prior to the end of drop-off time, you must do so as close to Sisk Road as possible.** Again, follow the direction of GVA staff stationed at the exit, as you must work in concert with the flow of traffic within drop-off. **Do NOT attempt to merge with drop-off traffic.**

**Lot E:** **If parking here in the a.m., you will not be allowed to exit until drop-off is complete at 8:30 am.** This lot is reserved for parents planning to park and walk their child to class. This is not a drop-off zone. Please follow the direction of lot attendants. Entrance to Lot E is accessed at the end of Sisk Road. Exit from Lot E is accessed via the drop-off home stretch.

**Kids' Care:** **If your student arrives prior to 8:00am and does not attend a before school program (i.e., music), they will be sent to Kids' Care and parent/guardian will be charged according to the standard drop-in rates.**

## **Afternoon Pick-up Procedures**

### **Gates open at 3:25 pm or 11:55 am (Fridays)**

GVA asks that all K-6 students be picked up at their classroom by a parent/guardian. If you wish to add individuals to your approved pick-up list, you may do so on the Contact Modification form found in the office.

**Junior High students:** Junior high students are released at the end of the day and do not require parental pick up. Until routines are better established, junior high students are invited to wait for parents in the junior high quad area. It may be difficult to tell these students where to meet you, so you may choose to have them wait for you there. If the junior high student has a younger sibling, they are encouraged to go to their sibling's classroom to meet parents there. Please stress to your junior high child how important safety is, particularly regarding parking areas.

**Lot A:** This lot will best serve parents of 5<sup>th</sup> – 8<sup>th</sup> grade students who do not have younger GVA siblings. **Only park in the area designated for GVA parking. Parking beyond this space is reserved for Modesto Christian parking ONLY at All TIMES.** This lot will not be accessible if it is full. There is handicap parking available nearby.

**Street Parking:** Parking is **NOT** allowed on Sisk Road. Please do not block entrances/exits/road ways. **DO NOT** park in front of Modesto Christian property.

**Drop-off:** The drop-off loop will not be utilized after school for the first couple of weeks of school. This loop will be utilized for Curb Side Pick Up after families have been identified. Instructions for Curb Side Pick Up will be attached to your labeled tags.

**Lot C (Office & Kids' Care):** Lot C will utilize a separate entrance than that of the drop-off zone. Please follow the direction of lot attendants.

**Lot E:** **Lot E will not open until 3:30 pm.** Please follow the direction of lot attendants. Entrance to Lot E is accessed at the end of Sisk Road. Exit from Lot E is accessed via the drop-off home stretch.

**Kids' Care:** If your child is enrolled in after school Kids' Care, GVA staff will ensure that your child arrives promptly and safely. **If your student is not picked-up by 3:45pm, they will be sent to Kids' Care and parent/guardian will be charged according to the standard drop-in rates.**



# GVA SALIDA CAMPUS MAP

Great Valley Academy Salida Parking Lot Map

The map illustrates the layout of the Great Valley Academy Salida campus. Key areas include:

- Parking Lot A:** Located at the top left, with a note: "When parking in Lot A, please stay within marked GVA boundaries."
- MCS field:** A large open area at the top center.
- GVA field:** A large open area at the top right.
- Parking Lot E:** A large parking area on the right side, with a note: "Barn & 2 extra portables" nearby.
- House:** A building located near Parking Lot E.
- Office & KC Parking Lot:** A parking area on the left side, with a note: "No parking at curb" and "EXIT ONLY" arrows.
- Sisk Road:** The main road at the bottom of the map.
- Entrance Gates:** Three red boxes labeled "Entrance Gate" are marked on the map.
- Directional Arrows:** Blue arrows indicate traffic flow, including "EXIT ONLY", "ENTER ONLY", and "TO LOT E".
- Specific Instructions:** A yellow box says "Line up in dirt area" with a car icon, and another box says "No parking in this area" near the bottom center.

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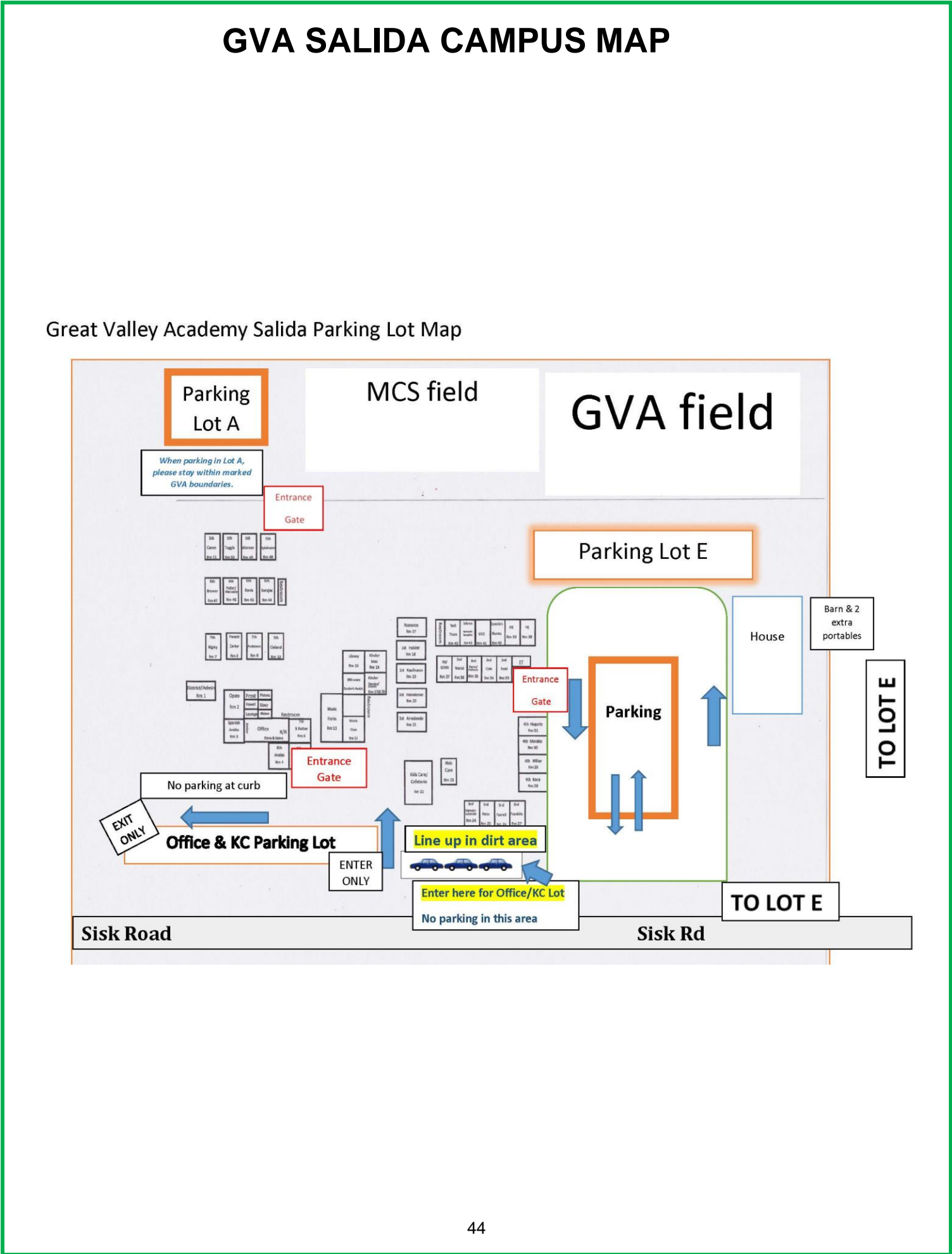
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Employee Handbook  
July 2019



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## **Introduction**

This Handbook summarizes the Great Valley Academy Charter School's (hereinafter referred to as "School") personnel policies applicable to all employees. Please review these policies carefully. If you have any questions about the policies outlined in this Handbook, or if you have any other personnel related questions, whether related to policies specifically addressed in this Handbook, please consult Payroll/Human Resources Department.

This Handbook is intended only as a guide to the School's personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

With the exception of the at-will employment status of its employees, the School reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general work place policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without notice to you. Only the Chief Executive Officer may alter the at-will employment status of any of its employees.

Once you have reviewed this Handbook, please sign the employee acknowledgement form at the end of this Handbook, and provide to Payroll/Human Resources Department. This signed acknowledgement demonstrates to the School that you have read, understand and agree to comply with the policies outlined in the Handbook. Failure to sign acknowledgement may result in delay of your ability to begin work or termination.

## **I. Hiring Policies and Procedures**

### **A. At Will Employment**

The School is an at-will employer. This Handbook does not in any way reflect a modification to this policy and does not reflect a contract of employment, either express or implied, between you and the School. Accordingly, either you or the School may terminate this relationship at any time, for any reason, with or without cause, and with or without advanced notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to any employee in connection with his/her employment shall require the School to have "cause" or reason to terminate an employee or otherwise restrict the School's right to terminate an employee at any time for any reason. No School representative is authorized to modify this policy for any employee, unless in writing, signed by the Chief Executive Officer.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

## B. Equal Employment Opportunity Policy

GVA is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race;
- Color;
- Gender (including gender identity and gender expression);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act (“FMLA”), Pregnancy Disability Leave (“PDL”) law, Americans with Disabilities Act (“ADA”), California Family Rights Act (“CFRA”), or the Fair Employment and Housing Act (“FEHA”);
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. GVA then will conduct an investigation to identify the GVA will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

If you believe prohibited discrimination has occurred, please contact your direct supervisor or Payroll/Human Resource Department immediately. Reports will be investigated and appropriate corrective action will be taken.

## C. Immigration Compliance

GVA will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, GVA will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

#### D. Employee Classification

The School's employees are classified in the following categories: Exempt, non-exempt, and full-time, part-time or temporary.

Exempt: Exempt employees are those employees with job assignments that meet exemption tests under state and federal law, making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis, not pursuant to overtime pay requirements.

Non-Exempt: Non-exempt employees are those employees with job assignments that do not meet exemption tests under state or federal law. Thus, these employees are paid overtime wages for overtime worked in accordance with the law.

Full Time: Full time employees are those employees who are scheduled to work at least 30 hours in a week.

Part Time: Part time employees are those employees who are scheduled to work less than 30 hours in a week.

Temporary/On Call: Temporary employees are those employees who are hired for a limited time period, or for a specific project, and usually are not employed more than 1 month.

Part time or On Call employees are not entitled to health benefits provided by the School. Part time or On Call employees are entitled to the Sick Leave benefit plan as detailed in the Employee Benefits Section. Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of the School and are not eligible for benefits provided by the School. If you have any questions about your classification, please consult with Payroll/Human Resource Department.

#### E. Relationships Between Employees

While the School's policies do not permit discrimination based on an individual's marital status, the individual's relations to another School employee or his or her lawful off duty conduct, some situations can create conflicts of interest requiring the School to take the employee's relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations of favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. Please note that such consensual relationships may be in violation of the School's Unlawful Harassment, Discrimination and retaliation policy. If such relationship arises, both employees shall notify the Chief Executive Officer (If CEO is a party; notification shall be made to the Board President or Vice President) so that appropriate measures can be taken to prevent conflicts of interest or favoritism.

The School reserves the right to take appropriate action if employee relationships interfere with the safety, morale or security of the School, or if the relationships create an actual or perceived conflict of interest or favoritism.

#### F. Certification and Licensure of Instructional Staff

Each of the School's core academic teachers will be required to hold a current California Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to. It is the responsibility and a condition of continued employment of all instructional staff to maintain and keep current such certificates, permits or other documentation and provide to the Payroll/Human Resource Department no later than the close of business on the first day the employee reports for duty. If an instructional staff employee believes that he or she is assigned to teach in a subject in which he or she does not have subject matter competence, the employee should immediately report the same to the Campus Principal. Staff who are required to meet these state and federal certification, expertise, and related requirements must maintain such qualifications as a condition of employment at the School. Nothing in this section is intended to alter that at-will status of the employee's employment.

#### G. Tuberculosis Testing

All employees of the School must submit written proof from a **licensed** physician of a risk assessment examination or **negative test** for tuberculosis (TB) within the last sixty (60) days **from date of hire**. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, interns, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

#### H. Criminal Background Checks

As a condition of employment, the School requires all applicants for employment to submit fingerprints to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and Federal Bureau of Investigation. The School will not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district because of his or her conviction for any crime, including for convictions of a controlled substance or sex offenses. Potential or current employees with adverse background information may be ineligible for employment with the School. The School will not employ any applicant until the Department of Justice completes its check of the state criminal history file as provided by law. The School shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification. Every new employee shall be required to provide fingerprint clearance through the Dept. of Justice/FBI (Live Scan) process. The results of the Live Scan must be received prior to the first day of work. Failure to receive the Live Scan results will result in a delay of your ability to begin work or termination. Employee will be required to use the GVA approved Live Scan Vendor.



## **I. Child Neglect and Abuse 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.

GVA will provide annual training on the mandated reporting requirements, using an online training module to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School principal, coworker or other person shall not be a substitute for making a mandated report to Child Protective Services.

## **II. General Workplace Policies**

### **A. Prohibition of Unlawful Harassment, Discrimination, and Retaliation**

#### **1. Harassment Policy**

GVA is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. GVA's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race; color; gender (including gender identity and gender expression); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

The School does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Principal or designee.

When the School receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the CEO) or the CEO or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. GVA is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

## 2. Definition of Harassment

Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile working or educational environment or that unreasonably interferes with job performance. Verbal harassment includes, but is not limited to, epithets, derogatory comments or slurs based on a protected category. Physical harassment includes, but is not limited to, assault, impeding or blocking movement or any physical interference with normal work or movement, when directed at a legally protected individual. Visual harassment includes, but is not limited to, derogatory posters, cartoons or drawings on a basis protected by law.

## 3. Definition of Sexual Harassment

Federal law defines sexual harassment as unwelcome sexual conduct that is a term or condition of employment. The Equal Employment Opportunity Commission's Guidelines define two types of sexual harassment: "quid pro quo" and "hostile environment." "Unwelcome" sexual conduct constitutes sexual harassment when "submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment," "Quid pro quo harassment" occurs when "submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual." A "hostile environment" claim for harassment occurs when discrimination based on sex has created a hostile or abusive work environment.

California law defines unlawful sexual harassment in largely the same ways. Sexual harassment occurs where a term of employment (i.e., compensation or in terms, conditions or privileges of employment), academic status or progress (i.e., a student's grades or promotion to the next grade) is explicitly or implicitly conditioned upon submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, as more fully described below. Sexual harassment also occurs where the submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual. Additionally, sexual harassment occurs where harassment (unwanted sexual advances, visual, verbal or physical conduct of a sexual nature) is sufficiently severe, persistent, pervasive or objectively offensive so as to alter or interfere with the conditions of employment and create an abusive or hostile educational or working environment or to interfere with or limit the individual's ability to participate in or benefit from an educational program or activity. Sexual harassment occurs where the conduct has the purpose or effect of having a negative impact on the individual's academic performance, work or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment. Finally, sexual harassment occurs where submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the School.

The educational environment includes, but is not limited to, the School's campus or grounds, the properties controlled or owned by the School and off-campus, if such activity is School sponsored or is conducted by organizations sponsored by or under the jurisdiction of the School.



The following are examples of offensive behavior:

- Unwanted sexual advances, flirtations, touching or requests for sexual favors;
  - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about dress or body and the sexual uses to which it could be put;
- Unwarranted graphic discussion of sexual acts;
- Sexually degrading words;
- Suggestive or obscene letters, notes or invitations;
- Verbal harassment including, but not limited to, unwelcome epithets, jokes, derogatory comments, or slurs of a sexual nature, sexually degrading words used to describe a person, sexuality, or their sexual experience;
- Physical harassment including, but not limited to, assault, impeding or blocking movement or any physical interference with normal work or school activities or movement, when done because of your sex;
  - Rape, sexual battery, molestation or attempts to commit these assaults and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body
- Making or threatening retaliatory action after receiving a negative response to sexual advances;
- Visual harassment including sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
  - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
  - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

#### 4. What to do if Sexual and Other Unlawful Harassment Occurs

##### **Internal Procedures:**

School Level Investigation: Campus Administrators and employees alike have the responsibility to maintain a work place and educational environment free from any form of sexual or other unlawful harassment. Any employee who has experienced or is aware of a situation that is believed to be sexually or otherwise unlawfully harassing has a responsibility to report the situation immediately to the Campus Administrator contacts below. Should Campus Administrators become aware of any conduct that may constitute unlawful harassment, discrimination or other prohibited behavior, immediate action will be taken to address and remediate such conduct.

Suspected unlawful harassment should be reported immediately to:

##### **Campus Principal or Vice Principal**

**(Modesto Campus: 3200 Tully Road, Modesto, CA 95350 – 209-576-2283)**

**(Salida Campus: 5901 Sisk Road Modesto, CA 95356 – 209-545-7500)**

**(Homeschool Office: 1209 Woodrow Ave. Suite C-1 Modesto, CA 95350 – 209-576-2233)**

If the employee is not comfortable contacting Campus Principal or Vice Principal or if that individual is not available, the employee should contact:

##### **Chief Executive Officer**

**(Modesto Campus: 3200 Tully Road, Modesto, CA 209-576-2283)**

The Chief Executive Officer will conduct a prompt investigation and take appropriate corrective action where warranted. Complaints will be handled as discreetly as possible, consistent with the need to investigate effectively and promptly resolve the matter.

Any employee found to have participated in harassment or discrimination will be subject to disciplinary action, up to and including termination.

Training: All supervisors of staff will receive sexual harassment, discrimination, and retaliation training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. **All other staff will receive sexual harassment training and/or instruction annually concerning sexual harassment in the workplace.**

## B. Whistleblower Policy

Great Valley Academy (GVA) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to GVA's business and does not relate to private acts of an individual not connected to the business of GVA.

If an employee has a reasonable belief that an employee or GVA has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to his or her supervisor. If the employee does not feel comfortable reporting the information to his or her supervisor, he or she is expected to report the information to the CEO.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, GVA will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

GVA will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the CEO, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

GVA may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, GVA will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by GVA or any of its employees of a violation of any applicable law or regulation.

## C. Lactation Accommodations

GVA accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid.

GVA will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

## D. Workplace Violence

The School takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect

the School or that occur, or are likely to occur, on School property. You should report any act or threat of violence immediately to the Campus Principal or Vice Principal.

E. Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes your questions, suggestions or complaints relating to your job, conditions of employment, the School or the treatment you are receiving. Other than in situations involving harassment (as outlined and described above), please contact your supervisor with your questions or concerns. If the situation is not resolved to your satisfaction, please contact Payroll/Human Resource Department in writing, who will further investigate the issue.

F. Drug and Alcohol Free Workplace

It is the School's policy to maintain a drug and alcohol-free workplace. GVA is committed to providing a drug and alcohol free workplace and to promoting safety in the workplace, employee health and well-being, customer confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to workers and to other GVA stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

G. Tobacco Free Workplace

All School buildings and facilities are tobacco-free facilities.

H. Gun Free Workplace

Pursuant to Penal Code 626.9 known as the Gun-Free School Zone Act of 1995, any person who possess a firearm in a place that the person knows, or reasonably should know, is a school zone, shall be punished according to PC 626.9.f. A "school zone" means an area in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 – 12, inclusive, or within a distant of 1,000 feet from the grounds of the public or private school. Great Valley Academy has zero tolerance for gun and weapon possessions on campus or GVA sponsored events. Local authorities will be contacted for any violation.

I. Health, Safety and Security Policies

GVA recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others. Accordingly, GVA has developed a safety plan in order to have specific procedures in place in case of an emergency.

The Board shall review the comprehensive district wide and/or school safety plan(s) as part of its review process. Approval of the plan shall occur at a regularly scheduled meeting.

A copy of the comprehensive school safety plan shall be available for review at the Great Valley Academy and school administration offices.

- General Safety and Security Protocols

GVA has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Principal. Employee desk or office should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Principal when keys are missing or if security access codes or passes have been breached.

- Occupational Safety

GVA is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. GVA is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

- Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during work or on School premises to **Human Resources** so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes. For all severe and head injuries, incident must be reported to administration immediately and an incident report completed.

- Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

#### J. Company Property Inspections

The School is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School. Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. In accordance with these policies, all School

facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee. School property includes but is not limited to all desks, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other school provided storage devices.

The School also reserves the right to inspect any vehicle, its trunk, glove compartment or any container therein that is parked on the School property or premises, as necessary. The School reserves the right to deny entry to any person who refuses to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including termination.

#### K. Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material **via all communication methods including e-mail**. Distribution of materials is also against the School's policy if it interferes with access to facility premises, if it results in undue litter or is conducted in a manner that is unduly disruptive to employees during their work hours. Solicitation during non-work time, e.g., paid breaks, lunch periods or other such non-work periods, is permissible **but not via e-mail**. Entry on the School premises by non-employees is not permitted, unless related to official School business and **all visitors must follow the School visitor protocols**. Solicitation or distribution of written materials by non-employees is strictly prohibited.

#### L. Use of Company Communication Equipment and Technology

All School owned communications equipment and technology, including but not limited to computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of the School and are provided to the employee to carry out business on behalf of the School, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using School owned equipment, technology **and network system**. Communications (including any attached message or data) made using School owned communications equipment and technology are subject to review, inspection and monitoring by the School **including but not limited to internet usage**.

Additionally, the School uses technology protection measures that protect against Internet access (by both minors and adults) of visual depictions that are obscene, child pornography and/or with respect to use by minors, internet access harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

All employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Internet use is for business, as well as reasonable and limited personal use. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright. Employees are not permitted to use the School's



communications equipment and technology to view visual images that are obscene, child pornography and/or images harmful to minors.

The e-mail system and internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted. The e-mail system and internet access is not to be used in any manner that is against the policies of the School, contrary to the best interest of the School or for personal gain or profit of the employee against the interests of the School. Employees must not use the School's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Employees should not attempt to gain access to another employee's email files or voicemail messages without the latter's express permission. Each employee is responsible for the content of the messages sent out using his/her School issued equipment. It is strictly prohibited to use another employee's computer to send messages to create the appearance that they are from that employee, unless that employee expressly authorizes such use.

The School does require that employees check their school provided e-mail on at least a weekly basis during the school year and suggests periodically checking e-mail over scheduled school breaks. If the employee is not assigned a school e-mail (such as on-call/temporary employees), the school suggests periodically checking their personal e-mail for important communications from the school.

#### M. Employee Blogs and Social Media

If an employee decides to keep a personal blog or posting, or use other social media, that discusses any aspect of his/her workplace activities, the following restrictions apply:

- School equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;
- Employees must make clear that the views expressed in their blogs are their own and not those of the School;
- Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf, unless authorized in writing by the CEO or COO;
- Employees are not authorized to publish any confidential information maintained by the School;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- Employees must comply with all School policies, including, but not limited to, rules against sexual harassment and retaliation

The School reserves the right to take disciplinary action against any employee whose blog or posting violates this or other School policies.

#### N. Participation in Recreational or Social Activities

Employees may participate in activities sponsored by or supported by the School. Participation in such activities is strictly voluntary. As such, employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is at the employee's own risk and the School disclaims any and all liability arising out of the employee's participation in these activities.

#### O. Personnel Files and Record Keeping Protocols

At the time of your employment, a personnel file is established for you. Please keep Payroll/Human Resource Department advised of changes that should be reflected in your personnel file. Such changes include: change in name, address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact you should the change affect your other records.

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records in writing, at reasonable times, at a reasonable place, and on reasonable advance notice to the Payroll/Human Resource Department. You also have the right to obtain a copy of your personnel file as provided by law. You may add your comments to any disputed item in the file. The School will restrict disclosure of your personnel file to authorized individuals within the School. Employer will respond to such a request within 30 days of receipt of the written request. Only Human Resources is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

#### P. Use of Personal Vehicles for Company Purposes

Occasionally GVA employees may use personal vehicles for school business purposes. It is understood by all employees that should an accident or damage occur to the vehicle while being used for business purposes, the employee personal automobile insurance policy is always the primary insurance.

#### Q. Personal Property on School Grounds

GVA is not responsible for the loss, theft or damage of personal property that is used or stored on school grounds. This includes cars parked on GVA property and parking lots.

#### R. Child Protective Services (CPS) Reporting & Response

##### Board Policy – 2019.046 Adopted February 2019

California Penal Code section 11166(a) 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 or neglect, 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.

### **Training**

Great Valley Academy (“GVA” or the “School”) will provide annual training on the mandated reporting requirements, using an online training module to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee’s employment. GVA provides this training via online training module.

### **Agency Reporting**

Any employee who, in their work capacity, observes or suspects that an incident, behavior, or conduct may be an indication of child abuse, shall within thirty-six (36) hours: (1) make a telephone report of the suspected child abuse to the Stanislaus County Community Services Agency at (209) 558-3665, and (2) complete and send Department of Justice Form 55 8572 “Suspected Child Abuse Report” to the same agency. The employee shall also report the same information to law enforcement within thirty-six (36) hours.

As outlined within GVA Board Resolution 2018.043, the School will not contact CPS to assist students whose parents have been detained on immigration charges or deported until GVA has exhausted all other avenues.

### **Internal Reporting**

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the Principal, or the Chief Executive Officer or designee.

However, employees reporting suspected child abuse or neglect are encouraged to notify the Principal by email or anonymous letter as soon as possible after the initial reports to the Community Services Agency and law enforcement, including by providing a summary of the suspected conduct and an affirmation that the appropriate agencies have been notified. While not required, this notice will help GVA protect the safety of the child involved. Thereafter, the Principal shall inform the Chief Executive Officer or designee of the suspected abuse. Further, mandated reporters are encouraged to seek assistance and guidance from the School as needed.

Reporting a case of possible child abuse or neglect to a supervisor, the school Principal, coworker or other person shall not be a substitute for making a mandated report to the Community Services Agency and law enforcement.

## **Interviews**

GVA shall permit law enforcement and children's welfare-related services on campus with proper identification and proof of an authorized student safety-related purpose to investigate claims of child abuse or neglect. All visitors are required to adhere to School policies for visitors and to sign-in and out of the campus visitor's log.

Whenever the School, in combination with a representative of a public agency investigating suspected child abuse or neglect, deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, regarding a report of suspected child abuse or neglect.

The child shall be afforded the option of being interviewed in private or selecting an adult employee of the School, including any certificated or classified employee, to be present at the interview. A representative of the public agency investigating suspected child abuse or neglect shall inform the child of that option, prior to the interview.

The purpose of the GVA employee's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible, but the employee may not participate in the interview. The GVA employee shall not further discuss the facts or circumstances of the case with the child, and is subject to the confidentiality requirements set forth in this Policy. The School shall inform the GVA employee selected by a child of the requirements of this Policy prior to the interview. The GVA employee selected by the child may decline the request to be present at the interview. If the GVA employee agrees to be present, the interview shall be held at a time during School hours when it does not involve an overtime expense to the School.

## **Release of Child to a Peace Officer**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Chief Executive Officer or designee and/or Principal shall not notify the parent/guardian, but rather GVA shall provide the peace officer with the address and telephone number of the child's parent/guardian and the peace officer will notify the parent/guardian.

## **Parent/Guardian Involvement**

In the case of suspected child abuse or neglect, a parent/guardian does not have the right to be informed of the report to the investigating public service agency and should not be informed by School personnel. The investigating public service agency will be responsible for providing any such information to the parent/guardian.

## **Confidentiality**

Confidentiality is crucial to such cases and must be enforced at all times in order to protect the child. At no time should the details or circumstances of suspected abuse or neglect be disclosed, except as needed to promote the safety of the child, and in compliance with the law and this Policy. All copies of written reports of suspected abuse or neglect made to the School will be maintained and secured by the Chief Executive Officer's executive staff. Any employee found to have breached confidentiality may be subject to disciplinary action, up to and including termination.

### III. Hours of Work, Overtime and Attendance

#### A. Work Hours and Schedules

The School's normal work days are Monday through Friday. The School's workweek begins on Sunday at 12:00 AM and ends the following Saturday at 11:59 PM. Modesto Campus Hours:

Modesto Campus Hours:

<b>Mon. – Thurs.</b>			<b>Friday</b>	
Students K-3	7:55 – 3:10		Students K-3	7:55 – 11:40
Student 4-8	7:55 – 3:20		Students 4-8	7:55 – 11:50
Teachers	7:50 – 3:30		Teachers	7:50 – 3:30
Instructional Aides	7:50 – 3:45		Instructional Aides	7:50 – 12:15

Salida Campus Hours:

<b>Mon. – Thurs.</b>			<b>Friday</b>	
Students K-8	8:05 – 3:30		Students K-8	8:05 – 12:00
Teachers	8:00 – 3:45		Teachers	8:00 – 3:45
Instructional Aides	8:00 – 3:45		Instructional Aides	8:00 – 12:15

#### **Homeschool Office Hours:**

<b>Mon. – Fri.</b>				
Teachers	7:50 – 3:30			
Administrative Asst.	7:30 – 4:00			

The work schedule for full-time non-exempt employees is normally 40 hours per week. Your supervisor will assign your specific work schedule.

#### B. Overtime

The School follows all federal and state laws regarding the payment of overtime wages by compensating all non-exempt employees for overtime hours worked. For purposes of overtime calculations for nonexempt employees, the School's workweek begins on Sunday and ends the following Saturday. The workday begins at midnight and ends the following day at 11:59 p.m. You will be informed when you are required to work overtime hours. All overtime hours worked must be preauthorized in writing by your immediate supervisor.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and are therefore not counted in overtime calculations.

#### C. Work Breaks/M meal Periods

**All** employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5<sup>th</sup> hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and GVA mutually consent to the waiver in writing.

All employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

#### D. Pay Days

For all hourly non-exempt employees paydays are scheduled on the 10<sup>th</sup> and 26<sup>th</sup> day of each month. Each paycheck will include earnings for all reported work performed through the end of the payroll period.

For certificated/teaching staff exempt employees, paydays are scheduled on the 26<sup>th</sup> day of each month 11 months a year. Each paycheck reflects an amount equal to your salary, divided by 11 as GVA pays in 11 equal monthly payments from August - June.

For salary professional exempt employees, paydays are scheduled on the 26<sup>th</sup> day of each month 12 months a year. Each paycheck reflects an amount equal to your salary, divided by 12 as GVA pays in 12 equal monthly payments.

In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the business day prior to the day(s) off.

You should promptly notify Payroll/Human Resource Department if you have a question regarding the calculations of your paycheck; any corrections will be adjusted and appear in the following payroll.

#### E. Payroll Withholdings

The School is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

State Teachers Retirement System (STRS): This credentialed employee deduction is for member teachers retirement system.

Every deduction from your paycheck is explained on your check voucher. If you do not understand the deductions, ask the Payroll/Human Resource Department to explain them to you.

You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to Payroll/Human Resource Department. The School's business office maintains a supply of these forms.

All Federal, State and Social Security taxes will be automatically deducted from paychecks. The Federal Withholding Tax deduction is determined by the employee's W-4 form, which should be completed upon hire. It is the employee's responsibility to report any changes in filing status to the Payroll/Human Resource Department. It is also the employee's responsibility to fill out a new W-4 form if his/her filing status changes.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

The School offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks.

#### F. Deferred Net Pay

Eleven (11) month employees who receive pay in the 11 month cycle may opt-in to deferred net pay plan. It allows employees to receive regular paychecks in August – June and one summer deferred net pay check. (The July check is not a payroll check but money that is withheld from your net pay from August – June.)

All regular deductions (such as taxes and retirement) and voluntary deductions (such as insurance premium, annuities, savings) will be taken from your eleven regular monthly paychecks. The check you receive in July will be NET. There will be no deductions taken from your July check.

Please see Human Resources if you would like to enroll in the Deferred Net Pay plan.

#### G. Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, the Principal will discuss the situation with the employee.

#### H. Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. Absenteeism and tardiness negatively affects the School's ability to implement its educational program and disrupts consistency in students' learning. Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including termination.

If an employee finds it necessary to be absent or late, you are expected to arrange it in advance with your immediate supervisor. If it is not possible to arrange your absence or tardiness in advance, you must notify your

immediate supervisor no later than one (1) hour before the start of your workday (classroom-based teacher's and teacher's aides, see below). An absence or tardiness without notification to your immediate supervisor will lead to disciplinary action, up to and including termination.

If you are a teacher or a teacher's aide on the MODESTO CAMPUS, you are responsible to contact the Administrative Assistant who will arrange for a qualified substitute. If you are absent from work longer than one (1) day, you are expected to keep the Administrative Assistant sufficiently informed of your situation. Any absence or tardiness without notification to the Administrative Assistant will lead to disciplinary action, up to and including termination.

If you are a teacher or a teacher's aide on the SALIDA CAMPUS, you are responsible to call for a qualified substitute and contact the Administrative Assistant to keep her apprised of all details. If you are absent from work longer than one (1) day, you are expected to continue to call for a qualified substitute and to keep the Administrative Assistant sufficiently informed of your situation. Any absence or tardiness without notification to the Administrative Assistant will lead to disciplinary action, up to and including termination.

A Personal Time Off (PTO) request within Paychex must be completed by the employee for each absence taken.

If you fail to come to work for three (3) consecutive work days without authorization, the School will presume that you have voluntarily terminated your position with the School. All absences of three (3) or more consecutive days must be documented by a written doctor's note.

## I. Time Records

By law, GVA is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall be required to utilize the Paychex system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with all absences, including doctor or dentist appointments or tardies from work. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday and verifying and attest to the truth of the information contained in their time records. Employees must provide electronic approval through the Paychex system.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to clock-in/out, the employee must notify their time card approver immediately.

Non-exempt (hourly) employees are required to approve their time records no later than one business day following the conclusion of each pay period, i.e. for pay periods ending the 15<sup>th</sup>, approvals must be completed on the 16<sup>th</sup> or the first business day after the pay period end date. Failure to not approve your timecard will lead to disciplinary action, up to and including termination.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before clicking-in, and running School errands after clocking out.

No one may clock-in or out for another employee. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

#### J. Mandatory Training and Meetings

The School will pay **all** employees for attendance at mandatory trainings, lectures and meetings.

All mandatory trainings, lectures and meetings will be identified as such. Mandatory trainings are required to be completed once a year by current employees or within 6 months of new employment. The School will not pay employees for attendance at voluntary trainings. If you are unsure about the characterization of an offered training, lecture or meeting, please contact your immediate supervisor before attending.

All non-exempt employees must accurately reflect attendance at all mandatory trainings, lectures and meetings outside of regular working hours on their time records **in Paychex**.

#### K. Reasonable Assurance

Less than 12 month employees will be notified of reasonable assurance status for the upcoming school year at least 30 days prior to the conclusion of the previous school year.

### IV. Standards of Conduct

#### A. Personal Appearance

At Great Valley Academy, we promote responsibility and good citizenship. To that end, we believe it is important to set an example of professionalism by the way we act and dress.

Employees are required to wear a Great Valley Academy uniform during school hours. The GVA uniform consists of khaki pants, capris, shorts or skirts (no jeans or cargo pants/shorts), a Navy Blue polo shirt embroidered with the **white** GVA logo **on the left side chest area** and athletic shoes. Skirt and shorts must be an appropriate length, and the hem may be no more than five inches above the kneecap when an employee is standing.

For female staff, a white collard button down blouse with short or long sleeves with embroidered **green** GVA logo **on the left side chest area** is also acceptable. For male staff, a white collard button down dress shirt with short or long sleeves with embroidered **green** GVA logo **on the left side chest area** is also acceptable.

Navy blue outerwear (jacket, sweater, sweatshirt) embroidered with the **white** GVA logo **on the left side chest area** may also be worn. GVA employees are role models and should therefore maintain a professional, appropriate, neat and clean appearance.

Fridays: One of the many GVA spirit t-shirts may be worn on Fridays (i.e. Jog-a-thon, Summer KidsCare, Performing Arts, 8th grade, Athletics, etc.)

Employees working 30 hours or more per week will be given a \$200 annual clothing allowance starting July 1<sup>st</sup>. Employees working less than 30 hours per week will be given a \$150 annual clothing allowance starting July 1<sup>st</sup>.

Only approved GVA clothing and athletic shoes will be reimbursed as outlined above. If you would like to request an exception because of “job assignment specific” requirements, you must receive approval of your administrator before making the purchase and then reimbursements will still only be made up to the allowable annual clothing allowance.



Undergarments (i.e. socks, tank tops, camisoles), belts, and non-athletic shoes (except facilities staff) will not be reimbursed.

Great Valley Academy (GVA) expects all employees to exercise appropriate judgment with regard to personal appearance and grooming in order to be most effective in the performance of their workplace duties. GVA recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance with regards to jewelry, piercings and/or tattoos worn as a matter of personal choice.

In keeping with this approach, GVA allows reasonable self-expression through personal appearance, unless **a)** it conflicts with an employee's ability to perform his or her position effectively or within his or her specific work environment, or **b)** it is regarded as offensive or harassing toward co-workers, students, volunteers, parents/guardians or others with whom GVA employees have contact.

GVA permits employees to wear jewelry or to display tattoos and piercings at the workplace within the following guidelines and factors that administration will consider to determine whether jewelry, piercings or tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, students, volunteers, parents/guardians, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. School-environment or societal norms.
5. Complaints.

If administration determines an employee's jewelry, piercings or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry and piercings, covering of tattoos, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is GVA's goal. Nonetheless, GVA is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, administration will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the Chief Executive Officer or designee will follow company procedures to resolve the issue.

Employees' hair and jewelry must be worn in a manner that is safe around students and equipment and must be a naturally occurring color (i.e.; no purple, blue etc.). Please refer to the Uniform Policies in the Student and Parent Handbook for further details.

## B. Student Safety

In accordance with the School's policies providing student safety, including those covering anti-harassment, anti-discrimination, anti-intimidation and anti-bullying, each employee is expected to assist in maintaining a student safe environment. Thus, each employee is required to take immediate steps to intervene when it is safe to do so if the employee witnesses an act of discrimination, harassment, intimidation or bullying of a student. The employee is also required to report such actions to the Campus Principal or Vice Principal as soon as practicable.



## **C. Professional Boundaries: Staff/Student Interaction Policy**

Adopted Board Policy 2019.47- April 2019

GVA recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent excessive damage to property.

### **Acceptable and Unacceptable Staff/Student Behavior**

This policy is intended to guide all GVA staff in conducting themselves in a manner that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders.

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, harmful, or abusive.

Staff must understand their own responsibility for ensuring that they do not violate the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Violations could subject the employee to discipline up to and including termination. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

### **The following examples are not exhaustive lists:**

#### **Unacceptable Staff/Student Behaviors (Violations of this Policy)**

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Any type of inappropriate physical contact with a student. This includes but is not limited to; massages, lingering touches, squeezing, stroking of hair, touches to private body areas.
- (c) Intentionally being alone with a student away from the school.
- (d) Making or participating in sexually inappropriate comments, storytelling or jokes.
- (e) Seeking emotional involvement with a student for your benefit.

- (f) Becoming involved with a student such that a reasonable person may suspect inappropriate behavior.

### Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any off school property or after-school activities.
- (b) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes.
- (c) Keeping the door open when alone with a student.
- (d) Keeping reasonable space between you and your students.
- (e) Stopping and correcting students if they cross your own personal boundaries.
- (f) Keeping parents informed when a significant issue develops about a student.
- (g) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (h) Involving your supervisor if conflict arises with the student or has the potential to become severe.
- (i) Making detailed notes about an incident that could evolve into a more serious situation later.
- (j) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (k) Recommend asking another staff member to be present if you will be alone with a student.
- (l) Pats on the back, high fives and handshakes are acceptable.
- (m) Hugs of an appropriate nature, often student initiated, that are quick, non-sexual, and side to side when possible. For the purpose of this policy, the term "hug" is defined as a quick and appropriate embrace between a staff member and student as form of admiration, respect and/or care. GVA's philosophy of Safe, Loved and Learning allows for safe interactions such as hugs in order to support students overall well-being and foster authentic adult interactions. Hugs should in no way be excessive, aggressive, lasting for a prolonged period of time.
- (n) Keeping your professional conduct a high priority.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; 3) engaging in a rescue or application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Excessive force is prohibited.

### Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having violated the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to an Administrator promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse. The Administrator will notify the Chief Executive Officer or designee promptly upon investigation.

### Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)

If, within your professional capacity or within the scope of your employment, you observe or obtain possession of knowledge that a child has been a victim of child abuse or sexual abuse, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion directly to a child

protective agency or the police. The report shall be made by phone immediately and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Please refer to GVA policy resolution 2019.046 for detailed reporting requirements.

### Investigating

The Administrator will promptly investigate, document and report to the Chief Executive Officer or designee the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating Administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as reasonably as possible. The Chief Executive Officer or designee shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Chief Executive Officer or designee shall report to the Governing Board any conclusions reached. The Chief Executive Officer or designee shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

### Consequences

Staff members who violate this policy will be subject to disciplinary action up to and including termination, and where appropriate, will be reported to authorities for potential legal action.

#### D. Confidential Information and Intellectual Property

Employees of the School may come into contact with confidential information, including but not limited to information about the School's staff, students, parents, suppliers, and finances. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential. All information relating to students, including schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files.

Furthermore, any such confidential information, obtained through employment with the School, must not be used by an employee for personal gain or to further an outside enterprise.

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at the School shall be the property of the School and the employee is deemed to have waived all rights in favor of the School. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

#### E. Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situation that he or she believes may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her **immediate supervisor**, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action.

## F. Outside Employment

Employees should not accept any employment or consulting relationship with another person or entity while employed by the School that would interfere with their ability to satisfactorily perform their job duties. The School will hold all employees to the same standards of performance and scheduling demands and will not make any exceptions for employees who also hold outside jobs.

## G. Expense Reimbursements

In order to be eligible for reimbursement, employees must use the appropriate expenditure reimbursement form, a copy of which may be obtained from **the Staff Intranet**. In general, all expenses must be budgeted and been previously approved in writing by your immediate supervisor. All reimbursement forms must be complete, signed and submitted to Accounting Department. Receipts must be provided in detailed, original format. **Receipts that are not detailed or in original format will require the authorization of the COO or CEO before reimbursement can be made and are at their sole discretion for approval.**

## V. Employee Benefits

### A. Sick Leave, Personal Time Off (PTO), and Calendar Reduction Days

The School provides Sick Leave to all Temporary or On Call employees whom are eligible based on the guidelines pursuant to California's Paid Sick Leave Law (AB 1522).

The School provides Personal Time Off (PTO) benefits to eligible employees to enable them to take paid time off for rest, illness, and recreation. The School believes that this time is valuable for employees in order to enhance their productivity and to make their work experience with the School personally satisfying.

Regular Part-time and, Full-time employees accrue PTO benefits on a pro rata basis. Temporary or On Call Employees, do not accrue PTO benefits.

PTO accruals may not exceed twice an employee's current annual entitlement. Once this maximum is reached, all further accruals will cease until such time as PTO accrual falls below the maximum accrual. PTO accruals will recommence after the employee has taken PTO and his or her accrued hours have dropped below the maximum.

No employee will receive pay in lieu of vacation, except as required by law. Employees may not borrow against unearned PTO time.

No PTO accrues during any unpaid leave of absence or while on disability salary continuation. PTO accruals recommence when the employee returns to work.

Upon termination of employment, the employee is paid all accrued, unused PTO at the employee's base rate of pay at the time of his or her termination.

All PTO (when used for recreation) and Calendar Reduction Day usage must be approved in advance by your immediate supervisor.

**Sick Leave, PTO, and Calendar Reduction Day accrual schedules are assigned based on the job specific categories defined in the following table.**

Classification	Job definitions
Temporary or On Call Staff	Credentialed Substitutes, Classified On Call and Temporary Staff
Instructional Staff	Credentialed and Non Credentialed Teachers
Instructional Support Staff	Instructional Aides, GVS Aides, all other hourly positions that follow the academic calendar.
Kids Care Classified	Kids Care Staff, Kids Care Director
Year Round Classified	Office, Administrative Support, Maintenance and District Staff

All **Temporary or On Call Staff** accrue Sick Leave based on the following schedule:

Temporary or On Call Staff	
30 days after date of hire	24 hours annually available first day following 90 days of employment.

Temporary or On Call Staff are responsible to report usage of Sick Leave through the Paychex system.

Sick Leave balances do not rollover into new school years.

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All **Instructional Staff** (excluding Temporary or On Call) accrue PTO based on the following schedule:

Instructional Staff PTO Schedule	
Date of hire to end of School Year	80 hours annually available first day of employment. Prorated if less than 1 FTE status.

Teachers are responsible to report usage of PTO within the Paychex system. PTO may be used in increments no less than 2 hours.

Credentialed and Non Credentialed Teachers will be paid for unused amounts in the last pay period of the school year. Teacher PTO balances do not rollover into new school years.

Teachers who take time off above the 80 hour PTO limit will be docked at their Annual Daily Pay Rate in the pay period that the absence occurs.

GVA will provide a substitute for full or half days only.

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All **Instructional Support Staff** (excluding Temporary or On Call) accrue PTO based on the following schedule.

### **Instructional Support Staff PTO Accrual Schedule**

Date of hire and thereafter	80 hours annually accrued at .036861 per hour worked
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PTO requests are required to be submitted through the Paychex system.

Instructional aides and GVS Aides and all other hourly positions that follow the academic calendar, have the option to request PTO hours available to be paid in months that include school breaks (i.e. spring, fall, winter and summer breaks). These requests shall be submitted through the Paychex system. Request must indicate month in which to include the hours.

All **Kids Care Classified Staff** (excluding Temporary or On Call) accrue PTO based on the following schedule:

<b>Kids Care Classified PTO Accrual Schedule</b>	
<u>Years of Continuous Service</u>	<u>PTO Accrual</u>
Date of hire through fifth year	80 hours annually, accrued at 6.67 hours per month for Salary Employees and at .036861 per hour worked for Hourly Employees.
Sixth year through Tenth year	120 hours annually, accrued at 10 hours per month for Salary Employees and at .057692 per hour worked for Hourly Employees.
Eleventh year and thereafter	160 hours annually, accrued at 13.33 hours per month for Salary Employees and at .07692 per hour worked for Hourly Employees.

PTO requests are required to be submitted through the Paychex system.

All **Year Round Classified Staff** accrue PTO and Calendar Reduction Days based on the following schedule:

<b>Year Round Classified PTO Accrual Schedule</b>	
Date of hire and thereafter	80 hours annually, accrued at 6.67 hours per month for Salary Employees and at .036861 per hour worked for Hourly Employees.
<b>Year Round Calendar Reduction Accrual Schedule</b>	
<u>Years of Continuous Service</u>	<u>Calendar Reduction Days</u>

Date of hire through two years of service	5 days of reduction in annual work days. Prorated on two year anniversary date for time remaining in current school year.
Three years through five years of service	10 days of reduction in annual work days. Prorated on five year anniversary date for time remaining in current school year.
Six years plus of service	15 days of reduction in annual work days. Prorated on six year anniversary date for time remaining in current school year.

Reduction Days are to be taken during school breaks, and should not result in office closure. Adequate department coverage is required. Unless otherwise approved by the **Chief Executive Officer or Chief Operating Officer**. Reduction requests are required to be submitted through the Paychex system. Reduction Days do not rollover to new school year. All Reduction day requests must be approved in advance by your immediate supervisor.

PTO and Calendar Reduction Day requests are required to be submitted through the Paychex system.

## B. Insurance and Retirement Benefits

### 1. Health Insurance

All Great Valley Academy (GVA) employees who consistently work 30 hours or more per week are eligible for health insurance benefits in accordance with the school's health insurance plan as set forth in the Summary Plan Description ("SPD"). There are various plans available and each plan has its own premium component. The employee's portion of monthly premiums will be deducted from the employee's paycheck. As mandated by federal and state law, employees on a leave of absence retain existing health coverage and are responsible for paying their portion of premiums for such coverage. Failure to make a timely request and pay for such coverage will result in the loss of coverage.

GVA recognizes that employees who reach the age of 65 may choose to enroll in the Federal Medicare insurance program thus not enrolling or dis-enrolling in the GVA sponsored medical plan. In addition to the Federal Medicare insurance program, an employee 65 years of age or older may opt to enroll in a supplemental medical plan (i.e., Kaiser, Blue Shield, Aetna, etc.). Supplemental plans to Medicare may be more cost effective for the employee than the school sponsored plans. This policy does not require that a 65 or older employee enroll in Medicare or a supplemental plan.

When an employee chooses to enroll in Medicare with a supplemental plan, GVA will proceed as follows:

1. GVA will reimburse to the employee the total monthly cost of the premium for a supplemental plan (up to \$250 per month) that is from the same medical carrier that is currently offered to all other eligible employees (i.e., Kaiser).
2. GVA will not reimburse the Medicare premiums, co-pays, or other out-of-pocket medical expenses.
3. Employee must provide proof of enrollment and statement for the monthly premium upon enrollment in the supplemental plan and each August thereafter to coincide with GVA's general open enrollment period.
4. Reimbursement for medical premium will be processed on the employee payroll check and may be considered taxable income.



5. Employee must notify GVA immediately upon cancellation of plan or change in medical plan.

6. If an employee leaves GVA, the employee is responsible to reimburse GVA for any premium paid in advance.

This policy does not guarantee that Great Valley Academy will remain with any one medical benefit carrier, continue to sponsor medical benefits for employees, or provide continuous reimbursement for supplemental plans. All supplemental plan reimbursements will be reviewed by the Chief Executive Officer or designee for approval.

## 2. Disability Insurance

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from the Payroll/Human Resource Department.

## 3. Family Leave Insurance

Employees covered by the California Disability Insurance program are also covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to six weeks of wage replacement benefits when they suffer a wage loss for taking time off to care for a seriously ill child, spouse, parent or domestic partner or to bond with a new child within one year of birth or placement of the child in connection with foster care or adoption. Specific rules and regulations relating to the Family Leave Insurance are available from the California's Employment Development Department.

## 4. Workers' Compensation Insurance

Eligible employees are entitled to Workers' Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. See below for a further description of making a claim for Workers' Compensation Insurance benefits.

## 5. Retirement Plan

All eligible classified employees may participate in an employer sponsored 401K plan. Eligible employees may participate in elective deferral contributions and receive plan stated matching contributions after the age of 21 and upon completing one year of eligible employment (at least 1,000 hours across 12 consecutive months of employment) with the School. Plan entry dates are January 1<sup>st</sup> and July 1<sup>st</sup> of each calendar year following the work anniversary date, i.e. an employee who completed one year of eligible employment in September may enroll in the 401k plan effective January 1<sup>st</sup>.

## 6. COBRA Benefits

When coverage under the School's medical and/or dental plans (as applicable) ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:



- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reach age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

GVA will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, die, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. GVA will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- GVA stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

### C. Leaves of Absence

Under certain circumstances, the School may grant leaves of absence to employees. Employees must submit requests for leaves of absence in writing to Payroll/Human Resource Department as far in advance as is practicable. While on leave, employees should keep in contact with Payroll/Human Resource Department and must notify Payroll/Human Resource Department as soon as possible if the employee intends to return to work earlier than planned. If an employee's leave expires and fails to return to work without contacting Payroll/Human Resource Department, it will be presumed that the employee abandoned his/her position with the School and

employment may be terminated. If an employee is unable or unwilling to return to work at the expiration of his/her leave of absence, his/her employment may be terminated.

This Handbook summarizes leave that may be available to employees. Most leave policies have differing requirements for eligibility, duration, benefits, etc. Therefore, employees should contact Payroll/Human Resource Department to request specific information relating to a particular leave policy.

While out on a leave of absence, employees may not accept employment with another company or person unless agreed to in advance in writing by the School's Payroll/Human Resource Department. Acceptance of employment in violation of this policy will be considered an abandonment of the employee's position with the School, and employment may be terminated. Employees shall not apply for unemployment compensation insurance while out on leave.

#### 1. Family Care and Medical Leave/California Family Rights Act

The School complies with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), both of which require the School to permit each eligible employee to take up to 12 work weeks (or twenty-six (26) workweeks where indicated) of leave in any twelve (12) month period for the purposes enumerated below.

In a single 12-month period, FMLA also provides for a family member of a person on covered active duty in the Armed Forces or Reserves to take up to 12 work weeks of leave for any qualifying emergency arising out of the fact that a spouse, son, daughter or parent is on active duty in the Armed Forces or Reserves or up to 26 work weeks, less other FMLA leave taken, to care for an injured service member during rehabilitation as described below.

For ease of reference in this policy, all leave taken under both FMLA and CFRA will be referred to as "FMLA leave," except to the extent that leave under FMLA and CFRA do not overlap. It is also the policy of the School that it will not interfere with, restrain or deny any employee's rights provided by FMLA and CFRA. FMLA leave runs concurrently with Pregnancy Disability Leave, while CFRA leave does not.

#### Eligible Employees

Employees may be eligible for FMLA leave if they have:

- Been employed by the School for at least 12 months; and
- Worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FMLA leave; and
- Work at a location in which the employer has at least 50 employees within 75 miles radius of the employee's work site

#### Reasons for Taking Leave

The 12 workweeks (or twenty-six (26) workweeks where indicated) FMLA leave allowance includes any time taken (with or without pay) for any of the following reasons:

- Care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both

parents are employed by the School, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.

- For your own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
  - A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
  - "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
  - "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
  - "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
- Care for a spouse, domestic partner, child or parent with a serious health condition or military service related injury. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period to provide said care.
- For a qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on covered active duty status (or has been notified of an impending call or order to covered active duty) in the Regular Armed Forces or Reserves deployed, or for deployment, to a foreign country.

A "serious injury or illness" for a covered veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is: 1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating; or 2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or 3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; or 4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

A "qualifying exigency" is one or more of the following, as further defined in regulation: 1) short notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal

arrangements; 5) counseling; 6) rest and recuperation; 7) post-deployment activities; 8) parental care; 9) additional activities. The maximum amount of time an eligible employee may take for rest and recuperation qualifying exigency leave is a maximum of 15 calendar days.

An employee that takes leave may elect, or the School may require the employee, to substitute any of the employee's accrued PTO during this period or any other paid or unpaid time off negotiated with the School. If an employee takes leave because of the employee's own serious health condition, the employee may elect, or the School may require the employee, to substitute accrued PTO during the period of the leave.

### Length of FMLA Leave

FMLA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.

In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.

The "twelve month period" in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA leave.

If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

### Pay during FMLA Leave

- An employee on FMLA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, the School and the employee may agree to have School-provided paid leave, such as vacation, PTO, or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
- An employee on FMLA leave for child care or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA leave.
- If an employee has exhausted his/her sick leave, leave taken under FMLA shall be unpaid leave.

- The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

### Health Benefits

Payment of premiums while on FMLA leave remains the same as if the employee were not on leave. Thus, the employee is required to pay any premium payments for him/herself and dependents during leave that would have been made if he/she were not on leave, while the School continues to pay the benefits at the same level as if the employee were not on leave. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation or onset of a serious health condition. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA leave.

### Medical Certifications

An employee requesting FMLA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent exigent circumstances, failure to provide the required certification in a timely manner (within 15 days of the School’s request for certification) may result in denial of the leave request until such certification is provided.

The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate a certification as needed.

If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit recertifications can result in termination of the leave.

### Certification for Qualifying Exigency

The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a covered service member, an employer may require the employee to provide a copy of the military member’s active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty service. This information need only be provided to the employer once.

The School may require that leave for any qualifying exigency be supported by a certification from the employee that sets forth the following information: 1) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested; 2) the approximate date on which

the qualifying exigency commenced or will commence; 3) if the request is for a single, continuous period of time, the beginning and end dates for such absence; 4) if the request is for an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency; 5) if the request involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting (such as name, title, organization, address, telephone number, fax number and email address) and a brief description of the purpose of the meeting; and 6) if the request involves rest and recuperation leave, a copy of the military member's rest and recuperation orders, or other documentation issued by the military which indicates that the military member has been granted rest and recuperation leave, and the dates of the military member's rest and recuperation leave. The School may provide the employee with a form that will meet these certification requirements.

### Procedures for Requesting and Scheduling FMLA Leave

An employee should request FMLA leave by completing a Request for Leave form (available from Payroll/Human Resource Department) and submitting it to Payroll/Human Resource Department. An employee asking for a Request for Leave form will receive a copy of the School's then-current FMLA leave policy.

Employees should provide not less than thirty (30) days notice for foreseeable childbirth, placement or any planned medical treatment for the employee or his/her spouse, child or parent. Failure to provide such notice is grounds for denial of a leave request, except in situations where the need for FMLA leave is an emergency or otherwise unforeseeable.

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he/she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position. The School will respond to a FMLA leave request no later than five (5) business days of receiving the request. If an FMLA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

### Return to Work

Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee whose reinstatement would cause serious and grievous injury to School operations) is entitled to the same or comparable



position that is virtually identical to the employee's original position in terms of pay, benefits and working conditions, including privileges, perquisites and status, unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.

When a request for FMLA leave is granted to an employee (other than a "key" employee), the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).

Before an employee will be permitted to return from FMLA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.

If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

#### *Limitations on Reinstatement*

GVA may refuse to reinstate a "key" employee if the refusal is necessary to prevent substantial and grievous injury to the School's operations. A "key" employee is an exempt salaried employee who is among the highest paid 10% of the School's employees within seventy-five (75) miles of the employee's worksite.

A "key" employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she qualifies as a "key" employee and the potential consequences with respect to reinstatement and maintenance of health benefits if the School determines that substantial and grievous injury to the School's operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, the School will notify the "key" employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause the School to suffer substantial and grievous injury. If the School realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

#### Employment during Leave

No employee, including employees on FMLA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

#### Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- **Employee Eligibility Criteria**

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4)-month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- a. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
- b. The employee needs to take time off for prenatal care.

#### Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. “Four months” means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, “four months” means 346.5 hours of leave entitlement (20 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks). For an employee who normally works forty-eight (48) hours per week, “four months” means 832 hours of leave entitlement (48 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

#### Pay during Pregnancy Disability Leave

- An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation or PTO time at the beginning of any otherwise unpaid leave period.
- The receipt of vacation pay, PTO, or sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
- Vacation, PTO, and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

#### Health Benefits

GVA shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4)



months in a twelve (12)-month period. GVA can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

- a. The employee fails to return from leave after the designated leave period expires.
- b. The employee's failure to return from leave is for a reason other than the following:
  - The employee is taking leave under the California Family Rights Act.
  - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
  - There is a non-pregnancy related medical condition requiring further leave.
  - Any other circumstance beyond the control of the employee.

### Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

### Medical Certifications

- a. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
- b. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

### Requesting and Scheduling Pregnancy Disability Leave

- An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
- Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
- Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
- If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available

alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.

- The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

### Return to Work

- a. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
  - i. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
  - ii. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

- b. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
- c. In accordance with GVA policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
- d. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

### Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

## 2. Medical Leave of Absence

At the discretion of Payroll/Human Resource Department, an unpaid medical leave of absence may be granted to employees who are not eligible for other leaves. Ask Payroll/Human Resource Department for information on

medical leaves of absence, and any implications unpaid medical leave may have on your eligibility for employee benefits, including medical benefit plan coverage.

### **3. Catastrophic Injury or Illness Leave Policy**

The purpose of this policy is to permit an employee of Great Valley Academy (“GVA”) to contribute a portion of his or her accrued paid time off (PTO) to other employees (via a pooling (“bank”) of donated PTO) when another employee has suffered a catastrophic illness or injury requiring absence from work for a prolonged period of time.

“Catastrophic injury or illness” is defined as a life-threatening injury or illness of an employee or the employee’s minor child which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation for the employee. Acute chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods, may be considered catastrophic. Conditions that are short-term in nature, including but not limited to common illnesses (influenza, measles, etc.) and common injuries (back pain, broken limb, sprained ankle, etc.) are generally not catastrophic.

An employee who requests catastrophic leave donations must personally (or the employee’s minor child must) be suffering from a catastrophic illness or injury that has resulted in, or is anticipated to result in, the exhaustion of all of his/her accrued paid leave, including but not limited to paid time off and vacation time. Employees are not eligible to receive leave donations in order to care for others with the exception of the employee’s minor child.

Participation in this program is voluntary. Recipient employees shall not offer anything of value to another employee in exchange for donating leave. Likewise, donating employees shall not receive anything of value from another employee in exchange for donating leave.

#### **Recipient Eligibility**

An employee is only eligible to receive leave donations under this policy if he/she is a regular, full-time employee (30 or more hours per week) who has been in an active work status for GVA for at least 18 months (1.5) consecutive years. Legally protected leaves of absence pursuant to the Family Medical Leave Act (“FMLA”), Americans with Disabilities Act (“ADA”), Fair Employment and Housing Act (“FEHA”), Pregnancy Disability Leave (“PDL”), California Family Rights Act (“CFRA”), or similar federal, state, or local law shall not be considered a break in service for the purposes of determining whether the employee has been in an active work status for the requisite amount of time.

No employee may request to receive catastrophic leave more than one (1) time within a thirty-six (36) month period.

#### **Donor Eligibility**

An employee is only eligible to donate leave under this policy if he/she is a regular, full-time employee (30 or more hours per week) who has been in an active work status for GVA for at least 18 months (1.5) consecutive years. Legally protected leaves of absence pursuant to the Family Medical Leave Act (“FMLA”), Americans with Disabilities Act (“ADA”), Fair Employment and Housing Act (“FEHA”), Pregnancy Disability Leave

("PDL"), California Family Rights Act ("CFRA"), or similar federal, state, or local law shall not be considered a break in service for the purposes of determining whether the employee has been in an active work status for the requisite amount of time.

Donating employees may contribute five (5) paid time off days per fiscal year to a paid time off bank for employees suffering a catastrophic illness or injury; however, each donating employee must retain at least five (5) paid time off days for his/her own account. Only accrued, unused paid time off may be donated.

#### Process of Requesting Catastrophic Leave

1. Catastrophic leave requests must be submitted in writing to GVA and include a medical certification of the catastrophic injury or illness.
2. Upon receiving the catastrophic leave request, the Chief Executive Officer ("CEO") or designee shall determine:
  - That the employee is unable to work due to the employee's or employee's minor child's catastrophic illness or injury; and
  - That the employee has exhausted all accrued paid leave credits.
3. When the above verification and determinations are made, the CEO or designee may approve the transfer of paid time off credits. There is no right to receive catastrophic leave. The CEO or designee may in his/her unreviewable discretion decline an employee's request for catastrophic leave benefits for any reason.
4. If the recipient employee's request is granted, the CEO or designee shall inform employees of the means by which donations may be made in response to the employee's request. Eligible employees may donate accrued paid time off credits to the requesting employee at a minimum of one (1) day, prorated per donating employee work day, and in hour increments thereafter. All transfers of eligible leave credit shall be irrevocable.
5. Donating employees shall remain anonymous. GVA will not identify the donor publicly or to the recipient employee, but some employees may need to be made aware of the donation in order to process and administer the donation.
6. An employee who receives paid leave pursuant to this program shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. No employee shall receive more than forty (40) donated paid time off days.
7. If the employee is also receiving State Disability Insurance ("SDI") or Paid Family Leave ("PFL") benefits, which is paid on a weekly basis, the total amount of catastrophic leave pay the employee may receive on a weekly basis, when added to the amount of SDI or PFL benefits the employee is receiving, shall not exceed the employee's total weekly salary.

The employee who is recipient of the donated leave credits shall use those credits in compliance with their approved application for catastrophic leave.

#### 4. Time Off for Organ/Bone Marrow Donation Leave

Employees are given up to 30 business days paid leave of absence in any one year period for the purpose of donating an organ to another person and a 5 business day paid leave of absence in any one year period for the purpose of donating bone marrow to another person. The year period is calculated from the date the employee's leave begins and consists of 12 consecutive months. The leave may be taken in one or more periods. These leaves will not run concurrently with CFRA or FMLA leave.

If the donating employee has any accrued, unused sick or personal days, the employee is required to use up to five of these days for bone marrow donations and up to 10 of these days for organ donations. The School will maintain and pay for health care coverage for the full duration of the leave as if the employee were still at work; the employee will be required to pay their share of premiums, as if they were still at work.

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ or bone marrow donation leave.

The employee shall provide verification to the School that he or she is an organ or bone marrow donor and that there is a medical necessity for the leave. The employee shall notify Human Resources as far in advance of the leave as is practicable.

#### 5. Funeral/Bereavement Leave

Employees will be allowed up to three (3) paid consecutive working days off to arrange and attend the funeral of an immediate family member. For purposes of this policy, an employee's immediate family member includes a current spouse, parent, **step parent**, legal guardian, sibling, child, current **grandparent**-, parent-, sister-, or brother-in-law, grandparent, grandchild, or domestic partner.

If any employee requires more than three (3) days off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued PTO time, which may be granted in the discretion of the School.

#### 6. Military Leave of Absence

The school provides unpaid military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and for examinations to determine fitness for any such duty. Total military leave time taken may not exceed five years during employment, except in special circumstances.

Advance notice of leave is required. Please inform your immediate supervisor of anticipated military leave time as far in advance as possible. While the use of PTO time to cover the leave is not required, accrued PTO will be paid during military leave, unless otherwise requested by the employee to be unpaid. Health plan coverage continuance can be arranged for up to twenty-four (24) months during military leave if required premium payments are made by employee. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment. For salary exempt employees, military leave time taken as a partial week will be compensated the employee's regular salary less any pay received from the military for the partial time off requested. Documentation outlining the military pay received must be provided by the employee no later than one week upon return from service.

Upon a return from military leave up to five years, an employee is entitled to reemployment within two weeks after the employee submits his/her reemployment application.

Eligible employees may be entitled to other leave rights related to military leave. Please contact Payroll/Human Resource Department to understand all leave rights that may be available to you.

Except for employees serving in the National Guard, GVA will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

GVA shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

#### 7. Drug and Alcohol Rehabilitation Leave

The school will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. The School will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact Payroll/Human Resource Department. The School will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use PTO time, if any, during requested leave.

Nothing in this policy shall prohibit the School from refusing to hire or discharge an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

#### 8. Time Off for Adult Literacy Programs

The School will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in enrolling in an adult literacy education program. Employees will be unpaid for time off and required to bear the cost associated with enrollment in an adult literacy education program, but the School will assist the employee by providing the locations of local literacy education programs. The School may also arrange for a literacy education provider to visit the School.



An employee who wishes to reveal a problem of illiteracy and request School assistance should contact Payroll/Human Resource Department. The School will take all reasonable steps to safeguard the employee's privacy. Nonexempt employees may use accrued PTO if available to make up for the work that is missed to attend literacy classes.

#### 9. School Appearance and Child's School Activities

As required by law, GVA will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of GVA, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee may use accrued but unused paid leave (e.g., PTO) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

#### 10. Time Off to Serve as Election Official

Any employee who serves as an election official is eligible for unpaid leave on election day for purposes of service. Please notify your immediate supervisor of your commitment to act as election official as far in advance as possible.

#### 11. Time Off for Jury and Witness Duty

For all exempt employees, the School will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. For all non-exempt employees, the School will pay for up to three (3) days if you are called to serve on a jury or grand jury if the employee provides reasonable advance notice. Submission of a copy of Jury Summons is required. The School will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. Please notify your immediate supervisor and Payroll/Human Resource Department of your commitment to serve on a jury or as a witness as far in advance as possible.

#### 12. Victims of Abuse Leave

GVA provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.

- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide GVA with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should GVA one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, GVA will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the CEO or designee.

### 13. Time Off for Victims of Crime

An Employee who is a victim of certain crimes (violent felonies, felony thefts and serious felonies as defined by law) or is an immediate family member of a victim, is a registered domestic partner of a victim or the child of a registered domestic partner of a victim will be given unpaid time off as necessary in accordance with the law. Employees may be required to provide reasonable advanced notice of the need for time off if feasible and documentation establishing the right to such time off may be requested. The School will take all reasonable steps to maintain the confidentiality of any employee requesting crime victim leave. Please notify your immediate supervisor and Payroll/Human Resource Department of your need for time off as far in advance as possible. As applicable, an employee may use accrued paid leave for crime victim leave purposes.

### 14. Time Off for Volunteer Firefighters

Employees who perform duties as a volunteer firefighter are entitled to an unpaid temporary leave of absence not to exceed an aggregate of 14 days per calendar year for the purpose of engaging in fire or law enforcement training. Employees must provide their immediate supervisor and Payroll/Human Resource Department with advanced notice of any training.

### 15. Time Off for Voting

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or the end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work. Please contact your immediate supervisor to request and schedule time off to vote.

### 16. Workers' Compensation Leave

GVA, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:



- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure you receive any worker's compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to the Office Manager;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Office Manager; and
- Provide the School with a certification from your health care provider regarding the need for workers' compensation disability leave as well as your eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. GVA, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

#### 17. Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Payroll/Human Resources Department thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If you need further information regarding Leaves of Absence, be sure to consult with the Payroll/Human Resources Department.

## **VI. Employment Evaluation and Separation**

### **A. Employee Reviews and Evaluations**

Each employee will receive periodic performance reviews conducted by their immediate supervisor. Performance evaluations will be conducted **annually**. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance issues.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or retention of your job. Salary increases, promotions and job retention are solely within the discretion of the School and depend upon factors in addition to performance and budgetary constraints. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your immediate supervisor and that you are aware of its contents. The evaluation system in no way alters the employment at-will relationship.

### **B. Discipline and Involuntary Termination**

Violation of the School's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions or termination. The School's disciplinary system is informal and the School may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

### **C. Voluntary Termination**

Either the employee or the School may terminate the employment relationship at any time, with or without prior notice and with or without cause. While it is not required, the School requests that employees electing to resign to give as much advance notice as possible (preferably two weeks) to allow the School to plan for your departure.

An exit interview will normally be scheduled on the last day of work with Payroll/Human Resource Department. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any company property (including keys, equipment, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee's employment. Final pay, including pay for any earned but unused PTO time, will be provided in accordance with state law.

### **D. References**

All requests for references and employment verifications must be promptly directed to Payroll/Human Resource Department. When contacted for employment verification, the School will only provide information concerning dates of employment and the title of the last position held. Other employees may not provide any employment verifications for any other employees. Principals and Vice Principals may provide reference information only when using the GVA standard reference template.

## **VII. Acknowledgement of Handbook and At Will Employment**

I acknowledge that I have received Great Valley Academy's Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of the School's policies.

I understand and agree to my at-will employment status as described in the Handbook, summarized as follows:

- ☐ This Handbook does not in any way reflect a contract of employment, either express or implied between me and the School.
- ☐ The School is an at-will employer. I am free to terminate the employment relationship with the School at any time; the School, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, the School may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
- ☐ Nothing in this Handbook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between the employee and the School for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that other than the Chief Executive Officer, no supervisor or representative of the School has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. I understand that only the Chief Executive Officer or Chief Operating Officer has the authority to make any such agreement and then only in writing signed by the Chief Executive Officer.

## **ACKNOWLEDGEMENT OF 2019/20 EMPLOYEE HANDBOOK AND AT WILL EMPLOYMENT**

**Please sign and return to Human Resources.**

I acknowledge that I have received Great Valley Academy's Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of the School's policies.

I understand and agree to my at-will employment status as described in the Handbook, summarized as follows:

- This Handbook does not in any way reflect a contract of employment, either express or implied between me and the School.
- The School is an at-will employer. I am free to terminate the employment relationship with the School at any time; the School, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, the School may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
- Nothing in this Handbook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between the employee and the School for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that other than the Chief Executive Officer, no supervisor or representative of the School has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. I understand that only the Chief Executive Officer or Chief Operating Officer has the authority to make any such agreement and then only in writing signed by the Chief Executive Officer.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

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

**2019-2020 Education Protection Act  
Program Plan  
Great Valley Academy-Modesto**

Plan For Expenditures through: June 30, 2020

For Fund 09-Resource 1400-Education Protection Account

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Revenue Limit Sources	8010-8099	\$1,327,879
Federal Revenue	8100-8299	
Other State Revenue	8300-8599	
Other Local Revenue	8600-8799	
All Other Financing Sources and Contributions	8900-8999	
Deferred Revenue	9650	
TOTAL AVAILABLE		\$1,327,879
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>	<b>Function</b>	
Instruction	1000-1999	\$1,327,879
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	
AU of a Multidistrict SELPA	2200	
Instructional Library, Media and Technology	2420	
Other Instructional Resources	2490-2495	
School Administration	2700	
Pupil Services		
Guidance and Counseling Services	3110	
Psychological Services	3120	
Attendance and Social Work Services	3130	
Health Services	3140	
Speech Pathology and Audiology Services	3150	
Pupil Testing Services	3160	
Pupil Transportation	3600	
Food Services	3700	
Other Pupil Services	3900	
Ancillary Services	4000-4999	
Community Services	5000-5999	
Enterprise	6000-6999	
General Admission	7000-7999	
Plant Services	8000-8999	
Other Outgo	9000-9999	
TOTAL EXPENDITURES AND OTHER FINANCING USES		\$1,327,879
BALANCE (Total available minus total expenditures and other financing		\$ -

**2019-2020 Education Protection Act  
Program Plan  
Great Valley Academy-Salida**

Plan For Expenditures through: June 30, 2020

For Fund 09-Resource 1400-Education Protection Account

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Reveune Limit Sources	8010-8099	\$171,000
Federal Revenue	8100-8299	
Other State Revenue	8300-8599	
Other Local Revenue	8600-8799	
All Other Financing Sources and Contributions	8900-8999	
Deferred Revenue	9650	
<b>TOTAL AVAILABLE</b>		<b>\$171,000</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>	<b>Function</b>	
Instruction	1000-1999	\$171,000
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	
AU of a Multidistrict SELPA	2200	
Instructional Library, Media and Technology	2420	
Other Instructional Resources	2490-2495	
School Administration	2700	
Pupil Services		
Guidance and Counseling Services	3110	
Psychological Services	3120	
Attendance and Social Work Services	3130	
Health Services	3140	
Speech Pathology and Audiology Services	3150	
Pupil Testing Services	3160	
Pupil Transportation	3600	
Food Services	3700	
Other Pupil Services	3900	
Ancillary Services	4000-4999	
Community Services	5000-5999	
Enterprise	6000-6999	
General Admission	7000-7999	
Plant Services	8000-8999	
Other Outgo	9000-9999	
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>\$171,000</b>
<b>BALANCE (Total available minus total expenditures and other financing</b>		<b>\$ -</b>



**Great Valley Academy-Modesto  
Great Valley Academy -Salida**

**2019-2020 Education Protection Account (EPA) Spending Plan**

Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012, temporarily increases the states sales tax rate for all taxpayers and the personal income rates for upper-income taxpayers.

Proposition 55, approved by the voters on November 8, 2016, creates in the state General fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f).

The revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Act (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of statewide revenue limit amount. A corresponding reduction is made to a LEAs revenue limit EPA entitlement. LEAs will receive EPA payments quarterly beginning with the 2014-2015 Fiscal Year.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

- \*The spending plan must be approved by the governing board during a public meeting
- \*EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs
- \*Refer to the attached list of functions for which EPA funds may be used
- \*Each year, the local agency must publish an accounting of how much money was received from the EPA and how the funds were expended

Great Valley Academy-Modesto Estimated 2018-2019 EPA	\$1,327,879
Great Valley Academy-Salida Estimated 2018-2019 EPA	\$ 171,000

It is proposed that 100% of EPA funds be used to cover salary and benefit costs of non-administrative certificated staff.



## RESOLUTION FOR ADOPTING THE EDUCATION PROTECTION ACCOUNT

**Resolution Number: 16.01 (Revised 6.24.19)**

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012 (sun setting 12/31/2017), and Proposition 55 Article XIII, Section 36 to the California Constitution effective November 8, 2016 (commencing 01/01/2018);

WHEREAS, the provisions of Article XIII, Section 36 create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative costs;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

THEREFORE BE IT RESOLVED that the moneys received from the Education Protection Account shall be spent as required by Article XIII Section 36 in the following manner:

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Great Valley Academy BOARD OF EDUCATION held on the 24<sup>th</sup> day of June, 2019 by Board of Education Member \_\_\_\_\_, who made the motion, which motion duly seconded by \_\_\_\_\_, was upon roll call, carried into Resolution and passed by the following vote:

**Ayes:**

**Noes:**

**Absent:**

I, \_\_\_\_\_, Secretary to the Board of Education of the Great Valley Academy Board of Education, do certify that the foregoing is a true and correct copy of the RESOLUTION adopted by the School Board of Education of the Great Valley Academy at a regular meeting of the Board of Education on \_\_\_\_\_, which RESOLUTION is on file in the office of the Great Valley Academy district, Stanislaus County.

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

Signed: \_\_\_\_\_





**BOARD POLICY NO.: 2019.048**

**IMMUNIZATION POLICY**

Great Valley Academy Charter School (“Great Valley” or “Charter School”) will adhere to all laws related to legally required immunizations for entering students pursuant to Health and Safety Code Sections 120325-120380, and Title 17, California Code of Regulations Sections 6000-6075.

**Required Immunizations, Records and Reports**

California law requires that an immunization record be presented to Great Valley staff before a child can be unconditionally enrolled in school. Great Valley requires written verification from a doctor or immunization clinic of the following immunizations:

Students entering kindergarten who are not exempt will need the following immunization requirements:

Diphtheria, Pertussis, and Tetanus (DTaP)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses
Hepatitis B (Hep B)	Three (3) doses
Varicella (chickenpox)	Two (2) doses

**NOTE:** Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday.

Students entering 7<sup>th</sup> grade who are not exempt from the immunization requirements must show proof of the following immunizations:

Immunization	Dosage
Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	One (1) dose

Additionally, students who are not exempt from the immunization requirements must show proof of the following immunizations when entering the 7<sup>th</sup> grade.

Immunization	Dosage
Varicella	Two (2) Doses

**NOTE:** In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, chickenpox/varicella and primary series for diphtheria, tetanus, and pertussis), **in addition to** the 7th grade requirements for Tdap and two (2) doses of Varicella.

Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. Immunization records shall be part of the mandatory permanent pupil record and shall be kept in accordance with Great Valley's record-keeping policy. Great Valley will file a written report on the immunization status of all new entrants to Great Valley with the California Department of Public Health as required by law.

Any child leaving the United States for a short vacation to or long stay in any country considered by the Center of Disease Control and Prevention ("CDC") to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST contact the County Tuberculosis Clinic for a TB Screening upon return.

Great Valley shall immediately admit a foster child, as defined in Education Code § 48853.5(a), and a homeless child, as defined in Section 11434a(2) of Title 42 of the United States Code, whose immunization records are not available or are missing. However, this does not alter Great Valley's obligation to obtain immunization records for foster and homeless students or to ensure the full immunization of foster and homeless students as required by law.

If Great Valley discovers that an admitted student who is not exempt from the immunization requirements has not received all required immunizations, Great Valley will notify the student's parent/guardian. If, within ten (10) school days of the notice, the child does not provide documentation of having received all required immunizations, Great Valley shall exclude this student from attendance and send notice to the student's parent/guardian that the student will be disenrolled upon approval by the Great Valley School Board with subsequent notification to the student's district of residence. The student shall also be reported to the School Office Manager.

Whenever there is good cause to believe that a student has been exposed to a communicable disease for which immunization is required, that student may be temporarily excluded from the campuses until the local health officer is satisfied that the person is no longer at risk of developing the disease.

### **Documentary Proof**

The School Officer Manager and/or School Health Clerk shall maintain the Student's immunization information in the Student's mandatory permanent record and shall file annual immunization status reports as required by the California Department of Public Health.

### **Exemptions from Immunization Requirements:**

All students must be fully immunized in accordance with the California Health and Safety Code and the California Code of Regulations with the following exceptions:

- Students who show proof of a medical exemption by a physician licensed to practice medicine in California pursuant to Health and Safety Code Section 120370; If there is good cause to believe that a child has been exposed to a disease listed in subdivision (b) of Section 120335 and his or her documentary proof of immunization status does not show proof of immunization against that disease, that child may be temporarily

excluded from Great Valley until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease.

- Students who are enrolled in a home-based private school or independent study program and do not receive any classroom-based instruction.
- Students who, prior to January 1, 2016, submitted a letter or affidavit on file at a private or public elementary or secondary school in California stating beliefs opposed to immunization, and who provides said letter or affidavit to Great Valley, shall be allowed to enroll at Great Valley without being fully immunized until the student enrolls in the next grade span pursuant to Health and Safety Code Section 120335(g).
  - “Grade span” means each of the following:
    - Birth to Preschool.
    - Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten.
    - Grades 7 to 12, inclusive.

This Policy does not prohibit a pupil who qualifies for an individualized education program (“IEP”), pursuant to federal law and Education Code Section 56026, from accessing any special education and related services required by his or her individualized education program.

Date Approved:

---

**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

# **Fiscal Policies and Procedures Manual**

Published June 2019

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## **OVERVIEW**

The School Board of GREAT VALLEY ACADEMY has reviewed and adopted the following financial policies and procedures. These policies and procedures are to allow the most effective use of GREAT VALLEY ACADEMY funds to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The School Board formulates financial policies and procedures, delegates administration of the policies and procedures to the Chief Executive Officer and reviews operations and activities on a regular basis.
2. The Chief Executive Officer has responsibility for all operations and activities related to financial management.
3. The School Board maintains the responsibility of approving the annual school budget, budget revisions, interim reports and year-end unaudited actuals.
4. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
5. All documentation related to financial matters will be completed by computer or ink.
6. A state-approved auditing firm will provide an independent audit of all finance, payroll and attendance operations. The School Board will approve the final audit report, and a copy will be provided to the charter authorizer(s). Any audit exceptions and/or findings will be resolved to the satisfaction of the School Board and charter authorizer(s).
7. The School Board can appoint a designee to perform the Chief Executive Officer's responsibilities in the case of absence.

## **ANNUAL FINANCIAL AUDIT**

1. The annual audit will be conducted in two parts, once in the spring of the current school year and again in fall of the following school year in order to meet the state audit report submission deadline of December 15<sup>th</sup>.
2. A final version of the audit report must be presented to the School Board prior to submission deadline.
3. Great Valley Academy will annually contract for the services of an independent state-certified and approved public accountant to perform an annual fiscal audit.
4. The audit shall include, but not be limited to:
  - a. An audit of the accuracy of the financial statements.
  - b. An audit of the attendance accounting and revenue accuracy practices.
  - c. An audit of the internal control practices.
  - d. An audit of the accuracy of the payroll practices.
  - e. An audit of the National School Lunch Program funds.
  - f. An audit of all federally funded programs when threshold is met.
5. After six consecutive fiscal years, Great Valley Academy will contract with a new audit firm or require a change/rotation in audit partners in the seventh year.
6. The audit firm will prepare Great Valley Academy's annual federal tax form 990. Tax forms are to be filed no later than May 15 of the year following the fiscal year end.
7. The completed form 990 will be approved by the School Board prior to filing.

## **ACCOUNTING PROCEDURES**

This section covers the basic accounting procedures for Great Valley Academy. The accounting procedures by Great Valley Academy conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

### **Basis of Accounting**

Great Valley Academy use the accrual-basis of accounting at year-end, meaning that revenues are recorded when earned, and expenses are recorded when a liability is incurred regardless of when the receipt or payment of cash takes place.

1. Throughout the fiscal year, revenue is recorded in the month in which it is received and expenses recorded in the month in which they occur.
2. At the close of the fiscal year, all revenue earned in the fiscal year, but not received is accrued. All expenses that have been incurred but not paid are also accrued. This ensures that the year-end financial statements reflect all revenue earned and all expenses incurred during the fiscal year.
3. Year-end books, inclusive of adjusting journal entries, are closed by September 15<sup>th</sup>, the date by which the unaudited actuals must be submitted to the charter authorizer(s) and respective reporting agencies.

## **PURCHASING**

### **Segregation of Duties**

#### Key Employees by Title

- A. Chief Executive Officer
- B. Chief Operating Officer
- C. Department Manager/Principal/Teacher
- D. Program Manager, Multi-Campus Operations
- E. Attendance Clerk
- F. Finance Manager
- G. Accounting Technician
- H. Accounting Clerk

<b>Purchasing &amp; Receiving Functions</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Notes</b>
Approves purchases	X	X	X						
Places orders				X					
Receives goods purchased					X				
Submits received paperwork					X				
Reconciles receiving paperwork								X	
Reviews invoices for accuracy							X		
Approves invoices for payment						X			
Oversees bidding requirements	X	X		X					
Approves disbursements						X			

### **Authorization Levels**

1. All purchases must receive authorization prior to the purchase. The following matrix provide signature authorization levels based on type and amount of purchase.

<b>Type of Purchase</b>	<b>Total Amount of Purchase</b>	<b>Quote Requirements</b>	<b>Purchase Type</b>	<b>Signature Authority</b>
<b>Maintenance/Facilities Credit Card Purchase</b> – used to purchase low cost & frequently required items.	\$.01 - \$1,000	Not required	All credit card purchases must have all receipts attached to credit card log report prior to submittal to Accounting.	Credit Card Holder & Campus Principal
<b>General Credit Card Purchase</b> – used to purchase frequently required items from designated vendors or for purchases requiring credit card payment only.	\$.01 - \$5,000	Not required	All credit card purchases must have approval prior to purchase. All receipts, invoices and packaging lists must be submitted to Accounting.	Requester & Campus Principal
<b>Teacher Classroom and/or Elective Purchase</b>	Classroom \$.01 - \$420 Elective \$.01 - \$300	Not required	N/A	Requester
<b>General Purchase</b>	\$.01 - \$5,000	Not required	Purchase Requisition	Requester & Campus Principal
<b>Minor Purchase</b>	\$5,000 - \$14,999	Written quote or online shopping cart	Purchase Requisition	Requester, Campus Principal & Chief Operating Officer
<b>Major Purchase</b>	Greater than \$15,000 *Greater than \$25,000	Written quote or online shopping cart. *Over \$25,000 requires three written quotes.	Purchase Order	Requester, Campus Principal, Chief Operating Officer & Chief Executive Officer
<b>General Multi-Campus Purchase</b>	\$.01 - \$14,999	Written quote or online shopping cart	Purchase Requisition	Requester & Chief Operating Officer
<b>Major Multi-Campus Support Purchase</b>	Greater than \$15,000 *Greater than \$25,000	Written quote or online shopping cart. *Over \$25,000 requires three written quotes.	Purchase Order	Requester, Chief Operating Officer & Chief Executive Officer



2. Single source vendors (i.e., curriculum) may waive the three written quote process, if approved by the Chief Operating Officer.
3. The Chief Executive Officer or designee may sign contracts within the approved budget. The School Board must review all contracts over \$100,000.
4. Purchase requisitions, authorizing the purchase of items, as listed above, must be signed by the respective authorizer and submitted with all related documentation.
5. When approving purchases, the authorizer must:
  - a. Determine if the expenditure is budgeted.
  - b. Determine if funds are currently available for expenditures (i.e. cash flow).
  - c. Determine if the expenditure is allowable under the appropriate revenue source.
  - d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations.
  - e. Determine if the price is competitive and prudent. All purchases over \$5,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services.
  - f. If a purchase will cause the budgeted category to exceed \$15,000 of the current budget, the Chief Executive Officer or designee must approve.
6. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a bank check upon receipt of appropriate documentation of the purchase.
7. The Chief Executive Officer may authorize an individual to obtain a school credit card to make authorized purchases on behalf of the school. Individuals are assigned their own credit card from the school account.
  - a. The primary school card copies will be kept under locked supervision in the Data Administrator/Purchasing office.
  - b. If receipts are not available or are “missing”, the individual making the charge will be held responsible for payment.
  - c. Primary credit cards will bear the names of both Great Valley Academy and the Founder.
  - d. Debit cards are not allowed.

## **Contracts**

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
2. Multi Campus Support will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$5,000.
  - a. Competitive bids will be obtained as deemed appropriate and in the best interests of the school.
3. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
  - a. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker’s compensation insurance currently in effect. The Chief Executive Officer may also require that contract service providers list the school as an additional insured.
4. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the contract initiator will obtain a W-9 from the contract service provider prior to submitting any requests for payments to Accounting.
5. If the contract service provider is a sole proprietor performing services on campus, he/she must also submit to a Department of Justice Live Scan clearance using the Great Valley Academy approved form.
6. The Chief Executive Officer will approve proposed contracts and modifications in writing.
7. Contract service providers will be paid in accordance with approved contracts as work is performed.
8. The Chief Operating Officer will be responsible for ensuring the terms of the contracts are fulfilled.

9. Potential conflicts of interest will be disclosed upfront, and the Chief Executive Officer, Chief Operating Officer, Founder and/or Member(s) of the School Board with the conflict will excuse themselves from discussions and from voting on the contract.

## **CASH MANAGEMENT**

### **Segregation of Duties**

#### Key Employees by Title

- A. Chief Executive Officer
- B. Chief Operating Officer
- C. Founder
- D. Department Manager/Principal/Teacher
- E. Program Manager, Multi Campus Operations
- F. Attendance Clerk
- G. Finance Manager
- H. Accounting Technician
- I. Accounting Clerk

<b>Cash Receipt Functions</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>Comments</b>
Opens mail									X	
Distributes mail									X	
Reconciling payments								X		
Prepares bank deposit for approval								X		
Makes bank deposit									X	
Records deposit							X			
<b>Cash Disbursement Functions</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>		<b>Comments</b>
Enters Checks for Payment								X		
Prepares Checks							X			
Signs Checks	X	X	X							
Counter Signs Checks	X		X							
Approves disbursements		X								
Reconciles bank accounts							X			
Approves bank reconciliations		X								
Maintains cash disbursement journal							X			
Approves monthly cash disbursement		X								

### **Petty Cash**

1. The Finance Manager will administer the petty cash fund.
2. The petty cash fund will be capped at \$750 unless authorized by Chief Operating Officer to exceed capped amount.
3. For remote campuses, the Office Manager will be responsible for managing petty cash transactions.
4. All petty cash will be kept in a locked petty cash box in a locked drawer or safe combination. Only the Office Manager and Finance Manager (or Chief Operating Officer designee in case of absence) will have keys to the petty cash box and drawer or combination.
5. All disbursements will require a completed and signed petty cash form. A register receipt for all purchases must be attached to the petty cash form.

6. The Office Manager and Finance Manager will insure that the petty cash form is properly completed and that a proper receipt is attached.
7. At all times the petty cash box will contain receipts, cash disbursement slips or cash totaling \$750. A register receipt must support the petty cash form. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Finance/Office Manager within 48 hours of withdrawing the petty cash.
8. When expenditures total \$500 (when cash balance is reduced to \$250), the Finance/Office Manager will total the disbursements and complete a petty cash reimbursement form. This should be done on at least a monthly basis. The petty cash and reimbursement forms with supporting receipts will be attached to the reconciliation summary sheet and forwarded to the Finance Manager.
9. Petty cash fund reimbursement checks will be made payable to Accounting Clerk because banking institutions require a person not a business in order to cash the check. Once check is cashed, the money is taken to the respective manager to verify the count and replenish the petty cash box.
10. Any irregularities in the petty cash fund will be immediately reported in writing to the Chief Operating Officer.
11. Advance disbursements totaling no more than \$300 are allowed to be made from the petty cash fund.
12. At no time should the Finance/Office Manager reimburse themselves from the petty cash system without obtaining a secondary authorization.
13. The Chief Operating Officer will conduct periodic audits of the petty cash fund.
14. The Chief Operating Officer will review and approve all petty cash reconciliations.

#### **Cash Advances**

1. An employee may request a cash advance to make a purchase that cannot be made through the standard purchasing process.
2. All cash advances will require a complete and signed cash advance form that includes the employee and manager's signatures.
3. Once the purchase is made, a register receipt for all purchases must be submitted to be attached to the cash advance form.
4. The employee returns the receipts and any unused funds to the respective manager.
5. The Officer Manager and Finance Manager will insure that purchases and unused funds total the original advance. All documentation is filed with the cash disbursement log.
6. If the funds must be advanced via check, the employee must complete a check request form signed by the employee and the manager.
7. Once the purchase is made, a register receipt for all purchases and any unused funds must be returned to the Finance Manager.
8. The Finance Manager will insure that the proper receipt is attached and all unused funds match.

#### **Cash Investments**

1. Refer to Addendum A – Cash Investment Policy. This policy is School Board approved.

## **ACCOUNTS PAYABLE**

### **Bank Check Authorization**

1. All original invoices will immediately be forwarded to the Accounting Department.
2. The Accounting Clerk will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment.
3. The packing list should be submitted to the Accounting Department with the invoice. Accounting Clerk will adjust the invoice for any missing items noted on the packing list before processing for payment.
4. Once verified for completion by the Accounting Technician, he/she will stamp an account string on the invoice and complete the required account coding information, including noting the specific budget line item that is to be charged for the specified expenditures. The invoice and supporting documentation will be sent to the Finance Manager on an as needed basis to insure prompt processing of invoices. The Finance Manager will then process the invoices, with sufficient supporting documentation, for payment.

### **Bank Checks and Electronic Payments**

1. The School Board will approve, in advance, the list of authorized signers on the bank accounts. The Chief Executive Officer, the Chief Operating Officer, President of the Board, Founder, and any other employee authorized by the School Board may sign bank checks.
2. Check signing limitations include one authorized signer for all check values under \$1,000 and two authorized signers for all check values \$1,000 and over.
3. The School Board is authorized to open and close bank accounts and may delegate these responsibilities to the Chief Executive Officer or designee.
4. The Finance Manager is responsible for all blank checks and will keep them under lock and key.
5. When there is a need to generate a bank check, the Finance Manager will prepare the check. In the event of absence, Chief Operating Officer may authorize hand-written checks to be submitted for recording purposes.
6. Under no circumstance will any individual sign a blank check.
7. Under few circumstances, electronic/online payments may be necessary. All electronic/online payments must follow the same authorization levels as bank checks prior to payment submittal online.
8. Once electronic/online payment is made by the Finance Manager, proof of payment must be submitted to the Chief Operating Officer for verification.
9. The Finance Manager will record the check transaction(s) and/or electronic/online payment(s) into the appropriate bank register and in the general ledger.
10. The Accounting Clerk will distribute the checks and vouchers as follows:
  - a. Original – mailed or delivered to payee
  - b. Voucher – attached to the invoice and filed by vendor name
  - c. Bank Check Copies – filed monthly with bank statements
  - d. Voided checks will have the signature line cut out, shredded and will have VOID written in ink. The original check will be added to the Finance Manager's voided check file.

### **Credit Card Statement Reconciliation Process**

This process provides detail on the requirements to reconcile the campus credit card statements to show proof of purchase, approval and receipt of goods.

### **Modesto Campus & Homeschool Credit Card Purchases**

1. No later than the close of business on Tuesday of each week, the Finance Manager provides the Accounting Clerk with an emailed spreadsheet of the previous week's credit card charges. This is downloaded directly from the credit card site and provides the date, vendor, purchase (or credit) amount, credit card used and space for notations.
2. The Accounting Clerk prints the spreadsheet and begins to locate the required invoices and receipts to substantiate each charge on the list.
3. If the Accounting Clerk has the required documentation, he/she places a ✓ next to the line item on the spreadsheet to indicate the invoice is received, stamped, complete and attached to the weekly spreadsheet.
4. If the Accounting Clerk does not have the required documentation within 10 days of the charge, he/she highlights the line item on the spreadsheet to indicate the documentation has not been received or that there is an open issue with the purchase.
  - a. The Accounting Clerk will begin the process of researching the charge to identify who made the purchase. Once the purchaser has been identified, the Accounting Clerk will make verbal contact with the purchaser to inquire about the required receipt and/or invoice. The date and to whom the contact was made will be noted next to the line item on the spreadsheet.
  - b. If the purchaser does not immediately provide the required receipt and/or invoice, the Accounting Clerk will allow 48 hours for the documentation to be provided by the purchaser. If the documentation has not been received within 48 hours, the Accounting Clerk will send a reminder e-mail to the purchaser with a carbon copy to the Finance Manager asking that the documentation be provided by 12:00pm the following business day. The email date will be noted next to the line item on the spreadsheet.
  - c. If the purchaser does not provide the required receipt and/or invoice by the time frame provided in the email, the Accounting Clerk will notify the Finance Manager via email that there has been no response to the request for the documentation. This email date will be noted next to the line item on the spreadsheet.
  - d. The Finance Manager will lead the inquiry process to receive any outstanding documentation to complete the credit card reconciliation.
  - e. Any other relevant information regarding the process of locating the required receipt and/or invoice will be noted next to the line item on the spreadsheet.
  - f. Once all open issues have been resolved, the highlighted items may be struck through with a single line (a-b-c-d-e-f-g) to indicate all issues have been resolved.
  - g. Post-it notes can be used by the Accounting Clerk as place holder reminders but all information regarding the correspondence to obtain documentation must be noted on the weekly spreadsheet by line item.
5. Once the official credit card statement is received in the mail, each transaction will be numbered starting with 1 and progressing chronologically until each statement item is numbered.
6. The spreadsheet line items marked with a ✓ are transferred as back-up to the credit card statement. These line items will now be marked with an X to indicate that all documentation requirements have been met for credit card processing.
  - a. All invoices and/or receipts should be stamped, completed with information indicated on the stamp, and numbered in accordance with the credit card statement.
7. At least 7 days prior to the credit card billing due date, the complete packet is provided to the Finance Manager by the Accounting Clerk. All open issues should be clearly highlighted and notated on the corresponding weekly spreadsheet.

- a. The Finance Manager reviews the completed packet for accuracy and inquires on any open issues. The Finance Manager indicates his/her review by dating and initialing the credit card statement.
  - b. Upon the approval of the Finance Manager, the packet is reviewed by the Chief Operating Officer for approval prior to payment. The Chief Operating Officer indicates his/her review by dating and initialing the credit card statement.
  - c. Upon approval of the Chief Operating Officer, the credit card is paid via online Electronic Funds Transfer (EFT) on or before the credit card billing due date.
8. Once payment is made, the Finance Manager provides the credit card statement and corresponding documentation to the Accounting Technician for data entry into the general ledger.
  9. Upon completion of data entry, the Finance Manager verifies all general ledger coding and posts the credit card transactions within the financial management system. The credit card statement and corresponding documentation is returned to the accounting office for filing.

#### **Salida Campus**

1. No later than the close of business on Tuesday of each week, the Finance Manager provides the Attendance Clerk with an emailed spreadsheet of the previous week's credit card charges. This is downloaded directly from the credit card site and provides the date, vendor, purchase (or credit) amount, credit card used and space for notations.
2. The Attendance Clerk prints the spreadsheet and begins to locate the required invoices and receipts to prove each charge on the list.
3. If the Attendance Clerk has the required documentation, he/she places a ✓ next to the line item on the spreadsheet to indicate the invoice is received, stamped, complete and attached to the weekly spreadsheet.
4. If the Attendance Clerk does not have the required documentation within 10 days of the charge, he/she highlights the line item on the spreadsheet to indicate the documentation has not been received or that there is an open issue with the purchase.
  - a. The Attendance Clerk will begin the process of researching the charge to identify who made the purchase. Once the purchaser has been identified, the Attendance Clerk will make verbal contact with the purchaser to inquire about the required receipt and/or invoice. The date and to whom the contact was made will be noted next to the line item on the spreadsheet.
  - b. If the purchaser does not immediately provide the required receipt and/or invoice, the Attendance Clerk will allow 48 hours for the documentation to be provided by the purchaser. If the documentation has not been received within 48 hours, the Attendance Clerk will send a reminder e-mail to the purchaser with a carbon copy to the Finance Manager asking that the documentation be provided by 12:00pm the following business day. The email date will be noted next to the line item on the spreadsheet.
  - c. If the purchaser does not provide the required receipt and/or invoice by the time frame provided in the email, the Attendance Clerk will notify the Finance Manager via email that there has been no response to the request for the documentation. This email date will be noted next to the line item on the spreadsheet.
  - d. The Finance Manager will lead the inquiry process to receive any outstanding documentation to complete the credit card reconciliation.
  - e. Any other relevant information regarding the process of locating the required receipt and/or invoice will be noted next to the line item on the spreadsheet.
  - f. Once all open issues have been resolved, the highlighted items may be struck through with a single line (abedefg) to indicate all issues have been resolved.

- g. Post-it notes can be used by the Attendance Clerk as place holder reminders but all information regarding the correspondence to obtain documentation must be noted on the weekly spreadsheet by line item.
- 5. Once complete, the Attendance Clerk notifies the Accounting Clerk that information is ready for pick-up in the weekly cross-campus information transfer.
  - 6. The Accounting Clerk reviews the packet of documentation for any notated items and continues to follow-up with the Attendance Clerk until all documentation is received.
    - a. The Accounting Clerk will make notations as to the follow-up dates made to the Attendance Clerk.
  - 7. Once the official credit card statement is received in the mail. Each transaction will be numbered starting with 1 and progressing chronologically until each statement item is numbered.
  - 8. The Accounting Clerk will verify all invoices and/or receipts are stamped, completed with information indicated on the stamp, and numbered in accordance with the credit card statement.
  - 9. At least 7 days prior to the credit card billing due date, the complete packet is provided to the Finance Manager by the Accounting Clerk. All open issues should be clearly highlighted and notated on the corresponding weekly spreadsheet.
    - a. The Finance Manager reviews the completed packet for accuracy and inquires on any open issues. The Finance Manager indicates his/her review by dating and initialing the credit card statement.
    - b. Upon the approval of the Finance Manager, the packet is reviewed by the Chief Operating Officer for approval prior to payment. The Chief Operating Officer indicates his/her review by dating and initialing the credit card statement.
    - c. Upon approval of the Chief Operating Officer, the credit card is paid via online Electronic Funds Transfer (EFT) on or before the credit card billing due date.
  - 10. Once payment is made, the Finance Manager provides the credit card statement and corresponding documentation to the Accounting Technician for data entry into the general ledger.
  - 11. Upon completion of data entry, the Finance Manager verifies all general ledger coding and posts the credit card transactions within the financial management system. The credit card statement and corresponding documentation is returned to the accounting office for filing.

#### **Bank Reconciliation**

- 1. Bank statements will be submitted directly, unopened, to the Finance Manager.
- 2. The Finance Manager will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable voided from the accounting system, and replaced if appropriate.
- 3. The Finance Manager will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
- 4. The Finance Manager will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Chief Operating Officer.
- 5. The Finance Manager will prepare monthly bank reconciliation documents to be approved by the Chief Operating Officer.

## **ACCOUNTS RECEIVABLE**

### **Cash Receipts (Cash and Checks)**

1. For each cash collection, a receipt or document of the transaction will be issued to the payer as documentation of cash paid.
2. Each person authorized for collecting cash or checks will provide a detail listing and documentation to the Accounting Technician of all money received and prepared for deposit.
3. All cash and checks must be prepared for deposit and delivered to the Accounting Technician on a weekly basis.
4. All cash counting documentation must have two signatures indicating that the person who collected the money and an independent party verified the amount collected.
5. The Accounting Technician and responsible party will recount and reconcile the amount received with the supplied supporting documentation, each will sign for approval and the Accounting Technician will place the cash into an envelope and seal it.
6. Reconciled cash receipts will be kept in the safe awaiting deposit.
7. Accounting mail (including anything official such as government notices, invoices and checks) received at the school must be opened by the Accounting Clerk and stamped with a “received” stamp.
8. Once a week, the Accounting Technician will scan deposits prepared to the Accounting network drive. Copies of the deposits with deposit (see Deposits) receipts will be sent to the Finance Manager for posting in the general ledger.
9. When utilizing merchant or online web contribution services, the Chief Operating Officer must approve in order to establish appropriate protocol for handling bank transfers, reconciliations and reporting. The Finance Manager should perform reconciliation of transaction records to bank records for deposits.

### **PayPal**

1. Certain fundraisers throughout the school year utilize an electronic payment system. Great Valley Academy subscribes to PayPal Merchant Services.
2. When funds are received through PayPal, the Chief Operating Officer reviews the PayPal account on a weekly basis to run cash receipt reports and transfer funds to the respective campus bank account.
3. Reports are provided to the Finance Manager for cash receipt recording.
4. The Finance Manager reviews the cash receipt reports against bank account deposits to verify deposits.
5. The fundraiser chairperson will provide a complete transaction report of all donations made through the online giving system to the Finance Manager for reconciliation against the PayPal reports, cash/check deposits, and bank account deposits from PayPal.

### **Deposits**

1. All cash and check receipts are compiled by the Accounting Technician on an as needed basis for depositing. All deposits will itemize the amount, source, and purpose of each check or cash payment received. (See Cash Receipts)
2. Once compiled, all deposits are transferred to the Accounting Clerk for deposit slip generation and check endorsement (e.g. For Deposit Only Great Valley Academy).
3. Once deposit slips are completed, all deposit information is transferred to the Accounting Technician once a week for scanning to the Accounting network drive.



4. Once scanned, the deposit packet is retrieved by the Accounting Clerk for physical depositing at the bank on a weekly basis.
5. The Accounting Clerk will make the deposit and attach the deposit receipt to the deposit packet.
6. The Finance Manager will reconcile the cash receipts to the deposit slip and the bank statement as part of the monthly close process.

### **Returned Check Policy**

1. A \$25 returned-check processing fee will be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by the Chief Operating Officer, payment of the NSF check and processing fee must be made by cash, money order or certified check.
2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by cash, money order or certified check.
3. In the case of NSF checks written by parents of students, failure to pay may result in the loss of privileged services such as Kids' Care or withholding of goods purchased such as spirit wear, yearbooks, etc. until payment is received, unless other mutually agreeable arrangements are approved by the Chief Operating Officer.
4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action.

### **Kids' Care**

1. Enrollment into the Kids' Care program requires a non-refundable registration fee. Fee is determined and published each school year.
2. Continued enrollment in the Kids' Care program cannot be allowed if fees remain unpaid. All unpaid fees must be satisfied prior to registration for a new school year or summer session of Kids' Care.
3. Drop-in care deposits are required until March of the current school year. Accounts are credited with the drop-in care deposit amount. When Kid's Care services are used, the account is debited and credit balance is reduced.

### **Payments**

1. All Kids' Care payments are due on or before the 1<sup>st</sup> of each month and prior to holidays and weekends.
2. Payments received after the 1<sup>st</sup> of the month will be subject to a late fee regardless of account balance.
3. Additional services including holiday care and minimum day fees are due at the time space is reserved for the additional service. A late fee will be applied to accounts not paid on time.
4. Past due accounts will receive a courtesy reminder notification that their account must be paid by the 10<sup>th</sup> of the month in order to avoid account suspension.
5. If payments are not received by the 10<sup>th</sup> of the month, Kids' Care services will be suspended. The Kids' Care System Administrator will disable the check-in account pin number.
6. A list of disabled accounts is provided to the Accounting Technician so further collection efforts can be made.
7. Accounts must be paid in full including all late fees before Kids' Care services can be resumed.
8. Kids' Care monthly rate billings will continue even if the student is not in attendance for non-payment. A 14 day cancellation notice must be provided by the account holder if they would like services and fees to stop.
9. Payment arrangements may be granted upon account review.

### **Additional Charges**

1. Any student not picked up by 6:00pm will be charged a \$3.00 for each minute past 6:00pm. An increase of \$4.00 per minute will be charged for the 2<sup>nd</sup>/3<sup>rd</sup> occurrence. A 3<sup>rd</sup>/4<sup>th</sup> occurrence may result in dismissal from the program.
2. The Kids' Care Director may grant a one-time exception for the 1<sup>st</sup> late occurrence.
3. The Accounting Technician must be notified of the late pick-up by the Kids' Care staff no later than one business day from occurrence so charges may be billed promptly.

### **Collection Protocols**

1. 2 – 10 days late – reminder e-mail/suspension potential
2. 16 – 30 days late – reminder phone call/notice of suspension
3. 31 – 44 days – mailed letter/continued suspension
4. 45 – 60 days – mailed letter with urgent plea/continued suspension
5. 60+ days – mailed certified letter and notice of collections/continued suspension

### **EXPENSES**

#### **Cash Expenses/Reimbursements**

1. Great Valley Academy will reimburse pre-authorized school-related expenses that are accompanied by an original receipt and meet the guidelines set forth within this policy.
2. An employee or school volunteer seeking to make a school-related purchase must obtain pre-approval from their Supervisor.
3. Once the purchase is completed, the employee or volunteer must submit a cash reimbursement request form (See Addendum C) with the original receipt(s), sign the form and obtain the signature of their supervisor.
4. The completed form is submitted to accounting for processing. Incomplete forms or forms without original receipts will not be processed and will be returned to the requestor for further review.
5. Only in rare circumstance may a cash reimbursement request be submitted to the Chief Operating Officer for review and determination of payment outside the standard requirements of the policy.
6. Reimbursement checks are processed within 10 business days of receipt.
7. The organization reserves the right to refuse reimbursement of any inappropriate expenses made.
8. Under no circumstance will the organization reimburse purchases of alcohol, lottery tickets, and tobacco. All questionable items must be directed to the Chief Operating Officer for review.

#### **Travel Expenses/Reimbursements**

1. All school-related travel must be pre-approved by the employee's Supervisor.
2. Mileage reimbursement will be at the current, published IRS rate for business travel.
3. For the purposes of mileage reimbursement, where a trip is commenced or terminated at the employee's home, the distance traveled shall be reduced by the employee's home-to-office commute distance.
4. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by a Supervisor and the event is more than 50 miles from either the employee's residence or the school site. Room rates will be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.

5. Employees are expected to room share with another employee in order to save company financial resources. However, an employee may pay the room rate difference to stay in a private room.
  6. Employees will be reimbursed for meals at the limits indicated below:
    - a. \$7.00 for breakfast
    - b. \$11.00 for lunch
    - c. \$23.00 for dinner
- These rates are not per-diem and are only expensed based on providing original receipts. See (Addendum D) for reimbursement guidelines.
7. Employees may not claim meals if a meal is included in hotel expenses, conference fees, or is otherwise provided as part of your travel. Snacks and continental breakfasts such as rolls, juice, and coffee are considered to be meals.
  8. Transportation expenses such as airfare will be purchased at the lowest rate available.
  9. Employees should utilize bus/shuttle service or ride sharing whenever possible.
  10. Employees should choose between long-term parking or car service/taxi on whichever is the more economical for the organization.
  11. The organization encourages selecting accommodations within walking distance of conference or event to avoid rental car expenses. Rental cars must be pre-approved by the Chief Operating Officer prior to reserving.
  12. Upon conclusion of the trip, the employee must enter all of the appropriate information on the travel reimbursement form (See Addendum D), attach original receipts, and submit to their Supervisor for signature.
  13. The completed form is submitted to accounting for processing. Incomplete forms or forms without original receipts will not be processed and will be returned to the requestor for further review.
  14. Only in rare circumstances may a travel reimbursement request be submitted to the Chief Operating Officer for review and determination of payment outside the standard requirements of the policy.
  15. Reimbursement checks are processed within 10 business days of receipt.
  16. The organization reserves the right to refuse reimbursement of any inappropriate expenses made.
  17. Under no circumstance will the organization reimburse purchases of alcohol, lottery tickets, tobacco, personal items, etc. All questionable items must be directed to the Chief Operating Officer for review.

### **School Board Expenses**

1. The individual incurring authorized expenses while carrying out the duties of the school board will complete and sign the appropriate reimbursement form and attach original receipts.
2. The Chief Executive Officer or designee will approve and sign the reimbursement form, and return to the requestor for submission to accounting for payment.

## **FINANCE**

### **Budget**

1. By June 1<sup>st</sup> of each year a proposed budget must be completed by the Chief Operating Officer including the upcoming school year and multi-year projections for three additional years.
2. Upon review by the Chief Executive Officer, budget adjustments are completed and submitted to the Chief Operating Officer.
3. The final proposed budget is presented to the School Board at the previously scheduled end of June board meeting.
4. Upon approval, the approved budget is submitted to the Charter Authorizers by July 1<sup>st</sup>.

5. Upon final state budget approval, school budget is reviewed for potential modifications. If modifications are required, a revised budget is presented to the school board no later than the August board meeting, unless the final California State budget is delayed.
6. Throughout the school year or in the event of major income or expense changes, the budget may be revised within the operating school year by the Chief Operating Officer and submitted to the Chief Executive Officer.
7. Upon review by the Chief Executive Officer, budget adjustments may be approved and submitted to the school board for budget revision approval.

## **Financial Statement Reporting**

### **Monthly Board Reports**

1. The Finance Manager will submit monthly board reports to the Chief Operating Officer 10 days prior to the scheduled board meeting.
2. The monthly board reports will consist of a Cash Flow Statement and a year to date comparison report defined by the Chief Executive Officer.

### **Interim Reports**

1. Interim Report packages submitted to the authorizer are to include the Charter School Alternative Interim Report, the current Local Control Funding Formula calculator, the Multi Year Projection with budget narratives, Cash Flow, current financials, bank statements, signed Certification page by the Chief Executive Officer, authorizer checklist, and any other documentation requested by the authorizer.
2. The First Interim Reports is to be submitted to the Chief Operating Officer by the Financial Manager for review 10 days prior to the scheduled December board meeting. GVA uses the Charter School Alternative First Interim Report. It includes all financial information through October 31 of the current fiscal year as recorded on a cash basis. The report is to be reviewed and submitted to the board for approval and submitted to the school authorizer by December 15.
3. The Second Interim Report is to be submitted to the Chief Operating Officer by the Financial Manager for review 10 days prior to the scheduled February board meeting. GVA uses the Charter School Alternative Second Interim Report. It includes all financial information through January 31 of the current fiscal year as recorded on a cash basis. The report is to be reviewed and submitted to the board for approval and submitted to the school authorizer by March 15.

### **Unaudited Actuals**

1. The Unaudited Actuals are to be submitted to the Chief Operating Officer by the Financial Manager for review by 10 days prior to the August board meeting. GVA uses the Charter School Unaudited Actuals Alternative Form which includes all financial information on a full accrual basis for the prior fiscal year.
2. The report is to be reviewed and submitted to the board for approval and submitted to the authorizer by September 15. The report will include the Alternative Form, signed Certification page by the Chief Executive Officer, and financial statements for restricted funds, unrestricted funds, and totals.

## **Budget Reports**

1. Annual budgets are to be submitted to the board for approval at the June board meeting of the year prior to the fiscal budget year. The Budget packet is to be submitted to the authorizer by July 1.
2. The packet should include Charter School Alternative Budget Form, signed Certification page, Cash Flow, Multi Year Projection Budget and narrative, and the relative Local Control Funding Formula calculator.

## **Real Estate Loans**

1. The Chief Executive Officer may make recommendations to the School Board concerning the need to enter into a long-term real estate loan with a financial institution.
2. The Chief Executive Officer shall review the promissory note before the funds are borrowed.
3. Loan agreements should specify all applicable terms, including purpose of the loan, the interest rate, term of the loan and required collateral, if necessary.
4. Loan covenants and reporting requirements are to be acknowledged by the School Board at the time of adoption.
5. The School Board will approve all real estate loans from third party institutions.

## **Intercompany Loans**

1. It may be necessary and prudent to loan money between school entities in order reduce costs, save on interest expense, start another school, etc.
2. The Chief Executive Officer will make a request of the School Board for intercompany loan approval.
3. Upon School Board approval, the intercompany loan amount is noted from the reserve on the cash flow statement and balance sheet and notated by the auditors.
4. No specific repayment terms are required for intercompany loans, it is noted that repayment should occur as quickly as fiscally prudent.

## **Employee Loans**

1. At no time are employee loans, including salary advances, allowed by Great Valley Academy.
2. 401k loans are allowed and managed by GVA's third-party 401k administrator, not Great Valley Academy.

## **Financial Institutions**

1. Great Valley Academy will maintain banking relationships with multiple high quality financial institutions with the following objectives in order of priority: preservation and safety of principal, liquidity, and yield.
2. Each school entity may bank with different financial institutions.
3. GVA will use a separate financial institution for payroll banking needs.
4. The Chief Operating Officer will manage the banking relationships and will receive Chief Executive Officer approval before opening or closing a bank or investment account.
5. The School Board will adopt an investment policy before funds are to be invested.

## **Record Retention**

1. Refer to Addendum B – Record Retention Policy. This policy is School Board approved.

## **ASSET MANAGEMENT**

### **Asset Inventory**

1. GVA capitalizes any item, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.
2. Finance Manager will maintain a ledger of all capitalized items. The ledger will include the original purchase price and date and a brief description of the asset.
3. GVA will take a physical inventory of all assets within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
4. The Chief Operating Officer will be notified of all cases of theft, loss, damage or destruction of assets.
5. The Chief Operating Officer will submit to Chief Executive Officer written notification of plans for disposing of assets with a clear and complete description of the asset and the date of the disposal. The Financial Manager should be copied for updating the ledger and financials.
6. The Information Technology Technician will maintain all records of current and destroyed Information Technology assets.

## **INSURANCE**

### **Insurance**

1. The proper insurance levels and terms of insurance policies should be determined based on the value of the assets at risk and the requirement of the charter authorizer. At a minimum, general liability insurance coverage should be no less than:
  - a. General Liability - \$2,000,000 (annual) and \$1,000,000 (per occurrence) minimums
  - b. Property and Auto
  - c. Workers' Compensation
  - d. Professional Liability
  - e. Directors' and Officers' Coverage
2. The Chief Operating Officer will review insurance policies with the Broker on an annual basis prior to renewal to determine compliance with Charter authorizer(s) and any applicable loan covenant requirements.

## **RESERVES**

### **Fund Balance Reserves**

Financial reserves are needed to manage cash flow and to help protect from unforeseen revenue shortfalls, unexpected costs, and economic uncertainties. As California has demonstrated a history of deferring state revenue to the extent of 40%, financial reserves are necessary to stay solvent and reduce the cost of borrowing money until payments are received. Available reserves for any of the budget year or two subsequent fiscal years are to be maintained at not less than 3% of total expenditures.

1. Ending projected reserves will be analyzed by the Chief Operating Officer periodically to confirm they are meeting the minimum 3%. If at any time, projections reflect a lower Reserve Balance, budget adjustments will be made to reduce spending to increase the balance to meet the minimum.
2. Chief Operating Officer will monitor the organization's reserve level and will report the reserve level to the Chief Executive Officer.

3. The Chief Executive Officer may prioritize payments as necessary to manage cash flow.
4. The Chief Executive Officer may restrict a portion of the operating reserve fund for strategic goals.
5. The School Board may develop an additional Operating Reserve Policy to specify use of the operating reserves.

### **Cash Balance Reserves**

Great Valley Academy requires a cash reserve of no less than 12.5% of one school year's operating expenses with the desire for the organization to have cash on hand of no less than 25% of one school year's operating expenses.

### **Line of Credit**

Great Valley Academy maintains a \$1,000,000 line of credit with a high quality financial institution for emergency purposes.

1. The Chief Executive Officer may seek the approval of the School Board to draw upon the line of credit.

## **PERSONNEL**

### **Segregation of Duties**

#### Key Employees by Title

- A. Chief Executive Officer
- B. Chief Operating Officer
- C. Founder
- D. Department Manager/Principal
- E. Payroll Authorizer by Department
- F. Payroll Technician
- G. Finance Manager

<b>Personnel &amp; Payroll Functions</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>Comments</b>
Hires new employees	X	X		X				
Maintains personnel files						X		
Authorizes salary and salary changes	X	X		X				
Enters employees in to payroll system						X		
Enters rates changes in the payroll sys.						X		
Verifies time clock records					X	X		
Processes payroll in payroll system		X				X		
Prepares payroll checks							X	
Prepares payroll journal entries							X	
Signs payroll checks	X	X	X					
Distributes payroll checks						X		
Prepares payroll liabilities						X		
Generates payroll liability checks							X	
Approves payroll liabilities		X						
Signs payroll liabilities (check & electronic payments)	X	X	X					

1. The Payroll & Human Resources Technician will be responsible for all new employees completing or providing all of the items for the New Hire Packet.
2. The Payroll & Human Resources Technician will be responsible for maintaining this information in the payroll management system and in locked personnel files.
3. An employee's hiring is not effective until the employment application, form W-4, form I-9, Live Scan Clearance, Tuberculosis Clearance, and credential verification (certificated staff) forms have been completed.

## **PAYROLL**

### **Payroll Management System**

GVA uses a third-party payroll management company to manage all time and attendance tracking and payroll check generation. All Fair Labor Standards Act (FLSA) and Department of Labor (DOL) are the responsibility of Great Valley Academy but the assistance of a third-party payroll management company greatly reduces risk and improves efficiency in processing payroll and managing record-keeping.

### **Timesheets**

1. Hourly, substitute and on-call employees record all clock-in and clock-out times (including time off) in the payroll management system.
2. Salary employee's record all requested and approved time off in the payroll management system.
3. At the conclusion of each pay period, employees are responsible for verifying and accepting their time records in the payroll management system.
4. Once an employee has accepted their time, either a Manager 1 and/or Manager 2 must verify and accept their time record in the payroll management system.
5. Once the Manager 1 and/or Manager 2 have verified their employee's time record, Payroll Technician reviews the time record of each employee.

### **Time Off**

1. Common time off includes:
  - Paid Time Off
  - Calendar Reduction Time
  - School Business
  - Unpaid Time
  - Jury Duty
  - Family or Medical Leave
  - Sick Time (substitute or on-call employees)
  - Bereavement
2. All employees requesting time off must complete a request under their account in the payroll management system.
3. The employee's supervisor must approve or deny the request within the payroll management system.



### **Overtime**

1. Advanced approval in writing by the authorized supervisor is required for overtime.
2. Overtime only applies to classified non-exempt employees and is defined as hours worked in excess of eight (8) hours in one day or forty (40) hours within a seven-day work week. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor. Worked overtime must be approved by the employee's supervisor.
3. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Chief Operating Officer for further guidance.

### **Payroll Processing**

1. For hourly and substitute employees, employees must use the time clock system to record all hours worked on a semi-monthly basis.
2. For salaried employees, employees are assumed to work their respective hours unless a time-off request has been requested in the payroll management system. Salaried employees are paid on a monthly basis.
3. A list of all stipend recipients must be provided to the Chief Operating Officer by September 1<sup>st</sup> of each school year to allow for ample time to verify and process stipends in accordance with employee schedules.
4. The Payroll Technician is responsible for processing all payroll related documentation in the payroll management system and is verified by the Chief Operating Officer.
5. Direct deposited checks will be available the 10<sup>th</sup> and 26<sup>th</sup> of each month. Live payroll checks (if applicable) will be delivered to school employees on the 10<sup>th</sup> and 26<sup>th</sup> of each month.
6. See (Addendum E) for Annual Payroll Calendar

### **Payroll Taxes and Filings**

1. The payroll management company prepares the state and federal quarterly and annual payroll tax forms and submits with payment to the respective tax and liability agencies.
2. The payroll management company prepares all employee annual W2 and Affordable Care Act (ACA) compliance forms.

### **Employee Handbook**

1. Great Valley Academy maintains an annual Employee Handbook that can be referenced for additional details regarding employee payroll related topics including vacation, sick pay, time off detail, protected leave, worker's compensation and more.

## **INTERNET SOURCES**

Revenues from California Department of Education (CDE):

1. All CDE funding can be found at the Allocations & Apportionments page. Select the specific program needed, or see the links below.  
<https://www.cde.ca.gov/fg/aa/>
  - a. Principal Apportionments: P1, P2, Annual, go to page then select the fiscal year needed. To see the prior year annual, select the current year P2 and choose from the drop down menu.  
<https://www.cde.ca.gov/fg/aa/pa/index.asp>
  - b. Lottery:  
<https://www.cde.ca.gov/fg/aa/lo/>
  - c. Categorical Programs: here you will find new and recurring programs, ie Educator Effectiveness; Mandate Block Grant; One Time Funds; Prop 39; etc.  
<https://www.cde.ca.gov/fg/aa/ca/>
  - d. Unaudited Actuals : scroll down and click the link to “Charter School Unaudited Actuals Financial Report-Alternative Form”  
<https://www.cde.ca.gov/fg/sf/fr/>
2. Local Control Funding Formula (LCFF) Calculator from the Fiscal Crisis & Management Assistance Team (FCMAT):  
<http://fcmat.org/local-control-funding-formula-resources/>
3. Special Education Local Plan Area (SELPA) Files from Stanislaus County Office of Education (SCOE):  
Choose SELPA; Fiscal Services; LEAs; All Districts; then Fiscal Year; then SELPA Budget Development Forms.  
Download electronic forms of each item to create SELPA budget.  
<https://eco.stancoe.org/laserfiche/Browse.aspx?repo=SCOE#?id=1>
4. Audit Firm Document Management System  
<https://app.suralink.com/index.php>
5. Payroll Management System  
Paychex - [https://myapps.paychex.com/landing\\_remote/html](https://myapps.paychex.com/landing_remote/html)  
Paychex Training Modules - <https://training.paychex.com/paychexflex/er/dashboard/index.html>
6. GVA Staff Intranet  
<https://www.greatvalleyacademy.com/protected/home-intranet/Intranet-Homepage.html>
7. SchoolCare Works – Kids’ Care Billing System  
[https://www.schoolcareworks.com/cg/secure\\_login.jsp](https://www.schoolcareworks.com/cg/secure_login.jsp)

## **Addendum A**

**RESOLUTION NO.: 2018.041**

### **CASH INVESTMENT POLICY**

**WHEREAS**, it is in the best interest of Great Valley Academy to obtain the maximum rate of return on cash balances be it:

**RESOLVED**, that the School Board of Great Valley Academy authorizes the Chief Executive Officer or designee to pursue approaches to the management of the organization's short-term investments. The board cash investment policy shall be to establish a portfolio of short term instruments that allow cash assets to be invested in a high quality portfolio which (in order of priority):

1. preserves principal
2. meets the organization's liquidity needs
3. delivers good yields in relationship to these guidelines and market conditions
4. avoids inappropriate investments or inappropriate risks, or concentrations on investments.

**BE IT FURTHER RESOLVED**, that safety shall always be a primary consideration in structuring the investment portfolio. Great Valley Academy is adverse to incurring market risk or credit risk, and will generally sacrifice yield in the interest of safety. Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insurance should be tied to duration in order to combine safety, liquidity and acceptable market performance.

**BE IT FURTHER RESOLVED**, that the security types approved for the organization's investment (eligible investments) of this policy shall include:

- Certificate of Deposit (CD)
- Certificate of Deposit Account Registry Service (CDARS)

These investments will be made in U.S. dollars only to the maximum allowable FDIC limit per investment and shall have maturities no longer than five (5) years with average maturity of the portfolio maintained at twenty-four (24) months or less.

## Addendum B

### RESOLUTION NO.: 2016.019

#### RECORD RETENTION POLICY

Great Valley Academy (GVA) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records GVA may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the CEO.

From time to time, the CEO may issue a notice, known as a “legal hold”, suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the CEO.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years

File Category	Item	Retention Period
<b>Insurance Records</b>	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
<b>Real Estate</b>	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
<b>Tax</b>	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with Minnesota Attorney General)	7 years
<b>Human Resources</b>	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
<b>Technology</b>	Software licenses and support agreements	7 years after all obligations end

## **Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

## **Emergency Planning**

The Organization’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

## **Document Destruction**

The President is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

## **Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The President and Board Chair will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

## Addendum C



### Cash Reimbursement Form

Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Expense Reimbursement amount \$ \_\_\_\_\_

Description of item(s) purchased \_\_\_\_\_

Teacher <sup>1</sup>	Department <sup>2</sup>	Funds <sup>3</sup>	Amount

Total \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach all original receipts to this request. All reimbursements/disbursements require at least 2 weeks' notice.

<sup>1</sup> The teacher must sign below to authorize the release of classroom funds.

<sup>2</sup> Classroom, Program, Other (Specify)

<sup>3</sup> Classroom Business, Teacher Allowance, Uniform Allowance, Other (Specify)



## Addendum D

### Travel Reimbursement Form

Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Title of Conference: \_\_\_\_\_ Purpose: \_\_\_\_\_

Location: \_\_\_\_\_ Conference Dates: \_\_\_\_\_

Expenses - Please fill out all information on conference registration form. Attach original receipts that detail the purchase (credit card slips do not qualify).								Actual Cost
Registration:								
Contract Transportation (Airline, Train, Bus)								
Lodging:								
Car Rental:								
Parking, Taxi, Bus, or Shuttle Service:								
Other (Instructional Materials, Resource Books)								
Bridge Tolls:								
Mileage								
Meals:								
	Date Sunday	Date Monday	Date Tues	Date Wed	Date Thurs	Date Friday	Date Sat	
Breakfast								
Lunch								
Dinner								
Meal Limits: Breakfast: \$7.00    Lunch: \$11.00    Dinner: \$23.00								
								Total Cost \$

\_\_\_\_\_  
Supervisors' Authorization

\_\_\_\_\_  
Date



## **Rules for Travel Expenses**

### **Trips of 24 Hours or More**

For travel lasting 24 hours or more, employees may claim meals based on the following time frames:

#### **First day of travel**

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

#### **Continuing after 24 hours**

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm - Lunch may be claimed
- Trip ends at or after 7 pm - Dinner may be claimed

### **Trips of Less than 24 Hours**

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following time frames:

#### **Fractional day of travel**

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

Employees may **not** claim meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

## Addendum E

### 2018 – 2019 Payroll Processing Calendar

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
26	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													
November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5					1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			
March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2			1	2	3	4	5	6			1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

	Campus Processing Day/Status Change Documents Due		Hourly Pay Day		Hourly/Salary Pay Day
	District Payroll Submission Day		All Liabilities Paid and Reported		Reasonable Assurance Letters 4/17
	Trimester/YE Stipends Due		End of Year Resignations to District 5/23		
	School Holidays		New School Year Modifications to District* 6/21		
/ indicates office closed		*Includes all status change forms (pay rates), teacher agreements, performance appraisals, etc.			

Payroll Check Date	Pay Period Hourly & Substitutes	Pay Period Salary
July 10, 2018	June 16, 2018 - June 30, 2018	N/A
July 26, 2018	July 1, 2018 - July 15, 2018	July 1, 2018 - July 31, 2018
August 10, 2018	July 16, 2018 - July 31, 2018	N/A
August 24, 2018	August 1, 2018 - August 15, 2018	August 1, 2018 - August 31, 2018
September 10, 2018	August 15, 2018 - August 31, 2018	N/A
September 26, 2018	September 1, 2018 - September 15, 2018	September 1, 2018 - September 30, 2018
October 10, 2018	September 16, 2018 - September 30, 2018	N/A
October 26, 2018	October 1, 2018 - October 15, 2018	October 1, 2018 - October 31, 2018
November 9, 2018	October 16, 2018 - October 31, 2018	N/A
November 26, 2018	November 1, 2018 - November 15, 2018	November 1, 2018 - November 30, 2018
December 10, 2018	November 16, 2018 - November 30, 2018	N/A
December 26, 2018	December 1, 2018 - December 15, 2018	December 1, 2018 - December 31, 2018
January 10, 2019	December 16, 2018 - December 31, 2018	N/A
January 25, 2019	January 1, 2019 - January 15, 2019	January 1, 2019 - January 31, 2019
February 8, 2019	January 16, 2019 - January 31, 2019	N/A
February 26, 2019	February 1, 2019 - February 15, 2019	February 1, 2019 - February 28, 2019
March 8, 2019	February 16, 2019 - February 28, 2019	N/A
March 26, 2019	March 1, 2019 - March 15, 2019	March 1, 2019 - March 31, 2019
April 10, 2019	March 16, 2019 - March 31, 2019	N/A
April 26, 2019	April 1, 2019 - April 15, 2019	April 1, 2019 - April 30, 2019
May 10, 2019	April 16, 2019 - April 30, 2019	N/A
May 24, 2019	May 1, 2019 - May 15, 2019	May 1, 2019 - May 31, 2019
June 10, 2019	May 16, 2019 - May 31, 2019	N/A
June 26, 2019	June 1, 2019 - June 15, 2019	June 1, 2019 - June 30, 2019

Net Deferred Pay (Summer Holdback) will be paid on July 26, 2019.

**Great Valley Academy Charter School**  
**Classified Staff Salary Guide**  
**Effective 2019-2020**



<b>Classified Hourly Position</b>	<b>Hourly Range</b>	
Instructional Aides/Kids' Care Aides	\$13.00	\$18.50
GVS Aides	\$13.00	\$18.50
Attendance Clerk	\$13.00	\$19.28
Administrative Assistant	\$15.91	\$28.52
GVS Supervisor	\$15.91	\$26.52
Computer Technician	\$15.91	\$22.28
Technology Coordinator	\$18.54	\$28.84
Maintenance Technician	\$14.00	\$21.00
Clerical/Office Assistant/Parent Liaison	\$13.00	\$18.21
Food Services Worker	\$13.00	\$18.72
Food Services Aide	\$13.00	\$15.96
Accounting Technician	\$15.91	\$19.20
Kids' Care Assistant Director	\$13.00	\$21.00
Kids' Care Director	\$17.80	\$22.28
Office Manager I	\$19.50	\$25.20
Speech-Language Pathologist Assistant	\$26.00	\$34.00

<b>Classified Salary Position</b>	<b>Salary Range</b>	
Maintenance Supervisor	\$54,080	\$62,540

<b>Classified Confidential Administrative Position*</b>	<b>Salary Range</b>	
Payroll/HR Technician	\$15.91	\$25.46
Program Manager, Multi-Campus Operations	\$54,080	\$62,540
Executive Assistant	\$54,080	\$62,540
Kids' Care Director, Multi-Campus	\$54,080	\$62,540
Accounting Manager	\$54,080	\$76,500

\*The confidential administrative positions will be placed on the salary schedule per its determination on an individual, case by case basis, based upon factors including but not limited to: years or experience in various business, industry, education, life experience, etc.

*Changes in salary are contingent upon budget availability.*

**Board Approved: XX/XX/XXXX**

**Great Valley Academy Charter School  
Certificated Administrator Salary Guide  
Effective 2019-2020**



Certificated Administrator Salary Position	Salary Range	
Principal	\$80,000	\$130,000
Vice-Principal	\$65,000	\$110,000

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*Changes in salary are contingent upon budget availability.*

***Board Approved: XX/XX/XXXX***

## 2019/20 Approved Stipends

<u>Stipend Type</u>	<u>Amount</u>	<u>Period</u>	<u>Board Approval Date</u>
<b>Additional Services:</b>			
**Resource Teacher	\$2,500	Annual	Pending
K Teacher (2 Classes)	\$1,000	Annual	2016
Leadership Team	\$500	Annual	2015
<b>Academic, Athletics &amp; Art:</b>			
Athletic Director	\$800	Annual	2015
Athletic Coach	\$500	Per Sport/Per Grade	2015
Science Team	\$500	Annual	6/6/16
Math Team	\$500	Annual	6/6/16
Technology Lead	\$500	Annual	2015
Spelling Bee Lead	\$500	Annual	4/29/19
Talent Show Lead	\$500	Annual	4/29/19
Above & Beyond Music Lead	\$500	Trimester	6/6/16
<b>Teacher Leader:</b>			
Character Education	\$500	Trimester	3/28/16
Culture Cultivator	\$500	Trimester	3/28/16
Mastery Learning	\$500	Trimester	3/28/16
Professional Development	\$500	Trimester	3/28/16
GVS-Smart Reading System	\$500	Trimester	12/5/16
New Teacher Support	\$500	Trimester	3/28/16
English Language Learner	\$500	Trimester	4/29/19
Site Administrator Intern	\$1,500	Trimester	3/28/16
<b>Multi-Campus Teacher Leader:</b>			
Conscious Discipline (CD)	\$4,000	Annual	4/30/18
English Learner (EL)	\$4,000	Annual	4/30/18
<b>Field Trips:</b>			
***Camp Sea Lab	\$250	Per Night	4/29/19
***Sutter's Fort - Modesto	\$150	One Day	4/29/19
***Sutter's Fort - Salida	\$250	One Night	4/29/19

**\*\*Updated Amount for 2019/20**

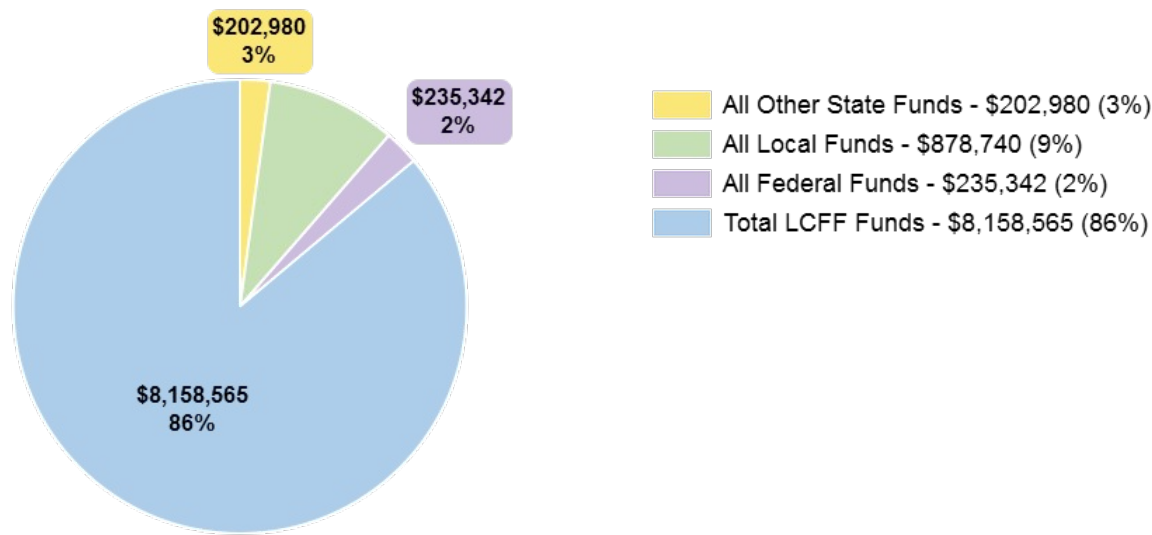
# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Great Valley Academy  
CDS Code: 50105040117457  
Local Control and Accountability Plan (LCAP) Year: 2019-20  
LEA Contact Information: Leah Silvestre | l.silvestre@greatvalleyacademy.com | 209-576-2283

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

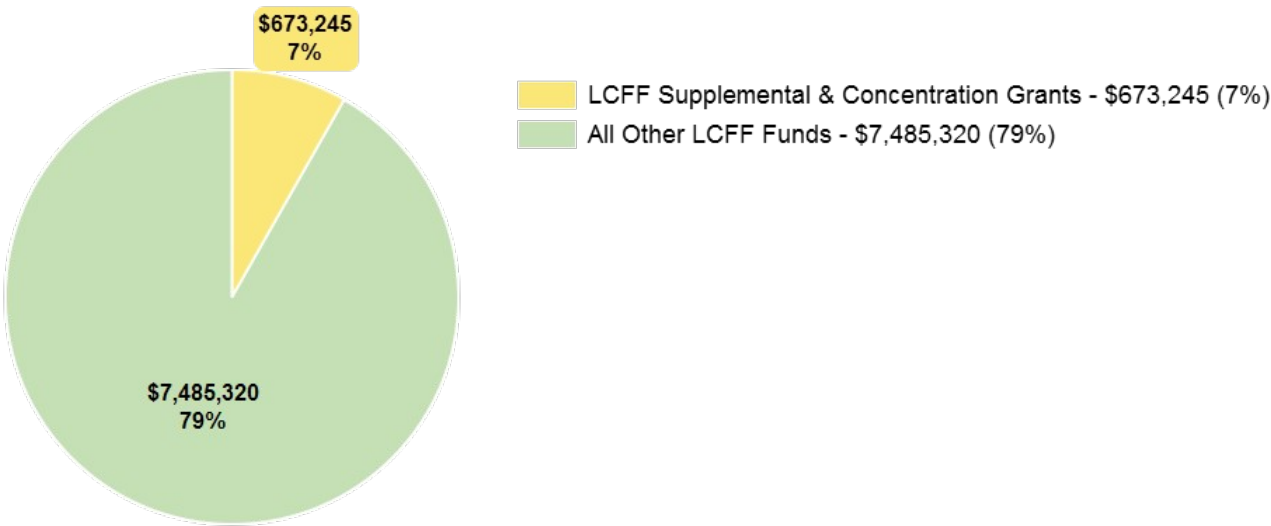
## Budget Overview for the 2019-20 LCAP Year

Projected Revenue by Fund Source



Source	Funds	Percentage
All Other State Funds	\$202,980	3%
All Local Funds	\$878,740	9%
All Federal Funds	\$235,342	2%
Total LCFF Funds	\$8,158,565	86%

## Breakdown of Total LCFF Funds



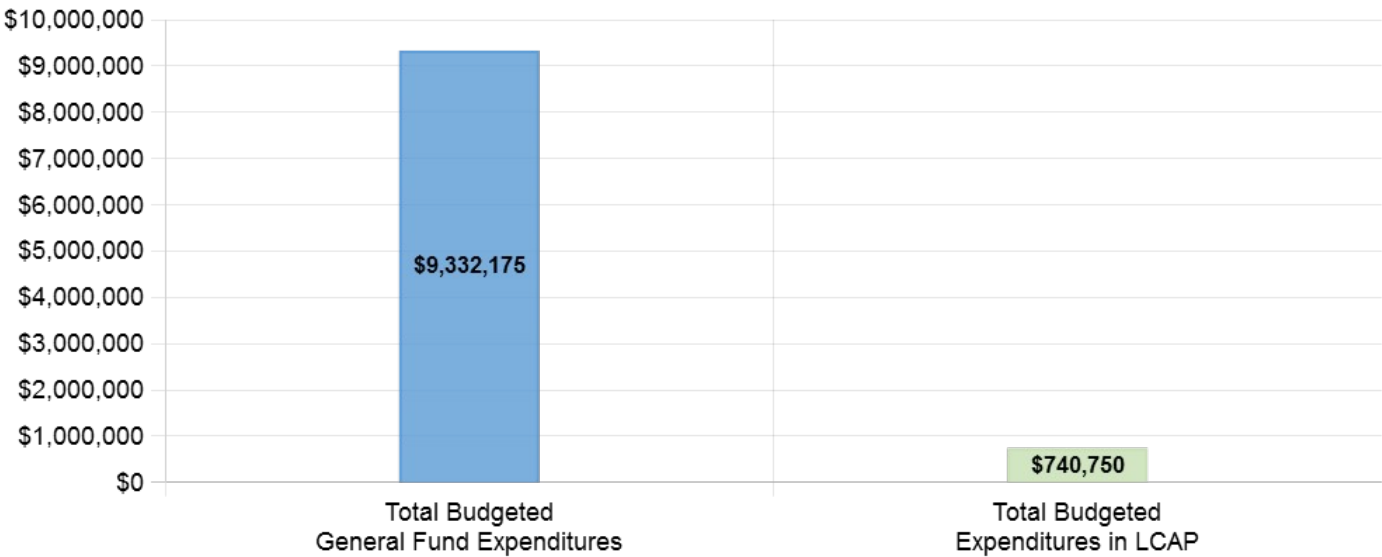
Source	Funds	Percentage
LCFF Supplemental & Concentration Grants	\$673,245	7%
All Other LCFF Funds	\$7,485,320	79%

These charts show the total general purpose revenue Great Valley Academy expects to receive in the coming year from all sources.

The total revenue projected for Great Valley Academy is \$9,475,627, of which \$8,158,565 is Local Control Funding Formula (LCFF), \$202,980 is other state funds, \$878,740 is local funds, and \$235,342 is federal funds. Of the \$8,158,565 in LCFF Funds, \$673,245 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.

## Budgeted Expenditures



Source	Funds
Total Budgeted General Fund Expenditures	\$9,332,175
Total Budgeted Expenditures in LCAP	\$740,750

*This chart provides a quick summary of how much Great Valley Academy plans to spend for 2019-20. It shows how much of the total is tied to planned actions and services in the LCAP.*

Great Valley Academy plans to spend \$9,332,175 for the 2019-20 school year. Of that amount, \$740,750 is tied to actions/services in the LCAP and \$8,591,425 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

- The majority of our budgeted expenditures are excluded from this document, only the budgeted expenses related to the LCAP planned actions/services are included.
- The remaining budget dollars are allocated to:
  - Certificated salaries
  - Classified salaries
  - Employee benefits
  - Books and supplies
  - Services and other operating expenses
  - Capital expenses
  - Facilities costs

## Increase or Improved Services for High Needs Students in 2019-20

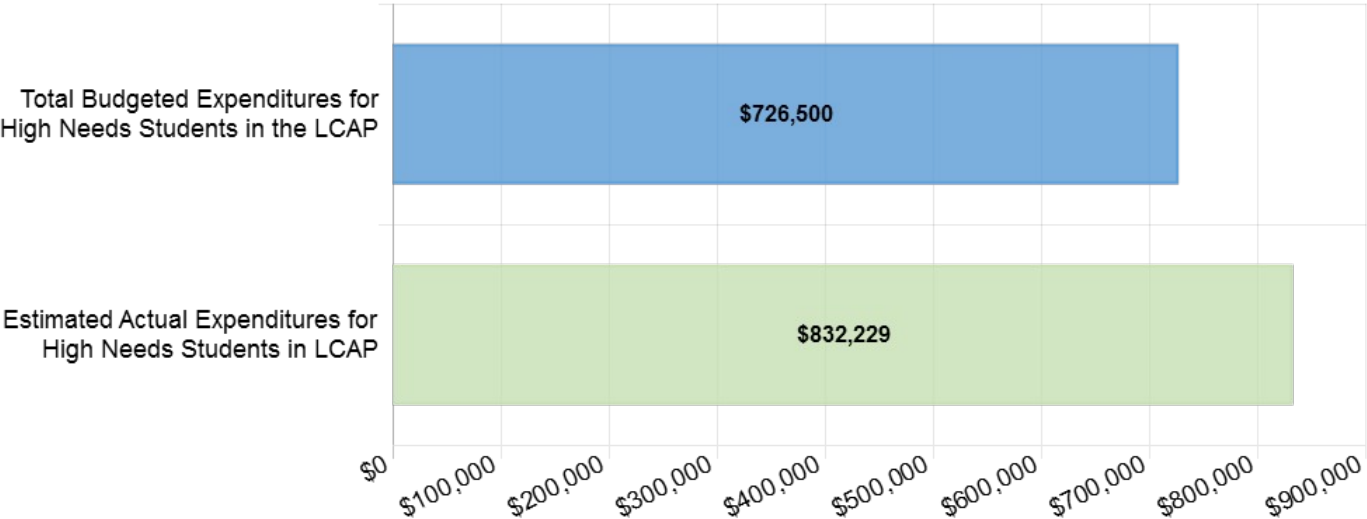
In 2019-20, Great Valley Academy is projecting it will receive \$673,245 based on the enrollment of foster youth, English learner, and low-income students. Great Valley Academy must demonstrate the planned actions and services will increase or improve services for high needs students compared to the services all students



receive in proportion to the increased funding it receives for high needs students. In the LCAP Great Valley Academy plans to spend \$740,750 on actions to meet this requirement.

# Update on Increased or Improved Services for High Needs Students in 2018-19

## Current Year Expenditures: Increased or Improved Services for High Needs Students



Source	Funds
Total Budgeted Expenditures for High Needs Students in the LCAP	\$726,500
Estimated Actual Expenditures for High Needs Students in LCAP	\$832,229

*This chart compares what Great Valley Academy budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Great Valley Academy estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.*

In 2018-19, Great Valley Academy's LCAP budgeted \$726,500 for planned actions to increase or improve services for high needs students. Great Valley Academy estimates that it will actually spend \$832,229 for actions to increase or improve services for high needs students in 2018-19.

# Local Control Accountability Plan and Annual Update (LCAP) Template

**LCAP Year:** 2019-20

Addendum: General Instructions & regulatory requirements.

Appendix A: Priorities 5 and 6 Rate Calculations

Appendix B: Guiding Questions: Use as prompts (not limits)

LCFF Evaluation Rubrics: Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name	Contact Name and Title	Email and Phone
Great Valley Academy	Leah Silvestre	I.silvestre@greatvalleyacademy.co
	Chief Executive Officer	209-576-2283

## 2017-20 Plan Summary

### The Story

Describe the students and community and how the LEA serves them.

Great Valley Academy Modesto (GVA) campus serves 910 K-8 students. We are located in Modesto, Stanislaus County and are authorized by the Stanislaus County Office of Education. This year, we are completing our 11th year of serving families in our community. We have steadily grown our enrollment, with wait lists each and every year. For the upcoming 2019-2020 school year, we have full enrollment and nearly 200 students on the waitlist.

GVA's student population 2018-2019 consisted of approximately 8% English Learners, .1% foster youth and 43% Socioeconomically Disadvantaged students.

Our parents, students and staff continue to rate us highly on our annual surveys. We use the data received from the surveys for reflection, and continuous improvement.

**Vision Statement**  
Great Valley Academies envision thriving communities strengthened by individuals who act with confidence, learn tenaciously, celebrate the differences of others, and positively impact the world around them.

**Mission Statement**  
Great Valley Academies create a safe, loved, learning environment where all students develop foundational thinking skills, and positive character traits to achieve their greatest potential.

**Five Foundational Pillars**  
1. Great Valley Smart (GVS®)

GVA trains the brain to unlock gifted learning through visual and movement skills.

2. Character Development

GVA equips students to become caring and responsible through choice theory, character reflection and assessment.

3. Climate: Safe/Loved/Learning

GVA nurtures a sense of community where everyone is safe, loved and learning.

4. Mastery Learning

GVA empowers students to influence the pace and content of their academic experience by demonstrating mastery.

5. Highly Qualified and Dedicated Staff

GVA develops a highly qualified team through extensive and interactive hiring practices and continuous professional growth.

GVA's program uses our Vision, Mission and Pillars to facilitate our solid character development, positive school climate and positive academic progress.

# LCAP Highlights

Identify and briefly summarize the key features of this year's LCAP.

In this year's LCAP, GVA has maintained consistency in retaining the goals as currently being addressed.

The actions and services have remained mostly the same; we continue to invest in support of our English Learners by moving ongoing professional development that, combined with the provision of a passionate, skilled EL lead on the campus, provide us with solid strategies to facilitate growth in our English Learner students.

# Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the California School Dashboard, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

# Greatest Progress

Local indicator items that we are most proud of:

Based on 2018-2019 Student survey data

- 82% of students often or always report feeling safe
- 94% of students often or always report feeling that their teacher cares about them.

Based on 2018-2019 Parent survey data

- 96% of parents report that their student always or most of the time is happy to come to school
- 98% of parents report that their student always or most of the time feel safe at school
- 95% of parents report feeling welcome on campus
- 91% of parents report that GVA meets or exceeds their expectations

There were a total of 36,514 lunches served in 2018-2019 with 83% of those served to students qualifying for free/reduced lunch.

Our state indicator items that we are most proud of:

2017-2018 CAASP Results:

- 43% of students met or exceeded standards in English/Language Arts (+6% from baseline)
- 34% of students met or exceeded standards in Math (+10% from baseline)

2018-2019 NWEA-MAP Results (Local Assessment):

- 84% of students showed growth from Fall to Winter in Math
- 64% showed growth from Fall to Winter in Reading
- 74% showed growth from Fall to Winter in Language Arts

Referring to the California School Dashboard, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

## Greatest Needs

The areas in which we need to focus on, and improve progress are:

- Chronic Absenteeism
- ELA (all students, English Learners, Hispanic students, Students with disabilities)
- Mathematics (all students, English Learners, Hispanic students, Students with disabilities, White students)

In order to make progress in these areas we are continuing to engage in professional development, site admin completing walk throughs (providing feedback), maximizing our school climate resources and providing our teachers with resources, and opportunities to receive ongoing support.

Referring to the California School Dashboard, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

## Performance Gaps

Suspension indicator-All student performance Green, English learners performance were in the orange range. In order to better align this student group with our all student group, we will to deepen our use of other means of correction, and restorative justice practices when appropriate for disciplinary actions.

## Comprehensive Support and Improvement

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every

Student Succeeds Act must respond to the following prompts.

## Schools Identified

Identify the schools within the LEA that have been identified for CSI.

N/A

## Support for Identified Schools

Describe how the LEA supported the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

N/A

## Monitoring and Evaluating Effectiveness

Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

N/A

# Annual Update

**LCAP Year Reviewed:** 2018-19

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed.

## Goal 1

Great Valley Academy will create an environment that provides quality education through a positive learning experience, facilitated by highly qualified personnel.

**State and/or Local Priorities addressed by this goal:**

**State Priorities:** 1, 2, 4, 5, 7, 8

**Local Priorities:**

## Annual Measurable Outcomes

**Expected**

Great Valley Academy is not a high school, so high school metrics for priority 4 are not applicable.

**Actual**

Great Valley Academy is not a high school, so high school metrics for priority 4 are not applicable.

**Expected**

Teachers will be appropriately assigned and credentialed, or licensed as applicable to charter schools.

Access to Broad Course of Study and Instructional Materials will be provided.

Metric Baselines:

CAASP Baseline:

- 37% meet/exceed standards in English/Language Arts
- 24% meets/exceed standards in Math

Expected Outcome:

- Increase of 1% in ELA
- Increase of 1% in Math

Local assessment Baseline:

- 52% reached projected growth in math
- 52% in Reading
- 45% in English/Language Arts

Expected Outcome

- Increase of 1% in students meeting projected growth in Math
- Increase of 1% in students meeting projected growth in Reading
- Increase of 1% In students meeting projected growth in ELA

**Actual**

100% of all teachers are appropriately assigned and credentialed, or licensed as applicable to charter schools.

Access to Broad Course of Study and Instructional Materials, as applicable to charter schools were provided.

2017-2018 CAASP Results:

- 43% of students met or exceeded in English/Language Arts (+6% from baseline)
- 34% of students met or exceeded standards in Math (+10% from baseline)

2018-2019 NWEA-MAP Results (Local Assessment):

- 61% of students met or exceeded the projected growth in Math (+9% from baseline)
- 57% in Reading (+5% from baseline)
- 56% in Language Arts (+11% from baseline)
- 84% of students showed growth from Fall to Winter in Math
- 64% showed growth from Fall to Winter in Reading
- 74% showed growth from Fall to Winter in Language Arts.

**Expected**

CELDT is being replaced by ELPAC.

Expected Outcome will be the ELPAC Baseline provided in the 2019-2020 LCAP.

2014-2015 Stakeholder feedback showed top 3 priorities as

- 1) Retaining highly qualified teachers
- 2) Access to core subjects
- 3) Positive school climate

Facilities rated Good on 2014-2015 SARC

API baseline no longer applicable

**Actual**

ELPAC 2018 Summative Scores Baseline:

Level 4 Overall Test 17, Oral Language 27, Written Language 12  
 Level 3 Overall Test 31, Oral Language 27, Written Language 22  
 Level 2 Overall Test 9, Oral Language 7, Written Language 18  
 Level 1 Overall Test 6, Oral Language 3, Written Language 11

2018-2019 Results as shown by Stakeholder survey:

- 1) Ensure highly qualified teachers
- 2) Positive school climate
- 3) Ensure access to core subjects

Facilities rated Good on 2017-2018 SARC

California State Accountability System has replaced API

**Actions/Services**

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

**Action 1**

**Planned Actions/Services**

**Actual Actions/Services**

**Budgeted Expenditures**

**Estimated Actual Expenditures**



Provide access to Beginning Teacher Support and Assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

Provided Induction services/support for 6 teachers, through the Stanislaus County Office of Education. Provided site specific teacher support for new teachers, focused on induction requirements.

\$12,000 LCFF  
Induction program cost

\$24,407 LCFF  
BTSA Support Induction Program  
New Teacher Support Stipend

## Action 2

### Planned Actions/Services

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

### Actual Actions/Services

Provided professional development in the areas of: Math fluency, Teaching writing to teach reading, Eureka Math, ELPAC academy, Interaction and engagement, Growth Mindset, Restorative Practices in the Classroom, Number Talks, PE and writing IEP notes.

### Budgeted Expenditures

\$50,000 LCFF  
Professional development courses, consultants, materials and substitute costs.

### Estimated Actual Expenditures

\$65,678 LCFF  
Provided teacher/staff support and growth opportunities by offering professional development opportunities.

## Action 3

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

Provide teacher support by supplying mentors and peer observation time (protected time).

10 teachers participated in peer observations and onsite mentor program. Substitutes were provided to allow for protected mentoring and observation time

\$10,000 LCFF  
Provide substitutes to allow for protected mentoring and observation time.

\$11,950 LCFF  
Substitutes provided to allow for protected mentoring and observation time.

## Action 4

### Planned Actions/Services

Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

### Actual Actions/Services

Purchased Common Core instructional resources: Eureka Math (Great Minds), Ten Marks, Learning A-Z, Renaissance Early Literacy Annual Subscription and Mastery Connect.

### Budgeted Expenditures

\$100,000 LCFF  
Purchase Common Core aligned instructional resources

### Estimated Actual Expenditures

\$104,894 LCFF  
Purchased Common Core aligned instructional resources

## Action 5

### Planned Actions/Services

Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's.

### Actual Actions/Services

Provided 88 students with intervention/enrichment opportunities in Reading, 86 students in Math RTI Tier 1 & 2 and 104 students in Math support Tier 1.

### Budgeted Expenditures

\$185,000 LCFF

### Estimated Actual Expenditures

\$195,773 LCFF  
1.0 FTE Reading Intervention Teacher  
1.0 FTE Math Intervention Teacher  
1.9 FTE Teacher's Aide

**Action 6****Planned Actions/Services**

Maintain wireless internet infrastructure and security

**Actual Actions/Services**

Maintained wireless internet infrastructure and security.

**Budgeted Expenditures**

\$32,000 LCFF  
.50 FTE Computer Technician  
Ongoing professional development/consulting and resources.

**Estimated Actual Expenditures**

\$41,589 LCFF  
.50 FTE Computer Technician  
WatchGuard PD  
Purchase of server backup drive.

**Action 7****Planned Actions/Services**

Maintain oversight of ongoing technology plan and supporting devices. Assess, monitor, support and grow school technological resources.

**Actual Actions/Services**

Continued oversight, support and development of campus technological resources.

**Budgeted Expenditures**

\$20,000 LCFF  
Purchase of computer equipment, Chromebooks, warranties and related software

**Estimated Actual Expenditures**

\$29,361 LCFF  
Purchased equipment, Chromebooks, Chromebook Carts, software and warranties

**Action 8****Planned Actions/Services**

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

**Actual Actions/Services**

ELL lead staff remuneration an attended offsite ELPAC academy.

**Budgeted Expenditures**

\$4,500 LCFF  
Professional Development  
ELL Lead Staff Stipend

**Estimated Actual Expenditures**

\$4,525 LCFF  
Professional Development  
ELL Lead Staff Stipend

**Action 9****Planned Actions/Services**

Facilities will be maintained to provide a safe and healthy learning environment.

**Actual Actions/Services**

General ongoing facilities maintenance & repair including: electrical work, plumbing, landscaping, flooring, lighting, new locks & re-keying, HVAC repairs, roof repairs, pest control, exit lights and general maintenance.

**Budgeted Expenditures**

\$150,000 LCFF  
Facilities repair and maintenance  
1 FTE Maintenance staff,  
Classified Salaries and Benefits

**Estimated Actual Expenditures**

\$160,353 LCFF  
Facilities were repaired and maintained

**Action 10****Planned Actions/Services**

EL 1  
Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's

**Actual Actions/Services**

See Action 5 above

**Budgeted Expenditures**

See Action 5 above

**Estimated Actual Expenditures**

See Action 5 above

**Action 11****Planned Actions/Services****Actual Actions/Services****Budgeted Expenditures****Estimated Actual Expenditures**

EL 2  
Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

See Action 2 above

See Action 2 above

See Action 2 above

## Action 12

### Planned Actions/Services

EL 3  
Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

### Actual Actions/Services

Integrated in ELA curriculum purchased. Purchased Read Naturally software and Module 2B Unit 3 Teacher Guide (SCOE) for targeted EL support.

### Budgeted Expenditures

\$1,000 LCFF  
Purchase Common Core aligned instructional resources specific to EL's

### Estimated Actual Expenditures

\$4,878  
Purchased Common Core aligned instructional resources specific to EL's

## Action 13

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

<div>EL 4</div> <div>Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.</div>	<div>See Action 8 above</div>	<div>See Action 8 above</div>	<div>See Action 8 above</div>
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Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
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Analysis

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Actions 1.1-1.3 relate specifically to teacher support and development in our effort to attract and retain highly qualified personnel. As we continue to implement these actions, our staff is provided with opportunities to learn and grow from experts in various subject matters, their peers, and mentor teachers.

Actions 1.4-1.7 relate to supporting an atmosphere that provides quality education, and provides a positive learning experience. As we continue to support the growth & development of CCSS resources, student academic support and onsite technology & infrastructure, we make progress towards our goal.

Actions 1.8, EL 1.1-1.4, specifically relate to supporting our English Learners in their opportunity to receive a quality education, and experience a positive learning environment. As we invest in staff, instructional resources, and professional development in this area, we provide an improved environment and opportunity for our students to make progress towards proficiency.

Action 1.9 specifically relates to facilities maintenance as a contributing element of creating a safe reliable environment in which students can learn.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

As a result of continued implementation GVA’s commitment to a safe, loved, learning environment and the implementation of the above actions, we have made the following progress:

CAASPP 2017-2018

8% increase in students meeting/exceeding standards in English/Language Arts over the past 2 years

13% increase in students meeting/exceeding standards in Math over the past 2 years

NWEA-MAP (Local Assessment) 2018-2019

84% of students showed growth from Fall to Winter in Math (10% increase over the past 2 years)

64% showed growth from Fall to Winter in Reading (11% decrease over the past 2 years)

74% showed growth from Fall to Winter in Language Arts (14% increase over the past 2 years)

English Learner-Reclassification (RFEP) 2017/2018 47.95%

Facilities overall rating-Good

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

All action area expenses exceeded original budgeted amounts, this is as a result of receiving additional opportunities to provide resources in the actionable areas.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We made no material changes to this goal.



# Goal 2

Great Valley Academy will create a family friendly environment where ongoing communication is facilitated: character education and the quality school philosophy are fundamental pillars in the educational model and services and supports for strong emotional health are provided.

**State and/or Local Priorities addressed by this goal:**

**State Priorities:** 3, 5, 6

**Local Priorities:**

## Annual Measurable Outcomes

**Expected**

Great Valley Academy is not a high school, so high school metrics for priority 5 is not applicable

Continued provision of parent volunteer program, stakeholder meetings, family centered events, professional development focused on character and Quality Schools, campus based student support services. Begin provision of campus based lunch services.

**Actual**

Great Valley Academy is not a high school, so high school metrics for priority 5 is not applicable.

Family Centered events including the following:  
\*Meet N Greet  
\*Texas Road House  
\*Norman Foote  
\*Jog-A-Thon  
\*Fall Boutique  
\*Bob's Take Pizza Night  
\*Talent Show

Expected

Actual

- \*Mary Poppins Performance
- \*GVA Movie Night
- \*Scholastic Book Fair
- \*Yogurt Mill day
- \*Spring Concert
- \*End of Year Party

Get Involved Group Parent Meetings were held on:

- \*8/28/18
- \*9/25/18
- \*1/30/18
- \*11/27/18
- \*1/29/19
- \*2/26/19
- \*3/19/19
- \*4/30/19
- \*5/28/19

Parent Communication Meetings were held on:

- \*9/6/18
- \*1/24/19

2018-2019 Campus based student support services:

- 80 students were served by Student Assistant Specialist-
- 597 individual sessions
- 6 group sessions

2018-2019 Student survey data:

## Expected

## Actual

- 76% of students often or always report feeling loved
- 82% of students often or always report feeling safe
- 94% of students often or always report feeling that their teacher cares about them

2018-2019 Parent survey data:

- 95% of parents report feeling welcome on campus
- 96% of parents report that their student always or most of the time is happy to come to school
- 97% of parents report that their student always or most of the time feel safe at school
- 91% of parents report that GVA meets or exceeds their expectations

**Expected**

## Metric Baselines:

- Parent participation – 270 parent volunteers for school events in 2015-2016
- End of year attendance rate 2014-2015 – 94.96%
- End of year suspension rate 2015-2015 – 4.5%
- End of year expulsion rate 2014-2015 – 0%
- End of year Jr. High dropout rate 2014-2015 – 0%

## Expected Outcomes:

- Maintain 270 parent participation
- Maintain 95% attendance rate
- Decrease suspension rate by .25%
- Maintain 0% expulsions
- Maintain 0% drop outs
- Decrease chronic absenteeism rate by .10%

**Actual**

There were a total of 150 Parent volunteers in 2018-2019.

End of year attendance rate 2017-2018 – 94.78%

End of year suspension rate 2017-2018 – 2.3%

End of year expulsion rate 2017-2018 – 0%

End of year Jr. High dropout rate 2017-2018 – 0%

End of year chronic absenteeism rate 2017-2018 – 8.1%

There were a total of 36,514 lunches served in 2018-2019 with 83% of those served to students qualifying for fee/reduced lunch.

**Actions/Services**

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

**Action 1****Planned Actions/Services****Actual Actions/Services****Budgeted Expenditures****Estimated Actual Expenditures**

Parent volunteer program structure and process. Continue to support growth of parent volunteer program

Continued supporting growth of the parent volunteer program.

\$15,000 LCFF  
Supplies, Communication meetings  
.50 FTE Parent Liaison

\$15,031 LCFF  
Supplies, Communication meetings  
.50 FTE Parent Liaison

## Action 2

### Planned Actions/Services

Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.

### Actual Actions/Services

Hosted regular meetings for parents and other stakeholders. Provided access and opportunities to engage in discussions regarding campus based needs.

### Budgeted Expenditures

\$1,000 LCFF  
Supplies and onsite childcare

### Estimated Actual Expenditures

\$1,063 LCFF  
Supplies and onsite childcare

## Action 3

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Hosted several family centered activities including: Norman Foote Concert at Gallo Center, Bob's Take N Bake Pizza night, GVA Movie Night, Talent Show, Spring Concert, Fall Boutique and End of Year Party in a effort to encourage family engagement and interest in campus/student activities.

\$5,000 LCFF  
Supplies and equipment

\$5,147 LCFF  
Supplies and equipment

## Action 4

### Planned Actions/Services

Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

### Actual Actions/Services

80 students were served by Student Assistant Specialist:  
\* 597 Individual sessions  
\* 6 Group sessions  
\* 9 Conflict mediations

### Budgeted Expenditures

\$45,000 LCFF  
Contracted Student Assistance Specialist services

### Estimated Actual Expenditures

\$45,406 LCFF  
Student Assistance Specialist through Center for Human Services

## Action 5

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

Provide character education to teachers, students and parents. Focus on character development for students (bullying prevention).

Character Education was provided to staff through professional development training. Character education for students was provided on a weekly basis through family meetings, and as needed through connecting room services. Trainings also included both on and offsite Decrease Attention-Getting and Tantrum Behaviors: Practical Solutions, Practical Strategies to Develop a Positive Growth Mindset to Increase Your Students' Grit, Motivation and Responsibility for Their School Success, Restorative Practices in the Classroom and professional development through SCOE. Students were provided opportunities to attend bullying prevention presentations.

\$35,000 LCFF  
Training materials & supplies

\$40,968 LCFF  
Training, materials and supplies  
1.5 FTE Classified staff & benefits

## Action 6

**Planned Actions/Services**

**Actual Actions/Services**

**Budgeted Expenditures**

**Estimated Actual Expenditures**

Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

Assessing current needs and best path forward in support of this action.

\$1,000 LCFF

0

## Action 7

### Planned Actions/Services

Maintain an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

### Actual Actions/Services

Continued school lunch program.

### Budgeted Expenditures

\$60,000 LCFF  
Ongoing staff costs, meal costs and equipment supplies

### Estimated Actual Expenditures

\$81,206.61 LCFF  
Purchase of equipment and ongoing staff and meals costs

## Action 8

### Planned Actions/Services

LI 1  
Host family centered social activities. Encourage family engagement and interest in campus/student activities.

### Actual Actions/Services

See Action 3 above

### Budgeted Expenditures

See Action 3 above

### Estimated Actual Expenditures

See Action 3 above

## Action 9



**Planned Actions/Services****Actual Actions/Services****Budgeted Expenditures****Estimated Actual Expenditures**

LI 2

Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services

See Action 4 above

See Action 4 above

See Action 4 above

**Action 10****Planned Actions/Services****Actual Actions/Services****Budgeted Expenditures****Estimated Actual Expenditures**

LI 3

Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

See Action 7 above

See Action 7 above

See Action 7 above

Planned Actions/Services

Actual Actions/Services

Budgeted Expenditures

Estimated Actual Expenditures

Analysis

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Actions 2.1-2.3, LI2.1 relate specifically to parent communication, support and engagement in our effort to create and maintain a family friendly environment in support of all families, creating an intentionally focused, reassuring environment to affect deeper reach to our socioeconomically disadvantaged students.

Action 2.4, LI2.2 relates to the provision of student support services, which aligns with our effort to provide supports for strong emotional support and development, with a focus on socioeconomically disadvantaged students.

Actions 2.5-2.6 relate specifically to support our fundamental pillars of character education and quality schools philosophy which create a foundation for safe and positive school climate.

Action 2.7, LI2.3 are foundational components in support of the entirety of goal 2, and primarily serves our socioeconomically disadvantaged students.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

As a result of continued implementation of GVA’s commitment to the creation of a family friendly environment where ongoing communication is facilitated; character education and the quality school philosophy are fundamental pillars in the educational model and services and supports for strong emotional health are provided, we report the following impact:

13 family centered activities

11 meetings, opportunities to share feedback

Student survey data-

72% of students often or always report feeling loved

82% of students often or always report feeling safe

91% of students often or always report feeling that their teacher cares about them

Parent survey data-

93% of parents report feeling welcome on campus

94% of parents report that their student always or most of the time is happy to come to school 100% of parents report that their student always or most of the time feel safe at school

94% of parents report that GVA meets or exceeds their expectations

Maintained 0 expulsions, and 0 Jr. High dropout

.48% increase in attendance rate (.09% increase over last year)

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Action2.6~ Actual expenses less than budgeted amount due to reassessment of program needs, and most appropriate resources prior to further development

All other actions~ Actual expenses more than budgeted amount due to increased access to supportive resources.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We made no material change to this goal.

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# Stakeholder Engagement

**LCAP Year:** 2019-20

## Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Great Valley Academy has meetings with parents, staff and community members on a continual basis. The goal of these meetings is continuous quality improvement, and to provide an open forum for communication. Various meetings offer a presentation of information, participant questions, and opportunities for stakeholder input. Stakeholders present at meetings include; staff, parents, and board of directors.

This year, we facilitated parent, student and teacher surveys. The data collected from these surveys was communicated to the various stakeholder groups and is being used for reporting, planning and decision making. All of this information drives this year's LCAP and supports our strategic plan.

Our meeting dates are communicated via email, Parent Square (bilingual communication tool), weekly folders home and Facebook. This year's face to face communication opportunities occurred as follows:

Parent Communication Meetings were held on: 9/6/18 and 1/24/19

Coffee with the principal and Get Involved Group Parent Meetings were held on: 8/28/18, 9/25/18, 10/30/18, 11/27/18, 1/29/19, 2/26/19, 3/19/19, 4/30/19, and 5/28/19.

All of these meetings consisted of information presentation, and time for input as well as time for questions to be answered.

## Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

Stakeholder groups participated in online, anonymous surveys which allowed them to prioritize needs in areas based on the 8 state priority areas. They were also invited to provide input through open ended text response areas and to provide feedback on topics including; school climate, meeting time preference, communication method preference as well as specific information related to serving our unduplicated pupils.

The resulting data was analyzed and provided a big picture of stake holder perspective on their desires for parents, staff and board at GVA. The trends in survey data correlated with last year’s overall trends. According to survey results, the top 3 priority areas are 1)ensure highly qualified teachers, 2) maintain positive school climate, and 3) ensure access to core subjects. The combined resulting information drove the development of the goals and actions/services in our Local Control Accountability Plan. Since the trends were aligned with last year’s data, we maintained the goals and activities as documented last year.

GVA meets regularly, throughout the year with stakeholders, as well as solicit input on progress towards LCAP goals.

# Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA’s goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

## Goal 1

Great Valley Academy will create an environment that provides quality education through a positive learning experience, facilitated by highly qualified personnel.

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 2, 4, 5, 7, 8

Local Priorities:

Identified Need:

High quality personnel, professional development, access to technology, and instructional resources.

Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
CAASPP	37% meet/exceed standards in English/Language Arts 24% meet/exceed standards in Math	Increase of 1% in ELA  Increase of 1% in Math	Increase of 1% in ELA  Increase of 1% in Math	Increase of 1% in ELA  Increase of 1% in Math

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Local assessment	52% reached projected growth in math 52% reached projected growth in Reading 45% reached projected growth in English/Language Arts	Increase of 1% in students meeting projected growth in Math Increase of 1% in students meeting projected growth in Reading Increase of 1% in students meeting projected growth in ELA	Increase of 1% in students meeting projected growth in Math Increase of 1% in students meeting projected growth in Reading Increase of 1% in students meeting projected growth in ELA	Increase of 1% in students meeting projected growth in Math Increase of 1% in students meeting projected growth in Reading Increase of 1% in students meeting projected growth in ELA
CELDT ELPAC to replace CELDT as of 2019-2020 LCAP	7.3% qualified as EL's 27.3% RFEP'd	Increase of 1% in students being REFP'd Increase of 1% in students making progress towards English proficiency	Increase of 1% in students being REFP'd Increase of 1% in students making progress towards English proficiency	Increase of 1% in students being REFP'd Increase of 1% in students making progress towards English proficiency
Good Facilities Rating on SARC	Facilities were rated good on SARC	Maintain	Maintain	Maintain
Teachers are appropriately assigned and credentialed to charter schools	All	Maintain	Maintain	Maintain

<b>Metrics/Indicators</b>	<b>Baseline</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Students (including English Learners) have access to state standards aligned instructional materials and performance standards as applicable to charter schools.	Provided	Maintain	Maintain	Maintain
Students have access to a broad course of study as applicable to GVA charter.	Provided	Maintain	Maintain	Maintain
API	Not Applicable	Not Applicable	Not Applicable	Not Applicable



<b>Metrics/Indicators</b>	<b>Baseline</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Students successfully completing courses satisfying college or career educational standards.	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable
Students passing AP exam with 3 or higher.	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable
Students demonstrating college preparedness pursuant to, the Early Assessment Program or subsequent assessment of college preparedness	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable

<b>Metrics/Indicators</b>	<b>Baseline</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Programs and services for unduplicated pupils and students with disabilities are developed and provided	Provided	Maintain	Maintain	Maintain
State science test	Baseline determined 2018/19	Baseline determined 2018/19	Baseline determined 2018/19	Increase of 1% in Science
Physical Fitness – Healthy Fitness Zone (HFZ)	5th grade; average of 6 areas 79.7% in HFZ  7th grade; average of 6 areas 74.8% in HFZ	5th grade increase .5%  7th grade increase .5%	5th grade increase 1%  7th grade increase 1%	Maintain

## Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

All Students

**Location(s)**

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

N/A

**Scope of Services:**

N/A

**Location(s)**

N/A

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged  
for 2018-19**

Unchanged

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

**2017-18 Actions/Services**

Provide access to beginning Teacher Support and assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

**2018-19 Actions/Services**

Provide access to beginning Teacher Support and assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

**2019-20 Actions/Services**

Provide access to beginning Teacher Support and assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$12,000	\$12,000	\$12,000
Source	LCFF	LCFF	LCFF
Budget Reference	Induction program cost	Induction program cost	Induction program cost

Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

**Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**2017-18 Actions/Services**

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

**Select from New, Modified, or Unchanged  
for 2018-19**

Unchanged

**2018-19 Actions/Services**

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

**Select from New, Modified, or Unchanged  
for 2019-20**

Modified

**2019-20 Actions/Services**

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

**Budgeted Expenditures**

<b>Year</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Amount</b>	\$50,000	\$50,000	\$60,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	Professional development courses, consultants, materials and substitute costs.	Professional development courses, consultants, materials and substitute costs.	Professional development courses, consultants, materials and substitute costs.

**Action #3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**
**Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**
**Scope of Services:**
**Location(s)**

N/A

N/A

N/A

**Actions/Services**
**Select from New, Modified, or Unchanged  
for 2017-18**
**Select from New, Modified, or Unchanged  
for 2018-19**
**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**
**2018-19 Actions/Services**
**2019-20 Actions/Services**

 Provide teacher support by supplying  
mentors and peer observation time  
(protected time)

 Provide teacher support by supplying  
mentors and peer observation time  
(protected time)

 Provide teacher support by supplying  
mentors and peer observation time  
(protected time)

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount	\$10,000	\$10,000	\$10,000
Source	LCFF	LCFF	LCFF
Budget Reference	Provide substitutes to allow for protected mentoring and observation time.	Provide substitutes to allow for protected mentoring and observation time.	Provide substitutes to allow for protected mentoring and observation time.

## Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

All Students

### Location(s)

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

N/A

### Scope of Services:

N/A

### Location(s)

N/A

## Actions/Services

**Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged  
for 2018-19**

Modified

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

**2017-18 Actions/Services**

Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

**2018-19 Actions/Services**

Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

**2019-20 Actions/Services**

Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

**Budgeted Expenditures**

<b>Year</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Amount</b>	\$70,000	\$100,000	\$100,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	Purchase Common Core aligned instructional resources.	Purchase Common Core aligned instructional resources.	Purchase Common Core aligned instructional resources.

**Action #5**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:



**Students to be Served****Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Modified

Modified

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**Provide students with  
intervention/enrichment opportunities in  
reading and math. Incorporate strategies  
providing additional support for EL's.Provide students with  
intervention/enrichment opportunities in  
reading and math. Incorporate strategies  
providing additional support for EL's.Provide students with  
intervention/enrichment opportunities in  
reading and math. Incorporate strategies  
providing additional support for EL's.**Budgeted Expenditures****Year****2017-18****2018-19****2019-20**

<b>Amount</b>	145,000	\$185,000	\$190,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	1.20 FTE Reading Intervention Teacher 1 FTE Math Intervention Teacher  1 FTE Teacher's Aide	1.0 FTE Reading Intervention Teacher 1 FTE Math Intervention Teacher  1.9 FTE Teacher's Aide	1.0 FTE Reading Intervention Teacher 1 FTE Math Intervention Teacher  1.9 FTE Teacher's Aide

## Action #6

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

All Students

All Schools

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

N/A

N/A

N/A

## Actions/Services

Select from New, Modified, or Unchanged  
for 2017-18

Unchanged

Select from New, Modified, or Unchanged  
for 2018-19

Unchanged

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

#### 2017-18 Actions/Services

Maintain wireless internet infrastructure and security

#### 2018-19 Actions/Services

Maintain wireless internet infrastructure and security

#### 2019-20 Actions/Services

Maintain wireless internet infrastructure and security

### Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$32,000	\$32,000	\$32,000
Source	LCFF	LCFF	LCFF
Budget Reference	.50 FTE Computer Technician, Ongoing professional development/consulting and resources.	.50 FTE Computer Technician, Ongoing professional development/consulting and resources.	.50 FTE Computer Technician, Ongoing professional development/consulting and resources.

## Action #7

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served

Location(s)

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**Maintain oversight of ongoing technology  
plan and supporting devices. Assess,  
monitor, support and grow school  
technological resources.Maintain oversight of ongoing technology  
plan and supporting devices. Assess,  
monitor, support and grow school  
technological resources.Maintain oversight of ongoing technology  
plan and supporting devices. Assess,  
monitor, support and grow school  
technological resources.**Budgeted Expenditures****Year****2017-18****2018-19****2019-20**

Amount	\$20,000	\$20,000	\$20,000
Source	LCFF	LCFF	LCFF
Budget Reference	Purchase of computers, Chromebooks, storage/charging solutions, warranties and related software.	Purchase of computers, Chromebooks, storage/charging solutions, warranties and related software.	Purchase of computers, Chromebooks, storage/charging solutions, warranties and related software.

Action #8

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged	Select from New, Modified, or Unchanged	Select from New, Modified, or Unchanged
---	---	---

**for 2017-18**

Unchanged

**for 2018-19**

Modified

**for 2019-20**

Unchanged

**2017-18 Actions/Services**

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

**2018-19 Actions/Services**

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

**2019-20 Actions/Services**

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$2,500

\$4,500

\$4,500

**Source**

LCFF

LCFF

LCFF

**Budget  
Reference**

Professional Development, provide substitutes for coverage

Professional Development, Provide substitutes for coverage  
Stipend amount for teacher lead

Professional Development, Provide substitutes for coverage  
Stipend amount for teacher lead

**Action #9**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**Facilities will be maintained to provide a safe  
and healthy learning environment.Facilities will be maintained to provide a safe  
and healthy learning environment.Facilities will be maintained to provide a safe  
and healthy learning environment.**Budgeted Expenditures****Year****2017-18****2018-19****2019-20**

<b>Amount</b>	\$150,000	\$150,000	\$150,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	Facilities repair and maintenance 1 FTE Maintenance staff, Classified Salaries and Benefits	Facilities repair and maintenance 1 FTE Maintenance staff, Classified Salaries and Benefits	Facilities repair and maintenance 1 FTE Maintenance staff, Classified Salaries and Benefits

## Action #10

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

N/A

N/A

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

English Learners

LEA-Wide

All Schools

## Actions/Services

Select from New, Modified, or Unchanged

Select from New, Modified, or Unchanged

Select from New, Modified, or Unchanged



for 2017-18

Unchanged

for 2018-19

Unchanged

for 2019-20

Unchanged

2017-18 Actions/Services

Action EL 1.1 Provide students with intervention enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL’s

2018-19 Actions/Services

Action EL 1.1 Provide students with intervention enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL’s

2019-20 Actions/Services

Action EL 1.1 Provide students with intervention enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL’s

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	See 1.5 above	See 1.5 above	See 1.5 above
Source	See 1.5 above	See 1.5 above	See 1.5 above
Budget Reference	See 1.5 above	See 1.5 above	See 1.5 above

Action #11

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)

N/A

N/A

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

English Learners

**Scope of Services:**

LEA-Wide

**Location(s)**

All Schools

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged  
for 2018-19**

Unchanged

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

**2017-18 Actions/Services**

Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

**2018-19 Actions/Services**

Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

**2019-20 Actions/Services**

Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20**

Amount	See 1.2 above	See 1.2 above	See 1.2 above
Source	See 1.2 above	See 1.2 above	See 1.2 above
Budget Reference	See 1.2 above	See 1.2 above	See 1.2 above

Action #12

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
English Learners	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**

Action EL 1.3 Continue to integrate Common Core State Standards Based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

**2018-19 Actions/Services**

Action EL 1.3 Continue to integrate Common Core State Standards Based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

**2019-20 Actions/Services**

Action EL 1.3 Continue to integrate Common Core State Standards Based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount	\$1,000	\$1,000	\$1,000
Source	LCFF	LCFF	LCFF
Budget Reference	Purchase Common Core aligned instructional resources specific to EL's.	Purchase Common Core aligned instructional resources specific to EL's.	Purchase Common Core aligned instructional resources specific to EL's.

**Action #13**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

N/A

N/A

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

English Learners

**Scope of Services:**

LEA-Wide

**Location(s)**

All Schools

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged  
for 2018-19**

Unchanged

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

**2017-18 Actions/Services**

Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL Lead staff members.

**2018-19 Actions/Services**

Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL Lead staff members.

**2019-20 Actions/Services**

Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL Lead staff members.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20**

<b>Amount</b>	See 1.8 above	See 1.8 above	See 1.8 above
<b>Source</b>	See 1.8 above	See 1.8 above	See 1.8 above
<b>Budget Reference</b>	See 1.8 above	See 1.8 above	See 1.8 above

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

## Goal 2

Great Valley Academy will create a family friendly environment where ongoing communication is facilitated: character education and the quality school philosophy are fundamental pillars in the educational model and services and supports for strong emotional health are provided.

State and/or Local Priorities addressed by this goal:

State Priorities: 3, 5, 6

Local Priorities:

Identified Need:

High quality personnel, professional development, access to technology and instructional resources.

Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
End of year attendance rate	2014-2015 – 94.96%	Maintain 95% attendance rate	Maintain 95% attendance rate	Maintain 95% attendance rate

<b>Metrics/Indicators</b>	<b>Baseline</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
End of year suspension rate	2014-2015 – 4.4%	Decrease suspension rate by 1.2%	Decrease suspension rate by .25%	Decrease suspension rate by .10%
End of year expulsion rate	2014-2015 - 0	Maintain 0 expulsions	Maintain 0 expulsions	Maintain 0 expulsions
End of year Jr. High dropout rate	2014-2015 - 0	Maintain 0 dropouts	Maintain 0 dropouts	Maintain 0 dropouts
End of year chronic absenteeism rate	2014-2015 – 17.52%	Decrease chronic absenteeism rate by .10%	Decrease chronic absenteeism rate by .10%	Decrease chronic absenteeism rate by .10%
High School graduation and dropout rates	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable
End of year parent participation (number)	2014-2015 – 270	Maintain 270 parent participants	Maintain 270 parent participants	Maintain current 125 parent participants



Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Parent Survey (includes parents of unduplicated pupils and students with disabilities)	2014-2015 97% of responding parents felt welcomed at GVA 97% of responding parents have children that feel safe at school 96% of responding parents have children that always or most times are happy to come to school.	Maintain baseline levels	Maintain baseline levels	Maintain baseline levels

## Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

#### Students to be Served

All Students

#### Location(s)

All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Action 2.1 Parent volunteer program  
structure and process. Continue to support  
growth of parent volunteer program

Action 2.1 Parent volunteer program  
structure and process. Continue to support  
growth of parent volunteer program

Action 2.1 Parent volunteer program  
structure and process. Continue to support  
growth of parent volunteer program

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$15,000

\$15,000

\$15,000

**Source**

LCFF

LCFF

LCFF

Year	2017-18	2018-19	2019-20
<b>Budget Reference</b>	Supplies, communication meetings, .50 FTE Parent Liaison	Supplies, communication meetings, .50 FTE Parent Liaison	Supplies, communication meetings, .50 FTE Parent Liaison

## Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

N/A

N/A

N/A

## Actions/Services

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**

**2018-19 Actions/Services**

**2019-20 Actions/Services**

Action 2.2 Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.

Action 2.2 Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.

Action 2.2 Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$1,000	\$1,000	\$1,000
Source	LCFF	LCFF	LCFF
Budget Reference	Supplies and onsite childcare	Supplies and onsite childcare	Supplies and onsite childcare

Action #3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

N/A

**Scope of Services:**

N/A

**Location(s)**

N/A

**Actions/Services****Select from New, Modified, or Unchanged for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged for 2018-19**

Unchanged

**Select from New, Modified, or Unchanged for 2019-20**

Unchanged

**2017-18 Actions/Services**

Action 2.3 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

**2018-19 Actions/Services**

Action 2.3 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

**2019-20 Actions/Services**

Action 2.3 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$5,000

\$5,000

\$5,000

**Source**

LCFF

LCFF

LCFF

**Budget Reference**

Supplies and equipment

Supplies and equipment

Supplies and equipment

## Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

All Students

### Location(s)

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

N/A

### Scope of Services:

N/A

### Location(s)

N/A

## Actions/Services

Select from New, Modified, or Unchanged  
for 2017-18

Unchanged

Select from New, Modified, or Unchanged  
for 2018-19

Modified

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

### 2017-18 Actions/Services

Action 2.4 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

### 2018-19 Actions/Services

Action 2.4 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

### 2019-20 Actions/Services

Action 2.4 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

## Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$35,000	\$45,000	\$45,000
Source	LCFF	LCFF	LCFF
Budget Reference	Contracted Student Assistance Specialist services	Contracted Student Assistance Specialist services	Contracted Student Assistance Specialist services

## Action #5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

All Students

All Schools

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

N/A

N/A

N/A

## Actions/Services

Select from New, Modified, or Unchanged for 2017-18

Unchanged

Select from New, Modified, or Unchanged for 2018-19

Modified

Select from New, Modified, or Unchanged for 2019-20

Unchanged

### 2017-18 Actions/Services

Action 2.5 Provide character education to teachers, students and parents. Focus on character development for students (including bullying prevention).

### 2018-19 Actions/Services

Action 2.5 Provide character education to teachers, students and parents. Focus on character development for students (including bullying prevention).

### 2019-20 Actions/Services

Action 2.5 Provide character education to teachers, students and parents. Focus on character development for students (including bullying prevention).

## Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$45,000	\$35,000	\$35,000
Source	LCFF	LCFF	LCFF
Budget Reference	Training materials and supplies 1.5 FTE Classified staff & benefits	Training materials and supplies 1.5 FTE Classified staff & benefits	Training materials and supplies 1.5 FTE Classified staff & benefits

## Action #6



For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**
**Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**
**Scope of Services:**
**Location(s)**

N/A

N/A

N/A

**Actions/Services**

**Select from New, Modified, or Unchanged  
for 2017-18**

**Select from New, Modified, or Unchanged  
for 2018-19**

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Modified

Modified

**2017-18 Actions/Services**
**2018-19 Actions/Services**
**2019-20 Actions/Services**

Action 2.6 Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

Action 2.6 Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

Action 2.6 Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount	\$4,000	\$1,000	\$250
Source	LCFF	LCFF	LCFF
Budget Reference	Training materials and supplies	Training materials and supplies	Training materials and supplies

## Action #7

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

All Students

All Schools

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

N/A

N/A

N/A

## Actions/Services

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Modified

Unchanged

### 2017-18 Actions/Services

Action 2.7 Maintain an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

### 2018-19 Actions/Services

Action 2.7 Maintain an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

### 2019-20 Actions/Services

Action 2.7 Maintain an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

## Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$30,000	\$60,000	\$60,000
Source	LCFF	LCFF	LCFF
Budget Reference	Ongoing staff costs, meal costs and equipment supplies	Ongoing staff costs, meal costs and equipment supplies	Ongoing staff costs, meal costs and equipment supplies

## Action #8

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served

Location(s)

N/A

N/A

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

Low Income

**Scope of Services:**

LEA-Wide

**Location(s)**

All Schools

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged  
for 2018-19**

Unchanged

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

**2017-18 Actions/Services**

Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

**2018-19 Actions/Services**

Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

**2019-20 Actions/Services**

Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

See 2.3 above

See 2.3 above

See 2.3 above

**Source**

See 2.3 above

See 2.3 above

See 2.3 above

**Budget  
Reference**

See 2.3 above

See 2.3 above

See 2.3 above

## Action #9

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

N/A

N/A

### OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

Low Income

LEA-Wide

All Schools

## Actions/Services

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**

Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

**2018-19 Actions/Services**

Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

**2019-20 Actions/Services**

Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

**Budgeted Expenditures**

<b>Year</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Amount</b>	See 2.4 above	See 2.4 above	See 2.4 above
<b>Source</b>	See 2.4 above	See 2.4 above	See 2.4 above
<b>Budget Reference</b>	See 2.4 above	See 2.4 above	See 2.4 above

**Action #10**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

N/A

**Location(s)**

N/A

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

Low Income

LEA-Wide

All Schools

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Action LI 2.3 Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

Action LI 2.3 Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

Action LI 2.3 Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

See 2.7 above

See 2.7 above

See 2.7 above

Source	See 2.7 above	See 2.7 above	See 2.7 above
Budget Reference	See 2.7 above	See 2.7 above	See 2.7 above



# Demonstration of Increased or Improved Services for Unduplicated Pupils

## LCAP Year: 2017-18

Estimated Supplemental and Concentration Grant Funds	Percentage to Increase or Improve Services
\$541,231	8.32%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds.

Great Valley Academy will receive an estimated \$541,231 in LCFF grant funds. GVA is expending the LCFF grant funds as determined by the schools goals, in support of California’s 8 priority areas.

As of census day 2016-2017, 37% of GVA students are identified as socioeconomically disadvantaged or English learners, all of the actions and services contained in this LCAP are being implemented on a LEA/School wide basis. Those principally directed towards our English learners and socioeconomically disadvantaged students are as follows:

Action EL 1.1 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL’s.

- Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.
  - Action EL 1.3 Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.
  - Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.
  - Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.
  - Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.
  - Action LI 2.3 Create, implement and staff an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.
- The use of LCFF grant fund dollars in supporting basic school operations, building school/staff capacity, improvement and expansion of instructional/technological resources, targeted parent outreach, provision of intervention services, student support services and free/reduced price lunches, effectively meet the needs of our unduplicated pupil count. Specifically, these services have a direct impact on our unduplicated pupils; we provide students with a quality educational program in a supportive environment, so they are able to make academic improvement. Based on our annual update, analysis of metrics and stakeholder feedback, expending funds on these services is the most effective use of the funds.

LCAP Year: 2018-19

Estimated Supplemental and Concentration Grant Funds

\$587,353

Percentage to Increase or Improve Services

8.26%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or

quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds.

Great Valley Academy will receive an estimated \$587,353 in LCFF grant funds. GVA is expending the LCFF grant funds as determined by the schools goals, in support of California's 8 priority areas.

As of census day 2018-2019, 43% of GVA students are identified as socioeconomically disadvantaged and 8% English learners, all of the actions and services contained in this LCAP are being implemented on a LEA/School wide basis. Those principally directed towards our English learners and socioeconomically disadvantaged students are as follows:

Action EL 1.1 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's.

Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

Action EL 1.3 Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

Action LI 2.3 Create, implement and staff an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

The use of LCFF grant fund dollars in supporting basic school operations, building school/staff capacity, improvement and expansion of instructional/technological resources, targeted parent outreach, provision of intervention services, student support services and free/reduced price lunches, effectively meet the needs of our unduplicated pupil count. Specifically, these services have a direct impact on our unduplicated pupils; we provide students with a quality educational program in a supportive environment, so they are able to make academic improvement. Based on our annual update, analysis of metrics and stakeholder feedback, expending funds on these services is the most effective use of the funds.

## LCAP Year: 2019-20

Estimated Supplemental and Concentration Grant Funds

\$673,245

Percentage to Increase or Improve Services

7%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

Great Valley Academy will receive an estimated \$673,245 in LCFF grant funds. GVA is expending the LCFF grant funds as determined by the schools goals, in support of California’s 8 priority areas.

As of census day 2018-2019, 43% of GVA students are identified as socioeconomically disadvantaged and 8% English learners, all of the actions and services contained in this LCAP are being implemented on a LEA/School wide basis. Those principally directed towards our English learners and socioeconomically disadvantaged students are as follows:

Action EL 1.1 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL’s.

Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core

State Standards, ELL/ELD, and other applicable topics.

Action EL 1.3 Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

Action LI 2.3 Create, implement and staff an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

The use of LCFF grant fund dollars in supporting basic school operations, building school/staff capacity, improvement and expansion of instructional/technological resources, targeted parent outreach, provision of intervention services, student support services and free/reduced price lunches, effectively meet the needs of our unduplicated pupil count. Specifically, these services have a direct impact on our unduplicated pupils; we provide students with a quality educational program in a supportive environment, so they are able to make academic improvement. Based on our annual update, analysis of metrics and stakeholder feedback, expending funds on these services is the most effective use of the funds.

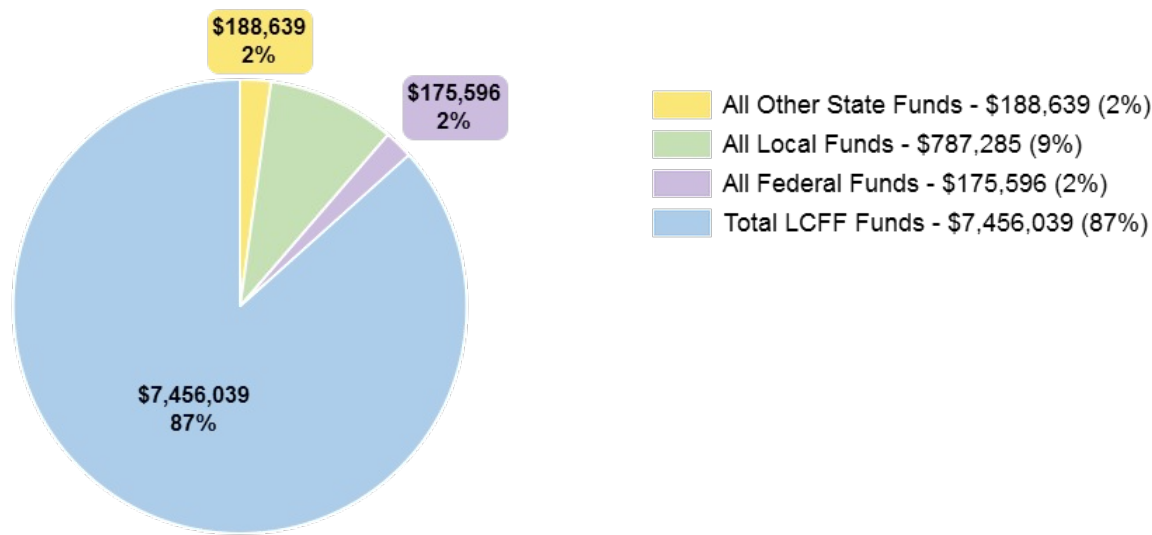
# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Great Valley Academy - Salida  
CDS Code: 50712660124768  
Local Control and Accountability Plan (LCAP) Year: 2019-20  
LEA Contact Information: Leah Silvestre | l.silvestre@greatvalleyacademy.com | 209-576-2283

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

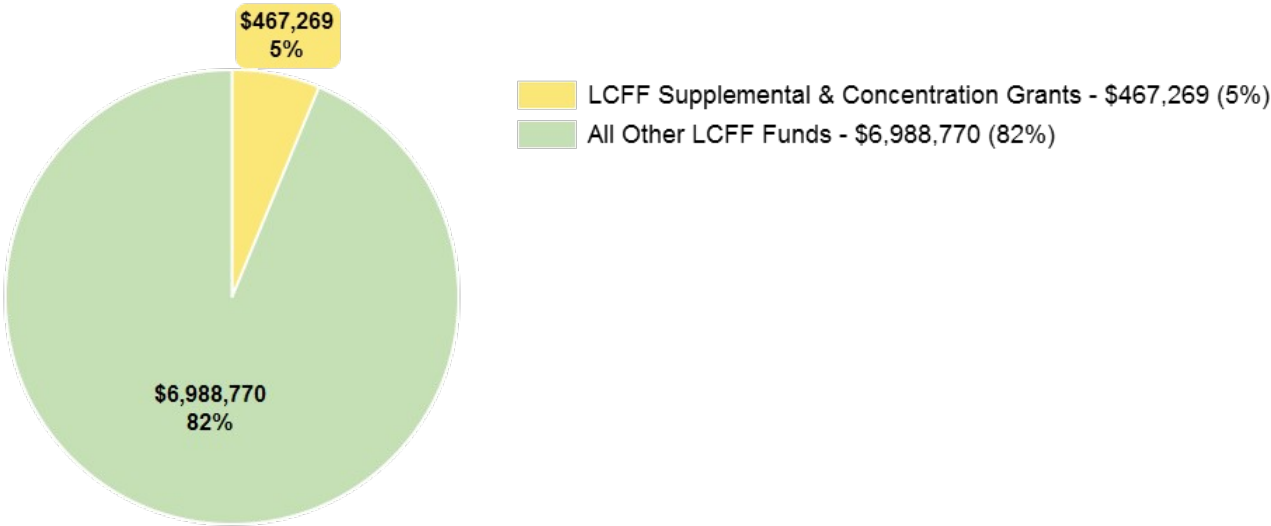
## Budget Overview for the 2019-20 LCAP Year

Projected Revenue by Fund Source



Source	Funds	Percentage
All Other State Funds	\$188,639	2%
All Local Funds	\$787,285	9%
All Federal Funds	\$175,596	2%
Total LCFF Funds	\$7,456,039	87%

## Breakdown of Total LCFF Funds



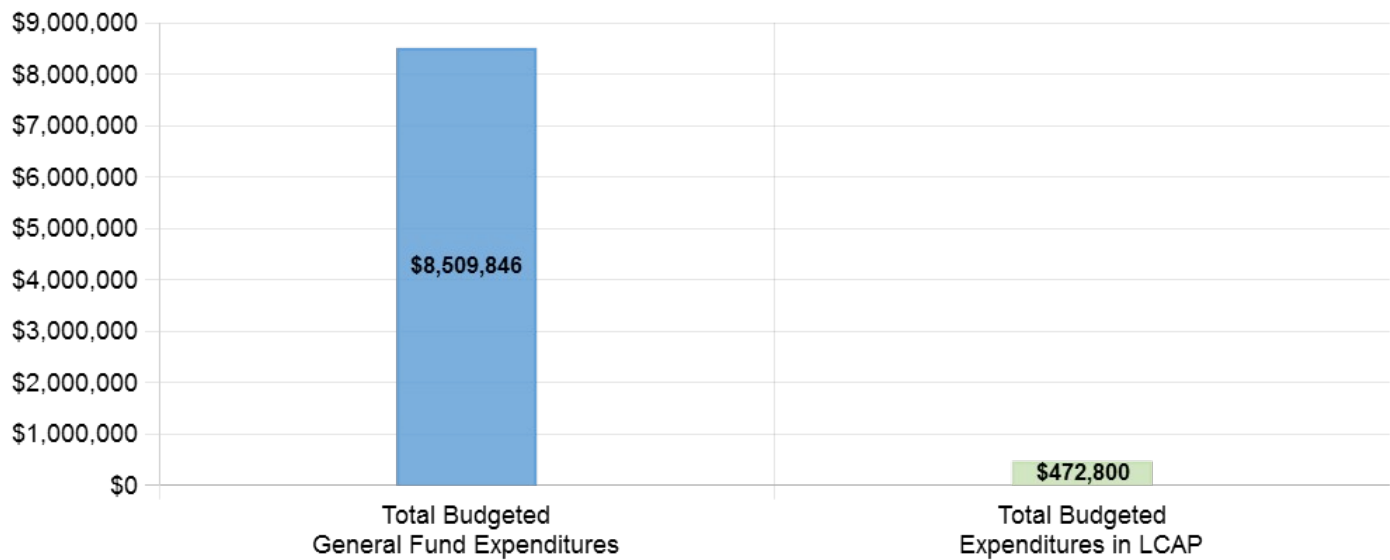
Source	Funds	Percentage
LCFF Supplemental & Concentration Grants	\$467,269	5%
All Other LCFF Funds	\$6,988,770	82%

These charts show the total general purpose revenue Great Valley Academy - Salida expects to receive in the coming year from all sources.

The total revenue projected for Great Valley Academy - Salida is \$8,607,559, of which \$7,456,039 is Local Control Funding Formula (LCFF), \$188,639 is other state funds, \$787,285 is local funds, and \$175,596 is federal funds. Of the \$7,456,039 in LCFF Funds, \$467,269 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.

## Budgeted Expenditures



Source	Funds
Total Budgeted General Fund Expenditures	\$8,509,846
Total Budgeted Expenditures in LCAP	\$472,800

*This chart provides a quick summary of how much Great Valley Academy - Salida plans to spend for 2019-20. It shows how much of the total is tied to planned actions and services in the LCAP.*

Great Valley Academy - Salida plans to spend \$8,509,846 for the 2019-20 school year. Of that amount, \$472,800 is tied to actions/services in the LCAP and \$8,037,046 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

- The majority of our budgeted expenditures are excluded from this document, only the budgeted expenses related to the LCAP planned actions/services are included.
- The remaining budget dollars are allocated to:
  - Certificated salaries
  - Classified salaries
  - Employee benefits
  - Books and supplies
  - Services and other operating expenses
  - Capital expenses
  - Facilities costs

## Increase or Improved Services for High Needs Students in 2019-20

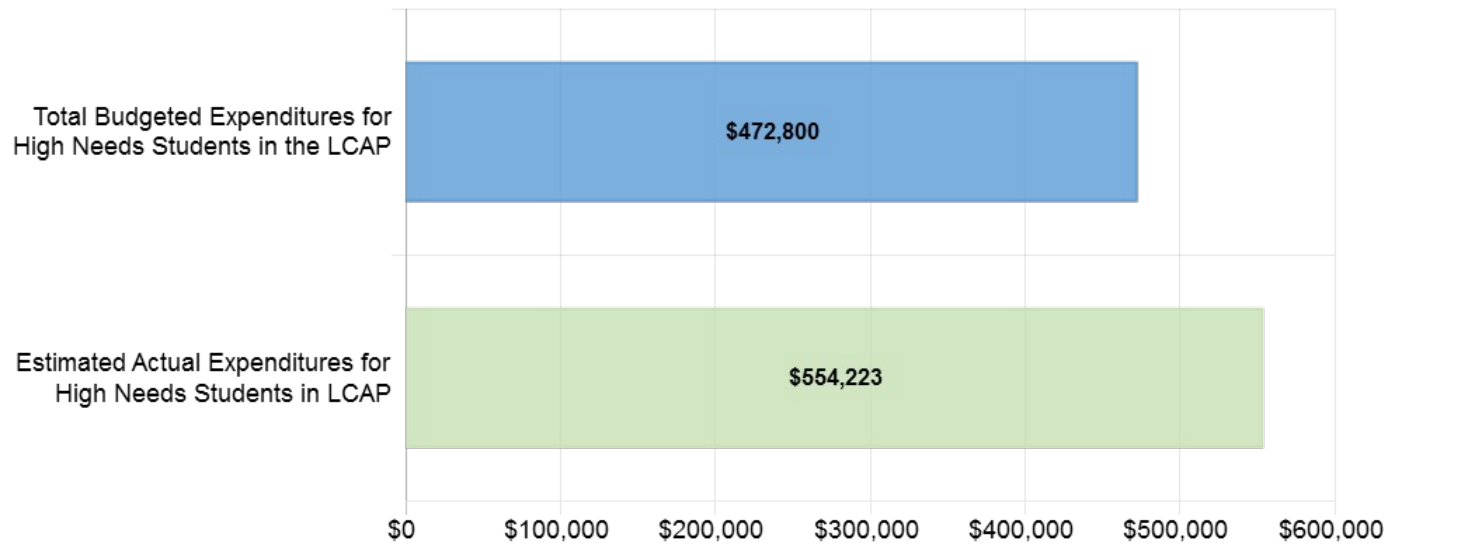
In 2019-20, Great Valley Academy - Salida is projecting it will receive \$467,269 based on the enrollment of foster youth, English learner, and low-income students. Great Valley Academy - Salida must demonstrate the planned actions and services will increase or improve services for high needs students compared to the



services all students receive in proportion to the increased funding it receives for high needs students. In the LCAP Great Valley Academy - Salida plans to spend \$472,800 on actions to meet this requirement.

# Update on Increased or Improved Services for High Needs Students in 2018-19

## Current Year Expenditures: Increased or Improved Services for High Needs Students



Source	Funds
Total Budgeted Expenditures for High Needs Students in the LCAP	\$472,800
Estimated Actual Expenditures for High Needs Students in LCAP	\$554,223

*This chart compares what Great Valley Academy - Salida budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Great Valley Academy - Salida estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.*

In 2018-19, Great Valley Academy - Salida's LCAP budgeted \$472,800 for planned actions to increase or improve services for high needs students. Great Valley Academy - Salida estimates that it will actually spend \$554,223 for actions to increase or improve services for high needs students in 2018-19.

# Local Control Accountability Plan and Annual Update (LCAP) Template

**LCAP Year:** 2019-20

Addendum: General Instructions & regulatory requirements.

Appendix A: Priorities 5 and 6 Rate Calculations

Appendix B: Guiding Questions: Use as prompts (not limits)

LCFF Evaluation Rubrics: Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name	Contact Name and Title	Email and Phone
Great Valley Academy - Salida	Leah Silvestre	I.silvestre@greatvalleyacademy.co
	Chief Executive Officer	209-576-2283

## 2017-20 Plan Summary

### The Story

Describe the students and community and how the LEA serves them.

Great Valley Academy Salida (GVA) campus serves 832 K-8 students. We are located in Modesto, Stanislaus County and are authorized by the Salida Union School District. This year, we are in our second year of serving families at our Salida campus. We have steadily grown our enrollment, with wait lists each and every year. For the upcoming 2019-2020 school year, we have full enrollment and more than 100 students on the wait list.

GVA's student population 2018-2019 consisted of approximately 8.7% English Learners, 0 foster youth and 28% Socioeconomically Disadvantaged students.

Our parents, students and staff continue to rate us highly on our annual surveys. We use the data received from the surveys for reflection, and continuous improvement.

**Vision Statement**  
Great Valley Academies envision thriving communities strengthened by individuals who act with confidence, learn tenaciously, celebrate the differences of others, and positively impact the world around them.

**Mission Statement**  
Great Valley Academies create a safe, loved, learning environment where all students develop foundational thinking skills, and positive character traits to achieve their greatest potential

**Five Foundational Pillars**  
1.Great Valley Smart (GVS®)

GVA trains the brain to unlock gifted learning through visual and movement skills.

## 2.Character Development

GVA equips students to become caring and responsible through choice theory, character reflection and assessment.

## 3.Climate: Safe/Loved/Learning

GVA nurtures a sense of community where everyone is safe, loved and learning.

## 4.Mastery Learning

GVA empowers students to influence the pace and content of their academic experience by demonstrating mastery.

## 5.Highly Qualified and Dedicated Staff

GVA develops a highly qualified team through extensive and interactive hiring practices and continuous professional growth.

GVA's program uses our Vision, Mission and Pillars to facilitate our solid character development, positive school climate and positive academic progress.

# LCAP Highlights

Identify and briefly summarize the key features of this year's LCAP.

In this year's LCAP, GVA has maintained consistency in retaining the goals as currently being addressed.

The actions and services have remained mostly the same; we continue to invest in support of our English Learners by moving ongoing professional development that, combined with the provision of a passionate, skilled EL lead on the campus, provide us with solid strategies to facilitate growth in our English Learner students.

# Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the California School Dashboard, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

# Greatest Progress

Local indicator items that we are most proud of:

Based on 2018-2019 Student survey data

- 84% of students often or always report feeling safe
- 85% of students often or always report feeling that their teacher cares about them.

Based on 2018-2019 Parent survey data

- 99% of parents report that their student always or most of the time is happy to come to school
- 99% of parents report that their student always or most of the time feel safe at school
- 98% of parents report feeling welcome on campus
- 96% of parents report that GVA meets or exceeds their expectations

There were a total of 33,329 lunches served in 2018-2019 with 67% of those served to students qualifying for free/reduced lunch.

Our state indicator items that we are most proud of:

2017-2018 CAASP Results:

- 41% of students met or exceeded standards in English/Language Arts
- 38% of students met or exceeded standards in Math

2018-2019 NWEA-MAP Results (Local Assessment):

- 82% of students showed growth from Fall to Winter in Math
- 77% showed growth from Fall to Winter in Reading
- 70% showed growth from Fall to Winter in Language Arts

Referring to the California School Dashboard, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

## Greatest Needs

The areas in which we need to focus on, and improve progress are:

-ELA (all students, English Learners, Hispanic students, Students with disabilities, Asian students, White students, Socioeconomically disadvantaged students)

In order to make progress in these areas we are continuing to engage in professional development, site admin completing walk throughs (providing feedback), maximizing our school climate resources and providing our teachers with resources, and opportunities to provide support to teachers.

Referring to the California School Dashboard, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

## Performance Gaps

Chronic absenteeism-All student performance Green, students with disabilities and white student performance were in the orange range.

In order to better align these 2 student groups with our all student group, we will continue to communicate our attendance policy, and work with families to improve attendance (ongoing communication, parent meetings, SART process).

Mathematics-All student performance Green, socioeconomically disadvantaged students and English learner student performance were in the orange range.

In order to better align these 2 student groups with our all student group, we will deepen our use of best practices in instruction and student support, using RTI when appropriate, as early in the school year as possible.

# Comprehensive Support and Improvement

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts.

## Schools Identified

Identify the schools within the LEA that have been identified for CSI.

N/A

## Support for Identified Schools

Describe how the LEA supported the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

N/A

## Monitoring and Evaluating Effectiveness

Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

N/A

# Annual Update

**LCAP Year Reviewed:** 2018-19

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed.

## Goal 1

Great Valley Academy- Salida will create an environment that provides quality education through a positive learning experience, facilitated by highly qualified personnel.

**State and/or Local Priorities addressed by this goal:**

**State Priorities:** 1, 2, 4, 5, 7, 8

**Local Priorities:**

## Annual Measurable Outcomes

**Expected**

Great Valley Academy is not a high school, so high school metrics for priority 4 are not applicable.

**Actual**

Great Valley Academy is not a high school, so high school metrics for priority 4 are not applicable.

## Expected

Teachers will be appropriately assigned and credentialed, or licensed as applicable to charter schools.

Access to Broad Course of Study and Instructional Materials will be provided.

Metric Baselines:

CAASP baseline 2016-2017:

- 43% meet/exceed standards in English/Language Arts
- 36% meets/exceed standards in Math

Expected Outcome:

- Increase of 1% in ELA
- Increase of 1% in Math

Local assessment baseline 2016-2017

- 40% reached projected growth in Math
- 44% in Reading
- 38% in English/Language Arts

Expected Outcome

- Increase of 1% in students meeting projected growth in Math
- Increase of 1% in students meeting projected growth in Reading
- Increase of 1% in students meeting projected growth in ELA

## Actual

100% of all teachers are appropriately assigned and credentialed, or licensed as applicable to charter schools.

Access to Broad Course of Study and Instructional Materials, as appropriate to charter schools, were provided.

2017-2018 CAASP Results:

- 41% of students met or exceeded in English/Language Arts
- 38% of students met or exceeded standards

2018-2019 NWEA-MAP Results (Local Assessment):

- 50% of students met or exceeded the projected growth in Math
- 55% in Reading
- 47% in Language Arts
- 82% of students showed growth from Fall to Winter in Math
- 77% showed growth from Fall to Winter in Reading
- 70% showed growth from Fall to Winter in Language Arts.

**Expected**

CELDT is used to calculate baseline data on EL's and RFEP's;  
Baseline 2016-2017

- 6.8% of students qualified as EL's
- 22.6% RFEP

CELDT is being replaced by ELPAC.

Expected Outcome will be the ELPAC Baseline provided in the 2019-2020 LCAP

2016-2017 Stakeholder feedback showed top 3 priorities as

- 1) Ensure highly qualified teachers
- 2) Access to core subjects
- 3) Positive school climate

Facilities rated good on 2016-2017 SARC

API baseline no longer applicable

**Actual**

ELPAC 2018 Summative Scores

Level 4: Overall Test 16, Oral Language 35, Written Language 9  
Level 3: Overall Test 32, Oral Language 18, Written Language 17  
Level 2: Overall Test 9, Oral Language 5, Written Language 24  
Level 1: Overall Test 2, Oral Language 1, Written Language 9

2018-2019 Results as shown by Stakeholder survey:

- 1) Retaining highly qualified teachers
- 2) Access to core subjects
- 3) Positive school climate

Facilities rated good on 2017-2018 SARC

California State Accountability System has replaced API

**Actions/Services**

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

**Action 1**



**Planned Actions/Services**

Provide access to Beginning Teacher Support and Assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

**Actual Actions/Services**

Provided induction services/support for 8 teachers. Provided direct staff oversight.

**Budgeted Expenditures**

\$15,000 LCFF  
Certificated salaries & benefits  
induction program costs

**Estimated Actual Expenditures**

\$40,007 LCFF  
Certificated salaries & benefits  
induction program costs.  
New Teacher Support Stipend

**Action 2****Planned Actions/Services**

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

**Actual Actions/Services**

Teachers received off site professional development. Topics included Helping Students with Special Needs Learn More by Teaching from Their Strengths, Not Their Disabiliity, Number Talks; Special Education Edition, CSDC Conference, CCSA Conference, IMSE Training, ETC Conference and SCOE Training.

**Budgeted Expenditures**

\$30,000 LCFF  
Professional development  
courses, consultants, materials  
and substitute costs

**Estimated Actual Expenditures**

\$34,131 LCFF  
Professional development  
courses, consultants, materials  
and substitute costs

**Action 3**

**Planned Actions/Services**

Provide teacher support by supplying mentors and peer observation time (protected time).

**Actual Actions/Services**

9 teachers participated in peer observations and mentoring opportunities. Substitutes were provided to allow for protected mentoring and observation time.

**Budgeted Expenditures**

\$2,500 LCFF  
Provide substitutes to allow for protected mentoring and observation time.

**Estimated Actual Expenditures**

\$5,907 LCFF  
Provided substitutes to allow for protected mentoring and observation time.

**Action 4****Planned Actions/Services**

Integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

**Actual Actions/Services**

Adopted CCSS aligned curriculum including; Common Core Reading Wonderworks (MCGraw Hill), Common Core Saxton Math (Houghton Mifflin) Learning A-Z and Master Connect.

**Budgeted Expenditures**

\$100,000 LCFF

**Estimated Actual Expenditures**

\$145,003 LCFF

**Action 5****Planned Actions/Services****Actual Actions/Services****Budgeted Expenditures****Estimated Actual Expenditures**

Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's.

Provided 84 students with intervention/enrichment opportunities in Reading and 37 students in Math Intervention.

\$100,000 LCFF  
1.20 FTE Reading Intervention Teacher  
1 FTE Math Intervention Teacher  
1 FTE Teacher's Aide

\$121,335 LCFF  
1.20 FTE Reading Intervention Teacher  
1 FTE Math Intervention Teacher  
1 FTE Teacher's Aide

## Action 6

### Planned Actions/Services

Maintain wireless internet infrastructure and security

### Actual Actions/Services

Maintained wireless internet infrastructure and security.

### Budgeted Expenditures

\$25,000 LCFF  
.50 FTE Computer Technician,  
Ongoing professional development/consulting and resources

### Estimated Actual Expenditures

\$55,021 LCFF  
.50 FTE Computer Technician,  
Ongoing professional development/consulting and resources

## Action 7

### Planned Actions/Services

Maintain oversight of ongoing technology plan and supporting devices. Assess, monitor, support and grow school technological resources.

### Actual Actions/Services

Purchased Chromebooks, Chromebook licenses, 16 Samsung Tablets, 8 Chromebook charging carts and tablet batteries & covers.

### Budgeted Expenditures

\$25,000 LCFF  
Purchase of Chromebooks, storage/charging solutions, licenses and related software

### Estimated Actual Expenditures

\$27,361 LCFF  
Purchase of Chromebooks, storage/charging solutions, licenses and related software

## Action 8

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

EL lead staff attended Wonders Training and ELPAC Training. Substitutes provided allowing lead & support staff to attend Professional Development.

\$1,000 LCFF  
Professional Development.  
Provide substitutes for coverage.

\$1,000 LCFF  
Professional development

## Action 9

### Planned Actions/Services

Facilities will be maintained to provide a safe and healthy learning environment.

### Actual Actions/Services

General ongoing facilities maintenance & repair, fencing upgrade, gazebo assembly, tree work and onsite security.

### Budgeted Expenditures

\$75,000 LCFF  
Facilities repair and maintenance  
1 FTE Maintenance staff,  
Classified Salaries and Benefits.

### Estimated Actual Expenditures

\$127,990 LCFF  
Facilities repair and maintenance

## Action 10

### Planned Actions/Services

EL 1 -Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's

### Actual Actions/Services

See Action 5 above

### Budgeted Expenditures

See Action 5 above

### Estimated Actual Expenditures

See Action 5 above

## Action 11

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

EL 2- Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

See Action 2 above

See Action 2 above

See Action 2 above

## Action 12

### Planned Actions/Services

EL 3- Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

### Actual Actions/Services

Purchased Read Naturally software for targeted EL support.

### Budgeted Expenditures

\$1,000 LCFF  
Purchase Common Core aligned instructional resources specific to EL's.

### Estimated Actual Expenditures

\$1,360 LCFF  
Purchased Common Core aligned instructional resources specific to EL's.

## Action 13

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

EL 4- Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members. Expand instructional resources focusing on English Learners.

See Action 8 above

See Action 8 above

See Action 8 above

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
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Analysis

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Actions 1.1-1.3 relate specifically to teacher support and development in our effort to attract and retain highly qualified personnel. As we continue to implement these actions, our staff is provided with opportunities to learn and grow from experts in various subject matters, their peers, and mentor teachers.

Actions 1.4-1.7 relate to supporting an atmosphere that provides quality education, and provides a positive learning experience. As we continue to support the growth & development of CCSS resources, student academic support and onsite technology & infrastructure, we make progress towards our goal.

Actions 1.8, EL 1.1-1.4, specifically relate to supporting our English Learners in their opportunity to receive a quality education, and experience a positive learning environment. As we invest in staff, instructional resources, and professional development in this area, we provide an improved environment and opportunity for our students to make progress towards proficiency.

Action 1.9 specifically relates to facilities maintenance as a contributing element of creating a safe reliable environment in which students can learn.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

As a result of continued implementation GVA’s commitment to a safe, loved, learning environment and the implementation of the above actions, we have established the following baseline results:

CAASPP results 2017-2018:

- 41% meet/exceed standards in English/Language Arts

- 38% meets/exceed standards in Math

Local assessment (NWEA MAP) results 2017-2018:

- 57% reached projected growth in math

- 54% in Reading

- 48% in English/Language Arts

English Learner-Reclassification (RFEP) 2017/2018 45.83%

Facilities overall rating-Good

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

All action area expenses exceeded original budgeted amounts, this is as a result of receiving additional opportunities to provide resources in the actionable areas.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We made no material changes to this goal.



# Goal 2

Great Valley Academy- Salida will create a family friendly environment where ongoing communication is facilitated: character education and the quality school philosophy are fundamental pillars in the educational model and services and supports for strong emotional health are provided.

**State and/or Local Priorities addressed by this goal:**

**State Priorities:** 3, 5, 6

**Local Priorities:**

## Annual Measurable Outcomes

**Expected**

Great Valley Academy- Salida is not a high school, so high school metrics for priority 5 is not applicable

2016-2017 Parent Survey Data:

- 97% of parents report feeling welcome on campus
- 94% of parents report that their student are always or most of the time happy to come to school.
- 98% of parents report that their student always or most of the time feel safe at school.
- 95% of parents report that GVA meets or exceeds their expectations.

**Actual**

Great Valley Academy- Salida is not a high school, so high school metrics for priority 5 is not applicable.

2018-2019 Parent survey data:

- 98% of parents report feeling welcome on campus
- 99% of parents report that their student always or most of the time is happy to come to school
- 99% of parents report that their student always or most of the time feel safe at school
- 96% of parents report that GVA meets or exceeds their expectations

**Expected**

2016-2017 Student Survey Data

- 83% of students often or always report feeling loved
- 88% of students of often or always report feeling safe
- 96% of students often or always report feeling that their teacher cares about them

**Actual**

2018-2019 Student survey data:

- 79% of students often or always report feeling loved
- 84% of students often or always report feeling safe
- 85% of students often or always report feeling that their teacher cares about them

## Expected

Provision of parent volunteer program, stakeholder meetings, family centered events, professional development focused on character and Quality Schools, campus based counseling.

## Actual

Family Centered events including the following:

- \*Stockton Heat Game
- \*50's BBQ
- \*Winter Concert
- \*Spring Concert
- \*Omelette Breakfast

Collaborative Coffee Parent meetings were held on:

- \*9/11/18
- \*10/9/18
- \*11/7/18
- \*12/6/18
- \*1/24/19
- \*4/16/19
- \*5/14/19

ARC Meetings were held on:

- \*12/6/18
- \*4/24/19
- \*5/22/19

GVA Parent Meetings were held on:

- \*11/8/18
- \*3/7/19
- \*4/18/19

## Expected

2016-2017 Campus based student support services:

- 60 students were served by Student Assistant Specialist-
- 388 individual sessions
- 64 group sessions

Provision of campus based lunch services.

Metric Baselines:

- Parent participation – 100 parent volunteers for school events in 2016-2017
- End of year attendance rate 2016-2017 – 94.86%
- End of year suspension rate 2016-2017 – 4.4%
- End of year expulsion rate 2016-2017 – 0%
- End of year Jr. High dropout rate 2016-2017 – 0%
- End of year Chronic absenteeism rate 2016-2017 9.7%

Expected Outcomes

- Maintain 150 parent participants
- Maintain 95% attendance rate
- Decrease suspension rate by 1.2%
- Maintain 0% expulsion rate
- Maintain 0% dropout rate
- Decrease chronic absenteeism rate by .10%

## Actual

2018-2019 Campus based student support services:

- 59 students were served by Student Assistant Specialist-
- 249 individual sessions

2018-2019

There were a total of 32,329 lunches served annually with 67% of those served to students qualifying for free/reduced lunch.

There were a total of 125 Parent volunteers in 2018-2019.

End of year attendance rate 2017-2018 – 95.01%

End of year suspension rate 2017-2018 – 4.0%

End of year expulsion rate 2017-2018 – 0%

End of year Jr. High dropout rate 2017-2018 – 0%

End of year chronic absenteeism rate 2017-2018 – 8.0%

## Actions/Services

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

### Action 1

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Parent volunteer program structure and process. Continue to support growth of parent volunteer program	Supported growth of the parent volunteer program	\$800 LCFF Supplies, communication meetings	\$876 LCFF Supplies, communication meetings

### Action 2

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.	Hosted regular meetings for parents and other stakeholders. Provided access and opportunities to engage in discussions regarding campus based needs.	\$500 LCFF Supplies, child care	\$1,081 LCFF Supplies, child care, Kinder Experience

### Action 3

Planned Actions/Services	Actual Actions/Services	Budgeted Expenditures	Estimated Actual Expenditures
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Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Hosted and supported several family centered activities including Stockton Heat Game, 50's BBQ, Winter and Sp[ring Concerts and Omelette Breakfast.

\$2,000 LCFF  
Supplies

\$4,469 LCFF  
Supplies

## Action 4

### Planned Actions/Services

Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

### Actual Actions/Services

59 students were served by Student Assistant Specialist:  
\*249 Individual Sessions  
\*118 Brief Student interventions  
\*59 Parent Consultations

### Budgeted Expenditures

\$35,000 LCFF  
Contracted Counseling services

### Estimated Actual Expenditures

\$37,075 LCFF  
Contracted Counseling services

## Action 5

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

Provide character education to teachers, students and parents. Focus on character development for students (bullying prevention).

Character Education was provided to staff through professional development training. Trainings included: Conscious Discipline refresher, The Principles of Conscious Discipline and Glasser and How They Overlap, Work Together and Build Upon Each Other, monthly Managing Emotional Mayhem book study meetings, Growth Mindset refresher and walk through of Google Drive resources to teach and review mindsets with students of all grades. Parents were educated on growth mindset and conscious discipline during a parent information night, with particular emphasis placed on growth mindset.

\$29,000 LCFF  
Training materials and supplies  
1 FTE Classified staff and benefits

\$29,894 LCFF  
Training materials and supplies

## Action 6

**Planned Actions/Services**

**Actual Actions/Services**

**Budgeted Expenditures**

**Estimated Actual Expenditures**

Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

Assessing current needs and best path forward in support of this action.

\$1,000 LCFF

0

## Action 7

### Planned Actions/Services

Maintain an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

### Actual Actions/Services

Purchased snacks for students, kitchen equipment, kitchen supplies

### Budgeted Expenditures

\$30,000 LCFF  
Ongoing staff costs

### Estimated Actual Expenditures

\$30,365 LCFF  
Ongoing staff costs & food service supplies

## Action 8

### Planned Actions/Services

LI 1- Host family centered social activities. Encourage family engagement and interest in campus/student activities.

### Actual Actions/Services

See Action 3 above

### Budgeted Expenditures

See Action 3 above

### Estimated Actual Expenditures

See Action 3 above

## Action 9

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures



LI 2- Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services

See Action 4 above

See Action 4 above

See Action 4 above

## Action 10

### Planned Actions/Services

### Actual Actions/Services

### Budgeted Expenditures

### Estimated Actual Expenditures

LI 3- Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

See Action 7 above

See Action 7 above

See Action 7 above

Planned Actions/Services

Actual Actions/Services

Budgeted Expenditures

Estimated Actual Expenditures

Analysis

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed. Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Actions 2.1-2.3, LI2.1 relate specifically to parent communication, support and engagement in our effort to create and maintain a family friendly environment in support of all families, creating an intentionally focused, reassuring environment to affect deeper reach to our socioeconomically disadvantaged students.

Action 2.4, LI2.2 relate to the provision of student support services, which aligns with our effort to provide supports for strong emotional support and development, with a focus on socioeconomically disadvantaged students.

Actions 2.5-2.6 relate specifically to support our fundamental pillars of character education and quality schools philosophy which create a foundation for safe and positive school climate.

Actions 2.7, LI2.3 are foundational components in support of the entirety of goal 2, and primarily serves our socioeconomically disadvantaged students.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

As a result of implementation of GVA’s commitment to the creation of a family friendly environment where ongoing communication is facilitated; character education and the quality school philosophy are fundamental pillars in the educational model and services and supports for strong emotional health are provided, we report the following impact:

5 family centered activities  
13 meetings, opportunities to share feedback

Student survey data-

83% of students often or always report feeling loved

84% of students often or always report feeling safe

85% of students often or always report feeling that their teacher cares about them

Parent survey data-

98% of parents report feeling welcome on campus

99% of parents report that their student always or most of the time is happy to come to school

99% of parents report that their student always or most of the time feel safe at school

96% of parents report that GVA meets or exceeds their expectations

Baseline year for attendance, expulsions and chronic absenteeism

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Action 2.6~ Actual expenses less than budgeted amount due to reassessment of program needs, and most appropriate resources prior to further development

All other actions~ Actual expenses are equal to or more than budgeted amount due to access to supportive resources.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

We made no material changes to this goal.

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# Stakeholder Engagement

**LCAP Year:** 2019-20

## Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Great Valley Academy has meetings with parents, staff and community members on a continual basis. The goal of these meetings is continuous quality improvement, and to provide an open forum for communication. Various meetings offer a presentation of information, participant questions, and opportunities for stakeholder input. Stakeholders present at meetings include; staff, parents, and board of directors.

This year, we facilitated parent, student and teacher surveys. The data collected from these surveys was communicated to the various stakeholder groups and is being used for reporting, planning and decision making. All of this information drives this year's LCAP and supports our strategic plan.

Our meeting dates are communicated via email, Parent Square (bilingual communication tool), weekly folders home and Facebook. This year's face to face communication opportunities occurred as follows:

Parent Communication Meetings were held on: 11/8/18, 12/6/18, 3/7/19, 4/18/19, 4/24/19, and 5/22/19.

Coffee with the principal meetings were held on: 9/11/18, 10/9/18, 11/7/18, 12/6/18, 1/24/19, 4/16/19, and 5/14/19.

All of these meetings consisted of information presentation, and time for input as well as time for questions to be answered.

## Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

Stakeholder groups participated in online, anonymous surveys which allowed them to prioritize needs in areas based on the 8 state priority areas. They were also invited to provide input through open ended text response areas and to provide feedback on topics including; school climate, meeting time preference, communication method preference as well as specific information related to serving our unduplicated pupils.

The resulting data was analyzed and provided a big picture of stake holder perspective on their desires for parents, staff and board at GVA. The trends in survey data correlated with last year’s overall trends. According to survey results, the top 3 priority areas are student access to instructional materials, ensure facilities are in good repair, and positive school climate.

The combined resulting information drove the development of the goals and actions/services in our Local Control Accountability Plan. Since the trends were aligned with last year’s data, we maintained the goals and activities as documented last year.

GVA meets regularly, throughout the year, with stakeholders, as well as solicit input on progress towards LCAP goals.

# Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA’s goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

## Goal 1

Great Valley Academy- Salida will create an environment that provides quality education through a positive learning experience, facilitated by highly qualified personnel.

State and/or Local Priorities addressed by this goal:

State Priorities: 1, 2, 4, 5, 7, 8

Local Priorities:

Identified Need:

High quality personnel, professional development, access to technology, and instructional resources.

Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
CAASPP	2016-2017 43% meet/exceed standards in English/Language Arts 36% meet/exceed standards in Math	2% increase in students meeting/exceeding standards	Increase of 1% in ELA  Increase of 1% in Math	Increase of 1% in ELA  Increase of 1% in Math

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Local assessment	<p>2016-2017 40% reached projected growth in math</p> <p>44% reached projected growth in Reading</p> <p>38% reached projected growth in English/Language Arts</p>	2% increase in students meeting/exceeding standards	<p>Increase of 1% in ELA</p> <p>Increase of 1% in Math</p>	<p>Increase of 1% in ELA</p> <p>Increase of 1% in Math</p>
CELDT ELPAC to replace CELDT as of 2019-2020 LCAP	<p>2016-2017 6.8% qualified as EL's</p> <p>22.6% RFEP'd</p>	3% of EL's will be reclassified	<p>Increase of 1% in students being REFP'd</p> <p>Increase of 1% in students making progress towards English proficiency</p>	<p>Increase of 1% in students being REFP'd</p> <p>Increase of 1% in students making progress towards English proficiency</p>
Good Facilities Rating on SARC	2016-2017 Facilities were rated good on SARC	Maintain	Maintain	Maintain

<b>Metrics/Indicators</b>	<b>Baseline</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Teachers are appropriately assigned and credentialed to charter schools	All	Maintain	Maintain	Maintain
Students (including English Learners) have access to state standards aligned instructional materials and performance standards as applicable to charter schools.	Provided	Maintain	Maintain	Maintain
Students have access to a broad course of study as applicable to GVA Salida charter.	Provided	Maintain	Maintain	Maintain
API	Not Applicable	Not Applicable	Not Applicable	Not Applicable



<b>Metrics/Indicators</b>	<b>Baseline</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Students successfully completing courses satisfying college or career educational standards.	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable
Students passing AP exam with 3 or higher.	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable
Students demonstrating college preparedness pursuant to, the Early Assessment Program or subsequent assessment of college preparedness	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Programs and services for unduplicated pupils and students with disabilities are developed and provided	Provided	Maintain	Maintain	Maintain
State science test	Baseline determined 2018/19	Baseline determined 2018/19	Baseline determined 2018/19	Increase of 1% in Science
Physical Fitness – Healthy Fitness Zone (HFZ)	2016-2017 5th grade; average of 6 areas 76.95% in HFZ  7th grade; average of 6 areas 80.86% in HFZ	5th grade increase .5%  7th grade increase .5%	5th grade increase .5%  7th grade increase .5%	5th grade maintained  7th grade maintained

## Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

**Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

**Scope of Services:**

**Location(s)**

N/A

N/A

N/A

**Actions/Services**

**Select from New, Modified, or Unchanged  
for 2017-18**

**Select from New, Modified, or Unchanged  
for 2018-19**

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**

**2018-19 Actions/Services**

**2019-20 Actions/Services**

Provide access to beginning Teacher Support and assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

Provide access to beginning Teacher Support and assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

Provide access to beginning Teacher Support and assessment. Provide site specific, direct oversight to first and second year teachers. Compensate County Office of Education for annual fees related to induction. Provide substitutes to allow for protected time.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$15,000	\$15,000	\$15,000
Source	LCFF	LCFF	LCFF
Budget Reference	Induction program cost	Induction program cost	Induction program cost

Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

**Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged  
for 2018-19**

Unchanged

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

**2017-18 Actions/Services**

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

**2018-19 Actions/Services**

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

**2019-20 Actions/Services**

Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, technology, ELL/ELD, and other applicable topics.

**Budgeted Expenditures**

<b>Year</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Amount</b>	\$30,000	\$30,000	\$30,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	Professional development courses, consultants, materials and substitute costs.	Professional development courses, consultants, materials and substitute costs.	Professional development courses, consultants, materials and substitute costs.

**Action #3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

All Students

**Location(s)**

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

N/A

**Scope of Services:**

N/A

**Location(s)**

N/A

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Unchanged

Select from New, Modified, or Unchanged  
for 2018-19

Unchanged

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

**2017-18 Actions/Services**

Provide teacher support by supplying  
mentors and peer observation time  
(protected time)

**2018-19 Actions/Services**

Provide teacher support by supplying  
mentors and peer observation time  
(protected time)

**2019-20 Actions/Services**

Provide teacher support by supplying  
mentors and peer observation time  
(protected time)

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount	\$2,500	\$2,500	\$2,500
Source	LCFF	LCFF	LCFF
Budget Reference	Provide substitutes to allow for protected mentoring and observation time.	Provide substitutes to allow for protected mentoring and observation time.	Provide substitutes to allow for protected mentoring and observation time.

## Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

All Students

### Location(s)

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

N/A

### Scope of Services:

N/A

### Location(s)

N/A

## Actions/Services

**Select from New, Modified, or Unchanged  
for 2017-18**

Unchanged

**Select from New, Modified, or Unchanged  
for 2018-19**

Unchanged

**Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

**2017-18 Actions/Services**

Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

**2018-19 Actions/Services**

Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

**2019-20 Actions/Services**

Continue to integrate Common Core State Standards based instructional resources. This includes curriculum, online and other relevant resources.

**Budgeted Expenditures**

<b>Year</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Amount</b>	\$100,000	\$100,000	\$100,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	Purchase Common Core aligned instructional resources.	Purchase Common Core aligned instructional resources.	Purchase Common Core aligned instructional resources.

**Action #5**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:



**Students to be Served****Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**Provide students with  
intervention/enrichment opportunities in  
reading and math. Incorporate strategies  
providing additional support for EL's.Provide students with  
intervention/enrichment opportunities in  
reading and math. Incorporate strategies  
providing additional support for EL's.Provide students with  
intervention/enrichment opportunities in  
reading and math. Incorporate strategies  
providing additional support for EL's.**Budgeted Expenditures****Year****2017-18****2018-19****2019-20**

<b>Amount</b>	\$100,000	\$100,000	\$100,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	1.20 FTE Reading Intervention Teacher 1 FTE Math Intervention Teacher 1 FTE Teacher's Aide	1.20 FTE Reading Intervention Teacher 1 FTE Math Intervention Teacher 1 FTE Teacher's Aide	1.20 FTE Reading Intervention Teacher 1 FTE Math Intervention Teacher 1 FTE Teacher's Aide

## Action #6

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

All Students

All Schools

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

N/A

N/A

N/A

## Actions/Services

Select from New, Modified, or Unchanged

Select from New, Modified, or Unchanged

Select from New, Modified, or Unchanged

**for 2017-18****for 2018-19****for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Maintain wireless internet infrastructure and security

Maintain wireless internet infrastructure and security

Maintain wireless internet infrastructure and security

**Budgeted Expenditures**

<b>Year</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
<b>Amount</b>	\$25,000	\$25,000	\$25,000
<b>Source</b>	LCFF	LCFF	LCFF
<b>Budget Reference</b>	.50 FTE Computer Technician, Ongoing professional development/consulting and resources.	.50 FTE Computer Technician, Ongoing professional development/consulting and resources.	.50 FTE Computer Technician, Ongoing professional development/consulting and resources.

**Action #7**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**Maintain oversight of ongoing technology  
plan and supporting devices. Assess,  
monitor, support and grow school  
technological resources.Maintain oversight of ongoing technology  
plan and supporting devices. Assess,  
monitor, support and grow school  
technological resources.Maintain oversight of ongoing technology  
plan and supporting devices. Assess,  
monitor, support and grow school  
technological resources.**Budgeted Expenditures****Year****2017-18****2018-19****2019-20**

Amount	\$25,000	\$25,000	\$25,000
Source	LCFF	LCFF	LCFF
Budget Reference	Purchase of computers, Chromebooks, storage/charging solutions, warranties and related software.	Purchase of computers, Chromebooks, storage/charging solutions, warranties and related software.	Purchase of computers, Chromebooks, storage/charging solutions, warranties and related software.

Action #8

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served

Location(s)

All Students

All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served

Scope of Services:

Location(s)

N/A

N/A

N/A

Actions/Services

Select from New, Modified, or Unchanged

Select from New, Modified, or Unchanged

Select from New, Modified, or Unchanged

**for 2017-18**

Unchanged

**for 2018-19**

Unchanged

**for 2019-20**

Unchanged

**2017-18 Actions/Services**

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

**2018-19 Actions/Services**

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

**2019-20 Actions/Services**

Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$1,000

\$1,000

\$1,000

**Source**

LCFF

LCFF

LCFF

**Budget  
Reference**

Professional Development, provide substitutes for coverage

Professional Development, provide substitutes for coverage

Professional Development, provide substitutes for coverage

**Action #9**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

All Students	All Schools
--------------	-------------

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Unchanged

2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services
Facilities will be maintained to provide a safe and healthy learning environment.	Facilities will be maintained to provide a safe and healthy learning environment.	Facilities will be maintained to provide a safe and healthy learning environment.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$75,000	\$75,000	\$75,000

Year	2017-18	2018-19	2019-20
Source	LFCC	LFCC	LFCC
Budget Reference	Facilities repair and maintenance 1 FTE Maintenance staff, Classified Salaries and Benefits	Facilities repair and maintenance 1 FTE Maintenance staff, Classified Salaries and Benefits	Facilities repair and maintenance 1 FTE Maintenance staff, Classified Salaries and Benefits

## Action #10

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

N/A

N/A

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

English Learners

LEA-Wide

All Schools

## Actions/Services

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20



Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**

Action EL 1- Provide students with intervention enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's

**2018-19 Actions/Services**

Action EL 1- Provide students with intervention enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's

**2019-20 Actions/Services**

Action EL 1- Provide students with intervention enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

See Action 5 above

See Action 5 above

See Action 5 above

**Source**

See Action 5 above

See Action 5 above

See Action 5 above

**Budget  
Reference**

See Action 5 above

See Action 5 above

See Action 5 above

**Action #11**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

N/A

N/A

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

English Learners

LEA-Wide

All Schools

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Action EL 2 -Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

Action EL 2 -Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

Action EL 2 -Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

See Action 2 above

See Action 2 above

See Action 2 above

Year	2017-18	2018-19	2019-20
Source	See Action 2 above	See Action 2 above	See Action 2 above
Budget Reference	See Action 2 above	See Action 2 above	See Action 2 above

## Action #12

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

N/A

N/A

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

English Learners

LEA-Wide

All Schools

## Actions/Services

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**

Action EL 3- Continue to integrate Common Core State Standards Based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

**2018-19 Actions/Services**

Action EL 3- Continue to integrate Common Core State Standards Based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

**2019-20 Actions/Services**

Action EL 3- Continue to integrate Common Core State Standards Based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount	\$1,000	\$1,000	\$1,000
Source	LCFF	LCFF	LCFF
Budget Reference	Purchase Common Core aligned instructional resources specific to EL's.	Purchase Common Core aligned instructional resources specific to EL's.	Purchase Common Core aligned instructional resources specific to EL's.

**Action #13**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served**

N/A

**Location(s)**

N/A

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

English Learners

LEA-Wide

All Schools

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Action EL 4- Increase staff understanding of  
ELD/ELL strategies to facilitate instruction for  
English Learners. Appoint campus EL lead  
staff members.

Action EL 4- Increase staff understanding of  
ELD/ELL strategies to facilitate instruction for  
English Learners. Appoint campus EL lead  
staff members.

Action EL 4- Increase staff understanding of  
ELD/ELL strategies to facilitate instruction for  
English Learners. Appoint campus EL lead  
staff members.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

See Action 8 above

See Action 8 above

See Action 8 above

Year	2017-18	2018-19	2019-20
Source	See Action 8 above	See Action 8 above	See Action 8 above
Budget Reference	See Action 8 above	See Action 8 above	See Action 8 above

(Select from New Goal, Modified Goal, or Unchanged Goal)

Unchanged

## Goal 2

Great Valley Academy- Salida will create a family friendly environment where ongoing communication is facilitated; character education and the quality school philosophy are fundamental pillars in the educational model and services and supports for strong emotional health are provided.

**State and/or Local Priorities addressed by this goal:**

**State Priorities:** 3, 5, 6

**Local Priorities:**

**Identified Need:**

High quality personnel, professional development, access to technology and instructional resources.

### Expected Annual Measureable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
End of year attendance rate	2016-2017 – 94.86%	.25 increase in attendance rates	Maintain 95% attendance rate	Maintain 95% attendance rate

<b>Metrics/Indicators</b>	<b>Baseline</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
End of year suspension rate	2016-2017 – 4.4%	2% decrease in suspension rates	Decrease suspension rate by 1.2%	Decrease suspension rate by .10%
End of year expulsion rate	2016-2017- 0 expulsions	2% decrease in expulsion rates	Maintain 0 expulsions	Maintain 0 expulsions
End of year Jr. High dropout rate	2016-2017 – 0 dropouts	2% decrease in Jr. High dropout rates	Maintain 0 dropouts	Maintain 0 dropouts
End of year chronic absenteeism rate	2016-2017 – 9.7%	2% decrease in chronic absenteeism	Decrease chronic absenteeism rate by .10%	Decrease chronic absenteeism rate by .10%
High School graduation and dropout rates	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable	K-8 School Not applicable
End of year parent participation (number)	2016-2017 – 100 parents	5% increase in number of parents participating	Maintain 150 parent participants	Maintain 125 parent participants



Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Parent Survey (includes parents of unduplicated pupils and students with disabilities)	2016-2017 97% of parents report feeling welcome on campus  94% of parents report that their student is always or most of the time excited about coming to school  98% of parents report that their student always of most of the time feel safe at school	Maintain baseline levels	Maintain baseline levels	Maintain baseline levels

## Planned Actions/Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action #1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

#### Students to be Served

All Students

#### Location(s)

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Parent volunteer program structure and  
process. Continue to support growth of  
parent volunteer program

Parent volunteer program structure and  
process. Continue to support growth of  
parent volunteer program

Parent volunteer program structure and  
process. Continue to support growth of  
parent volunteer program

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$800

\$800

\$800

Year	2017-18	2018-19	2019-20
Source	LCFF	LCFF	LCFF
Budget Reference	Supplies, communication meetings, .50 FTE Parent Liaison	Supplies, communication meetings, .50 FTE Parent Liaison	Supplies, communication meetings, .50 FTE Parent Liaison

## Action #2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Location(s)

All Students

All Schools

## OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

N/A

N/A

N/A

## Actions/Services

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services**

Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.

**2018-19 Actions/Services**

Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.

**2019-20 Actions/Services**

Host regular meetings for parents and other stakeholders. Provide access and opportunities to engage in discussions regarding campus based needs.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$500

\$500

\$500

**Source**

LCFF

LCFF

LCFF

**Budget  
Reference**

Supplies and onsite childcare

Supplies and onsite childcare

Supplies and onsite childcare

**Action #3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Host family centered social activities.  
Encourage family engagement and interest  
in campus/student activities.

Host family centered social activities.  
Encourage family engagement and interest  
in campus/student activities.

Host family centered social activities.  
Encourage family engagement and interest  
in campus/student activities.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$2,000

\$2,000

\$2,000

**Source**

LCFF

LCFF

LCFF

Year	2017-18	2018-19	2019-20
Budget Reference	Supplies and equipment	Supplies and equipment	Supplies and equipment

Action #4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
N/A	N/A	N/A

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Unchanged
2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services

Action 2.4 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

Action 2.4 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

Action 2.4 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate access and alignment of services.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$35,000	\$35,000	\$35,000
Source	LCFF	LCFF	LCFF
Budget Reference	Contracted Student Assistance Specialist services	Contracted Student Assistance Specialist services	Contracted Student Assistance Specialist services

Action #5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
All Students	All Schools

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Provide character education to teachers,  
students and parents. Focus on character  
development for students (including bullying  
prevention).

Provide character education to teachers,  
students and parents. Focus on character  
development for students (including bullying  
prevention).

Provide character education to teachers,  
students and parents. Focus on character  
development for students (including bullying  
prevention).

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

\$29,000

\$29,000

\$29,000

**Source**

LCFF

LCFF

LCFF



**Budget  
Reference**

Training materials and supplies  
1.5 FTE Classified staff & benefits

Training materials and supplies  
1.5 FTE Classified staff & benefits

Training materials and supplies  
1.5 FTE Classified staff & benefits

**Action #6**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

All Students

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

N/A

N/A

N/A

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Modified

Unchanged

**2017-18 Actions/Services**

**2018-19 Actions/Services**

**2019-20 Actions/Services**

Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

Quality Schools Philosophy integrated in school culture. Assess needs, create plan and follow through with implementation.

## Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	\$4,000	\$1,000	\$1,000
Source	LCFF	LCFF	LCFF
Budget Reference	Training materials and supplies	Training materials and supplies	Training materials and supplies

## Action #7

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

All Students

### Location(s)

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served

### Scope of Services:

### Location(s)

N/A

N/A

N/A

## Actions/Services

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

Unchanged

Modified

Unchanged

### 2017-18 Actions/Services

### 2018-19 Actions/Services

### 2019-20 Actions/Services

Maintain an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

Maintain an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

Maintain an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

## Budgeted Expenditures

Year

2017-18

2018-19

2019-20

Amount

\$25,000

\$30,000

\$30,000

Source

LCFF

LCFF

LCFF

**Budget  
Reference**Ongoing staff costs, meal costs and  
equipment suppliesOngoing staff costs, meal costs and  
equipment suppliesOngoing staff costs, meal costs and  
equipment supplies**Action #8**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Location(s)**

N/A

N/A

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served****Scope of Services:****Location(s)**

Low Income

LEA-Wide

All Schools

**Actions/Services****Select from New, Modified, or Unchanged  
for 2017-18****Select from New, Modified, or Unchanged  
for 2018-19****Select from New, Modified, or Unchanged  
for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Action LI 1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Action LI 1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Action LI 1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	See Action 3 above	See Action 3 above	See Action 3 above
Source	See Action 3 above	See Action 3 above	See Action 3 above
Budget Reference	See Action 3 above	See Action 3 above	See Action 3 above

Action #9

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
-----------------------	--------------------	-------------

Low Income

LEA-Wide

All Schools

**Actions/Services****Select from New, Modified, or Unchanged for 2017-18****Select from New, Modified, or Unchanged for 2018-19****Select from New, Modified, or Unchanged for 2019-20**

Unchanged

Unchanged

Unchanged

**2017-18 Actions/Services****2018-19 Actions/Services****2019-20 Actions/Services**

Action LI 2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

Action LI 2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

Action LI 2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

**Budgeted Expenditures****Year****2017-18****2018-19****2019-20****Amount**

See Action 4 above

See Action 4 above

See Action 4 above

**Source**

See Action 4 above

See Action 4 above

See Action 4 above

Budget Reference	See Action 4 above	See Action 4 above	See Action 4 above
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Action #10

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Location(s)
N/A	N/A

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	Scope of Services:	Location(s)
Low Income	LEA-Wide	All Schools

Actions/Services

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
Unchanged	Unchanged	Unchanged
2017-18 Actions/Services	2018-19 Actions/Services	2019-20 Actions/Services

Action LI 3 Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

Action LI 3 Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

Action LI 3 Create, implement and staff an onsite school lunch program benefitting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

## Budgeted Expenditures

Year	2017-18	2018-19	2019-20
Amount	See Action 7 above	See Action 7 above	See Action 7 above
Source	See Action 7 above	See Action 7 above	See Action 7 above
Budget Reference	See Action 7 above	See Action 7 above	See Action 7 above



# Demonstration of Increased or Improved Services for Unduplicated Pupils

## LCAP Year: 2017-18

Estimated Supplemental and Concentration Grant Funds	Percentage to Increase or Improve Services
\$361,913	5.87%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds.

Great Valley Academy will receive an estimated \$361,913 in LCFF supplemental grant funds. GVA is expending the LCFF grant funds as determined by the school's goals, in support of California's 8 priority areas.

As of census day 2016-2017, 25% of GVA Salida students are identified as socioeconomically disadvantaged or English learners, all of the actions and services contained in this LCAP are being implemented on a LEA/School wide basis. Those principally directed towards our English learners and socioeconomically disadvantaged students are as follows:

Action EL 1.1 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's.

- Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.
  - Action EL 1.3 Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.
  - Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.
  - Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.
  - Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.
  - Action LI 2.3 Create, implement and staff an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.
- The use of LCFF grant fund dollars in supporting basic school operations, building school/staff capacity, improvement and expansion of instructional/technological resources, targeted parent outreach, provision of intervention services, student support services and free/reduced price lunches, effectively meet the needs of our unduplicated pupil count. Specifically, these services have a direct impact on our unduplicated pupils; we provide students with a quality educational program in a supportive environment, so they are able to make academic improvement. Based on our analysis and stakeholder feedback, expending funds on these services is the most effective use of the funds.

LCAP Year: 2018-19

Estimated Supplemental and Concentration Grant Funds

\$386,182

Percentage to Increase or Improve Services

5.93%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or

quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds.

Great Valley Academy will receive an estimated \$386,182 in LCFF supplemental grant funds. GVA is expending the LCFF supplemental grant funds as determined by the schools goals, in support of California's 8 priority areas.

As of census day 2018-2019, 28% of GVA students are identified as socioeconomically disadvantaged, 0 foster youth and 9% English learners, all of the actions and services contained in this LCAP are being implemented on a LEA/School wide basis. Those principally directed towards our English learners and socioeconomically disadvantaged students are as follows:

Action EL 1.1 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL's.

Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core State Standards, ELL/ELD, and other applicable topics.

Action EL 1.3 Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

Action LI 2.3 Create, implement and staff an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

The use of LCFF supplemental grant fund dollars in supporting basic school operations, building school/staff capacity, improvement and expansion of instructional/technological resources, targeted parent outreach, provision of intervention services, student support services and free/reduced price lunches, effectively meet the needs of our unduplicated pupil count. Specifically, these services have a direct impact on our unduplicated pupils; we provide students with a quality educational program in a supportive environment, so they are able to make academic improvement. Based on our annual update, analysis of metrics and stakeholder feedback, expending funds on these services is the most effective use of the funds.

## LCAP Year: 2019-20

Estimated Supplemental and Concentration Grant Funds	Percentage to Increase or Improve Services
\$467,269	5%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

Great Valley Academy will receive an estimated \$386,182 in LCFF grant funds. GVA is expending the LCFF grant funds as determined by the schools goals, in support of California’s 8 priority areas.

As of census day 2018-2019, 28% of GVA students are identified as socioeconomically disadvantaged, 0 foster youth and 9% English learners, all of the actions and services contained in this LCAP are being implemented on a LEA/School wide basis. Those principally directed towards our English learners and socioeconomically disadvantaged students are as follows:

Action EL 1.1 Provide students with intervention/enrichment opportunities in reading and math. Incorporate strategies providing additional support for EL’s.

Action EL 1.2 Provide teacher/staff support and growth opportunities by offering professional development opportunities focused on Common Core

State Standards, ELL/ELD, and other applicable topics.

Action EL 1.3 Continue to integrate Common Core State Standards based instructional resources specific to EL's. This includes curriculum, online and other relevant resources.

Action EL 1.4 Increase staff understanding of ELD/ELL strategies to facilitate instruction for English Learners. Appoint campus EL lead staff members.

Action LI 2.1 Host family centered social activities. Encourage family engagement and interest in campus/student activities.

Action LI 2.2 Provide students with access to onsite support services (Student Assistance Specialist). Clarify student needs to ensure appropriate success and alignment of services.

Action LI 2.3 Create, implement and staff an onsite school lunch program benefiting all students, providing focused opportunity for qualifying students to have access to free or reduced price lunch.

The use of LCFF grant fund dollars in supporting basic school operations, building school/staff capacity, improvement and expansion of instructional/technological resources, targeted parent outreach, provision of intervention services, student support services and free/reduced price lunches, effectively meet the needs of our unduplicated pupil count. Specifically, these services have a direct impact on our unduplicated pupils; we provide students with a quality educational program in a supportive environment, so they are able to make academic improvement. Based on our annual update, analysis of metrics and stakeholder feedback, expending funds on these services is the most effective use of the funds.

**Modesto  
Budget Comparison  
2018-2019 Revised Budget  
2019-2020 Proposed Budget**

	2018-2019 Approved Operating Budget Mar-19	2019-2020 Proposed Operating Budget Jun-19	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
Income				
8000 - LCFF, EPA, In Lieu, Prop tax	7,741,316	8,286,340	545,024	7.0%
8100 - Federal Revenue (Grant)	225,102	235,342	10,240	4.5%
8300 - Other State Revenues	393,809	202,980	-190,829	-48.5%
8590 - One Time funding	161,723	0	-161,723	100.0%
8600 - Other Local Revenue	724,964	750,965	26,001	3.6%
<b>Total Income</b>	<b>9,246,914</b>	<b>9,475,627</b>	<b>228,713</b>	<b>2.5%</b>
<b>Gross Profit</b>	<b>9,246,914</b>	<b>9,475,627</b>	<b>228,713</b>	<b>2.5%</b>
Expense				
1000 - Certificated Salaries	3,068,190	3,213,032	144,842	4.7%
2000 - Classified Salaries	1,905,704	1,975,595	69,891	3.7%
3000 - Employee Benefits	1,483,977	1,555,749	71,772	4.8%
4000 - Books & Supplies	656,875	747,825	90,950	13.8%
5000 - Services & Other Operating Exp	1,264,542	1,402,051	137,509	10.9%
6000 - Capital Outlay	170,000	115,800	-54,200	-31.9%
7430 - All Other Financing Uses	273,349	322,123	48,774	17.8%
<b>Total Expense</b>	<b>8,822,637</b>	<b>9,332,175</b>	<b>509,538</b>	<b>5.8%</b>
<b>Net Ordinary Income</b>	<b>424,277</b>	<b>143,452</b>	<b>-280,825</b>	<b>-66.2%</b>
	4.59%	1.51%		

With \$16K Edgenuity  
HS Curriulum from  
**Reserve**  
\$191,674 of Net Income  
is restricted reserve  
for LPSBG funds received  
under GL 8300  
9,316,175.00  
159,452.00  
1.68%

With \$95.5K LPSBG  
from **Reserve**  
9,236,675.00  
238,952.00  
2.52%

**Combined from  
Reserve**  
9,220,675.00  
255,452.00  
2.70%

Great Valley Academy-Modesto Campus

Budget Comparison-Narrative

Jun-19

**Revenue**

8000 - Revenue figures updated with most recent LCFF 20.1b calculations  
8100 - Increase of Federal Revenue per SELPA and Breakfast Program additions  
8300 - No Low Performing Student Block Grant  
8590 - No one time funding anticipated for 19/20  
8600 - Breakfast program revenue increase and increase to SpEd apportionment per SELPA

Net increase in revenue \$228K (2.5%)

Reserve Allocation - \$16K will be used from reserves for Homeschool Edgenuity Curriculum

(Net Income without spending is \$159.5K - 1.68%)

Reserve Allocation - \$95.5K will be used from reserves for Low Performing Students (as outlined in the LPS Block Grant)

(Net Income without spending is \$293K - 2.52%)

**Expenses**

Salaries and benefit expenses include:

57 (52FT/5PT) teachers, 20 (18FT/2PT) aides, 23 (22FT/1PT) classified staff, 6 GVS (shared between campuses), 3 Admin  
and all allocations for multi-campus staff salaries/benefits

Employee benefits include STRS increase & includes a 5% increase in health benefits

Salaries and benefits represent 72.2% of total expenses

Books and Supplies expenses include:

curriculum

teacher/classroom/office/medical/custodial/maintenance supplies

furniture/computers/equipment

Services and other expense estimates include:

professional development

new teacher induction

audit/legal/insurance/SpEd subcontracts/field trips/nursing

authorizer oversight fees

Capital Outlay

Reduced by Prop 39 HVAC project which was completed in 18/19

\$25K for new Kids' Care roof/\$20K for new classroom carpet/\$10K for murals/\$45K for campus improvement

\*\* at year end, capital outlay amounts will be reclassified as a construction/fixed asset

thereby providing an increase to "income"/increase in fund reserve

Othr Tuition, Exc csts, Deficit

19/20 represents actual SELPA calculation from section C.2.d

All other financing uses

Includes mortgage payment including principal and interest

\*\* at year end, principal amounts will be reclassified as a reduction to liabilities

thereby providing an increase to "income"/increase in fund reserve

**"Income"/increase in fund reserve amount**

\$143,452      1.51% of expenses

2019-2020  
General Fund - Cash Flow  
Great Valley Academy  
MODESTO

Description	Object Codes	p1										p2			Total
		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	
BEGINNING CASH FUND BALANCE	9110	4,455,397.95	4,586,025.29	4,360,168.35	4,683,611.43	4,531,739.01	4,392,043.09	4,511,906.92	4,428,269.00	4,247,596.58	4,587,362.51	4,450,095.70	4,359,328.90		
LCFF Revenue	8011	231,099.10	231,099.10	415,978.38	415,978.38	415,978.38	415,978.38	415,978.38	415,978.38	471,351.20	471,351.20	471,351.20	865,113.45	(0.00)	5,237,235.52
EPA Funding	8012			348,536.25		348,536.25				315,403.49			315,403.49	0.00	1,327,879.48
In-Lieu of Taxes Charter Funding	8096	0.00	94,815.72	189,631.44	126,420.96	126,420.96	126,420.96	126,420.96	126,420.96	223,083.00	113,453.76	113,453.76	113,453.76	113,453.76	1,593,450.00
Selpa Prop Tax	8097							60,034.50						67,740.50	127,775.00
Federal IDEA	8181												67,671.00	67,671.00	135,342.00
Federal Food	8220	0.00	0.00	0.00	6,000.00	6,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	25,000.00	100,000.00
State Food Revenue	8520	0.00	0.00	0.00	400.00	400.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	780.00	5,780.00
Other St Revenue	8550													2,700.00	2,700.00
Mandated Cost Reimb	8550					7,176.50								7,671.50	14,848.00
One Time Funds	8590													0.00	0.00
Lottery	8560							40,000.00			10,000.00			82,978.00	132,978.00
Lottery, prop 20	8561													46,674.00	46,674.00
Other	8590													0.00	0.00
Prior Year Payments	prior year													0.00	0.00
Other Local (Kids Care)	8689	10,000.00	25,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	3,500.00	238,500.00
Other Local (Fundraiser +)	8600-8699	0.00	10,000.00	15,000.00	25,000.00	20,000.00	10,000.00	5,000.00	8,000.00	10,000.00	8,000.00	4,500.00	2,500.00	0.00	118,000.00
Selpa	8792	19,700.00	19,700.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	36,000.00	36,000.00	36,000.00	37,065.00	0.00	394,465.00
TOTAL REVENUES		260,799.10	380,614.82	1,024,146.07	628,799.34	630,975.84	965,535.59	712,033.84	614,999.34	1,085,437.69	668,404.96	654,904.96	1,430,806.70	418,168.76	9,475,627.00
EXPENDITURES															
Certificated Salaries	1000-1999	27,500.00	260,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	450,532.00	0.00	3,213,032.00
Classified Salaries	2000-2999	75,000.00	160,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	210,595.00	0.00	1,975,595.00
Employee Benefits	3000-3999	20,000.00	110,000.00	125,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	180,749.00	0.00	1,555,749.00
Books & Supplies	4000-4999	50,000.00	50,000.00	75,000.00	75,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	100,000.00	40,000.00	157,825.00	0.00	747,825.00
Services & Other Operating Expen	5000-5999	50,000.00	85,000.00	100,000.00	100,000.00	125,000.00	200,000.00	150,000.00	150,000.00	100,000.00	100,000.00	100,000.00	142,051.00	0.00	1,402,051.00
Capital Outlay	6000-6999	40,000.00	8,800.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	40,000.00	0.00	115,800.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	127,733.64	0.00	322,123.00
TOTAL EXPENDITURES		280,171.76	691,471.76	765,671.76	780,671.76	770,671.76	845,671.76	795,671.76	795,671.76	745,671.76	805,671.76	745,671.76	1,309,485.64		9,332,175.00
NET INCREASE/DECREASE		(19,372.66)	(310,856.94)	258,474.31	(151,872.42)	(139,695.92)	119,863.83	(83,637.92)	(180,672.42)	339,765.93	(137,266.80)	(90,766.80)	121,321.06	418,168.76	143,452.00
Accruals Received		150,000.00	85,000.00	64,968.77											299,968.77
Liabilities															
Line of Credit (1,000,000)															0.00
Loan From Manteca (to Manteca)	\$ (1,068,675.92)														(1,068,675.92)
ENDING CASH BALANCE		4,586,025.29	4,360,168.35	4,683,611.43	4,531,739.01	4,392,043.09	4,511,906.92	4,428,269.00	4,247,596.58	4,587,362.51	4,450,095.70	4,359,328.90	4,480,649.96		



**Salida**  
**Budget Comparison**  
**2018-2019 Revised Budget**  
**2019-2020 Proposed Budget**

	2018-2019 Approved Operating Budget Mar-19	2019-2020 Proposed Operating Budget Jun-19	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
8000 - LCFF, EPA, In Lieu, Prop tax	7,215,880	7,578,294	362,414	5.0%
8100 - Federal Revenue (Grant)	149,699	175,596	25,897	17.3%
8300 - Other State Revenues	381,119	188,639	-192,480	-50.5%
8590 - One Time funding	146,832	0	-146,832	100.0%
8600 - Other Local Revenue	621,296	665,030	43,734	7.0%
<b>Total Income</b>	<b>8,514,826</b>	<b>8,607,559</b>	<b>92,733</b>	<b>1.1%</b>
<b>Gross Profit</b>	<b>8,514,826</b>	<b>8,607,559</b>	<b>92,733</b>	<b>1.1%</b>
<b>Expense</b>				
1000 - Certificated Salaries	2,710,601	2,950,579	239,978	8.9%
2000 - Classified Salaries	1,433,083	1,633,613	200,530	14.0%
3000 - Employee Benefits	1,262,781	1,375,435	112,654	8.9%
4000 - Books & Supplies	504,119	618,350	114,231	22.7%
5000 - Services & Other Operating Exp	1,236,769	1,358,278	121,509	9.8%
6000 - Capital Outlay	203,700	164,500	-39,200	-19.2%
7430 - All Other Financing Uses	595,993	409,092	-186,901	-31.4%
<b>Total Expense</b>	<b>7,947,046</b>	<b>8,509,846</b>	<b>562,800</b>	<b>7.1%</b>
<b>Net Ordinary Income</b>	<b>567,780</b>	<b>97,713</b>	<b>-470,067</b>	<b>-82.8%</b>
	6.67%	1.14%		
	With \$97.5K LPSBG from <b>Reserve</b> <b>\$195,626 of Net Income</b> <b>is restricted reserve</b> <b>for LPSBG funds received</b> <b>under GL 8300</b>			
		8,412,346.25	195,212.71	2.27%

Great Valley Academy-Salida Campus

Budget Comparison-Narrative

Jun-19

**Revenue**

8000 - Revenue figures updated with most recent LCFF 20.1b calculations

8100 - Increase of Federal Revenue per SELPA and Breakfast Program additions

8300 - No Low Performing Student Block Grant

8590 - No one time funding anticipated for 19/20

8600 - Breakfast program revenue increase and increase to SpEd apportionment per SELPA

Net increase in revenue \$93K (1.1%)

Reserve Allocation - \$97.5K will be used from reserves for Low Performing Students (as outlined in the LPS Block Grant)  
(Net Income without spending is \$195K - 2.27%)

**Expenses**

Salaries and benefit expenses include:

57 (44FT/13PT) teachers, 17 (16FT/1PT) aides, 21 (16FT/5PT) classified staff, 6 GVS (shared between campuses), 2 Admin  
and all allocations for multi-campus staff salaries/benefits

Employee benefits include STRS increase & includes a 5% increase in health benefits

Salaries and benefits represent 70% of total expenses

Books and Supplies expenses include:

curriculum

teacher/classroom/office/medical/custodial/maintenance supplies

furniture/computers/equipment

Services and other expense estimates include:

professional development

new teacher induction

audit/legal/insurance/SpEd subcontracts/field trips/nursing

authorizer oversight fees

Capital Outlay

\$100K set aside for parking lot/\$25K new classroom carpet/\$10K for AC/\$12.5K campus improvements

\*\* at year end, capital outlay amounts will be reclassified as a construction/fixed asset

thereby providing an increase to "income/increase in fund reserve

Othr Tuition, Exc csts, Deficit

19/20 represents actual SELPA calculation from section C.2.d

All other financing uses

Includes mortgage payment including principal and interest

\*\* at year end, principal amounts will be reclassified as a reduction to liabilities

thereby providing an increase to "income"/increase in fund reserve

**"Income"/increase in fund reserve amount**

\$97,713      1.14% of expenses

2019-2020  
General Fund - Cash Flow  
Great Valley Academy  
SALIDA

Description	Object Codes	p1										p2			Total
		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	
BEGINNING CASH FUND BALANCE	9110	2,411,065.84	2,616,681.25	2,402,804.60	2,451,629.01	2,451,835.86	2,436,137.71	2,424,610.56	2,470,361.21	2,416,568.06	2,512,923.82	2,630,256.98	2,684,346.74		
LCFF Revenue	8011	293,985.40	293,985.40	529,173.72	529,173.72	529,173.72	529,173.72	529,173.72	529,173.72	610,670.47	610,670.47	610,670.47	610,670.47	0.00	6,205,695.00
EPA Funding	8012			42,266.00			42,266.00			42,266.00			44,202.00	0.00	171,000.00
In-Lieu of Taxes Charter Funding	8096	0.00	64,127.34	128,254.68	85,503.12	85,503.12	85,503.12	85,503.12	85,503.12	91,889.28	91,889.28	91,889.28	91,889.28	91,889.26	1,079,344.00
Selpa Prop Tax	8097							64,673.00						57,582.00	122,255.00
Federal IDEA	8181												52,798.00		105,596.00
Federal Food	8220	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	16,000.00	70,000.00
State Food Revenue	8520	0.00	0.00	0.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,000.00
Other St Revenue	8550													0.00	0.00
Mandated Cost Reimb	8550					14,095.00								0.00	14,095.00
One Time Funds	8590													0.00	0.00
Lottery	8560							37,870.80			18,935.40			69,429.80	126,236.00
Lottery, prop 20	8561										44,308.00			0.00	44,308.00
Other	8590													0.00	0.00
Prior Year Payments	prior year													0.00	0.00
Other Local (Kids Care)	8689	10,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	15,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	0.00	205,000.00
Other Local (Fundraiser +)	8600-8699	500.00	1,000.00	10,000.00	60,000.00	30,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	2,500.00	0.00	140,000.00
Selpa	8792	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	34,030.00	0.00	320,030.00
TOTAL REVENUES		330,485.40	403,112.74	753,694.40	725,076.84	709,171.84	713,342.84	770,620.64	671,076.84	801,225.75	822,203.15	758,959.75	860,489.75	288,099.06	8,607,559.00
EXPENDITURES															
Certificated Salaries	1000-1999	30,000.00	250,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	330,578.86	0.00	2,950,578.86
Classified Salaries	2000-2999	50,000.00	115,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	208,612.92	0.00	1,633,612.92
Employee Benefits	3000-3999	15,000.00	110,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	170,434.95	0.00	1,375,434.95
Books & Supplies	4000-4999	30,000.00	75,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	63,350.00	0.00	618,350.00
Services & Other Operating Expen	5000-5999	20,000.00	100,000.00	100,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	100,000.00	100,000.00	100,000.00	238,277.52	0.00	1,358,277.52
Capital Outlay	6000-6999	50,000.00	35,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	34,500.00	0.00	164,500.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	80,522.11	0.00	409,092.00
TOTAL EXPENDITURES		224,869.99	714,869.99	704,869.99	724,869.99	724,869.99	724,869.99	724,869.99	724,869.99	704,869.99	704,869.99	704,869.99	1,126,276.36		8,509,846.25
NET INCREASE/DECREASE		105,615.41	(311,757.25)	48,824.41	206.85	(15,698.15)	(11,527.15)	45,750.65	(53,793.15)	96,355.76	117,333.16	54,089.76	(265,786.61)	288,099.06	97,712.75
Accruals Received		100,000.00	97,880.60												197,880.60
Liabilities From Modesto (Loan)	\$ 1,068,675.92														1,068,675.92
ENDING CASH BALANCE		2,616,681.25	2,402,804.60	2,451,629.01	2,451,835.86	2,436,137.71	2,424,610.56	2,470,361.21	2,416,568.06	2,512,923.82	2,630,256.98	2,684,346.74	2,418,560.13		

Great Valley Academy Modesto  
May 2019

	A Actual YTD  Jul 18-May 19	B Revised Budget YTD  Jul 18-May 19	C Actual Estimated Balance of year Jun 19	D Original Annual Operating Budget	E Revised Annual Operating Budget	F Estimated Annual Spending  A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 · Revenue Limit Sources	6,725,624	6,708,640	1,015,692	7,821,678	7,741,316	7,741,316
8100 · Federal Revenue	69,952	72,000	155,150	223,102	225,102	225,102
8300 · Other State Revenues	380,343	302,574	175,189	193,318	555,532	555,532
8600 · Other Local Revenue	368,076	316,966	-26,576	341,500	341,500	341,500
8700 · Selpa	303,803	304,787	79,661	383,464	383,464	383,464
<b>Total Income</b>	<b>7,847,798</b>	<b>7,704,966</b>	<b>1,399,116</b>	<b>8,963,062</b>	<b>9,246,914</b>	<b>9,246,914</b>
<b>Gross Profit</b>	<b>7,847,798</b>	<b>7,704,966</b>	<b>1,399,116</b>	<b>8,963,062</b>	<b>9,246,914</b>	<b>9,246,914</b>
<b>Expense</b>						
1000 · Certificated Salaries	2,611,244	2,732,129	456,946	3,114,323	3,068,190	3,068,190
2000 · Classified Salaries	1,661,697	1,705,473	244,007	1,908,574	1,905,704	1,905,704
3000 · Employee Benefits	1,205,370	1,364,894	278,607	1,510,404	1,483,977	1,483,977
4000 · Books & Supplies	457,282	576,550	199,593	626,875	656,875	656,875
5000 · Services & Other Operating Exp	971,232	1,032,207	293,310	1,248,746	1,264,542	1,264,542
6000 · Capital Outlay	407,581	57,501	-237,581	140,000	170,000	170,000
7430 · All Other Financing Uses	194,389	194,389	78,960	273,349	273,349	273,349
<b>Total Expense</b>	<b>7,508,795</b>	<b>7,663,142</b>	<b>1,313,842</b>	<b>8,822,271</b>	<b>8,822,637</b>	<b>8,822,637</b>
<b>Net Ordinary Income</b>	<b>339,003</b>	<b>41,824</b>	<b>85,274</b>	<b>140,792</b>	<b>424,276</b>	<b>424,276</b>

2018-2019  
General Fund - Cash Flow  
Great Valley Academy  
Modesto

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	4,050,860.42	3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	3,518,224.84	4,419,085.61	4,468,461.96	4,354,945.67		
LCFF Revenue	8011	240,987.00	240,987.00	433,777.00	433,777.00	433,777.00	433,777.00	433,777.00	0.00	831,490.00	415,745.00	415,745.00	415,744.00	0.00	4,729,583.00
EPA Funding	8012			319,472.00			319,471.00			346,715.00			312,556.00	0.00	1,298,214.00
In-Lieu of Taxes Charter Funding	8096		89,282.00	178,563.00	119,042.00	119,042.00	119,042.00	119,042.00	119,042.00	245,920.00	122,960.00	122,960.00	122,960.00	115,595.00	1,593,450.00
Selpa Prop Tax	8097	0.00						71,232.00					48,837.00	0.00	120,069.00
Federal IDEA	8181												66,551.00	66,551.00	133,102.00
Federal Food	8220				5,772.01	0.00	10,415.77	10,785.16	10,964.36	8,898.54	10,274.30	12,841.51	9,000.00	13,048.35	92,000.00
State Food Revenue	8520				396.64	0.00	718.46	748.76	760.13	615.91	714.42	973.72	308.36	543.60	5,780.00
Educator Effectiveness	8550													0.00	0.00
Mandated Cost Reimb	8550					0.00	14,353.00						(0.07)	0.00	14,352.93
One Time Funds	8590							0.00	80,881.00				26,934.42	53,907.70	161,723.12
Lottery	8560							45,372.26			10,423.06			76,923.11	132,718.43
Lottery, prop 20	8561										56,236.81		(9,653.52)	0.00	46,583.29
Low Performing Block Grant	8590						95,837.00	8,151.00					87,686.00	0.00	191,674.00
Other -State Revenue	8590												2,700.00	0.00	2,700.00
Prior Year Payments	prior year	44,854.00	5,127.00	(8,189.19)	9,705.76			5,316.48		15,493.00	(4,073.00)	(4,073.00)	(64,161.05)	0.00	0.00
Other Local (Kids Care)	8689	11,689.30	27,915.57	19,524.78	19,904.92	18,986.75	20,234.13	11,312.46	21,215.37	21,847.48	20,145.90	21,792.01	23,931.33	0.00	238,500.00
Other Local (Fundraiser +)	8600-8699	5,781.52	12,689.33	14,334.91	37,661.59	22,774.64	11,555.70	4,054.26	10,917.36	14,927.10	8,104.66	10,706.32	(50,507.39)	0.00	103,000.00
Selpa	8792	16,260.00	16,260.00	29,267.00	29,267.00	29,267.00	29,267.00	29,267.00	0.00	62,474.00	31,237.00	31,237.00	79,661.00	0.00	383,464.00
TOTAL REVENUES		319,571.82	392,260.90	986,749.50	655,526.92	623,847.39	1,054,671.06	739,058.38	243,780.22	1,548,381.03	671,768.15	612,182.56	1,072,547.08	326,568.76	9,246,913.77
EXPENDITURES															
Certificated Salaries	1000-1999	25,152.13	249,759.34	257,217.06	258,712.94	259,032.59	253,459.02	257,529.20	266,330.98	265,021.65	257,657.63	261,371.87	456,945.59	-	3,068,190.00
Classified Salaries	2000-2999	67,373.09	148,217.08	169,882.97	162,725.19	167,148.04	158,688.96	148,458.06	162,914.07	158,605.48	151,614.45	166,069.82	244,006.69	-	1,905,703.90
Employee Benefits	3000-3999	17,605.14	106,906.72	120,381.65	100,997.46	121,300.54	112,914.64	137,461.86	129,759.06	123,260.98	116,360.37	118,422.03	278,606.55	-	1,483,977.00
Books & Supplies	4000-4999	30,146.85	52,949.55	78,244.23	26,882.41	35,296.45	39,665.88	38,069.35	29,423.71	29,297.96	43,414.44	53,891.14	199,593.03	-	656,875.00
Services & Other Operating Expense	5000-5999	34,148.99	54,419.53	63,638.35	99,106.31	96,404.86	39,720.49	250,991.05	130,842.75	49,713.93	54,793.33	97,452.00	293,310.88	-	1,264,542.47
Capital Outlay	6000-6999	33,759.80	-	3,741.44	19,055.00	8,080.15	6,702.26	52,626.83	221,120.03	27,044.00	-	35,451.20	(237,580.71)	-	170,000.00
Other Outgo	7100-7499	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	17,671.76	78,959.64	-	273,349.00
TOTAL EXPENDITURES		225,857.76	629,923.98	710,777.46	685,151.07	704,934.39	628,823.01	902,808.11	958,062.36	670,615.76	641,511.98	750,329.82	1,313,841.67	0.00	8,822,637.37
NET INCREASE/DECREASE		93,714.06	(237,663.08)	275,972.04	(29,624.15)	(81,087.00)	425,848.05	(163,749.73)	(714,282.14)	877,765.27	30,256.17	(138,147.26)	(241,294.59)	326,568.76	424,276.40
Accruals Received		55,207.00	0.00	74,408.77											129,615.77
Liabilities		(222,333.77)	(104,636.97)		(11,437.58)	25,637.58	22,164.32	35,930.31	23,296.71	23,095.50	19,120.18	24,630.97			0.00
Line of Credit (1,000,000)															
Loan to/from Salida	\$ (1,248,675.92)												180,000.00		(1,068,675.92)
ENDING CASH BALANCE		3,977,447.71	3,635,147.66	3,985,528.47	3,944,466.74	3,889,017.32	4,337,029.69	4,209,210.27	3,518,224.84	4,419,085.61	4,468,461.96	4,354,945.67	4,293,651.08		

## Great Valley Academy Salida

May 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-May 19	Jul 18-May 19	Jun 19			A + C
<b>Ordinary Income/Expense</b>						
Income						
8000 • Revenue Limit Sources	6,446,085	6,271,228	769,795	7,003,819	7,215,880	7,215,880
8100 • Federal Revenue	42,933	48,000	106,766	149,699	149,699	149,699
8300 • Other State Revenues	307,708	227,808	220,243	171,819	527,951	527,951
8600 • Other Local Revenue	405,549	286,338	-80,549	325,000	325,000	325,000
8700 • SELPA	275,087	262,659	21,209	296,296	296,296	296,296
<b>Total Income</b>	<b>7,477,362</b>	<b>7,096,034</b>	<b>1,037,464</b>	<b>7,946,633</b>	<b>8,514,826</b>	<b>8,514,826</b>
<b>Gross Profit</b>	<b>7,477,362</b>	<b>7,096,034</b>	<b>1,037,464</b>	<b>7,946,633</b>	<b>8,514,826</b>	<b>8,514,826</b>
Expense						
1000 • Certificated Salaries	2,374,802	2,397,263	335,799	2,748,607	2,710,601	2,710,601
2000 • Classified Salaries	1,256,825	1,324,200	176,257	1,512,811	1,433,083	1,433,082
3000 • Employee Benefits	1,023,838	1,120,947	238,943	1,310,482	1,262,781	1,262,781
4000 • Books & Supplies	384,076	435,727	120,043	488,950	504,119	504,119
5000 • Services & Other Operating Exp	889,924	903,356	346,845	1,203,345	1,236,769	1,236,769
6000 • Capital Outlay	195,631	114,742	8,069	200,200	203,700	203,700
7430 • All Other Financing Uses	328,570	328,570	267,423	415,993	595,993	595,993
<b>Total Expense</b>	<b>6,453,666</b>	<b>6,624,804</b>	<b>1,493,380</b>	<b>7,880,388</b>	<b>7,947,046</b>	<b>7,947,046</b>
<b>Net Ordinary Income</b>	<b>1,023,696</b>	<b>471,230</b>	<b>-455,916</b>	<b>66,245</b>	<b>567,780</b>	<b>567,780</b>

2018 - 2019  
General Fund - Cash Flow  
Great Valley Academy  
Salida

Description	Object Codes	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total
BEGINNING CASH FUND BALANCE	9110	1,798,332.10	1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,545,148.36	2,419,404.36	2,582,120.86	2,664,947.19		
LCFF Revenue	8011	277,978.00	277,978.00	500,360.00	500,360.00	500,360.00	500,360.00	500,360.00		1,144,962.00	572,481.00	572,481.00	519,663.00	0.00	5,867,343.00
EPA Funding	8012			39,900.00		39,900.00		39,900.00		47,742.00			39,658.00	0.00	167,200.00
In-Lieu of Taxes Charter Funding	8096		57,919.00	115,838.00	77,225.00	77,225.00	77,225.00	77,225.00	77,225.00	173,154.00	86,577.00	86,577.00	86,577.00	59,224.00	1,051,991.00
Selpa Prop Tax	8097							64,673.00					64,673.00	0.00	129,346.00
Federal IDEA	8100-8299												44,849.50	44,849.50	89,699.00
Federal Food	8220			0.00	3,766.59	0.00	7,941.16	7,865.85	8,074.41	0.00	7,888.16	7,396.76	6,000.00	11,067.07	60,000.00
State Food Revenue	8520				251.24	0.00	535.40	536.12	550.80	491.60	535.88	502.73	500.00	96.23	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550					0.00	13,031.00						0.34	0.00	13,031.34
One Time Funds	8590								73,435.00		0.00		24,453.00	48,944.00	146,832.00
Lottery	8560							41,072.28			9,435.26			69,990.46	120,498.00
Lottery, prop 20	8561										50,907.18		(8,613.18)	0.00	42,294.00
Low Perf St Bk Grant	8590						97,813.00	5,670.00					97,813.00	0.00	201,296.00
Other -State Revenue	8590													0.00	0.00
Prior Year Payments	prior year		4,442.00	(12,296.25)	4,074.85			8,994.31		12,396.00	(2,335.00)	(2,335.00)	(12,940.91)	0.00	0.00
Other Local (Kids Care)	8689	7,825.51	24,026.79	14,590.11	15,442.60	24,509.13	17,905.18	29,652.37	14,252.39	20,313.05	19,593.78	18,810.91	(11,921.82)	0.00	195,000.00
Other Local (Fundraiser +)	8600-8699	471.59	988.90	6,935.52	68,201.52	41,878.41	14,948.31	9,966.77	14,884.15	14,383.35	17,617.27	8,351.59	(68,627.38)	0.00	130,000.00
Selpa	8792	14,384.00	14,384.00	25,891.00	25,891.00	25,891.00	25,891.00	25,891.00	0.00	58,432.00	29,216.00	29,216.00	21,209.00	0.00	296,296.00
TOTAL REVENUES		300,659.10	379,738.69	691,218.38	695,212.80	669,863.54	795,550.05	771,906.70	188,421.75	1,471,874.00	791,916.53	721,000.99	803,292.55	234,171.26	8,514,826.34
EXPENDITURES															
Certificated Salaries	1000-1999	15,663.92	227,395.55	234,203.28	238,588.21	242,273.28	239,993.28	231,744.03	235,422.94	238,146.88	232,774.94	238,595.35	335,799.30	0.00	2,710,600.96
Classified Salaries	2000-2999	46,587.48	109,529.91	128,082.51	117,441.19	123,414.83	118,281.48	115,934.85	126,401.81	125,742.21	117,610.27	127,798.03	176,257.60	0.00	1,433,082.17
Employee Benefits	3000-3999	12,446.47	87,890.44	100,610.30	89,083.27	103,745.99	98,017.33	117,349.35	110,990.44	104,658.82	97,714.68	101,331.36	238,942.96	0.00	1,262,781.41
Books & Supplies	4000-4999	7,473.14	66,601.28	41,652.32	30,406.33	48,705.02	35,894.67	24,114.25	26,615.47	33,649.53	35,350.23	33,613.38	120,043.73	0.00	504,119.35
Services & Other Operating Expenses	5000-5999	12,742.74	36,083.23	44,529.59	68,916.46	122,297.90	41,169.30	187,083.85	122,068.83	68,484.18	84,360.25	102,187.52	346,845.41	0.00	1,236,769.26
Capital Outlay	6000-6999	1,295.00	99,365.88	4,080.62	-	8,350.00	1,807.75	-	28,783.01	5,200.00	34,279.45	12,469.32	8,068.97	0.00	203,700.00
Other Outgo	7100-7499	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	29,869.99	267,423.11	0.00	595,993.00
TOTAL EXPENDITURES		126,078.74	656,736.28	583,028.61	574,305.45	678,657.01	565,033.80	706,096.32	680,152.49	605,751.61	631,959.81	645,864.95	1,493,381.08	0.00	7,947,046.15
NET INCREASE/DECREASE		174,580.36	(276,997.59)	108,189.77	120,907.35	(8,793.47)	230,516.25	65,810.38	(491,730.74)	866,122.39	159,956.72	75,136.04	(690,088.53)	234,171.26	567,780.19
Accruals Received		46,809.00		149.47											46,958.47
Liabilities Accrued (Paid)		(114,602.13)	(67,505.94)		(31,891.24)			(11,308.00)	2,682.79	8,133.61	2,759.78	7,690.29			0.00
Note Payable for Curriculum From Modesto (to Modesto)	\$ 1,248,676												(180,000.00)		1,068,675.92
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		1,905,119.33	1,560,615.80	1,668,955.04	1,757,971.15	1,749,177.68	1,979,693.93	2,034,196.31	1,545,148.36	2,419,404.36	2,582,120.86	2,664,947.19	1,794,858.66		

## LEADERSHIP OPPORTUNITIES FOR HOMESCHOOL TEACHERS

*Those who occupy GVA leadership positions are employees who embrace and exemplify GVA mission, vision, and pillars. A GVA Leader will commit to working to move GVACH forward to reach our goals of providing a rigorous education, based on the foundation of the GVA Way.*

PILLARS	POSITION	POSITION DESCRIPTION	STIPEND
2 & 3	CHARACTER/ CULTURE LEAD	<ul style="list-style-type: none"> <li>Presenting and implementing applications of Conscious Discipline into student/staff/family culture.</li> <li>Transition GVA character program into the character portion of Enrichment classes.</li> <li>Promoting research, development and implementation of GROWTH MINDSET, for staff, students and families.</li> <li>Ensure Safe, Loved, Learning environment.</li> <li>Establishing and maintaining home/school/ community relationships.</li> </ul>	\$500/trimester
IMPACT ON STAKEHOLDERS		This position will facilitate the creation of a Safe/Loved/ and Learning environment for students, staff and parents, while deepening implementation of the GVA way, primarily in the area of character. The desired outcome is a positive and connected environment for all stakeholders.	
4	MASTERY LEARNING LEAD	<ul style="list-style-type: none"> <li>Curriculum, Instruction, &amp; Assessment</li> <li>Continued Common Core alignment.</li> <li>Mastery report card alignment to standards.</li> <li>Develop common assessments which will align assessments for all levels.</li> <li>Lead staff in review of assessment data.</li> <li>Assist in the creation and implementation of a Mastery Binder for home educators.</li> </ul>	\$500/trimester
IMPACT ON STAKEHOLDERS		This position will assist Advisory Teachers and parents in assessing and reporting of student progress, leading to targeted instruction to meet the individual student needs. The desired outcome is to increase academic achievement in our students through parent support and engagement.	